YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Bishop Moore College Mavelikara
• Name of the Head of the institution	Dr. Jacob Chandy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04792303230/04792303260
• Mobile no	9447430995
• Registered e-mail	bpmoorecollege@gmail.com
• Alternate e-mail	Nil
• Address	Kallumala P.O. Mavelikara, Alappuzha District
• City/Town	Alappuzha
• State/UT	Kerala
• Pin Code	690110
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Kerala**
• Name of the IQAC Coordinator	**Dr. Ranjith Mathew Abraham**
• Phone No.	**9447958509**
• Alternate phone No.	**04792303230**
• Mobile	**9447958509**
• IQAC e-mail address	**iqacbmc@gmail.com**
• Alternate Email address	**ranjithmathewabraham@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://bishopmoorecollege.org/wp-content/uploads/2021/09/AQAR-Report-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://bishopmoorecollege.org/wp-content/uploads/2022/01/Academic-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A**	**3.04**	**2017**	**03/05/2017**	**02/05/2022**
Cycle 2	**B**	**2.89**	**2010**	**28/03/2010**	**27/03/2015**
Cycle 1	**B++**	**82.5**	**2004**	**Nil**	**Nil**

6.Date of Establishment of IQAC	**01/04/2005**
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,	

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UG Science Departments	DBT STAR	DBT	2017-2020	4700000
Institutional	RUSA	Govt of India	2018	2000000
Faculty	DBT	Govt of India	March 2021-24	4990200

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	05	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Induction programme for the five newly appointed teaching staff: 08-15 June 2020 2. IQAC Webinar on Emerging Trends in Higher Education: 10 July 2020 3. IQAC organized "National FDP on MOODLE Learning Management System" for faculty members in association with IIT Bombay Spoken Tutorials:19-23 Oct 2020 4. Five Days Orientation Programme for First Semester Degree Students organized: 23-27 Nov 2020 5. Association of Knowledge Partnership between IIT Bombay Spoken Tutorial Program and Bishop Moore College Mavelikara established

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

Plan of Action	Achievements/Outcomes
To Organize Induction programme for the five newly appointed teaching staff	Organized Induction programme for the five newly appointed teaching staff during 08-15 June 2020
To Enhance Green Initiatives	Harithalayam Project was inaugurated on 09 July 2020. As part of it Vegetable Farming, Gingelly farming, Farming and planting of rare species of fruit trees, bamboo etc done
To Organize Webinar On Effective teaching	Lecture was delivered by Prof. Edamana Prasad, former Head of teaching Learning Centre, IIT, on "Effective Teaching" on 10 July 2020
To Organize Faculty Development Programme on MOODLE	During 18-23 October 2020, IQAC organised
To Organize one week Induction Programme for First Semester Degree Students	During 23-27 November 2020, Five days Orientation Programme for First Semester Degree Students were organized.
To Release Annual Newsletter of the college	On 28 December 2020, the annual newsletter of the college was released
To Encourage Departments to organize Faculty Development Programmes in Association with GAD Teaching Learning Centre and St. John's College Agra under the PMMMNMTT scheme of Government of India	Three faulty development programmes were organized under the PMMMNMTT scheme
To Establish an Association of Partnership with IIT Bombay Spoken Tutorial Programme	Association of Knowledge Partnership between IIT Bombay Spoken Tutorial Program and Bishop Moore College Mavelikara established

To Organize Merit Day for felicitating top scorers of the College and those who bagged University Ranks	On 22 February 2021, Merit Day 2021 to felicitate the rank holders of the previous academic year was organized. Merit Scholarships for all top scorers of the Departments were distributed
To coordinate STARS of MOORE contest to select the Best Outgoing students of the college	STARS of MOORE Contest conducted. Three best outgoing students of the college was declared
To apply for the One District - One Green Champions Award of the MGNCRE, MHRD, Government of India	Bishop Moore College won the One District One Green Champions Award of the Mahatma Gandhi National Council for Rural Eduction. The award was given for the green initiatives of the college
To organize annual get together of stake holders-YADAH	On 30 March 2021, YADAH, the annual get together of stake holders was held in the college Auditorium. Faculty and students with outstanding achievements were felicitated.
To complete the student Flood Resistant House Project	Key of the new flood resistant house built for a flood affected student was handed over on 30 March 2021
To Apply for Registration for Recognition as SES-REC Institution of MGNCRE, MHRD, Govt of India	College recognised as SES-REC Institution of MGNCRE, MHRD, Govt of India
To initiate activities of Unnath Bharath Abhiyan	Sanitisers and Masks distributed to nearby locality as part of Unnath Bharath Abhiyan
To apply for new PG affiliated programmes	Submitted proposal for three affiliation of new programmes for the academic year 2020-21 and got MA Behavioural Economics & Data Science sanctioned

To reconstitute the Committee Against Sexual Harassment against Women to Internal Complaints Committee	Committee Against Sexual Harassment Against Women to Internal Complaints Committee reconstituted wef 08 June 2020
To promote Go Digital Campaign	A "Go Digital" Project was initiated by the Internal Quality Assurance Cell to make all stake holders of the college adapt with the challenging situation. Eight Faculty Development Programs were organized to acquaint and equip teachers with technology enabled teaching skills. The G-Suite for Education and MOODLE LMS platforms were effectively used by faculty and students to substitute for the real classroom teaching.
To coordinate Feedback collection and analysis from Stakeholders	Feedback collection and analysis from Stakeholders done
To prepare Annual Academic and Administrative Report of the college	Annual Academic and Administrative Report of the college was prepared
To conduct Internal Academic Audit of academic year 2019-20	Academic Audit of all Departments and Organizational Units were conducted on 07 January 2021
To co-ordinate recruitment of Guest Lectures in various Departments	Monitored Recruitment of Guest Lecturers in various Departments
To initiate for KSHEC SAAC Accreditation process	KSHEC SAAC Accreditation process initiated and SAAC working committee formed
To submit NIRF report before last date	Submitted NIRF report before last date
To submit ARIIA report before last date	Submitted ARIIA report before last date

To do Renewal and proper monitoring of LMS, Attendance Monitoring and SMS Alert System	Renewal and proper monitoring of LMS, Attendance Monitoring and SMS Alert System was done
To ensure timely updation of website	Website was monitored and updated on a weekly basis
To submit AQAR 2019-20 before due date	AQAR 2019-20 was submitted on 31 May 2021

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

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	25/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	05/01/2021

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**390**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1394**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**104**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**475**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**75**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	70

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	40
4.2 Total expenditure excluding salary during the year (INR in lakhs)	7248244
4.3 Total number of computers on campus for academic purposes	112

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College Level Monitoring Committee (CLMC) of the College monitors and ensures effective delivery of the curriculum.

Planning: The Principal convenes the CLMC which comprises of the Heads of the Departments. It is through these CLMC meetings, conducted every month, that the ways and means to implement the curriculum effectively is planned. In these meetings, the schedule of internal examinations and conduct of other curricular and extracurricular activities are finalised according to the University academic calendar.

The action plan for the semester is charted out at the Department level, through the Department Level Monitoring Committee (DLMC), comprising of the Heads and Course Coordinators of the respective Departments based on the decisions of the CLMC. Course Coordinators are entrusted with the task of overseeing the proper implementation of the curriculum by setting a semester plan, where in the syllabus is distributed evenly within a semester. Each department prepares

and submits the action plan.

Teachers' diary is maintained by individual teachers which records their academic activities. Heads of the Departments verify the diary periodically which is counter-signed by the Principal.

Implementation:

Most of the departments use black/glass/white boards as well as smart interactive boards for teaching learning process. Online curriculum delivery is effectively carried out through online platforms like Google meet and Google classroom.

All the departments conduct courses in MOODLE -an Open source platform which is linked to the college website, for effective curriculum delivery.

The college, being affiliated to the University of Kerala follows the syllabi and academic calendars prepared by the University for the effective implementation of the curriculum.

New Initiatives during the acadmic year:

- Virtual lab sessions for students were conducted
- Sharing of teaching materials, conducting Quiz and assignmentsthrough online platforms like MOODLE and Google Classroom.
- Organised Student Training Programmes in Association with IIT Spoken Tutorial Programme, Bombay
- University Previous Year Question Paperswere made available on College Website

Documentation:

- The Minutes of the Staff Council, CLMC and DLMC are properly maintained. Academic Calendar, Semester-Plans, Teachers Diary and Annual Reports of various Departments are systematically documented at the Department level.
- Academic Calendar is published in the college website
- The college publishes handbook and calendar containing Mission and Vision statement, Code of conduct, General rules, contact details of all staff etc. and is displayed in the college website
- The news and photographs of all the teaching learning processes are timely updated on the college website which is operated by the IQAC.

