



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**BISHOP AMBROSE COLLEGE**

SUNGAM BY PASS ROAD, RAMANATHAPURAM, COIMBATORE.

641045

[www.bishopambrosecollege.in](http://www.bishopambrosecollege.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2021**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Bishop Ambrose College was established in the year 1997 by the Roman Catholic Diocese of Coimbatore. The Coimbatore Diocesan Society is a 150-year-old Urban Diocese and founded various educational institutions in and around the city. The college is situated in the South-Eastern part of the city, with a beautiful lake, Railroads and conducive atmosphere around it. It is a Roman Catholic Co-Education self-finance Institution affiliated to Bharathiar University and recognized under sections 2(f) and 12(B) of the UGC Act of 1956.

Bishop Ambrose College has its vision to equip and produce optimistic minds from the underprivileged section of society. The focus is not just academic excellence alone but a creation of sensitive minds to the needs of social justice and their role in ameliorating poverty and inequality. The motto of the college is Knowledge, Charity, and Formation in Brotherly love. It aims at training the youth in sterling qualities to become leaders in all walks of life, to build a better society, inculcating desirable values so that they help to form a harmonious society based on brotherhood. Currently, the Institution offers 12 UG programs and 2 PG programs.

### **Vision**

Provide quality education focusing on values and formation of character to enable the youth to meet economic, social and environmental challenges.

### **Mission**

- Creating an educational environment of integrity and performance.
- Seeking spiritual, social and moral values.
- Imbibing courage and confidence for personal growth.
- Fostering patriotic zeal and social responsibility.
- Promoting awareness for environmental concerns.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- Located at the prime and posh area of the city.
- Good ambience with conducive academic atmosphere

- Quality Education at affordable cost in three instalments.
- Catering to the needs of the first generation learners, economically challenged, students from diverse background.
- Digitalization of administrative and academic work
- ICT based teaching and learning
- Spoken English coaching and soft skill, and placement training offered to develop employability skills.
- Blend of dedicated, young and experienced faculties
- Library equipped with DELNET and INFLIBNET access.
- Dynamic Management
- Various clubs and associations for curricular and extracurricular activities
- Consistent pass percentage in the university exams and rank holding performance.
- 24x7 CCTV surveillance
- Good Facilities and coaching in Sports and Games

### **Institutional Weakness**

- Lack of Research Department
- Meagre in collaboration with other Institutions
- Financial constraints for infrastructure and other development
- Paucity in Student Admission

### **Institutional Opportunity**

- More Admission towards Arts and Science College
- Demand for Research Department
- Initiation of student/teacher exchange programmes with reputed Institutes in the State and elsewhere.
- More Number of Diploma Courses.

## **Institutional Challenge**

- Intense competition in higher education Institutions.
- Investment for ICT Tools and its implementation
- Getting placement in suitable jobs.
- Faculty Turn over
- Deficiency in qualified Faculty

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

A well-crafted curriculum serves as a reference to ensure that the education is given in a more logical and organized manner. The institution follows the CBCS curriculum designed by Bharathiar University. Ten faculties have served as a member of the Board of Studies and two faculty have been the Senate Members of the University. The Heads of Department prepare the Workload, Plan of Action and Timetable to ensure effective implementation of the curriculum. Academic delivery is carried out through well-planned Lectures, Debates, Guest Lectures, Workshops and Academic projects.

The Academic Calendar fulfils the objectives of curriculum delivery. Certificate courses are given to the students of Commerce, Corporate Secretaryship Business Administration and Mathematics. 29 courses offer Experiential learning through Projects, Fieldwork and Internship. Curriculam Feedback from stakeholders especially from Teachers, Students, employers and Alumni are given prime importance for corrective measures and execution to strengthen effective curriculum delivery. Along with the curriculum, value education courses are offered to bring transferability in life skills.

### **Teaching-learning and Evaluation**

The Institution follows the University's rules, regulations, guidelines and government reservation policies in admitting the students. The College had a blend of young and experienced teaching faculty. During 2019-2020 the student-faculty ratio was 18:1. one classroom of each department and Seminar Halls are ICT enabled. Nearly 10 of the faculty members hold Ph.D degrees.

The learning levels of the students are assessed through Continuous Internal Assessments and University Examinations. The Advanced Learners and Slow Learners are identified and special coachings are given to the students. Advanced learners are provided with additional learning materials and a Career development programme. They are motivated to do NPTEL Swayam online courses. To help the students in joining NPTEL Swayam courses the Institution has established a local chapter.

Teachers use ICT enabled tools for effective teaching-learning processes. The Institution upgraded with G suite for education by Google Inc to enable the ICT teaching-learning process. The students are exposed to Experiential and Participative learning through Industrial Visits, Educational Tours and Field Trips. The Mentor-Mentee relationship is strong and the ratio for the academic year 2019-2020 was 34:1. The Programme and course outcomes for all programmes offered by the Institution are stated and displayed on the website and communicated to teachers and students.

### **Research, Innovations and Extension**

The Institution offers only UG and PG programmes and it does not have a separate research programme. Though the Institution does not have a research programme it encourages the research activities of the staff and students in various ways. The faculty members presented papers in various National, International Seminars, Conferences. 31 Research articles and 28 papers were published in Conference Proceedings by faculty members during the last 5 years.

The Institution conducts Entrepreneurship Development Programme for the students to develop and strengthen their entrepreneurial skills. Through Educational tours, Project works, Field Trips students are exposed to practical knowledge. The creativity and innovative ideas of the students are stimulated through the activities of various Department Associations. Extension activities are carried out in the neighbourhood community effectively through the National Service Scheme, Youth Red Cross and other clubs of the Institution. During Covid-19 it helped the people of the adopted Karadimadai village and the neighbourhood areas of the college by distributing various essential things. The people were much benefited by the welfare measures of the Institution.

### **Infrastructure and Learning Resources**

The Institution has ample facilities for teaching, learning and other activities. It has 32 Classrooms, 7 Staff Rooms, 3 Computer Laboratories, 2 Auditoriums 1 air-conditioned Seminar Hall, of which 6 Classrooms, Conference hall and Auditorium have LCD Projectors. The library has more than 6630 books, 20 National and International Journals, 20 magazines, 1442 Back volumes, and is accessed with INFLIBNET and DELNET facilities. It works on OPAC and is equipped with 7 computers with an internet facility. Each department has its own Department library.

The Institution has a very spacious playground of 1.30.000 sq. ft utilised for Sports and Games. The campus has been under 24/7 surveillance since November 2018. A total of 64 CCTV cameras were installed all around the college premises. The Institution uses Logic Launch automation software for admission, administration, academic, examination, billing with accounting. The college provides a transport facility for the students through 3 buses. The physical, academic and support facilities like classrooms, laboratory, library, sports and computers are properly maintained by the Institution.

### **Student Support and Progression**

The Institution provides government scholarships(SC/ST) to the students and 10.25% of the students have availed it during the last five years. The soft skills development programmes are conducted every year to nurture the soft skills of the students. Communication skill development programme was conducted annually to

equip the communication level of the students. In addition to soft and communication skills, the Institution offers a life skills programme for the students to prepare them for the professional world.

The advanced learners are identified and trained to appear for competitive examinations. The Placement Training is also given to students to achieve their desired goals. 35.97 % of students are having Higher education during the last five years. The students have won 15 awards in National level sports and cultural events. The student council plays an active role in giving suggestions and feedback about the academic, co-curricular, extracurricular and decision-making processes.

### **Governance, Leadership and Management**

The Institution is self-financed and managed by the Roman Catholic Diocese Society. The Institution has a multi-tier system of leadership. The plans and processes for the progress of the college are propelled by the Governing Body and the Secretary of the college provides effective leadership. The Principal is supported by the Vice-principal, IQAC, and the dean of academics in regular administrative and academic affairs. The delegated authority is given to various committees to ensure the discipline and quality of Education. Thus the Institution practices decentralised participatory governance.

The Institution provides Employee Provident Fund (EPF), Employee State Insurance(ESI), Group Insurance, Free transportation, and a festival Bonus for the welfare of the teaching and Non-teaching staff. The internal and external audits are conducted regularly every year. The Institution finds its own resources through the fee of the students and the mobilization of funds is procedural and utilized for infrastructural development and welfare of the students. The IQAC strives continuously to promote and ensure quality in all its endeavours. For the enhancement of quality, the IQAC has implemented the automation of academic and administrative activities and the formation of Quality Circle. The Ambrosian Quality Circle consists of Heads of the Department and the coordinators from all the Departments. It was formed with a perspective of providing information concerning quality-related matters. The Institution participated in NIRF twice during the academic years 2018-19&2019-2020.

### **Institutional Values and Best Practices**

The Institution promotes gender equity through equal representation of men and women in all academic and administrative activities. The Women's Cell of the college addresses gender-specific issues, dignity of women in society, violence against women, health awareness and their legal rights. The degradable and non-degradable wastes are disposed properly without polluting the environment. To protect the environment the Institution carried out a Green audit, Energy audit and Environment audit to assess the indicators of conservation.