- **The annual academic and administrative audit report is a centralised document of all the activities of the college. College Annual Report is published in the college website.**
- **Newsletters are also brought out every year which documents all the activities of the college in an impressive manner.**

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://bishopmoorecollege.org/wp-content/uploads/2021/09/Handbook-2020-21.pdf

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

Since the College is affiliated to the University of Kerala, we strictly adhere to the academic calendar given by the University. The College prepares an academic calendar based on the University calendar to schedule, plan and implement the upcoming events. The College schedules the dates for assignment submission, centralized internal examination, returning of valued answer scripts, publishing of CE marks, and submission of project/ dissertation to the College, by following the academic calendar published by the University. The CLMC gives timely notification about the dates to the faculty members as well as students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.keralauniversity.ac.in/downloads/Academiccalendar2020-211611818410.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of	**A. All of the above**

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

918

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

1.3 - Curriculum Enrichment

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

Gender Equity, Environment and Sustainability, Human Values and Professional Ethics are woven into the CBCSS curriculum to shape the students into responsive and responsible citizens who would contribute towards global good.A plethora of courses, designed to address the environmental issues and aimed at sensitizing the students towards such issues are a part of the curriculum. The courses are: Environmental Studies and Disaster Management (EN1211.1), Paristhithi: Sidhanthavum Avishkaravum (ML1331), Environmental Studies and Phytogeography (BO1542), Environmental Studies (BB1241), Environmental Biotechnology(BB1672), Basics of Environmental Biotechnology (BB1553). These courses are designed to impart a basic understanding of the structure and function of the environment and its interaction with the living systems. It will impart knowledge about the geographical distribution of plants, the impact of human intervention in the environment and the delicate balance of various factors in the environment. It gives an idea about the various types of biodiversity and the influence of environmental pollution on biodiversity. Selection of Elective Courses: The choice of elective courses in both undergraduate and post graduate programmes is an opportunity where affiliating courses can explore the possibilty of integrating cross-cutting issues into the programme on their own choice Gender issues are addressed in the curriculum of Languages and Literature programme through elective courses like Women's Writing (EN1644), Dalithezhuthu, Pennezhuthu-Sidhanthavum Avishkaravum (ML1431) etc. The students are made aware of the pressing gender issues and are made to think of ways and means to set things right.Human values are discussed as a part of the various courses in Humanities programmes. In the Animal Biotechnology (BB1573) course offered under Biotechnology programme the students are sensitized on the ethical issues of Animal biotechnology. Zero Credit Courses: The College also gives special emphasis on Gender, Environment and Sustainability, Human values

during the choice of zero credit course of 30 hours that has to be
successfully completed as part of the fourth semester of the
Undergraduate Programmes.The courses selected for the academic year
2019-20 keeping thisin mind are Environmental Activities Club,
Performing ArtsFolklore Club, Nature/Eco Club, Planning Forum and
Human Rights Club Open Courses: Affiliating colleges are given the
flexibility to choose open courses for each programme from among the
list provided by the University for each programme. During the
selection of the course, the Departments consider various
aspects,among which impartation of values are given special
attention. Some examples are Energy Physics offered by the
Department of Physics,Human Resources Management offered by the
Department of Economics and Public Health and Hygiene offered by the
Department of Zoology. Assignments, Seminars and Projects:
Assignments, Projects and Seminars, realated to Professional Ethics,
Gender issues, Environment and Sustainability and Human Values are
provided wherever possible, so as to inculcate in them a positive
attitude. The zero credit courses give special emphasis on projects
related to energy conservation,Water Quality Survey etc. Students
are promoted and motivated to undertake their research projects on
environment and sustainabilty like water quality analysis, Survey on
Women Issues, synthesis of bioplastics etc.

Certificate Courses on Vermiculture Technology, Apiculture Practices
andBiofertilizer Production Technology was offered.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

62

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

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

372

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://bishopmoorecollege.org/wp-content/uploads/2022/03/Feedback-Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://bishopmoorecollege.org/wp-content/uploads/2022/03/Feedback-Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

495

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

104

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Initial Assessment of Learning level:

Observing the marks scored by the students in the qualifying exams, the nature of the Programmes offered and the unique requirements of each, different assessment strategies are adopted: In Science subjects, problem solving skills are assessed using simple tests. In Language and Literature courses, linguistic and literary abilities of the students are tested through written and oral presentations. In Commerce and Economics, the critical thinking of the students is evaluated through the discussion of various case studies.

Special Programmes for Advanced Learners:

1. Association Representatives: Advanced learners are selected as office bearers of Association actvities/Extension Activities.

2. Summer Projects/Internships: Filed Visits/ Internships/Hands on Training for experiential learning is provided

3.Co-author Papers: Students having special aptitude in Research are provided opportunity to coauthor articles in SCI journals.

4. Walk With the Scholar' programmme: The WWS programme provides necessary orientation, guidance and motivation to the promising students to enrich and nourish their talents for higher studies and better employment opportunities.

5. PSC/Civil Service/JAM Coaching: Advanced learners are motivated to apply for National level tests and Entrance exams, and special coaching is provided for the same. They are given opportunity to visit research institutions to develop scientific temper.

6. STARS OF MOORE Contest: Every year the college conducts a Best Outgoing student contest, the various steps involved in which helps to inculcate different competencies in them.

Special programme for Slow Learners:

Special care is given to slow learners to overcome their weakness and come at par with the rest of the class.

1. Bridge Courses: Bridge programmes before starting a semester is organised

2. Scholar Support Programme (SSP):Teachers put in extra hours with them under this programme. Extra learning materials and model tests are given to the students as part of the programme.

3. Additional Skills Aquisition Programme (ASAP): Students lacking soft skills are extensively trained under this programme.

Other Special Teaching Learning Processes include

* Orientation Programmes to newly admitted students

* Effective Curriculum delivery through ICT enabled student centered teaching learning processess

* Previous years University question papers are made available in the college website as well as hard copy is maintained in the Library.

* Establishment of effective mentor-mentee relationship

* Seminars/Endowment Lectures for enhancing learning capabilities

* Invited Talks/Interactions/Training workshops and hands on sessions for skill development

* Offering Add on courses/ Certificate courses

* Offering Career Guidance and Counselling sessions

* Organizing Inter Departmental and Inter-Collegiate competitions

*Special programmes under DBT STAR College scheme for interaction with eminent scientist, training programmes etc for Science students

* Enrichment programmes focussed on personality development, social awareness, moral values, enhancing motivational level, etc

* Centralised system to conduct and assess internal examinations.

* Feedback Mechanism: The College has a formal mechanism of obtaining feedback from students, parents and alumni to evaluate the efficacy of the programmes and services provided by the College. From 2017 feedback has been collected through the feedback entry portal on the college website. Based on the feedback received necessary actions are taken to improve the efficacy of the teaching-learning process.

File Description	Documents
Paste link for additional information	http://bishopmoorecollege.org/news-3/
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1394	**73**

File Description	Documents
Any additional information	**No File Uploaded**

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

The College designs the process of planning, delivery of curriculum and assessment in such a way that it is student centric. The various departments follow different strategies to make learning more student-centric and ensure the holistic development of students.

1. Experiential Learning

1. Project Work- For UG and PG projects, students choose topics in their area of interest and teachers give sufficient guidelines and support for the completion of their work.

2. Summer Research Projects – Science students are encouraged to apply for Summer Research projects at institutions of national repute. 18 students have successfully completed Summer Research Projects at institutes like IISc, JNCASR, IITs, IGCAR, IISER, IIST etc. during 2015-20, which provide them experiential learning towards research.

3. Field Trips - Field Trips, regularly organized by the College to reputed institutions and places of importance, have proved to be vital in bridging the gap between the traditional classroom and hands-on experience.

4. Industrial Visits- Various departments organize industrial visits, which provide insight to students regarding internal working

of reputed companies and practical perspectives of work places.

5. Invited Talks- The College regularly provides opportunities to students to listen to globally-respected researchers, local luminary, celebrities and well-known academicians.

6. National and International Conferences- The departments conduct national and international conferences regularly, and students are given responsibilities which equip them to organize events systematically and effectively and they get opportunities to interact with scholars from different cultural and social backgrounds and listen to scholarly lectures.

2. Participative Learning

1. Role Plays, Debates, Public Speaking and Seminars are among the participative learning methodologies adopted by the College.

2. Group and Team Work- Celebration of important days, NSS and NCC camps, Village Adoption (UBA), Tree plantation, Swatch Bharat, Health awareness Camps, blood donation camps etc. help the students to learn the art of living in a team for the welfare of the society and community as a whole.

3. Extension activities- NSS, NCC, Science Club, Sports Club, Bhoomithrasena, Entrepreneurship Development Club, Women's Study Unit, Debate Club, Literary Club, Nature Club etc. are certain extension programmes offered by the College and this will help to sensitize the students regarding social values, responsibilities and knowledge of prominent societal issues and problems.

4. College Magazine- The College magazine Vidyasarith is published annually. Students contribute articles and work on the editorial board which help improve their creative and administrative skills.

5. Exhibitions- Students get a chance to apply the practical aspects of their learning through exhibitions organized by the departments.

3. Problem solving Methodology

1. Case Studies- Case studies are used as a teaching tool to show the application of theories and concepts to real situations. For instance, in Environmental Science paper, project work is assigned to identify environmental issues in their neighbourhood and submit a report of the same.

2. Assignments- Assignment topics involve problem-solving, in which students are required to identify the problem and resolve it in a scientific way.

3. Quiz Competitions- All the departments conduct inter-department quiz competitions based on various topics.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://bishopmoorecollege.org/news-3/

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

Innovation and creativity in teaching-learning process is manifested in the following strategies that the College adopts:

* Use of National instruments Multisim software and LT Spice software for the design of electronic projects and practicals

* Use of virtual lab for the Conceptualization of experiments in Physics, Chemistry, Botany, Zoology

* Use of Mendeley software by Chemistry students, to arrange the research articles and format their bibliographies according to standard journal formats

*Providing e-resources like E- journals and E- books, including INFLIBNET facility for PG and research students

* Providing e-access to previous years University question papers through the College website

* Incorporation of Learning Management System (Moodle) and digital technologies like Google Meet, Google Classroom, Zoom etc. in teaching

* Conduct of online internal examinations

* Giving opportunities to Language students to watch world renowned movies as part of the Film Studies paper PG students are encouraged to prepare multimedia presentations as part of the classroom seminars.

* Teachers have their own youtube channels through which they give video lessons to students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<u>View File</u>
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	<u>View File</u>

2.4 - Teacher Profile and Quality

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

73

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

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

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

38

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

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

2.4.3.1 - Total experience of full-time teachers

664

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

2.5 - Evaluation Process and Reforms

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

*The Continuous Internal Evaluation (CIE) system is monitored by the College Level Monitoring Committee (CLMC). CLMC constitutes the Principal as the Chairperson, Heads of departments, elected representatives of teachers in the College Council and a student representative. A member selected by the CLMC from among the Heads of the Departments shall be the Convenor.

*Department Level Monitoring Committee (DLMC) consisting of the Head of the Department and all teachers of the Department shall monitor the conduct of Courses and evaluation under CIE. The Head of the Department shall be the Chairperson and a teacher selected by DLMC from among the members shall be the Convenor. *The College has a full-fledged Internal Examination Cell under the governance of CLMC for the smooth conduct of Centralized Internal Examination. The CLMC selects two faculties as the Coordinators of the Internal Examination cell. They are responsible for the preparation of time

table and invigilation duty list, collection of question papers from concerned course advisors, sorting of question papers, smooth conduct of examination and the distribution of answer scripts to concerned faculties. The Internal Examination Cell, DLMC, and CLMC jointly announce the dates for the distribution of corrected answer scripts to the students. Thus, they make sure that the best possible outcomes are assured. The College also offers facilities to solve their grievances regarding internal examination scores.

*Attending the internal examination is mandatory. Retest is conducted for students who have not attended the same due to genuine reasons.

*Internal Examination for post-graduate students are conducted at the department level.

*The institution strictly follows the criteria given by the University for Continuous Internal Evaluation (CIE)

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

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

*The assessment criteria are published in the College Handbook and also explained by the teachers in the classes.

*The dates of internal exams are published on the notice board and also informed by the class wardens and HoDs.

*Students have the freedom to submit an assignment or make a seminar presentation.

*Internal marks are awarded for the report submitted by students based on their field visits.

*Students are given the opportunity to verify their final attendance in each semester.

*After the internal examination, course advisors evaluate the answer scripts and distribute them to students within one week. The students can scrutinize their answer scripts in the presence of

their teachers. It ensures the transparency and reliability of the internal evaluation process.

*The course advisors of each course prepare the continuous evaluation mark list as per the University guidelines. After getting the confirmation and signature of all students, the course advisor hand over the mark list to the concerned faculty advisor, who consolidates the CE marks of all subjects of a student and gets them signed by the students.

*The consolidated CE marks are uploaded in the low level (faculty advisor level) of the University portal and forwarded to the middle level (HoD level). The HoD verifies these marks and forwards them to the high-level (Principal level) where the Principal verifies the marks and forwards them to the University. The final printout of the marks is also signed by the students.

*Frequency: The college conducts one test paper per semester in a centralized manner as a model examination in the university examination pattern. Course advisors conduct class tests before the model examination.

*CCTV cameras monitor the examination process so that the cases of malpractices are very rare.

*Model examinations for practical and viva voce are conducted at the department level.

*Absentees with genuine reasons get an opportunity for re-test.

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

2.6 - Student Performance and Learning Outcomes

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

*Course Outcomes are framed for all courses in the program by the University of Kerala during the time of Syllabus revision based on Blooms' Taxonomy which includes various levels like: • Remember • Understand • Apply • Analyze • Evaluate • Create.

*COs are communicated to the students during the commencement of the semester and after the completion of each module, the course outcomes are reviewed.

*HOD along with subject faculties and domain experts discuss and frame the Course Outcomes.

* Students are educated with the outcomes of each course before the commencement of the subject. •

* PO, PSO, CO are included in Lab Manuals, Course files

* It is displayed on Institution Website

* Hard Copy of syllabi and Outcomes are available in the departments for ready reference to the teachers and students

*Workshops have also been conducted for faculties and students for familiarizing the outcomes at the college level

*These points are discussed using Alumni meet and feedbacks are taken from alumni to ensure whether the outcomes are met.

*During PTA meetings the points are discussed and suggestions from parents are taken.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Measurement of attainment of POs, PSOs and COs is done through formative and summative methods. Continuous and comprehensive evaluation, is done regularly to know the attainment. Class tests are scheduled by the teachers and after the valuation the analysis is done after which the strategy for improvement is made. Group discussions and seminars are organized and each student is made to participate compulsorily in these. Through the seminars and group

discussions, the thinking process of the students is also assessed and the skills and knowledge is tested. Home assignments and classroom assignments are given to the students in Education and all P.G. classes. Some of the undergraduate classes also have the assignments; it helps to measure the attainment programme specific outcomes. Some activities like quiz competition are also held which makes the institution know about the knowledge and information of the students. Via Co-curricular activities also behavioral outcome of the students are assessed. Semester exams for the courses having semester pattern and annual exam for the courses having annual pattern are conducted. Analysis of students' performance in internal tests is done. Maximum 20marks are allotted on internal examination Analysis of terminal exam results is also done. After the analysis, strategy for improvement is made and implemented. All the assessments are analyzed regularly. The analysis of students' performance in semester/annual examination is done to know the levels of attainment of POs, PSOs and COs. Each department analyses the result of the students in their subject. The analysis of post graduate courses for each department is also done for the same

All the departments set question papers in such a way that it can assess all Cos.

Method of measuring attainment of Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcome (CO):

The college has adopted following method of calculation of attainment of POs, PSOs, COs.

Method of calculation of attainment of COs.

Each course of a programme has well-defined COs. Attainment of COs is calculated using a combination of direct methods of assessment and indirect method of assessment.

Direct Assessment: Direct method of assessment have two major components:

Continuous Evaluation (CE) (Assignments, Quizzes, Class Test, Laboratory performance, Mid-term examination etc.).

End Term Examination (ETE).

Weightage of CE and ETE is 50%-60% and 40%-50% respectively depending on course and programme.

Indirect Assessment: Indirect method of assessment of COs is based on course exit survey performed at the end of the semester.

a) Direct Assessment:

Direct assessment of COs is based on performance of students in various components of the performance evaluation. The performance is categorized in four levels: 0 (Not satisfactory), 1 (Average), 2 (Good), 3 (Excellent).

Setting target for attainment level of performance:

Level 3: 80% or more students attain more than 60% marks (or 6 out of 10 point grades)in a direct assessment method.

Level 2: 65% or more students attain more than 60% marks (or 6 grade) in a direct assessment method.

Level 1: 50% or more students attain more than 60% marks (or 6 grade) in a direct assessment method.

Level 0: less than 50% students attains more than 60% marks (or 6 grade) marks in a direct assessment method.

b) Indirect Assessment of COs:

Indirect assessment of COs is performed using course exit survey (feedback) conducted in the end of the semester. Students are asked to rate course on a scale of 5. The components of COs attainment is set as follows:

Level 3: 70% or more students (participating) give 3.5 or more points

Level 2: 65% or more students (participating) give 3.5 or more points

Level 1: 60% or more students (participating) give 3.5 or more points

Level 0 (No Attainment): less than 60% students (participating) give 3.5 or more points

Indirect Assessment: Indirect assessment of POs is performed using programme exit survey, Programme exit survey: Programme exit survey is conducted after completion of programme. Students are asked to

rate programme on a scale of 5.

The components of POs attainment is set as follows:

Level 3:< 70% or more students (participating) give 3.5 or more points

Level 2:< 65% or more students (participating) give 3.5 or more points

Level 1:< 60% or more students (participating) give 3.5 or more points

Level 0 (No Attainment):< less than 60% students (participating) give 3.5 or more points

Level of PSOs attainment: It is calculated in similar manner as POs calculation is performed.

Analysis of Outcomes & Subsequent Documentation

The attainment at PO level (end of every passing out course) must be graded.

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

2.6.3 - Pass percentage of Students during the year

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

379

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://bishopmoorecollege.org/wp-content/uploads/2022/07/annual-report-2020-21.pdf

2.7 - Student Satisfaction Survey

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

https://bishopmoorecollege.org/wp-content/uploads/2022/03/Feedback-Analysis.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4990200

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

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

3.1.2.1 - Number of teachers recognized as research guides

18

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

01

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

3.2 - Innovation Ecosystem

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

The college has an Institute Innovation Council functioning actively under the Ministry of Education, Government of India. The activitiesof the Council include Motivation Lectures, Awareness Classes on Intellectual Property Rights, Interaction with Successful Entrepreuners, etc. The IPR cellis also functioning vibrantly.

The Centre for Advanced Functional Materials (CAFM) has been set up in the Department of Physics, which serves as an incubation centre for advanced research on fabrication of new devices for solar cells, nonlinear optics and pharmaceutical applications. Centre for Nanoscience and Human Milk Research (CNHMR) has been set in the Department of Chemistry which serves as an incubation centre for research on bioplastics, biopolymers and natural nanowhiskers. The research and teaching learning facilities including smart rooms, computer centre and sophisticated instruments procured under the DST FIST scheme facilitates the creation and transfer of knowledge in an effective manner. Innovative programmes including Mushroom culture,

Tissue culture, Aquaponics and Gene pool conservation are initiatives for dissemination of knowledge and societal benefit Coursera, Spoken Tutorial Programme of IIT Bombay and UGC Add-on courses and ASAP training offered by the institution, facilitate self development and employability skills among students.