The Institution celebrates National and religious festivals, to create an inclusive environment. It offers value education and moral science courses to students to equip their life skills. The two best practices of the Institution are authentic learning and creating a competitive environment to enhance student quality. The college believes in empowering students to be self-reliant to face the challenges of tomorrow. The distinctiveness of the Institution lies in providing quality education to academically and economically weaker students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	BISHOP AMBROSE COLLEGE
Address	Sungam By Pass Road, Ramanathapuram, Coimbatore.
City	COIMBATORE
State	Tamil Nadu
Pin	641045
Website	<a href="http://www.bishopambrosecollege.in">www.bishopambrosecollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	A Peter Raj	0422-2316731	9842524662	-	bishopambroseiqac@gmail.com
IQAC / CIQA coordinator	A Anand Gerald	0422-2317189	8300312920	-	anandgerald1974@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-11-1997

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Tamil Nadu	Bharathiar University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	12-01-2004	<a href="#">View Document</a>
12B of UGC	30-04-2012	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

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



<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Sungam By Pass Road, Ramanathapuram, Coimbatore.	Urban	6.47	4047.78

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCA, Computer Science	36	Higher Secondary Course	English	40	10
UG	BSc, Computer Science	36	Higher Secondary Course	English	50	25
UG	BSc, Computer Science	36	Higher Secondary Course	English	40	39
UG	BCom, Commerce	36	Higher Secondary Course	English	60	54
UG	BCom, Commerce	36	Higher Secondary Course	English	60	38
UG	BCom, Commerce	36	Higher Secondary Course	English	60	0
UG	BBA, Management Studies	36	Higher Secondary Course	English	40	10
UG	BBA, Management Studies	36	Higher Secondary Course	English	50	25
UG	BCom, Corporate	36	Higher Secondary	English	40	31

	Secretaryship		Course			
UG	BCom, Corporate Secretaryship	36	Higher Secondary Course	English	40	9
UG	BA, English	36	Higher Secondary Course	English	50	18
UG	BSc, Mathematics	36	Higher Secondary Course	English	50	5
PG	MCom, Commerce	24	Higher Secondary Course	English	30	6
PG	MSW, Social Work	24	Higher Secondary Course	English	30	1

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				47			
Recruited	0	0	0	0	0	0	0	0	14	33	0	47
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	7	6	0	13
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	7	0	10
M.Phil.	0	0	0	0	0	0	10	17	0	27
PG	0	0	0	0	0	0	2	8	0	10

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

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

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	2	0

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
<b>UG</b>	Male	116	2	0	0	118
	Female	141	0	0	0	141
	Others	0	0	0	0	0
<b>PG</b>	Male	7	0	0	0	7
	Female	5	0	0	0	5
	Others	271	0	0	0	271

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	30	39	30	29
	Female	28	39	36	29
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	2
	Others	0	0	0	0
OBC	Male	91	146	105	90
	Female	101	121	124	99
	Others	0	0	0	0
General	Male	4	7	7	10
	Female	14	5	13	16
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	3	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>271</b>	<b>357</b>	<b>315</b>	<b>275</b>

## Extended Profile

### 1 Program

#### 1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
482	477	477	466	453

File Description	Document
Institutional data prescribed format	<a href="#">View Document</a>

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
14	13	13	13	12

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
943	948	855	851	842

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
305	311	308	308	292

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
253	231	238	257	222

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
51	49	48	44	47

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
51	49	48	44	47

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls



**Response: 34**

**4.2**

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

2019-20	2018-19	2017-18	2016-17	2015-16
68.99	51.06	47.86	93.25	39.91

**4.3**

**Number of Computers**

**Response: 150**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Bishop Ambrose College being an affiliated institution follows the syllabus prescribed by the Bharathiar University, Coimbatore. However, the college attempts to enrich the curriculum within the limitations of the University norms by including Value-Based Education to align with the objectives of the institution which is well defined through its vision and mission statements. The following procedures are executed by the college for the effective delivery of the curriculum designed by the University.

- The Academic Calendar prepared by the college adheres to the academic schedule of Bharathiar University.
- The tentative dates of the important events, seminars, workshops, departmental activities, Internal Tests, Model Examinations, festivals and celebrations are included in the calendar.
- The college follows a system of planning the academic activities and the sub-activities to enhance the University prescribed syllabus through department meetings at the beginning of every semester.
- The academic allotment is carried out in advance in the preceding semester itself.
- The Heads of Department present the workload, Plan of Action and timetable to ensure effective implementation of the curriculum.
- The Lecture plan prepared every week and verified by the Heads of the departments and Principal provides insight into the portions to be covered.
- To assess and evaluate the learning of students two Internal Assessment Tests and a Model Examination are conducted every semester.
- To maintain an assessment of continuous learning class tests, assignments, seminars and PowerPoint presentations are conducted.
- Academic delivery is carried out through well-planned Lectures, Debates, Guest Lectures, Workshops and Academic projects.
- Regular monitoring of academic progress through staff meetings, Head of the Departments meetings, Department meetings and IQAC meetings.
- The Principal regularly holds meetings with the Heads of the Departments to monitor the progress and execution of tasks.

- Each department through its Associations organizes invited talks in advancements in their subjects and supportive academic programmes like Quizzes, Debates and Exhibitions that provide practical insights into the curriculum. Developments in ICT are made use of in supplementing the lecture classes with films, documentaries, dramas and expert views. YouTube lectures and Webinars are shared through WhatsApp groups formed for this purpose.
- Certificate courses are given to the students of Commerce, Corporate Secretaryship, Business Administration and Mathematics.
- Industrial Visits, Field Trips and Educational tours provide opportunities to enhance interest in the field of study.
- Internet-based activities, assignments and the contribution of articles for the college magazines help the students to improve their knowledge and creativity.
- Slow Learners are identified and remedial classes are offered to them. For the benefits of slow learners, mentoring sessions and team teaching, peer teaching and extra classes are conducted.
- Well equipped libraries with stocks of textbooks, newspapers, periodicals, magazines with Delnet and Inlibnet facilities contribute to curriculum delivery.
- Feedback from stakeholders especially from Teachers, Students, Employers and Alumni are given prime importance for corrective measures and execution to strengthen effective curriculum delivery.
- Lecture plans are prepared every week to cater to the comprehension of students who are first-generation learners.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

#### Response:

- The Academic Calendar fulfils the objectives of curriculum delivery. The Institution adheres to the academic calendar for the execution of all the planned activities.
- The Academic Calendar is prepared every year at the beginning of the academic session in accordance with the academic schedule of Bharathiar University, Coimbatore.
- The Academic Calendar is prepared by the committee which comprises all the Heads of the

Department.

- The college follows Day Order System which was cited in the calendar.
- The calendar of events includes co-curricular and extracurricular activities planned by the departments, field trips, projects and Guest Lectures that are priorly planned.
- The Internal Test and Model Examinations are planned and conducted as per the dates mentioned in the Academic Calendar.
- The Activities of various associations of the departments and the Parents-Teacher Meet are included in the Academic Calendar.
- Events like orientation programmes for faculty and students, inaugural function for first years, Graduation Day, Sports Day, College Day and BAC Fest are scheduled and incorporated in the calendar.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

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

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****Response:** 92.86**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 5**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	1	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 6.75**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
95	61	66	81	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

Developing the total personality of students emphasizing values and moulding them into socially sensitized useful citizens with the integrity of character is the Institutional objective. The curriculum designed by the Bharathiar University has incorporated Environmental Studies, Human Rights and Yoga into its overall structure and has made these courses mandatory in all undergraduate programs. The curriculum facilitates awareness on health, cleanliness, leadership qualities and rights of individuals through foundation courses.

The Institution offers the following foundation courses for all UG programmes

- 1.Environmental Studies
- 2.Value Education – Human Rights
- 3.Yoga for Human Excellence
- 4.Women’s Rights
- 5.Constitution of India
- 6.General Awareness

#### Environmental Studies

In this course, the student learns about multiple resources like Natural resources, Renewable resources, Non-renewable resources, Forest resources and Mineral Resources, Energy Resources and Land resources. It also emphasizes the individual's role in the conservation of Natural resources, Environmental pollution, biodiversity, and its conservation and Equitable use of resources for sustainable lifestyles.

#### Value Education-Human Rights

The concept of human values, character formation towards positive personality, national and international values, comparison and competition and rights related to women and children are taught in this course. It helps the students to know the basic human rights in society and also make them aware of their individual, and social responsibility in family and society.

### **Yoga for Human Excellence**

This course helps the students to widen their knowledge about yoga and physical health, yoga asanas, the art of nurturing the life force and mind, the moralization of desires, purity of thought and the law of nature. Through this course, the students develop their desire for peace and healthy life and they have started practising yoga in their daily life.

### **Women's Rights**

This course helps the students to learn about the laws and legal systems. It also helps them to gain knowledge about crime against women, domestic violence, sexual abuse, women welfare laws and acts enacted for women development and empowerment.