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

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

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

44

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

20

File Description	Documents
URL to the research page on HEI website	https://bishopmoorecollege.org/facilities/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

27

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

24

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

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

The details are provided as attachment

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

3

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

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

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

17

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

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

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

1034

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

2

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	<u>View File</u>

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has made optimum use of the 16 acres of land under its possession. The facilities include 36 class rooms, 13 laboratories, 3 computer labs,3 IT enabled seminar halls,an administrative block, an auditorium, a central library, community and counselling centre,

book stall, canteen, basket ball court, playground, women's centre, green house, herbarium and museum. A generator of 6 MW provides power backup. Ramps, hand rails, wheelchairs and a separate toilet are provided keeping in mind the requirements of the Differently Abled. During the last five years, the College has upgraded its physical infrastructure to meet with its academic ambitions. The residential facilities include the Principal's quarters (Moore House), Ladies Hostel and GuestRooms.

Technology Enabled Learning Spaces (with ceiling mounted LCD projector and Internet facilities)

Class rooms with ICT Facility -12 No.s Physics E-Learning Room (A/c) with 75" Interactive Board facility

Chemistry Smart Room with 65"Interactive Board facility

Commerce and Mathematics Computer Lab

Seminar Halls

Main Seminar Hall (A/c) with 150 seats

Conference Hall (A/c) with 60 seats Elizabeth Memorial Hall with 75 seats

Laboratories (16 No.s of which the Undergraduate Labs are supported under DBT STAR College Scheme)

Physics (04 No.s)

Chemistry (04 No.s)

Botany and Biotechnology (06 No.s)

Zoology (02 No.s)

Research Labs

The two research labs (Physics and Chemistry), supported by DST FIST have sophisticated instruments like FT-IR, UV Visible Spectrometer, TGA/DTA/DSC Instrument, UV Vis Spectrophotometer, Florimeter, Spin coater, Sputtering Unit, High Temperature Furnaces, Optoelectronics instruments and computational lab with two work station computers (i7 processor) with Gaussian Software.

Computer Centres

Main Computer Centre (18 Desktop Computers with 1 server, UPS facility, LAN, Internet Connectivity, Printer and Scanner). A Computer Professional is employed to help the students. Physics Computer and Networking Centre (Air conditioned with 25 Desktop Computers and 1 server, LAN, Two units of 5 KVA battery installed) Commerce and Mathematics Computer Lab (16 Desktop Computers, LAN, 5 KVA battery, Ceiling Mounted LCD projector).

Museums

Zoology Museum with rare collection of exhibits including various species of stuffed, animals, birds and skeletons.

Botany Museum has preserved specimens(formalin/alcohol) of botanical importance, marine and fresh water algae, microscopic and macroscopic fungi, rare collections of bryophytes, pteridophytes, gymnosperms, morphological and anatomical specimens of angiosperms.

Green House consists of rare and endangered plants. Afull time gardener takes care of the plants.

The Central Library is home to around 52000 books and is fully automated with KOHA software version 18.11 updated in 2017. The students are given Inflibnet access.Postgraduate Departments have libraries of their own. Internet connectivity with a bandwidth of 100 Mbps is available in the Institution. Learning Management System MOODLE is effectively used in teaching and learning (http://bishopmoorecollege.org/moodle/) The College has initiated the construction of a State of the Art Library Complex. Purchase of 4 Interactive Boards and Installation of a Video Conferencing Centre will be realized in the current academic year utilizing the RUSA grant.

Solar Power Plant:A 50 KKW solar on-grid power plant installed in the campus meets 100% power requirement of the campus.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bishopmoorecollege.org/resources/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

Facilities for Sports and Games

The College provides ample scope for students to engage in outdoor and indoor sports and games. The college has a 200m track stadium, Basket Ball Court, Volley Ball Court, Badminton Court and facilities for Judo, Wrestling, Soft ball and Athletics. The stadium is also the venue for public sports, games and tournaments as well as Inter-Collegiate Competitions. The faculty of the Department of Physical Education,consisting of an Associate Professor and an Assistant Professor, provides adequate coaching to the students. ·The College hosts InterCollegiate Competitions frequently. Residential facility is made available for sports students. Fitness Centre, Weight training Equipment, Judo mats (32 No.s), are made available for students and staff. The College has a Sports Council of Kerala recognized sports hostel. The College has produced International players in soft ball and is among the few institutions promoting the sport of soft ball. Sports students are provided with food and accommodation. Student Aid fund is utilized to help participants meet the travel/occasional expenses. Annual Sports Meet is conducted during the month of February/March.

Facilities for cultural activities

The College helps nurture and develop the creative talents of the students. Cultural activities include College Arts Festival titled "Kalasarith", which helps the students showcase their talents. House wise competitions are held and trophies are awarded to the members of the top scoring house. The facilities for presenting cultural activities include an Auditorium, which has a seating capacity of 1000, audio visual facilities, properly maintained acoustics, balcony seatingand stage equipped with light and sound arrangements. There are also two Open Air Stages to hold street plays, flash mobs and gatherings for social awareness. Literary Club and Folklore Club makeuse of the Technology Enabled Learning Spaces. Financial Support is provided to students to participate inthe University Level Cultural Competitions. College Magazine, "Vidyasarith" is prepared and released by the College Union every year. The magazine is made up of the literary and artistic creations of the students of the college.

http://bishopmoorecollege.org/arts-performance-facilities/

http://bishopmoorecollege.org/9212-2/

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bishopmoorecollege.org/arts-performance-facilities/

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

17

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bishopmoorecollege.org/e-learning-rooms/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.20148

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The Library had automated its housekeeping activities using LibSoft software upto 2017 and later switched over to the universal and user-friendly open source automation software KOHA version 18.11 in 2017. Open Access Catalogue for students and staff is made available through KOHA Library Management Software to know the bibliographical details about the collection. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. Shelf index is properly maintained. Five computers with internet connectivity and 2 printers are made available. Separate reading room is provided and Reprographic facility is arranged inside the library. Exclusive reference section is available in the library. Apart from the printed books the library is having access to e resources of N LIST which is a part of eshodhsindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download e books, e journals, databases etc. Question papers of all University examinations compiled and made available for reference. Book Binding Section is utilized to serve the purpose as well as to mend damaged books on a timely basis. Special facilities are offered by the library to the visually/physically challenged persons. Seats are reserved for physically challenged students in the library. Special assistance is given for Online Public Access Catalogue and internet browsing. The library staff helps in the search, issue and return of books. Books required for visually/physically challenged students are issued to assistants. The college library building with a total seating capacity of 80 is open from 8.30 am to 4.30 pm during working days and from 10.00 am to 4 pm during vacation and Saturdays. The library collection includes more than 52000 books, 24 journals, 23 magazines and newspapers. Facilities offered by the library include issue/return/ renewal of books, reprographic services, press clippings, reference services, UGC Inflibnet Online services and wifi facility.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

74838

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

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

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

13

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The college has a main Computer Centre with 18 Desktop Computers and I server, UPS facility, LAN, Internet Connectivity, Printer and Scanner and two computer centres attached to the departments. One is the Physics Computer and Networking Centre which is air conditioned with 25 Desktop computers and 1 server facilitated by LAN and two

units of 5 KVA battery installed. The third Computer lab, shared by the Departments of Commerce and Mathematics, has 16 Desktop computers, LAN, 5 KVA battery and an LCD projector. A computer professional is in charge of the main Computer Centre. The specification-wise details of the computers in the college are given below. · Intel i7 CPU, 4 GB RAM (1 No.) · Intel i3-4160, 4GB RAM (29 Nos.) · Intel Pentium CPU G2030, 2 GB RAM (70 Nos.) · Intel Pentium G3240, 2 GB RAM (16No.) · 3.2 (Pentium) Dual Core E5800, 2 GB RAM (8 Nos.) · Intel i3-2350 M, 2GB RAM (5 Nos.) · Intel Pentium Dual Core, 1 GB RAM (3) · Intel Xeon PU E3-1220V2S, 8 GB RAM (1 No.) The teaching departments, library and Administrative Block have computers with internet/wi-fi facility. The main Computer centre with internet connectivity is made available for students and faculty during college hours. The college library has five computers with internet connectivity. The ladies hostel of the college which is located outside the campus has two computers with internet connectivity available for resident students and staff. The institution provides Laptop/notebook, LCD projector, and white board facilities for ICT enabled teaching. All Departments have projector enabled rooms. Two rooms are equipped with Interactive Board with 75" and 65" active display respectively and a resolution of 3840*2160, windows - 4K, Android - 4k (new technology) with internet connectivity. The Physics Research lab has two work station computers (Intel Xeon PU E3-1220V2S, 8 GB RAM) purchased under the DST FIST Scheme to facilitate high computational cost calculations. The Administrative Block, the Physics Research Centre, the Physics Computer Centre and Commerce Computer Lab are LAN enabled and supported by stand alone facility. Specialised software KOHA, Spectroscopic software IR solution, Math Lab, UV Probe, Gaussian 09, Gauss View, Chemcraft, ChemDraw etc are installed in various nodes. The software is updated as and when it is necessary. The upkeep and maintenance of the computers are taken care of under the annual Maintenance Contract. The Broadband bandwidth was upgraded from 40Mbps to 100 Mbps in September 2020.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bishopmoorecollege.org/computer-centre/