### **Constitution of India**

This course helps students to gain the fundamental knowledge about the making of the Constitution, Union executive functions, Union legislature functions and powers, Union judiciary, State legislature and judiciary.

### **General Awareness**

In General Awareness the students are exposed to verbal and numerical aptitude, reasoning, general knowledge and current affairs.

### **Professional Ethics**

The following Programmes offer courses related to Professional Ethics.

#### **B.Com (CS)**

- Office Administration

#### **B.Com (CSCA)**

- Corporate Communication

#### **B.Sc. (IT)**

- E-Learning
- Business Intelligence
- E-Learning

#### **BCA**

- E-commerce

### **B.Sc. (CS)**

- E-Learning

### **B.A.English**

- Communicative English I
- Communicative English II
- Communicative English III
- Communicative English IV

### **BBA & BBA (CA)**

- Communication Skills-I
- Communication Skills-II
- Campus to Corporate
- Soft Skills for Business
- Business Correspondence

### **B.Com**

- Executive Business Communication

### **B.Com CA**

- Executive Business Communication



File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 1.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	06	04	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

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

Response: 19.3

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

Response: 182

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni**

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 51.18

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

2019-20	2018-19	2017-18	2016-17	2015-16
271	357	315	275	265

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
580	592	586	586	550

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 63.66

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

2019-20	2018-19	2017-18	2016-17	2015-16
197	202	200	202	170

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

Students from diverse economical and educational backgrounds are admitted to the college. The Institution attempts to address the requirements of these students. Most of them are first-generation learners. The students are identified as slow learners and advanced learners by their performance in Internal Assessment and interaction in the classroom.

The following are the measures taken by the college to enhance the performance of slow learners:

- Remedial classes for one hour are conducted for the slow learners on all days after the class hours.
- Separate timetables and attendance are maintained for remedial classes.
- Peer learning and group studies are encouraged to make learning easier to create a desirable learning environment.
- Parents are informed about their ward's academic performance.
- Slow learners are encouraged by mentors to attend regular classes. Mentor counselling is given to the students to motivate them to study better.
- Poor performance in the class due to long absenteeism is intimated to the parents through phone calls and meeting the parents in person.
- Slow learners are monitored with periodic tests to increase the confidence level to learn the subjects and perform well.
- Communication in English is a major hurdle since most of the students are from Tamil medium. Slow learners face drawbacks like lack of confidence, shyness, fear of making mistakes, nervousness, anxiety and lack of motivation. To overcome these obstacles and to create a platform to improve their English the Institution in collaboration with Success Talent Centre, Educational Academy conducts Spoken English classes.
- Discussion on old question papers and guidance to present answer papers at theory exams are provided to slow learners.
- In Remedial classes, the bilingual approach is adopted to make the students overcome their inhibitions to comprehend and communicate.
- Staff members provide individual attention to each student in remedial classes as the total strength is comparatively less to the regular class.

- In remedial classes efforts are made to make the learning process easy. The teachers explain the theoretical concepts from the basics.

The following activities are conducted to respond to the learning needs of advanced learners.

- A special programme related to career development in association with AIM Rural Educational and Economic Development Trust (an NGO started by employees of cognizant technology solutions) was organized for advanced learners. The career development programme includes aptitude tests, interview techniques, soft skill training and group discussion.
- The students are constantly motivated to secure University ranks.
- Every department has a separate library that provides subject related books for extra learning.
- The top three meritorious students of every class are recognized and appreciated. They are also encouraged with prizes at the College Day.
- Advanced learners are motivated to do NPTEL Swayam online courses. To help the students in joining NPTEL Swayam courses the institution has established a local chapter.
- Advanced Learners are encouraged to participate, present and publish papers at conferences.
- The Institution offers certificate courses to encourage advanced learners.
- Advanced learners are motivated to participate in various technical competitions.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 18:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**

The Institute adopts student-centric methods to allow the student to meet their learning goals and academic success with required competencies. The faculty motivate and support the students to actively participate and link them to real-time applications to promote wider learning opportunity. This provides the students with a platform to become lifelong self-learners. Approaches such as experiential learning, participative learning and problem-solving methods are used at different levels to enhance learning opportunities for the students.

**EXPERIENTIAL LEARNING**

Experiential learning bridges the proficiency of students to develop their knowledge through application. Through learning by doing, the student is exposed to the first-hand experience of practising what has been taught.

The institution provides the platform for experiential learning through the following:

- **Lab Practical**

Lab Practical helps the students to get a first-hand learning experience by performing various experiments on their own. It improves the students understanding of the topic beyond learning theories.

- **Skill-Based Courses**

Skill-based courses focus on imparting education through practice and develop learners into independent thinkers.

- **Seminars and Presentations on various topics**

Seminars and Paper Presentations become a dedicated space for an interactive discussion to promote enhanced learning.

- **Institutional Training**

Institutional Training enhances the students' skill set and knowledge. It helps them to meet career objectives and obtain hands-on experience to know the real job scenario.

- **Course-Based Projects**

The Course-Based Projects gives the student hands-on experience in their core area.

**PARTICIPATIVE LEARNING METHODOLOGIES**

Participative learning methodologies include a variety of methods and approaches listed below

- **Exhibition and Expo**

Exhibition and Expo play a significant role in transforming the concepts and ideas learnt in the classroom as informative and educative applying them to the models exhibited.

- **Industrial Visit**

Industrial Visits were organised to expose students to current industrial practices.

### **Other Participative Learning events in the Institution**

- New Product Development
- Debates
- SWOT Analysis
- Product Launching
- Ad zap
- Board Meeting
- Slogan writing
- Poster making
- Short story narration
- Identify poetical types
- Literary tableau
- Slogan writing
- Logo creation

### **PROBLEM-SOLVING METHODOLOGIES**

Problem Solving Methodologies followed in the Institution include

- Case Study

- Best Entrepreneur
- One-Minute Secretary
- Situation Problem Solving
- Proverb completion
- Twist a tale

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response:

- The Institution follows ICT enabled tools for effective teaching and learning in addition to traditional classroom education.
- Apart from the chalk and talk method of teaching, all departments use Powerpoint Presentations, Video clippings, Audio content etc., to update students with advanced knowledge and practical learning.
- Faculty members use ICT tools like LCD Projectors and e-resources to deliver the syllabus in a more meaningful way.
- The Library has access to e-journals and other resources through membership of INFLIBNET and DELNET.
- Teachers encourage the students to refer NDL and Shodhganga references.
- The Institution is established as a Swayam NPTEL local chapter and encourages students to enrol in Swayam NPTEL online courses.
- The Institution upgraded with G suite for education by Google Inc to enable the ICT teaching-learning process.
- Teachers and students use social media platforms like WhatsApp to discuss course-related topics as it provides Synchronous communication and new channels of information and knowledge from anywhere anytime.
- Videos of prescribed novels and dramas related to English courses are screened.



- Online tests are conducted and e-assignments are given through Google Forms, Google Classroom.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 29:1

#### 2.3.3.1 Number of mentors

Response: 32

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

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 13.37

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

2019-20	2018-19	2017-18	2016-17	2015-16
8	6	6	6	6

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

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

**Response:** 30.41

**2.4.3.1 Total experience of full-time teachers**

Response: 1551

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

- Internal assessment is a process to review and assess the academic performance of the students. Bishop Ambrose College is affiliated to Bharathiar University, adheres to the guidelines for Internal Assessment. Besides the guidelines of the University, the college has also formulated certain modalities to make a Continuous Internal Assessment system transparent and robust.
- The Institution specifies the evaluation methods, assessment details, distribution of marks, rules and regulations relating to examinations in the college handbook.
- The mode of Internal Test and CIA mark calculation as prescribed by Bharathiar University is

explained to the students on the day of the Freshers' Orientation Programme.

- Students are made aware of the internal evaluation process through an orientation at the beginning of every semester by respective course faculty.
- The schedule of the I Internal, II Internal and Model examination is decided at the beginning of the academic year and printed in the Academic Calendar.
- The Institution strictly follows the schedule of Internal Assessment as mentioned in the Academic Calendar.
- The Examination timetable is displayed on the Notice Board at least 15 days before the commencement of the examination.
- A transparent mechanism has been followed to assess the internal marks.
- Continuous Internal Assessment I and II are conducted by covering the first two units and the next two units of the syllabus respectively and the last unit for model examination.
- As per the University prescribed method, the sum of the best out of two CIA, Model Exam and assignment marks are calculated for internal marks.
- There is a provision for counter checking of marks by the students to ensure transparency. Evaluated answer scripts are shown to the students for cross-checking and verification of marks.
- The CIA final split up calculated marks are notified to the students and their signatures are obtained.
- The method of internal assessment is monitored and governed by the Internal Quality Assurance Cell through examination automation software.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

- The Institution follows transparency in the evaluation process of the Continuous Internal Assessment Test. The CIA answer scripts are distributed within three days of completion of the test by the respective course faculty to the students for verification.

- Grievances related to CIA marks are sorted out by the respective faculty handling the course.
- At the end of each semester, students are provided with a detailed split up of CIA mark calculations in each subject. Signature of students are obtained in the course wise detailed internal mark list.
- The Institution maintains separate Internal Examination grievances form for issues relating to internal assessment. The students can express their grievances using the internal grievance form. The forms are forwarded to the respective departments along with their signature and appropriate actions are taken immediately for genuine cases.
- The Institution being affiliated follows the prescribed norms for external examination related grievances.
- Grievances related to Semester Examination question papers especially out of syllabus problems are forwarded to Controller of Examination, Bharathiar University through the HOD and Principal by the respective course faculty.
- The University publishes the semester results on its official website. Students can check their semester marks on the University website after the announcement of the result.
- The Institution supports the students in grievances relating to Semester Examination results. If needed students can apply for revaluation and re-totalling within 15 days of the announcement of the results through the Institution.
- The Institution guides the students to avail the photocopy of the valued answer script for further verification if needed from the University.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

### Response:

- The learning effectiveness of any programme depends on the POs, PSOs and COs. The purpose of outcome-based education makes the expectations and priorities clear to the students, with the awareness about their take away from the courses and programmes.

The main features of learning outcomes are communicated through the following procedures:

- POs, PSOs and COs of all UG and PG programmes offered are displayed on the official website of the Institution for easy access and reference. All departments maintain a copy of POs, PSOs and COs of programmes offered.
- The Institution insists on the significance of the learning outcomes to the faculty members in all IQAC and staff meetings.
- The POs and PSOs of the programme are elucidated to all first-year students by the respective Heads of the Department at the time of department orientation.
- The course faculty design the appropriate pedagogy based on the course outcome.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

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

#### Response:

- The academic performance of the students is indicative of the level of achievement of the COs of that course.
- Continuous assessment through regular evaluation, assignments, seminars and performance in class level activities provide an opportunity for the faculty to evaluate the learning outcomes.
- Respective course faculty members receive informal feedback from students and change their teaching methods to attain course outcomes accordingly.
- The outcomes related to core concepts are evaluated by the students' performance in the application-oriented courses.
- The marks obtained by the students in the semester examination are used as checkpoints to evaluate the attainment level in POs and PSOs
- The overall CGPA score is another evaluation method for measuring learning outcomes.
- The learning outcomes of the students are evaluated by projects, industrial visits and field study reports. Assessment of the learning outcomes is also done through Viva Voce and Practical Examinations.
- Exhibitions, Paper Presentations, Seminars, Group Discussions, PowerPoint Presentations, Quiz

Competitions and other Department activities are the tools to measure the outcomes.

- Participation of students in various technical and subject-related Intercollegiate competitions reflect their learning outcome level.
- The outcome is also measured by the assessment done by HIREMEE, a CSR initiative by a reputed group of companies. The assessment was conducted for all the registered final year students on different parameters like Verbal, Logic, Quantitative, Personality, Communication, Computer and Core Technical (core subject). The attainment level of COs, POs and PSOs were evaluated through the parameter wise report of the level of performance of each student.
- Assessing the quality of placements of students is an effective method used by the institution to evaluate the learning outcomes. Feedback received from Placement Organizations helps to assess the level of outcomes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 79.57

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

2019-20	2018-19	2017-18	2016-17	2015-16
140	204	208	217	181

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

2019-20	2018-19	2017-18	2016-17	2015-16
253	227	238	258	223

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response: 3.55</b>	
File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

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

**Response:** 3.92

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 2

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0



**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	7	7	7

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge****Response:****Entrepreneurship Development Programme**

The institution conducts Entrepreneurship Development Programme for the students to develop and strengthen their entrepreneurial quality. It also helps them to consider environmental set up relating to small industry and small business, select the product, originate proposal for the product, understand the process and procedure involved in setting up a small enterprise.

**Association and Fine Arts Club Activities**

The institution fosters innovative thinking and promotes creativity through various programmes organised by the associations and fine arts club.

- The Elite Club of English Department conducts innovative events and competitions like Book Cover Designing, Invitation Card Designing, Wealth from Waste, Twist a Tale and poster preparation to transfer knowledge on recent and relevant issues.
- The Cyber Club association of the Computer Science Department conducts events like Adzap, Photoshop for the students to identify their technical knowledge and skills.
- The Blooming Managers' Association of the Department of Management Studies conducts innovative events like New Product Launch and creative advertisement to bring out the talents and promote Managerial Skills.
- The Comfabian Association of Commerce Department has various innovative competitions like product Launch, Best Entrepreneur, problem solving situation and Logo Creation to promote the knowledge in finance, manufacturing and marketing.

- The Inforcorp Association of the Department of Corporate Secretaryship conducts innovative competitions like One-minute Secretary and board meetings for their students to foster secretaryship.
- The Enhancing Intellects Association of the Department of Mathematics conducts math modelling and powerpoint presentations to explore the knowledge of maths and to apply the concepts in real life. It enhances problem solving abilities.
- The Fine Arts Club organizes BAC Fest an Inter departmental cultural programme every year to promote innovative thinking and creativity through talents to kindle the innovativeness and spark off creativity.
- The events that provoke the spirit of creation among the students are own composition group song, Adzap( Marketing), Mime, Rangoli, Collage, Flower arrangement, Wealth from Waste, Facial painting and Clay modelling.

### Other Platforms for Innovations

The college library offers e- resources to the faculty and students that provides guidance for publication of research papers. Educational tours, field trips and industrial visits help the students to acquire knowledge and widen their thought for innovation. Lab experience enhances the knowledge of the students and helps them to be acquainted with the latest in the field. The project work induces innovative thinking among the students related to their subject area.

The institution thus raises platforms to enrich knowledge, creative as well as innovative ideas.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 4

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
<b>Response: 0</b>	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
<b>Response: 2</b>	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>				
<b>Response: 0.65</b>				
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>				
2019-20	2018-19	2017-18	2016-17	2015-16
26	3	1	1	0
File Description	Document			
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

<b>3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</b>
<b>Response: 0.48</b>

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

2019-20	2018-19	2017-18	2016-17	2015-16
13	7	3	0	0

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

#### Response:

The College consistently encourages the participation of students in social friendly extension activities in various ways. The college develops the emotional quotient of the students by exposing them to the rural life of the people. Their interaction with the people inculcates compassionate spirit and leadership qualities in them and helps the students to develop a positive attitude towards life.

The NSS has two units with 200 volunteers who are involved in community services. During the last five years, the NSS has organised 6 road safety awareness programmes, 3 Helmet awareness programmes and rallies, 4 National voter's day awareness programmes, 1 cattle welfare programme, Clean India awareness, 5 World's Mother Tongue Language Rally and 2 Free Medical Camps. These programmes help the students to develop social values, widespread their responsibilities, and knowledge in societal issues and problems by making them involved with the people around them.

To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth, the institution organized 3 blood donation camps, 3 Tobacco awareness programmes, 2 Aids awareness programmes, 2 Dengue awareness programmes and 1 Blood donation awareness programme for the students. Through blood donation camp the students voluntarily donated blood to various people who are in need. the students also participated in Lok Sabha Election Duty for two days and extended their help to the disabled in the job fair organised by Cheshire voluntary service.

To create environmental awareness among the students the Institution organized a Green Awareness Rally, Plastic Awareness Rally and Climate Change Awareness Rally for the students. Through these rallies, they are exposed to various environmental problems, issues and understand the necessity of protecting the environment. They voluntarily joined in the 10,000 Mass tree plantation programme organised by the Bharathiar University and planted the saplings. 40 NSS volunteers joined with kovai kulangal pathukappu amaippu and planted more than 1000 palm seeds from Perur to Nagarajapuram 2km around the lake places to strengthen the bonds of water bodies and to conserve groundwater. The Department of English

organised the Go Green programme and distributed seeds and saplings to the students who are interested in planting trees.

To promote social responsibility among students, the Institution has adopted Karadimadai Village in Coimbatore district and extended its various services to the village. The students have taken Free Computer Education for Schoolchildren and self-employment training for the youth. It also implements rainwater harvesting, Green Environmental awareness, and Tree plantation.

The college students undertook Swaach Bharat Abhiyan Clean India Campaign at karadimadai village and promote awareness regarding Health and Hygiene among the village people by cleaning the village, whitewashing the walls of government schools and writing thirukkural on the walls.

During Covid-19, as a part of the Corona relief programme, the institution distributed free facial masks, kabasura kudineer, hand sanitizers and rice to the people of karadimadai village and to the neighbourhood areas of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 72

#### 3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry,

**community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
27	19	12	7	7

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years****Response:** 83.12**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1380	1002	600	330	460

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

**3.5 Collaboration****3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response:** 0**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

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

**Response:** 16

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	3	3	2	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The institution endows a need-based teaching-learning atmosphere with good and adequate facilities for student enrichment. The institution is located in the heart of the city and is easily reachable. The total land space comprises around 6.47 acres and the build-up surrounds approximately 43,570 sq. feet.