4.3.2 - Number of Computers

112

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

4591852

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The Management, Governing Council, IQAC, Staff Council, Departments and various committees work together to cater to the needs of teaching and learning community. They are entrusted with the responsibility of ensuring that the college expands its physical infrastructure as per the demands of its academic growth. The college has a formal Infrastructure Committee with sub committees for Hostel, Canteen, Library, and Book Stall, which work out the

additional requirements of various academic units, and ensures that adequate physical infrastructure is in place for all courses being run as well as for the new courses being introduced. The infrastructural requirements as well as upgrading of the existing facilities of each Department are discussed and listed in Department meetings. Judicious allocation of funds for various purposes is done by making use of funds from the UGC accounts, PD accounts and Management funds. These committees also serve in ensuring the optimal utilization of the available infrastructure by students as well as other stake holders. Interdisciplinary Research Committee ensures that the institution utilises maximum funds from various agencies like the UGC, DST, FIST, RUSA and KSCSTE. Proper utilization of sanctioned funds and maintenance of records are monitored by the committee. Optimal utilization as well as timely maintenance of major equipments by the respective companies/suppliers is also ensured. Extra expenses if any are met by the Management. HoDs and Senior Superintendent are authorized to ensure upkeep of equipments. Budget for development of infrastructure is allotted from Management funds as well as from various agencies like UGC, DST, KSCSTE etc. Feedback obtained from students is analysed by IQAC and is taken into account while proposals for infra structure development are submitted before the Governing Council.

Project Execution Committees: DBT STAR Committee, KSCSTE SARD Committee and RUSA Committee

The government funds utilized during 2018-19 were the DBT STAR College fund for the development of Teaching Learning facilities for Undergraduate level teaching, DST FIST scheme for development of Research Departments and the KSCSTE SARD scheme for the setting up of the Centre for Advanced Functional Materials of the Department of Physics. Proper and timely utilization of the funds under these schemes are ensured by the respective project execution committees. RUSA scheme of Government of India was sanctioned during the academic year 2018-19 with the objective of enhancing the academic ambience of the institution. A funding of Rs. 2 crores was sanctioned under the scheme.

Library Advisory Committee :

It consists of the Librarian, senior faculty members, student representatives and library staff as its members. The committee advices on purchase and acquisition of titles, journals, periodicals and ensures utilization of funds available under various schemes like UGC, P.D. account, Library fee, etc. It supervises the

allocation and utilization of funds for various departments. Accordingly, the Principal/UGC Committee allots a specific amount from the Library Fee and UGC fund respectively to each Department in order to purchase books. The list of titles prepared by each Department is verified and sanctioned by the Library Committee.

http://bishopmoorecollege.org/infrastructure-policy-2/

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://bishopmoorecollege.org/infrastructure-policy-2/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

707

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

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

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

14

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://drive.google.com/drive/folders/1J-cvbT7olHScKIwbnKUP5QIjnhTUUeye?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

985

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

985

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

162

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

29

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

5.3 - Student Participation and Activities

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

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

26

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

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

Students have representation in the various academic, administrative, co-curricular and extra curricular committees including the IQAC, Library committee, STARS, Student Affairs, Student Grievances Redressal Cell, Committee against Sexual Harassment. The College Union which is normally constituted with 14 elected student representatives could not be formed in the year 2020-21 due to non-conduct of elections owing to the COVID pandemic.

File Description	Documents
Paste link for additional information	https://bishopmoorecollege.org/wp-content/uploads/2022/03/Handbook-2020-21-1.pdf
Upload any additional information	**No File Uploaded**

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

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

31

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

5.4 - Alumni Engagement

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

The College has a registered Alumni Association established in 1983. The association works to foster the camaraderie among the old students and build a strong and lasting relationship with the Alma Mater. •Class get together, Department get together and Annual General Body are organised by the Association •The Alumni Association is a major stakeholder in the activities of the College. They actively contribute to the institutional, academic and infrastructural developments of the College. One good example of the contribution of Alumni Association to development of the College is the construction of the Golden Jubilee Gate, which was sponsored by the Alumni. •Chitramadhuri' a painting competition is organised for primary school children. •The Alumni Association conducts the Inter collegiate Basket ball tournament for the Bishop Moore Trophy. •Programmes are arranged to honour teachers and distinguished alumni who have made significant contribution to society. • the publication of the Alumni – Publishes twice in a year. •The Alumni Association offers healthy and constructive feedback for the 1500betterment of the institution. The alumni association has contributed a laptop for a visually challenged student of the College to support her in online learning.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission of the College are stated below:

Vision: To be a centre of excellence and a catalyst in facilitating holistic development of youth with international standards, edified with the sanctity of truth, equipped to serve, grounded on Christian ideals.

Mission: To nurture the enquiring mind to be liberated by truth, empowered by knowledge, committed to service and communal harmony, championing the cause of women and the marginalized and to create a sustainable environment.

The College has a democratic and participatory Management system which includes the Management Board, IQAC, the Staff Council, CLMC and DLMC. The Bishop of CSI Madhya Kerala Diocese is the Manager of the college. The Management Board consisting of eleven members, including the Manager, Principal and Vice Principal is the apex body. The Management Board discusses and plans all the activities to be implemented in the institution. It prepares the budget to meet the financial requirements and draws upon plans to improve the quality of infrastructure and research facilities of the college. It designs policies for the successful functioning of the institution complying with the guidelines issued by the UGC, University and the Government of Kerala from time to time for the successful conduct of academic programmes. The Internal Quality Assurance Cell serves as think-tank and devises strategies and plans for the development of the institution. The strategies devised by the IQAC are submitted to the Management Board and the Staff Council for approval. The proposals put forward by the Management Board are ratified by the Staff Council, consisting of the Principal, the Heads of the Departments and two elected members of the faculty.The Staff Council assesses the feasilbilty of the plans and projects and gives its

approval. The implementation of the policies is ensured through the Bursar, who is the management representative in the college. The Staff Council recommends suggestions and ensures the implementation of the plans. The CLMC which consists of the Principal and the Heads of the Departments endorses the decisions of the Staff Council, which are then communicated to the faculty members by the Heads of the Department at Department level meetings (DLMC) and suggestions put forward by the members are communicated to the Staff Council by the Heads of the Departments. Regular Staff Meetings offer a democratic platform where every member of the college gets a chance to share his/her opinion and consensus is reached through deliberations and discussions. The college level activities are carried on by various committees constituted for the purpose with the teaching and non-teaching staff as the members.

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

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

Each Department in the college has an association which is headed by a student convener of the concerned department. This association is in charge of all the activities of the Department during the academic year. The association has as its members all the students and faculty of the Department. The activities of the entire year are charted by this association and the decisions taken by the students are endorsed at the department and college level. Association activities include conduct of seminars, competitions and discussion forums as part of student responses to socially relevant issues. The association provides a platform to the students to interact with scholars from various fields, to develop leadership qualities, to improve their interpersonal skills and to broaden their perspectives. The Departments and the college provide the resources for all the initiatives of the associations. For example, the English Association as part of the various events for the year conducts Laurel Literaria, a vibrant and creative event conducted annually from 2000 onwards. The two day event is organized by the students of the Department with a programme committee comprising of the students and faculty members. The students play a significant role in the conduct of the programme which marks the culmination of the Department activities of the year. As part of Laurel Literaria

an inter-collegiate quiz is conducted with faculty members from the college or neighbouring colleges as Quiz Master. The various activities enable the students to develop and hone their skills.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The financial aid from the UGC helped to strengthen the basic teaching and laboratory facilities in all Departments during the past years. However, it was insufficient in terms of the increased student strength in various subjects. So there was a greater demand for funds to support the teaching learning programme, to promote greater interest in students and to infuse scientific temper. In view of this, the IQAC placed a suggestion before the Staff Council to submit a proposal for the DBT STAR College Scheme of the Department of Biotechnology, Government of India. The Staff Council entrusted upon the Heads of the Science Departments to submit the requirements of their Departments and unanimously elected Dr. Dinesh Raj R. as the co-ordinator of the scheme. The joint proposal was submitted and sanction was accorded for the same in 2017 for Rs. 33 lakhs to strengthen undergraduate teaching learning in the science Departments. The proposed programme is envisaged to create a scientific temper among all the stakeholders including teachers, non-teaching staff and more particularly, the students. The specific objectives are to enhance bench skills of students by undertaking project work and participating summer training & industrial training programmes. to upgrade the competency of faculty by participating in various faculty improvement programmes/workshops/ seminars etc. to empower the non teaching staffs to keep in pace with the rapid changes of their respective fields. to equip the teachers, non teaching staffs and students to meet the challenges of a techno savvy era by familiarizing IT enabled resources and methods. to enhance student interaction with eminent scientists to enhance the student's written and oral communication skills, including presentations and research report writing. to introduce students to possible career opportunities. Qualitative improvements due to DBT support. 1. Improved Degree Results: Nine University ranks (first 3) were achieved during the assessment period. The pass percentage for UG improved from 44.6% in the pre DBT STAR period to 64.09% in 2019.

The pass percentage of PG also improved from 64.8 in the pre DBT period to 77.6 in the assessment period. 2. Placement for Higher Education: Because of the increased pass percentage, better training and more exposure of students by interacting with eminent scholars, more students are opting post graduation for higher studies. More number of students (9 students) are admitted to state university centers, central universities, NITs, IITs etc. for Post-graduation than the pre DBT period. 3. Quality of B.Sc. Project improved. The Department of carried out two projects on the preparation of bioplastics. Two moisture analysers purchased by DBT grant is utilized to measure the moisture content of the prepared biofilm. 4. Conference presentations Because of the improved exposure both UG and PG Students are presenting their dissertations in conferences. 25 PG and UG students have presented their dissertations at conferences. The increased interactions with eminent scientists and researchers encouraged our students to attend workshops or training programmes offered by reputed institutions. Twenty students have availed summer research fellowship in the above category.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://bishopmoorecollege.org/plan-and-policy/
Upload any additional information	No File Uploaded

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

The authority for decision-making regarding academics and administration is the Manager. The Bishop of CSI Madhya Kerala Diocese is the Manager of the college. The Management Board consisting of eleven members, including the Manager, Bursar, Principal and Vice Principal formulates the policies and strategies to be implemented for the governance of the institution. The Bursar helps the Principal in coordinating the College activities. The action plan is reviewed by the Staff Council with the active involvement of the IQAC. The proposals put forward by the Management Board are ratified by the Staff Council, consisting of the Principal, the Heads of the Departments and two elected members of the faculty. The Staff Council recommends suggestions and ensures the implementation of the plans. The CLMC which consists of the Principal and the Heads of the Departments endorses the decisions of

the Staff Council, which are then communicated to the faculty members by the Heads of the Department at Department level meetings (DLMC) and suggestions put forward by the members are communicated to the Staff Council by the Heads of the Departments. Regular Staff Meetings offer a platform where every member of the college gets a chance to share his/her opinion and consensus is reached through deliberations and discussions. The other bodies apart from IQAC, Staff Council and CLMC that are specially dedicated for the functions assigned to them include Committees, Examinations Cell, the Grievances Redressal Cell, Research,Extension Activities and Administration. Principal of the College is the Chief Superindentant of University Examinations. An Assistant Chief Superindentant delivers the duties related to the conduct of Examinations in the College. Various committees have been delegated for special functions which are Discipline Committee, Library Committee, Infrastructure ICT and Computer Centre Committee,Hostel Committee, Sports Committee,Bookstall and Canteen Committee, UGC Affairs Committee, Publicity Documentation and Website Committee, Admission Committee, Career Guidance and Placement Cell, Women Empowerment Committee, Anti Raging Cell, Counselling Cell, Students Affairs, DBT STAR Committee, ASAP Committee, STARS Committee, StEP Committee, Scholarship Committee, Arts Club, Student Aid Fund Committee, Continuuing Education Committee, Equal Opportunity Centre, Mentoring System, HR and Event Management, RUSA Committee, AICHE Commitee,WWS and SSP Committee and Internal Examinations Cell. The Principal, Vice Principal and IQAC Co ordinator are the Ex-Officio members of all the committees. Four cells function under the Grievances Redressal Mechanism- the Students Grievances Redressal Cell, the Committee against Sexual Harassment, the Committee against Caste Discrimination and the Staff Grievances Redressal Cell.The Vice Principal monitors the activities of the cells. A Staff member serves as the General Co-ordinator of the Extension Activities of the College.The ED Club, Bhoomithrasena, Literary Club, NSS, NCC, Women's Study Unit, Environmental Activities Club, Folklore Club, Debate Forum, Science Club, Sports Club, Nature Club, Planning Forum, Debate Club, Theatre Club, Health Club, Media Club and Human Rights Club are active in the college with separate convener for each club. The Inter-Disciplinary Research activities are co-ordinated by a Senior Faculty (Research Guide). The Administrative Section is headed by the Senior/Junior Superintendent.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://bishopmoorecollege.org/organogram-of-the-college/
Upload any additional information	**No File Uploaded**

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

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

6.3 - Faculty Empowerment Strategies

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

Teaching is a strenuous job and managing the administrative side too takes its toll on the non teaching staff. An employee with a healthy body and a healthy mind is a prerequisite for a burgeoning work place. Recognizing this, the College has initiated StEP (Staff Enrichment Programme), an initiative designed to ameliorate the physical, emotional, mental and monetary well being of the employees and thereby harness their potential to the maximum. Welfare measures for teaching and non-teaching The College has a Staff Recreation Room, rich with indoor games like Carroms, Chess, Table Tennis and a small library. This is the place where the teachers and the non teaching staff unwind after a long day at work. Besides this, there is an indoor badminton court which is abuzz with activity after working hours. The College Staff is also encouraged to make use of the basket ball court in the College Hostel and also the College Cricket/Football ground. Every year the College arranges for a Staff

Recreation Tour to a place of verdant beauty. This has proved to a very successful detoxifying measure and an immensely successful team building activity. The IQAC organizes one week induction training programmes for newly recruited Teaching and Non Teaching Staff since 2018. The training programmes have structured syllabi and schedules aimed at the outcome of grooming the new staff into the niceties of the job at hand. Three batches have undergone the training since 2018. An yearly retreat is organised for the Teaching and Non Teaching Staff of the College for spiritual nurturing. The College also has a functioning Cooperative Society that chips in with help when the chips are down in form of monetary exigency for the employees. Hostel facility is made available for members of staff/ faculty whose residence is far from college. Professional Development programmes for both teaching and non teaching staff are organised. Faculty are motivated to attend faculty development programmes and the college and management provides support for the same. Under various schemes the teachers are provided financial support fo attending professional development programmes. College also organises felicitation programmes for the staff receiving awards and recognitions

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

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

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

10

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

11

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

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

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

63

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

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

Performance Appraissal by teaching staff is conducted annually.

Members of faculty maintain a record of the Curricular, Co-curricular and Research activites undertaken by them which is approved by the respective Heads of the Departments. Performance Appraisal is also conducted as and when a faculty/staff is due for promotion. The appraisal is conducted based on the UGC and Government norms. The faculty members who are due for promotion have to submit the completed PBAS form to IQAC. The completed application is scrutinized by the IQAC and appraised by a screening committee constituted by the University which includes external Subject Experts also. IQAC makes it a point to encourage all faculty members of the college to engage in academic activities which will benefit them for promotion. The IQAC provides training to members of non-teaching staff during their probation period. The training offered during this period is to familiarize them with basic office management, to improve their communication skills and to develop their interpersonal skills. They are encouraged to write Department Level tests for their promotion. The Mangement conducts Academic Audit to assess the performance of the teaching and non teaching Departments.

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

6.4 - Financial Management and Resource Mobilization

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

Well established institutional mechanisms exist for the efficient and transparent management of financial resources. All internal resources raised by the institution are subjected to an annual external audit by qualified auditors appointed by the Management. The audited accounts are presented in the Management Board meetings for its approval, and the accounts are sent to the CSI Trust Association for its approval. UGC Accounts: Audited annually by an authorized external auditor Government Funds: Audited annually by authorized Government auditors appointed by the DCE and the Accountant General's Office PTA Funds: Audited annually by a authorized external auditor and presented in its Executive committee and General Body for approval Management Accounts (Bishop Moore College Account, Sr. Rachel Joseph Hostel Account, College Book Stall Account): Audited internally by the Head Accountant and

externally by an authorized auditor annually. The audit reports are discussed in the Management Board and appropriate actions are taken to settle the audit objections

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

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

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

NIL

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The requirements of the Departments are discussed and assessed in the Staff Council meetings. The IQAC advices the Staff Council regarding proposals for funding from various Government agencies for better academic prospects to achieve excellence. UGC funds, RUSA funds and funds from various bodies like DBT, DST, KSHEC, KSCSTE etc. are utilized for research and other academic programmes like Conferences/workshops/Seminars. The UGC funds are apportioned by the planning Board as per the needs of the Departments and the allocation for the respective departments under the UG and PG grants. Infrastructural Development is undertaken by the Management under the direct supervision of the Bursar and Principal

File Description	Documents
Paste link for additional information	https://bishopmoorecollege.org/infrastructure-policy-2/
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

The IQAC designs the quality parameters and ensures that the standards of excellence reflected in the vision and mission of the College are met and continued. The IQAC prepares the AQAR, documents the required information for NAAC accreditation and takes the initiative to apply for the NIRF ranking. Academic audit conducted under the aegis of IQAC helps the Department(s) to improve their curricular and extracurricular activities. From among the various quality initiatives of the IQAC, two practices that have been institutionalized are:

1. Induction Training programmes for newly recruited staff: The IQAC has established a norm of organising one week induction training programmes for newly recruited Teaching and Non Teaching Staff. The aim of the programme is to orient the probationary staff with values to help the institution achieve its aims and objectives, to impart basic knowledge about the present system of Collegiate education and the functioning of the College, to enhance people skills and technical competence in the academic arena, to introduce KSR and related matters and to impart quality consciousness in the academic spheres. The programmes have structured syllabi and schedules with the stated outcome of grooming the new staff into the niceties of the job at hand and to ensure the first and foremost commitment of the staff to the institution.

2. Feedback Mechanism: The College has a formal mechanism of obtaining feedback from students, parents and alumni to evaluate the efficacy of the programmes and services provided by the College. The system is developed and modified by the IQAC. The IQAC takes the lead in gathering feedback: from the students, regarding teacher performance and the curriculum from parents and alumni regarding quality related institutional processes and from faculty members and nonteaching staff. Feedback from parents is obtained through PTA meetings conducted both in the college level and in the department

level. Through an open forum provided during these meetings, the parents are free to express their views about the college and about the programmes conducted in the college. Both criticisms and suggestions and noted down by the principal/HODs and measures to improve the same are taken. The feedback on curriculum is collected from students and stakeholders and these are communicated to the University through the Board of studies members during the syllabus revision. Data collected is analysed and the suggestions/recommendations generated are forwarded to the Staff Council for further action. The institutional feedback garnered helps improve the infrastructural facilities of the college. The institutional feedback also helps in improving administration and governance. Teacher feedback helps the teachers to work on their short comings, if any.