The institution has a total of 7 staff rooms and 32 spacious classrooms with proper ventilation and appropriate seating facilities. Each department has a separate computer with internet and automated software. Most of the departments have their department library which issues reference books for advanced learners. The institution has 3 computer laboratories. The computer lab constitutes around 150 accurately operational computers.

The institution's digital library places a significant role to propel students by enhancing a parallel learning environment towards academics and research. INFLIBNET and DELNET facilities are available. The Library works on OPAC and is equipped with computers with an internet facility.

The institution has an open auditorium, Thomas auditorium and Tony conference hall. All final year Classrooms, Auditorium and Conference hall are equipped with LCD projectors and audio systems to facilitate the conduct of meetings.

**List of Infrastructure Facilities**

Infrastructure and Physical Facility	Number
Classrooms	32
Staff Rooms	7
Computer Lab	3
Library	1
Counselling Room	1
Conference Hall	1
Auditorium	1
Open Auditorium	1
IQAC Room	1
Server room	1
Canteen	1
Office Room	1
Physical Education Room	1
Generator	1
UPS	4
Water Purifier	6
Three-seater bench and desk	414
Bus	3



**List of Computing Equipments**

No.	Department	Quantity
1.	Lab 1	42
2.	Lab 2	58
3.	Lab 3	50
4.	Computers in digital library	5
5.	Department computers	7
6.	IQAC computers	2
7.	Office computer	4
8.	Office printer cum scanner	2
9.	LCD projector	8
10.	CCTV cameras	64
11.	Barcode scanner	2
12.	Barcode printer	1
13.	Intercom -speakers	54
14.	Audio system	4

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

The Quality of the facility impacts the holistic development of the students. Hence the institution focuses on providing adequate facilities.

**Facilities for Cultural Activities**

The institution has one open Auditorium, one Thomas Hall auditorium, and an A/C Tony conference hall for conducting and practising cultural activities.

The Open Air Auditorium was established in the year 2017. It is 8832 sq. ft with a seating capacity of 1000, which aids as a platform to bring out the ingrained talents of the students. Functions like BAC Fest (An Inter-Departmental cultural meet) Fresher's day, College day, and festivals like Onam, Christmas day and Pongal are celebrated in the open auditorium.

The Thomas hall Auditorium was established in the year 1999. It consists of 3104 sq. ft. with a seating capacity of five hundred and has audio-video aids utilized for practising and conducting cultural events.

The Tony Conference Hall was established in the year 2012 and is 1700 sq. ft. It has a seating capacity of 200 and is used for practising cultural events. The various clubs and Association activities are also

conducted in this hall.

### Facilities for Sports & Games

The institution offers ample sports facilities for the students to excel in sports. It has a very spacious playground of 1.30.000 sq. ft and was established in the year 1999. Here below is the detailed list of the sports and games facilities available for the students.

Outdoor (Facilities)	No.of Play Field	Length	Width
Football	One Court	95 Meter	65 Meter
Badminton	Two Courts	16.40 Meter	6.10 Meter
Basketball	One Court	28 Meter	15 Meter
Cricket(pitch)	One Ground	20.12 Meter	3.05 Meter
Throwball	One Court	18.30 Meter	12.20 Meter
Volleyball	One Court	18 Meter	9 Meter
Kho Kho	One Court	27 Meter	16 Meter
Kabaddi	One Court	12.20 Meter	5.50 Meter
Tennikoit	One Court	13.00 Meter	10 Meter

S.No	Track and Field events	Length	Breadth
1	Long Jump	7.00 Meter	3.00 Meter
2	High Jump	7.00 Meter	3.50 Meter
3	Javelin Throw	20 Meter	4.00 Meter
4	Triple Jump	7.00 Meter	3.00 Meter
5	Shot Put	2.135 Meter	34.92
6	Discus Throw	2.50 Meter	34.92
7	Track	200 Meter	7.5 Meter
		100 Meter	7.5 Meter

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 23.53

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 8

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 50

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
30.88	85.68	0.17	1.01	14.37

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

- The institution has a well-furnished library with a calm atmosphere.
- The library has more than 6630 books, 20 National and International Journals, 20 magazines, 1442 Back volumes, 8 newspapers, 351 CDs/DVDs, University question banks, Project reports and it regularly updates by increasing its number of books.
- All functions of the library are automated using Integrated Library Management System-ILMS with Logic Launch automation software.
- N-List – INFLIBNET and DELNET are provided for the remote access of e-resources to all students and faculty members.

- The Library is facilitated with a computerized bar-coded gate register for entry and exit of students and staff.
- Computerized Bar Code system is used for book issues and return.
- All computers are provided with Internet facility.
- For surveillance, CCTV cameras have been installed.
- Name of ILMS software : Logic Launch
- Nature of automation (fully or partially) : Fully
- Version : 2019
- Year of Automation : 2019

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

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

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

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

**Response:** 0.9

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.07	1.04	0.62	0.73	1.02

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

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

**Response:** 1.51

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

Response: 15

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi**

**Response:**

The institution upgrades its IT facilities frequently.

- The institution has a web team that monitors and updates the website regularly.
- The campus has been under 24/7 surveillance since November 2018. A total of 64 CCTV cameras were installed all around the college premises including classrooms, corridors, office, laboratories, library, conference hall, auditorium, and all other important points.
- The institution replaced 8 computers with internet facilities, in all the departments and IQAC in June 2019.

- A Multi-functional digital printer was purchased on 30.08.2018 for clerical purposes.
- The institution procured Google Suite for Education in April 2020 that facilitates cloud-based collaboration for teaching and learning.
- The Identity Card issued for staff and students is bar-coded from June 2019.

## LIBRARY

- The library was fully automated with ILMS software in 2019.
- The digital library facilitates 7 computers with an internet connection for staff and students to access the e-resources through N-list and other modes.
- The institution purchased a barcode printer and two scanners for issuing books and gate entry-exit on 22 July 2019. The library has a computer-enabled ID barcode reader for gate entry-exit of staff and students. The library has a barcode printer for labelling books and a barcode scanner for books.

## AUTOMATION

- The new server was purchased for automation purposes in 2019.
- Logic Launch automation software was purchased in 2019.
- This software is used for admission, administration, academic, examination, billing and accounting.

## LAB DETAILS

- 30 Tubular batteries were purchased in 08.03.2016.
- 20 computers were purchased in the year 24.07.2018.
- 25 New computers were purchased on 14.06.2019.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 6:1

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 84.22

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

2019-20	2018-19	2017-18	2016-17	2015-16
61.76	56.04	44.55	36.59	35.73

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:**

The college has a fine-tuned mechanism to coordinate the maintenance of the various facilities and infrastructure so that they are readily available whenever sought by the beneficiaries.

## **Management Team**

The team comprises the Secretary, Principal, Vice Principal and Dean of Academics. Under the Headship of the Secretary, the team meets frequently and discusses matters relevant to the improvement and modernization of the academic and infrastructural needs of the college.

## **Campus**

The Administrative Officer(AO) monitors the campus maintenance under the supervision of the Management team. AO maintains the stock register. Cleaning of the campus, library, laboratories, corridors and common areas are undertaken by the support staff. Maintenance of gardening is done on a regular basis.

## **Classroom Maintenance**

AO monitors the support staff in maintaining classrooms. Classrooms are cleaned daily. Classrooms with furniture and teaching aids are maintained properly. The Department Heads report periodically for all the maintenance works.

## **Library**

The librarian maintains the library resources, shelving of documents. The librarian records the log and footfall register daily. E-Gate register is maintained. The librarian purchases the books at the beginning of every academic year based on the requirements of the Departments. A computerized bar code system is followed for book issues and return. Internal stock verification is done periodically. The library is under the surveillance of CCTV.

## **Computer Lab**

The fully equipped computer lab is maintained by the Lab Assistant. Stock details, users register and logbooks are maintained properly. The uninterrupted Power supply is available 24/7 with an Internet facility. Lab Assistant maintains computers in the laboratory, library administrative, and the computers in the library. The maintenance comprises actions taken to replace worn-out assets.

## **Conference Hall and Auditorium**

For Academic meetings, Seminars, Cultural programmes, Curricular and co-curricular activities Conference hall and Auditorium are effectively utilised. The halls are booked in advance and accessed on priority basis. Its cleanliness is taken care of by support staff.

## **Sports Amenities**

Sports equipment and playgrounds are maintained by the Physical Director with the help of support staff. Ground-level maintenance is done annually during vacation. The stock register for sports and games equipment is maintained by the Physical Director.

## **Power and Water Supply**



Water purifier are provided to the staff and students on all floors and maintained through AMC. Plumbing and electrical services are available round the clock on the campus. Restrooms are cleaned regularly. The electrician oversees uninterrupted power supply and maintenance of equipment like generator general lighting, and power distribution. Air conditioners are maintained by the technicians.

### **Security System and Website**

Security guards for the college are outsourced. CCTV maintenance of the college is carried out by Foresight Technologies. Fire extinguishers installed in the campus are maintained by the respective departments with the support of ABC Fire India company. The college Web team regularly updates in the website.