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

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

The IQAC, the Staff Council, CLMC and DLMC continuously review the teaching learning processes of the college. The yearly academic audit conducted by the college and the academic audits conducted by Management also reviews the overall performance of the college including Department wise University results, achievements of students, activities organised and the outcomes reached etc. Apart from this participation in various accreditation and ranking processes helps the IQAC in obtaining a clear cut picture of the strengths and weaknesses in our teaching learning processes. Based on the various review processes, timely reforms are implemented. Given below details of a few of such reforms. Implementation of MOODLE Learning Management System: The need for a learning management system to co-ordinate the teaching learning activities in an effective manner was identified in 2018. Following it the MOODLE Learning Management System was integrated with the college website in 2018. For effective use of the platform, two IQAC members were deputed to attend the Short term Course on Learning Management System and MOOCS organized by the UGC HRDC Thiruvananthapuram in March 2019. Following the training programme IQAC instructed all the teachers of the college to login to the MOODLE LMS of the college

and to enroll srudents. IQAC provided timely guidelines and support in the process. The use of MOODLE among teachers and students has now become an integral part of teaching learning activities. Especially during the Lock Down period, the teachers could easily adapt to the online teaching learning processes, as the teachers and students had prior experience in handling the teaching learning processes online through MOODLE. Online Question Paper Bank of Previous Year University Examinations: It was identified that if the students are given online access to previous years University question papers, it will be too much beneficial for them in the examination point of view. Especially slow learners can identify the questions which are more important as far as the examinations are concerned, by working out questions of the previous years. So IQAC instructed the Examination cell to collect the question papers from 2015 onwards of all the PG and UG courses of the college. With the whole-hearted co operartion of the Examination Cell, a portal was implemented on the college website, where the students can easily access these question papers. The IQAC monitors and makes sure that the portal is being updated regularly. The portal is benefitting not only the students and teachers of the college, but also the public. Moore Initiative for Competitive Examinations Training: IQAC has identified that the percentage of students getting placement in the college is very less. One of the major reason for this is that majority of students in the college are from a rural background and so have less access to competitive examinations Orientation. So to tackle the problem, IQAC instructed the Career Guidance and Placement Cell of the college to initiate Training Programmes in Competitive Examinations for the students.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has a Women's Cell as well as a Women's Study Unit as a part of the extension activities which initiate programmes and organizes events to promote gender equity and ensure the general well-being of the girl students of the college. With the pandemic ushering everyone to the safety of indoor spaces, the activities of the year 2020-2021 were conducted in the online mode. Reproductive health education is an emerging domain in India's curricula as misinformation exists across all echelons in both rural and urban settings. To improve the awareness among the students and to disentangle the networks of myth, customs, and unscientific knowledge surrounding the topic, an interactive session via Google Meet with Dr. Surya K S, Consultant Gynaecologist at Taluk Hospital, Karunagapally, was conducted on December 26,2020. It provided a venue for the students to openly discuss and clear doubts on various aspects of an otherwise yet important topic which rarely finds a space in publicdiscourse. Motivational talks by women achievers from diverse fields like writer S. Sitara from the world of letters, Kerala State award recipient Ms. Leby Sajeendran from journalism and Kerala State Film award winner for best director Ms. Vidhu Vincentwere organized to inspire the students to undertake journeys of self-discovery and excellence through paths of their choice. In addition to invited talks, discussions on various issues of social and political importance were conducted on a weekly basis which served as a democratic platform for the girl students to voice their opinions and air their concerns on the many happenings in the society. A day was set aside for them to showcase their artistic skills which turned out to be hugely successful with the

overwhelming participation where students shared their art and craft creations in the Women's Study Unit whatsapp group.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://bishopmoorecollege.org/womens-centre/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

The installation of the Thumburmoozhi model Aerobic Bin highly appreciated as an effective means for organic waste management has been initiated in the campus with the help of financial aid from the panchayath. It is an efficient and cost effective model of waste management. This model employs aerobic composting of wastes. The final stage of the project which includes setting up the bins for the segregation of wastes and availing technical expertise is all that is left before the system becomes fully functional. Biodigester is installed in the women's hostel from which the biogas generated is used for cooking purposes of the hostel. The liquid waste generated is majorly used in watering the plants in the campus. A filtration unit for recycling of used water is also being proposed in order to ensure minimum wastage of water. The biomedical waste, specifically the bacterial culture medium in the labs, is decontaminated by heating before they are disposed in a safe and

hygienic manner.

- **Solid waste management**

- **Liquid waste management**

- **Biomedical waste management**

- **E-waste management**

- **Waste recycling system**

- **Hazardous chemicals and radioactive waste management**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

National Service Scheme of Bishop Moore College in collaboration with NILA Foundation, Trivandrum and National Youth Council of India conducted "Daksha", a State level online training session for NSS volunteers on the topic: "Happiness And Wellbeing, Social Entrepreneurship and Volunteerism" on 29th and 30th May, 2020. The focus of the session was on social entrepreneurship motivating the students to find business solutions to issues that has a direct impact on society. The success of companies like TOMS were presented as examples for building a more inclusive society where the less fortunate and vulnerable are also given access to various resources. Awareness programmes were organized on various aspects like Blood Donation, Cancer, AIDS, Consumer Rights, and Covid -19. A seven-day online camp was held for first year students titled "Snehavaram" from 20.12.2020 to 26.12.2020. As a result of the camp, students who could not afford the online mode of education were identified by means of a survey and measures initiated to bridge the digital divide by providing gadgets and ensuring data availability. Zero discrimination Day was celebrated on March 1, 2021 with an awareness campaign to foreground the right of everyone to lead a fulfilling life with dignity and self-respect, to erase all frontiers of discrimination as a part of building an inclusive and tolerant society. An interactive session with a transgender student was conducted titled "Who are transgenders?" to highlight the challenges and various modes of exclusion the transgenders face in the society. It turned out to be an eye-opener for many as it helped them to have a personal understanding of their lived reality and appreciate them better. As a part of observing the Environmental Day on June 5, an online photography competition themed "Lockdown with Nature" was organized. The photos tried to bring into focus the most vulnerable beings among nature's creations thereby raising awareness regarding

their habitat and the necessity to nurture it.

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

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

As a law-abiding institution of the country, the college is duty bound to inculcate the core values of liberty, equality and democracy as inscribed in the Constitution of the nation. Days of national importance like the Independence Day, Republic Day, Constitution Day and Kargil Vijay Divas are celebrated to instil the feelings of patriotism and express our solidarity as citizens of India. The events on such national days are a pledge of the students to reaffirm their faith on the nation and an attestation of their unassailable duty to the nation. As part of extension activities of the college, there is a Human Rights Club where students are given a democratic space to initiate discussions on various rights of the citizens and articulate their views on ways to improve their comprehension. As a responsible higher educational institution of the country, in addition to inculcating social and moral values, the college strives to impart quality education to its students so as to ensure a prosperous and bright future for them. With this objective in mind, the college organized a one-day online session on National Education Policy on 13 August, 2020 so as to update the faculty on the current education scenario and to mould their perspectives to equip themselves to meet future challenges.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/17ebALB5Q8ex2VV7y9JBrZdayiF3yYUMa/edit?usp=sharing&ouid=10211367652452535100s&rtpof=true&sd=true
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts	**A. All of the above**

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words

Despite the challenges faced during the Covid pandemic, the NCC Cadets and NSS Volunteers organized and celebrated a plethora of events ranging from poster sharing to online meetings and competitions to commemorate the important days, events and festivals. Environment day, Child Labour day, International Yoga day, Youth Skill day, Nature Conservation day, Hiroshima day, Independence day, Teachers day, Ozone day, NSS day, Gandhi Jayanthi, Children's day, World AIDS day, National Consumers day, National Youth Day, Republic Day, World Cancer Day, World Radio Day, World Social Justice Day, National Science Day, Zero Discrimination Day, World Civil Defense day. National Safety Day, Women's day, No Smoking Day, World Water Day, World Optometry Day, World Liver Day, National Civil Service Day, Earth Day, International Labour Day, International Mother's Day, Sunderlal Bahuguna's Memorial Day, World No Tobacco Day were celebrated by NSS. Environment Day, Blood Donors Day, International Yoga Day, Kargil Vijay Diwas, Independence Day, International Girl Child Day were celebrated by NCC.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

I. THE HARITHALAYAM MISSION

Objectives of the Practice:

1. **To ensure substantial green cover in the campus**
2. **To preserve rare species of plants/trees in the campus**
3. **To make the campus eco-friendly**
4. **To reduce the plastic usage and thus save the environment from the possible threats of plastic disposal.**
5. **To encouragethe college students to be aware of environmental issues.**
6. **To utilize the enormous manpower available with the college students and conduct awareness in the society.**
7. **To make students practice and advocate sustainable lifestyle.**
8. **To provide environmentaleducation opportunities for college students and involve them in addressing environmental issues of the locality.**

The Context:

'Campus- A venue for Environmental Enrichment' is the idea that motivates the College community in its march to excellence. Environment-friendly practices and education find a way through the Green Campus concept. It helps to enhance the effectiveness of the teaching-learning process and to develop sustainable solutions to environmental, social and economic needs of mankind. It re-defines the environmental culture of the institution and fosters the need of the hour requirement in protecting the environment.