### **Transport Maintenance**

Annual maintenance of all buses are done regularly and it is monitored by the Administrative officer.

<b>File Description</b>	<b>Document</b>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 10.25

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
54	75	81	114	124

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[View Document](#)

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

Response: 0

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 14.12

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

2019-20	2018-19	2017-18	2016-17	2015-16
78	339	0	226	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 7.24

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

2019-20	2018-19	2017-18	2016-17	2015-16
21	22	19	14	11

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 34.78

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

**Response:** 88

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

Response: 15

#### 5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

**university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
10	2	3	0	0

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

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

#### **Response:**

The Institution strives to empower the students by engaging them effectively in student council, co-curricular, extra-curricular activities to acquire leadership qualities, organisational and managerial skills with greater self-esteem and self-reliance.

- The Institution encourages and supports the participation of the Student Council by acknowledging their ideas and suggestions towards academic and administrative improvement.
- All students' related activities are carried out with the assistance of the student council. The Student Council is formed every year by electing the office bearers.
- The Council comprises of Chairman, Vice-Chairman, Secretary and two Joint Secretaries.
- The college adopts the ballot method for election. The class representatives comprising of a boy and a girl students from each class elect the council members.
- Class representatives of each class aid in organising Department Activities.
- Every Department Association elects student secretaries and other office-bearers. The student secretaries partake and assist all the department association functions, activities and events under the guidance of the faculty.
- The Sports Secretary and student representatives for sports from every department efficiently participate, organise and conduct various sports and games.

- The Institution provides ample opportunities for students to represent and engage themselves in various activities through extension activity clubs. The Institution provides a platform for developing their leadership qualities and active involvement in extracurricular activities.

### **Representation in Co-Curricular Activities**

- Veeramamunivar Tamil Peravai - Department of Tamil
- Elite Club - Department of English
- Cyber Club - Department of Computer Science
- Blooming Managers' Association - Department of Management Studies
- Comfabian Association - Department of Commerce
- Infercorp Association - Department of Corporate Secretaryship
- Enhancing Intellects Association - Department of Mathematics
- Social Work Association - Department of Social Work

Each of the clubs has a student body consisting of a secretary who works together for outreach programmes and activities.

### **Representation in Extra-Curricular Activities**

- National Service Scheme
- Fine Arts
- Youth Red Cross
- Consumer Club
- Eco Club
- Women's Cell
- Sports Committee
- Magazine Committee

### **Administrative Bodies**

- Student representation in student council
- Student office bearers in sports and games
- Student office bearers in cultural committees

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 40.2

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
52	44	39	29	37

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

The Institution has produced successful graduates for more than 20 years. The passed out students maintain good relationships with the college. The institution is proud of its strong and well-settled alumni who are working in various fields.

There is an active Alumni group in contact through social networking. To strengthen the ties with alumni,



meetings are conducted once a year.

Alumni are invited as resource persons for guest lectures, seminars and workshops to share their professional knowledge and experience.

The college magazine offers a dedicated space for the Alumni to encourage interaction with the institution.

Activities of the college are informed to Alumni through regular updates on its official website.

Alumni support the Institution by providing their valuable feedback about the curriculum and other academic and administrative activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** E. <1 Lakhs

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### Vision

Provide quality education focusing on values and formation of character to enable the youth to meet economic, social and environmental challenges.

##### Mission

- Creating an educational environment of integrity and performance.
- Seeking spiritual, social and moral values.
- Imbibing courage and confidence for personal growth.
- Fostering patriotic zeal and social responsibility.
- Promoting awareness for environmental concerns.

The concept of effective leadership is enshrined at all levels which reflect the governance of the college.

All plans and processes in the progress of college are accelerated by the Governing Body which is the highest decision-making body.

The governing body meets periodically to discuss the plans for the growth and development of the college. The development and implementation of the policies are carried out in tandem with the vision and mission of the college.

The Secretary of the college provides effective leadership to enhance the quality of education and performance of the institution which is the primary vision of the college.

The Principal, Vice-Principal and the Dean attend to the overall progress of the college in Academic and Administrative activities. They regularly meet to plan, discuss and implement academic and co-curricular activities of the college.

The next level of the circle of leadership encompasses the Heads of the Department with the team of faculty who take initiative to plan academic and extracurricular programmes which reflect the institution's goal.

Under the governance and guidance of IQAC, the faculty members actively involve themselves in the

activities of the college be it academic or administrative.

Important development and plans are discussed by the Principal along with the committee members.

The coordinators of various extensions conduct programmes and events with the student secretaries under the Headship of the Vice-Principal.

The Dean of Academics takes care of curricular aspects of Internal Assessments, model examination and induction of new Programmes.

The Heads of the Department manage the academic and administrative work of the Department.

The staff execute various activities of the department under the guidance of the Head.

The student's Council takes an active part in student affairs and in the execution of activities on campus.

Decisions about various Co-curricular and Extracurricular activities are taken in the meetings of the committees by the Principal.

The Principal constitutes various committees and clubs delegating the staff in charge for the smooth functioning of these committees.

The Student Council coordinates with class representatives for the organisation of various festivals, Sports Day, Annual day and other programmes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### **Response:**

The Institution makes all decisions regarding Administrative and Academics, Student and Faculty by adopting decentralization and participative management practices. This practice promotes a sense of belongingness among staff and students to execute efficient planning, improvising and developing oneness with the institution.

The Management implements Decentralisation by incorporating the following practices

- The College Secretary takes the lead in the Governance and Management of the institution.
- The College Council plays a major role in the decision making of academic and administrative affairs.

- The Principal coordinates with the teaching, non-teaching and student council members for the effective functioning of the college.
- The coordinators of various extensions execute programmes and events with the student secretary under the headship of the Vice-Principal.
- The academic affairs discussed and finalised during HOD meetings are brought in the academic calendar.
- The Heads of the department hold regular meetings and decide matters on student activities and discipline.
- Involvement of Student Council on matters relating to student affairs.
- The quality circle of IQAC is an example of decentralisation and participative management of the college.
- The Principal assigns the staff various responsibilities by forming committees for college events.

### **Committees**

- The committees include IQAC, Student Union Council, Fine Arts Committee, Discipline Committee, Anti-ragging Committee, Grievance Redressal Committee, Internal Complaints Committee, Women's Cell, Sports Committee, NSS, YRC, and Placement Cell.
- The College assembly is conducted by the Departments in rotation.
- The faculty members actively carry out the activities of the Committees assigned.
- The coordinators of the extension activities exhibit involvement and responsibility for all the activities of the Extension Program.

### **Case Study**

The institution faced an issue in regulating the late-comers to the college. The Principal, Heads and faculty members decided to deal with this matter by forming a Committee comprising a Student council and few staff members.

### **Solutions suggested by the committee**

#### **1. Late Register**

- The committee recommended maintaining a late register for every department wise to identify regular latecomers.

- Maintaining the late register stimulated the students' self-consciousness of being identified as regular latecomers.

#### 1. Peer group motivation

- The members of the Student Council took Peer-group motivation as another strategy to reduce the number of latecomers.

The suggestions of the committee were implemented. This strategy resulted positively and the number of students coming late gradually reduced.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The strategic plan of the college is aligned with the vision and mission of the institution. It is implemented through the following series of action plans.

Strategic Plan	Action Plan
To improve the quality of teaching and learning	<ul style="list-style-type: none"> <li>• Focusing on Outcome-Based Education</li> <li>• Promoting participative learning</li> <li>• Exclusive activities for advanced learners and slow learners</li> </ul>
To enhance the quality of staff	<ul style="list-style-type: none"> <li>• Emphasis on research by publication in journals and conference proceedings</li> <li>• Encouraging to participate in Faculty Development Programmes.</li> <li>• Motivating to complete online Faculty Development Programmes through NPTEL</li> <li>• Encouraging faculty to complete Ph.D,</li> </ul>

	NET, SET
Concentration on value-based education	<ul style="list-style-type: none"> <li>• Incorporating value education along with regular curriculum</li> <li>• Focus on counselling and mentoring</li> </ul>
Imbibing social responsibility among students and faculty	<ul style="list-style-type: none"> <li>• Village adoption</li> <li>• Encouraging students to participate in extension activities</li> <li>• Instructing the faculty to incorporate more social responsibility activities</li> </ul>
Environmental Concerns	<ul style="list-style-type: none"> <li>• Gardening on the college campus</li> <li>• Activities through Eco Club and NSS</li> </ul>

### **Imbibing social responsibility among students**

The Management and the College place social responsibility as the fulcrum of its objective. Education without social justice produces entrenched hierarchies which exploit knowledge for personal gain. As a remedial measure, the college instils in the students the awareness about the socially underprivileged, the environmental degradation and the necessity of the student's community to ameliorate the ill effects. The college is stirring the social responsibility of the students to contribute their effort in creating a better world.

The institution adopted Karadimadai village, Coimbatore on 21st August 2019. The following are the social activities rendered by the students and staff in the village.

#### **1. Free Computer Education**

The children in the Karadimadai village are mostly from less privileged background and are ignorant about the use of computers and English. The students from the Department of Computer Science volunteered for free computer and English classes for the children twice a month. More than 100 students benefited from the free classes.

#### **2. Rainwater Harvesting**

The Karadimadi village lacks the facility for rainwater harvesting. The volunteers of the National Service Scheme helped to construct rainwater storage.

### 3. Swachh Bharat Activities

Through Swachh Bharat Internship Programme the students cleaned the Karadimadai village, painted the walls of the Government School and wrote Thirukkural on it.

### 4. Green Environmental Awareness and Tree plantation

The Institution organised Green Environmental awareness and tree plantation programmes in the village. Students and Staff planted more than 200 saplings.

### 5. Covid-19 Relief and Awareness

During Covid -19 the students and staff distributed free masks, Kabasura Kudineer, Hand Sanitizers and rice to the people of Karadimadi village and to the neighbourhood areas of the college.

These apart, the institution organises self-employment training, free medical camps and awareness programmes related to health and hygiene for the village people. The students and staff participate energetically and help the people to get benefit from it.

Developing an individual's social responsibility not only has its impact on the community but also, simultaneously triggers economic development, creating a holistic prospect.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>

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

##### Response:

##### Organisational Structure of the College

Bishop Ambrose College is an affiliated institution managed by the Coimbatore Diocesan Society. The Chairman holds the primary leadership position in the organogram. He supervises the overall activities of the college. The major financial decisions, Annual budget plan, Infrastructural development plan and policies are all approved by him.

The Secretary holds the second position next to the Chairman. He decides the strategic, perspective plans and functioning of the institution. The recruitment of teaching faculty and Principal is made by the Secretary following the policies laid down by the UGC from time to time.

The Principal, next to the Secretary is the Academic and Administrative Head of the institution. He

provides direction to the entire organisation. He supervises the teaching and non-teaching staff, students ensuring discipline, attendance, punctuality, etc. He also supervises the academic activities conducted in the college, assigns various duties and controls the order and discipline of the college.

Vice –Principal assists the Principal in administration and facilitates Curricular, Co-curricular, and Extracurricular Activities. He aids in framing new policies, getting new courses, projects and UGC grants. He also guides the Placement cell of our college.

The Dean of Academics acts as a liaison in the institution and maintains effective communication among students, faculty, within the academic unit and with the administration. She helps in promoting the scholastic growth of the college as well as leads and coordinates the Department Heads in all academic matters, issuing necessary directions for implementation of the ordinances in academics and other decisions of the Principal.

The Heads of the Department carry out the Administrative and Academic responsibilities of the Departments with the help of faculty members.

The Administrative Officer provides administrative support and looks into day-to-day maintenance activities, checking and maintaining the stock room with the help of the Office Superintendent and Accountant.

The IQAC cell of the institution serves as a nodal agency for coordinating quality-related activities, including the adoption and dissemination of best practices. The feedback responses from students, parents and other stockholders on quality-related institutional processes are initiated by the cell. It prepares documents for the various activities of the institution.

The Physical Director of the institution assists the Principal in maintaining discipline. He assists in organizing the celebrations of National Festivals on the campus, conducts Intra college events, coaches and accompanies the players for all Intercollegiate, Inter-University tournaments.

The Librarian looks after the administration of the Library, cataloguing books, maintaining library materials, collecting, organizing and issuing library resources.

The various Extension and Association activities are planned and carried out effectively with the guidance of the heads, staff and association secretaries.

The Institution strictly relies and functions upon the policies, administrative set-up, appointment and service rules, procedures framed by the institutional bodies.

File Description	Document
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

#### 1. Administration



- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

### **6.3 Faculty Empowerment Strategies**

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

**Response:**

The college recognizes the commitment and dedication of the staff.

The Institution has the following welfare measures for teaching and non-teaching:

##### **Welfare Measures for teaching staff:**

- Employee Provident Fund (EPF) is provided to staff
- Employee State Insurance (ESI) applies to eligible staff
- Group Insurance is provided to all the staff by the Institution.
- Free transportation facility is provided for Teaching Staff.
- A festival Bonus is offered to all staff.
- The institution encourages staff to pursue higher education by motivating them to register and complete PhD and other courses.
- Faculty members are recognized and awarded for their academic achievements.
- The Faculty Development Programme is organized for staff members at the beginning of every academic year.
- The Institution conducts sports events for staff members and encourages them to participate.
- A separate parking facility is provided for staff members.

**Welfare Measures for Non-teaching staff:**

- Employee Provident Fund (EPF) is available to Non-teaching staff.
- Employee State Insurance (ESI) applies to eligible Non-teaching staff.
- Group Insurance is provided to all Non-teaching staff.
- All Non-teaching staff are also provided with Festival Bonus.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years****Response:** 0**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response:** 1**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

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

Response: 14.15

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	0	0	0	1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

Response:

To enhance the professional growth and development of teaching and non-teaching staff the institution implements various Performance Appraisal measures.

##### Performance Appraisal System for Teaching staff

- Feedback is obtained from students
- Self appraisal form of teaching faculty
- Hod evaluation about their respective department teaching faculty
- Result analysis of semester exams are considered as a parameter for their academic performance

- The number of publications in journals and conference proceedings by the staff
- Participation in various academic and administrative activities within the institution and other institutions
- Membership in Academic bodies
- Class control, subject knowledge and relationship with students are considered
- Upgrading their knowledge by enrolling New Programme or Diplomas, registering in online FDP such as Swayam-NPTEL
- Staff are also stirred to adopt Innovation in teaching methods
- Rapport with peer
- Awards and recognition related to academic excellence and achievements

**Performance Appraisal System for Non-Teaching staff**

- Timely completion of work
- Efficiency in work
- Creativity
- Error-free work
- Relationship with teaching staff and students
- Willingness to learn technical skills like automation, accounting software

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization**

**6.4.1 Institution conducts internal and external financial audits regularly**

**Response:**

The Audits of the institution are done in two layers.

**Internal Audit:**

- Audit of the accounts of the college is done every year.
- The administrator Officer (AO) conducts the internal audit once in six months.
- Internal audit reports are maintained by AO.
- Bills, payments, vouchers and all transaction details maintained by AO are verified by the college Secretary.
- The audit report is prepared and submitted to the Secretary after the verification of the documents.
- The doubtful matters are consulted with external auditors.
- Errors if found are rectified instantly.

**External Audit:**

- The External Auditor is appointed by the Coimbatore Roman Catholic Society.
- The auditor analyses all the income and expenditure of the institution.
- The institution adopts a proper mechanism for settling audit objections that arise during the process of auditing.
- Follow-up actions are initiated for the audit objections.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)****Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

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

#### Response:

#### Mobilisation:

The Institution mobilises its funds through the following means

The major source of funds for the institution is from the student's tuition fee. Another source of funds is the collection of Bus fees. Other sources include the voluntary contribution of funds from Philanthropists and registration fees collected from staff and students during Regional and National Level Seminars.

#### Utilization:

The institution prepares a budget at the beginning of every year and submits the same to the Governing Body. The budget is verified at the Governing Body meeting. After the approval the institution utilises its resources for the following:

- Development of Infrastructure
- E-Library – Subscription to E-Journals
- Purchase of library books
- College day academic prizes
- Automation
- Purchase of Teaching and Learning equipment
- Faculty Development Programme, Workshop and Conferences
- Introduction of New programmes
- Procurement of lab consumables
- Staff Salary
- Fund allocation to Clubs and Extension activities
- Fund allocation for sports and cultural competitions

- Providing support to the adopted village

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

The IQAC strives continuously to promote and ensure quality in all its endeavours. For the enhancement of quality, the IQAC has consciously and consistently initiated the following activities.

- Village Adoption
- Paperless Communication
- Providing online proforma and template for report and data
- Documentation of all activities
- Digitalization of Library
- Upgradation of the College Website
- Establishment of the local chapter for Swayam NPTEL
- Accreditation process
- Enhancement of staff quality
- Digitalization of Institution's activities

The IQAC has implemented the following two practices in addition to the above

- Automation of Academic and Administrative activities
- Formation of Quality Circle

#### Practice 1

## Automation of Academic and Administrative activities

To ensure the quality of the institution, Internal Quality Assurance Cell took the initiative to computerize academic and administrative work. Automation software Logic Launch was purchased in 2019. The Institution uses it for administration, finance, accounts, admission, academic and examination details with optimum operational effectiveness.

E-documentation of academic work is transparent and sustainable. It has minimized manual labour and paperwork. Faculty members are provided with an individual login ID for academic work. Maintenance of attendance and calculation internal marks are made simple by user-friendly automation. It ensures that the data of the institution is safe and protected from external threats and provides easy access to the users. The IQAC monitors the systematic, smooth flow, retrieval and efficacy of data.

The software supports audits, accounts and compliances. It helps in maintaining the registers and all clerical activities. It also aids in the digitalization process of the library. Reports can be generated for automated documents.