The Practice:

The college has organised a good number of programmes with the purpose of inculcating environmental-friendly practices in the college as well as community. A group of 50 students are selected each year. Three teaching staff and two non-teaching staff are also members of the Harithalayam Committee. The practices followed under this initiative during the academic year 2020-21 are given below.

1. Inauguration of the Harithalayam Project: As part of the inauguration of the project, banana and Tapioca along with coconut trees were planted in front of the main campus by the students and staff members.
2. An 'online photography competition' for the members on theme: 'Lockdown with Nature'. The programme was conducted by abiding the Covid 19 protocol on June, 5th, 2020 in association with 'Environmental Day' celebration.
3. Parithranam (Plant a Tree challeng) on 05 June 2020: Under this scheme 10000 saplings are planted in seven days by students and staff as part of environment day celebrations.
4. Intercollegiate Competition: Competitions on topic "Bhoomikkoru pranayalekhanam (A love letter for earth)" was organized for school and college students.
5. "Protect the Environment, Protect the Nature" Programmes: Awareness Programme : Created awareness among staff and students on protecting nature and keep our environment safe and clean as part of Nature conservation day on 28 July 2020.
6. VEETTILITHIRI PACHAPPU, An idea of how microgreen farming can be practiced in our home. During Lock down students were motivated to do microgreen farming at home and send videos.
7. World Water Day and Word Earth Day flyers were distributed among staff and students.
8. On the Earth Day, the bamboo saplings were planted towards the Bamboo Forest Project in the campus as part of the Harithalayam Mission. Bamboo samplings are procured from the JNTBGRI, Palode, Thiruvananthapuram.
9. On 21 May 2021, Sunderlal Bahuguna's (Indian environmentalist and Chipko movement leader), Memorial Day. An awareness was created among students and staff about him and his environmental activities.

Evidence of Success

On 22 April 2021: Bishop Moore College won the One District One Green Champions Award of the Mahatma Gandhi National Council for Rural Eduction. The award was given for the green initiatives of the college.

Problems Encountered and Resources Needed

- Lock down due to COVID spread imposed restrictions on students and staff to meet in the campus to engage more in the green activities.
- Financial constraints too were a problem encountered.

II. STARS (Students and Alumni for a Responsible Society)

Objectives of the Practice: The objectives of the practice can be summarized as follows: • To promote active involvement of students and alumni in activities helping to develop a culture to cater to the needs of the local society • To encourage interaction between students and alumni • To mould students into responsible citizens • To enhance the employability skills of the students • To enhance personality development in students.

The Context: A global citizen needs to have empathy for the lot of the fellow human beingsalong with having a sound academic base. The hectic academic schedule and semestersystem is in one way or another forcing the students to spin around academicactivities. Involvement of students in activities helping to develop a culture to cater tothe needs of the society is to be promoted to facilitate a give and take culture amongthem. The STARS initiative by the College is aimed at zeroing in on the students whohave the potential to make a positive change to the society, work on their emotionaland intellectual faculties and thus facilitate their transformation into contributingcitizens. This becomes even more necessary in a College such as ours which issituated in a rural area with the students having a limited exposure to the outsideworld. The Practice: A core group of 40 students are selected as volunteer leaders of STARS, everyyear. They are groomed under reputed alumni and teachers. The immediate need ofthe society is identified from time to time and necessary interventions are made. Forinstance, during the floods which ravaged the state in August 2018, the STARSvolunteers intervened in the situation of shortage of basic needs in relief camps, bydistributing food, clothing and other essentials. A delegation visited the flood affectedstudents to evaluate the extent of loss that occurred and identified 20 students whowere severely affected by the flood. Cash compensations of Rs. 5000, Rs. 25,000,Rs. 50,000 were given according to the extent of damage. A flood proof house wasconstructed for a severely affected student residing in a flood prone area, made possible by contributions received from the alumni, parents and teachers.As part of STARS, 10 best outgoing students are selected every year through afour level selection process and three among them are adjudged as the "Stars of

Moore". The first level of selection is a preliminary written test for all outgoingstudents. The second level is a verification of the academic and co-curricularachievements of the students selected in the first level. Those selected at the second level are given training for interviews and group discussions. The third level is apersonal interview conducted by a reputed panel which includes an academician, apsychologist and an eminent person from the corporate sector through which 10 bestperforming students are selected. The final round is an open stage performance. Thethree STARS of MOORE are selected after taking into consideration the cumulativescore of the final three rounds. The awards to the best students are distributed byrenowned persons in 'PATHEYAM', a programme dedicated to bid adieu to theoutgoing students. Evidence of Success: The STARS initiative has been one of the success stories of the College. It hashelped in consolidating a culture that is in sync with the humanitarian values that theCollege espouses. STARS has helped the students achieve a happy union of the bestof the heart and the mind. Besides this, more material and immediately visiblecontributions to the society such as the contributions made by STARS at the time ofnatural catastrophes too is significant. Problems Encountered and Resources Required: Myriad obstacles faced were surmounted over the course of the years. The firstmost important obstacle was convincing the students who are used to subscribing to aconventional academic timetable on the relevance of such an initiative. Teachers areassigned with the task of sensitizing the students of the benefits of such an outreachprogramme. Paucity of funds too is a handicap. This is overcome by ensuringcontributions from alumni and other stake holders. Finally tweaking the time table ofthe final semester students is not an easy task but over the years it is fine tuned to asmooth transition.

File Description	Documents
Best practices in the Institutional website	https://bishopmoorecollege.org/best-practices/
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The College has a long history of charting a course that would ensure that its vision to be a centre of excellence and to be a catalyst in facilitating a holistic development of youth with international standards, edified with the sanctity of truth, equipped to serve, grounded on Christian ideals, is always achieved and bettered. The College ensures the holistic development of the students in the academic, cocurricular and extra-curricular aspects, as well as in grooming them to be responsible citizens with social commitment, keeping up ethical standards based on Christian ideals. Holistic development of youth, equipped to serve is reflected in the various activities of the college. During the academic year 2020-21, amidst the lock down situation, the college was involved in activities fostering social commitment among students.

1. Student House Project: A committee was constituted by the college to study on how the Kerala floods affected the students of the college. Through discussions with class wardens 20 students were identified to be affected by the floods and that one student completely lost his house by the flood. As a joint venture of the students, staff, alumni, retired staff and well-wishers, funds were raised and financial assistance was provided to the 20 students and the construction of flood resistant house for the very needy student was undertaken. The project was completed in 2021 and the key was handed over to the student on 30 March 2021.

2. COVID Crisis Management: During the initial stages of COVID outbreak, while there was a shortage in availability of sanitisers and masks, the faculty members and students of the Department of Chemistry distributed in house prepared sanitizers to hospitals and Police Station. The volunteers of National Service Scheme, Unnath Bharath Abhiyan, NCC and Bhoomithrasena Club also took part in distribution of masks and sanitisers to the needy. Awareness programmes were organised by various clubs through video shows, circulation of flyers etc to make community aware of the need of Social Distancing.

3. Distribution of Learning Aids to school students: With the contribution from staff, students and alumni, a laptop was distributed to a very needy student of the college. 20 needy students of nearby schools were provided with mobile phones. A television was donated to a school student by the NSS volunteers.

4. Supply of wheel chair: On 14 Dec 2020, NSS volunteers handed over a wheel chair to Gandhibhavan, Harippad, on the commemorate the untimely demise of Jesty James, student of the

college

5. Donation of ICU Bed and Bed Sheets for Palliative Care Unit: On 30 March 2021, the college handed over an ICU Bed and Bedsheets for the Palliative Care Unit which was contributed by Faculty members and students.

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

7.3.2 - Plan of action for the next academic year

Plan of Action for 2021-22:

June 2021

- To organise a retreat for staff
- To distribute electronic aids for deserving college and school students
- To perform Feedback collection and analysis from Stakeholders
- To do Renewal of LMS, Attendance Monitoring and SMS Alert System

July 2021

- To organise Legal Awareness Class for students in association with Taluk Legal Services Society
- To prepare Annual Report of the college prepared

August 2021

- To conduct external Audit of Academic Activities conducted.
- To carry out Green Audit, Energy Audit and Environment Audit done
- ToSubmit SAAC SSR
- To Conduct Recruitment of Guest Lecturers in various Departments

Spetember 2021

- To do preparations to face SAAC on site visit
- To monitor conduct of Certificate Courses by departments

- To register Bishop Moore College SPIE Student Chapter
- To apply for NAAC Sponsored Seinar in January 2022

November 2021

- Monitor conduct of Bridge Courses by Departments.
- One day Faculty Training Programme on NAAC Revised Accreditation Framework.
- Webinar on IPR in association with Rajiv Gandhi National Institute of Intellectual Property Management

December 2021

- To organise Personality Training Programme for the inmates of Mavelikara Special Sub Jail
- To organise training programme for Science teachers on Outcome Based Education
- To publish Newsletter 2020-21
- To submit AQAR 2020-21

January 2022

- To submit NIRF report 2020-21
- To Submit ARIIA report 2020-21
- To submit India Today Ranking report 2020-21
- To organize NAAC Sponsored Seminar

February 2022

- To organize Merit Day 2022
- To organize Starts of Moore Contest