### Practice 2

#### Formation of Quality Circle

The IQAC initiated the formation of the Ambrosian Quality Circle (AQC). It was formed with a perspective of providing information concerning quality-related matters. The Ambrosian Quality Circle consists of Heads of the Department and the coordinators from each Department. AQC focuses on improving the overall quality of the institution and overcoming difficulties related to teaching-learning.

The Ambrosian Quality Circle meets twice every month. It discusses quality initiatives by generating ideas through brainstorming and suggest Strategies for strengthening the NAAC criteria. The team identifies the initiative opportunities and diagnose various possibilities to derive a feasible solution through mutual and collaborative approaches.

The members of AQC coordinate with their respective department staff to execute the proposals and activities of the IQAC.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**



## 1. Staff Quality Development

The institution facilitates the professional approach to staff progression. The institution follows all procedures, policies to enhance the competencies of staff members. Through IQAC, the institution supports and motivates the staff and stresses that quality development of staff plays a crucial role in building the institution's potentiality.

IQAC monitors the development of staff members regularly by collecting reports from the respective Head of the Department. It implements the performance appraisal by the following criteria

- Publishing books and chapters in edited volumes.
- Paper presentation in conferences.
- Publishing research papers in National and International Journals.
- Attending FDP, Professional Development Programmes, Orientation, Induction programmes, Refresher Course, Short Term Course etc.
- Attending seminars and workshops in other institutions.
- Clearing FDP in NPTEL with awards.
- Pursuing/Completing Higher Studies.
- Holding membership in Academic Council, Board of Studies and other university representation.
- Usage of ICT enabled tools for teaching and learning.
- Participation in academic and administrative activities of the institution.

## 2. Effective implementation of outcome-based education

To propel quality education into higher standards, IQAC promotes outcome-based education in the following ways:

- Reviews the programme outcome and course outcome of all programmes.
- IQAC emphasizes all staff members into considering the following points on POs, PSOs and COs:
- Course oriented Outcomes.
- Ensure outcomes meet the understanding level of Undergraduate and Postgraduate students.
- Outcomes should match the current Industry Requirement.

- Should be reliable and attainable.
- Staff evaluation is done during and after the completion of each course.
- Emphasis is given on student-centric teaching and learning.
- Evaluate the progress of graduates.
- Adopting appropriate pedagogical tools for course outcome delivery
- Instruct the staff to attend seminars on topics related to OBE.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

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

**Response:** B. 3 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Securing gender equity is not empowering oneself or one's own status but working together to eliminate power hierarchies. The Institution practices gender sensitivity by providing equal opportunities to men and women in all academic and administrative activities. The gender sensitization action plan is prepared every year. Gender equity initiatives of the institution help the students to access and enjoy equality in opportunities, resources and in rewards.

- The institution assures equal representation of men and women in curricular and co-curricular activities.
- The institution provides a fair representation of leadership roles to both boys and girls. Girl students are given an equal chance to participate and nominate in the Student Union.
- Women's Cell empowers the girl students by organising motivating programmes and self-defence training classes.
- The NSS renders service to the society through a separate wing for boys and girls.
- Equal opportunity is practised in the election of office bearers for the Associations.
- In sports, equal opportunity is given to boys and girls for carrying the Olympic Torch.
- Equal opportunity is given to participate in all cultural events.
- Students Union, Grievance Redressal Cell, Internal Complaint Cell, Anti-ragging committee and Women's Cell play vital roles in ensuring gender equity.
- A Grievance box is available in the college for students to raise their grievances. The grievance redressal committee immediately attends to grievances expressed.

##### Safety and Security

The institution is very sensitive to the safety and security of the students and highly concerned about providing a healthy academic atmosphere free of stress, fear and discomfort. To achieve this goal various facilities are provided.

- 64 CCTV cameras have been installed in the college covering the entire premises 24/7 to ensure the

safety of students on campus. There are cameras in the corridors, library, labs and classrooms. This makes the campus completely safe.

- A Sanitary napkin vending machine has been fixed on campus to help the girl students. Pollution-free and hygienic napkin incinerators have also been fixed at the girl's restroom for disposing of soiled napkins.
- The Institution facilitates separate parking facilities for girl students.
- The women staff are mandatorily accompanied with the students for Industrial Visits, Study Tours and Field Trips.
- Awareness programmes on safety and security for girl students are organized by the Women's Cell every year.
- To maintain a safe and secure campus college has employed security guards 24/7.
- Diesel-powered Generators are installed for an uninterrupted power supply.
- Fire Extinguishers are installed on the campus for safety.
- The Anti-ragging Committee and Internal Complaint Cell constantly keep vigil to ensure safety and security.

### **Counselling**

- The mentors are being counselled and thereby they provide counselling to the students on a need-based.
- Individual Counseling is given to weak students to plan effectively for the examination.
- A counselling room is available on campus. The personal and psychological problems of the students are attended to and counselled by counsellors appointed.

### **Common Room**

A common room is available for girl students to take rest in case of Emergency.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

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

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

**Response:** E. None of the above

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

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

**Response:**

#### **Solid Waste Management**

- Students are guided to dispose of waste only in the bins provided.
- All classrooms are provided with dustbins for solid waste disposal.
- Solid waste like plastic and papers are collected on all floors.
- Separate bins are placed in common places.
- The collected wastes are disposed of by supporting staff.
- Solid Waste management workshops are conducted.
- Used notebooks, Newspapers and used plastic bottles are sold to vendors for recycling.

- The college is striving to make the campus plastic-free in the near future.

### Liquid Waste Management

- Liquid waste is used for watering plants, trees on the campus. It is mainly used for gardening.

### Biomedical Waste Management

- Sanitary napkin incinerators are fixed to manage bio-medical waste.

File Description	Document
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

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

**Response:** A. Any 4 or all of the above

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

**Response:** Any 4 or All of the above

File Description	Document
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any

awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

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

**Response:** B. 3 of the above

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

Bishop Ambrose College also known as an Ambrosian family offers a conducive atmosphere for the students coming from various places.

The curriculum admits the students to choose languages like Hindi, Malayalam, Kannada, Telugu, Urdu, Sanskrit, Arabic and French under part I Language.

The foundational courses like Value Education, Women's Rights, Human's Rights imparts tolerance and communal harmony among the students.

The Anti-ragging team and the Faculty members go on rounds every day to see that there is no incident of discrimination or ragging on any basis that takes place on the campus. Celebrations like Fresher's day and Farewell day promote brotherhood and friendliness.

To foster unity in diversity different cultural, regional and religious festivals like Pongal, Onam, and Christmas are celebrated. The students of different religions actively participated in all the events irrespective of their caste, creed and religion.

To create an understanding of the different cultures of Indian states the institution conducts National Integration as one of the interdepartmental cultural competitions conducted every year. In that, the students present various things like dress, food, Language, occupation, regional festival etc. of the state allotted to them.

National festivals like Independence Day and Republic day are celebrated every year to instil patriotic spirit among the students.

The various clubs and associations of the Institution celebrate Peace conferences, Youth day, Youth Awakening day, Workshops on Youth volunteering committees to build resilience among students and support them to transform the world into an equitable, inclusive, sustainable, and healthier environment.

The Value Education course offered to all the first-year students inculcating a set of values related to societal, religious and cultural ethics. The Institution also conducts Moral Science and Catechism classes to impart values to the students. The classes are conducted every Monday from 9.30 a.m. to 10.30.a.m. with the following objectives.

- To inculcate a strong moral base and ethical values
- To build the students' behaviour physically, mentally, spiritually and emotionally.
- To instil social responsibilities and good manners.
- To ingrain the qualities like tolerance, harmony, patience, Honesty and gratitude.

The Institution conducts all-religion prayers at all important occasions to promote National Integration and Secularism among the students. The college magazine comprises articles in various languages that indicates that the Institution nourishes communal harmony and demote linguistic differences.

Through the motto Knowledge, Charity, Formation in brotherly love, it is evident that the Institution always strives to provide an inclusive environment for the students.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>



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

**Response:**

The Institution initiates students and staff as responsible citizens by sensitizing them to the Constitution of India. All the activities of the college stand tall in character formation and emphasis on value creation. The students are encouraged and motivated to have active participation in all the activities.

- Every year the institution observes various Commemorative days, National and International days.
- Independence Day and Republic Day are celebrated to foster patriotic zeal to uphold the duty as a responsible citizen and respect the nation.
- The students are encouraged to volunteer community works in support of the Coimbatore City Police to provoke their citizenship.
- The Institution facilitates students to take part in volunteering activities at Lok Sabha Election Duty alongside Coimbatore Corporation.
- The inclusion of Value-based courses such as Women's Rights, Human Rights and Constitution of India into the curriculum facilitates the students on awareness and responsiveness towards one's surroundings.
- The curriculum includes the concepts of social responsibilities that strengthen constitutional obligations among students that are necessary for sustaining one's life.
- To make the environment clean and green, the institution celebrates World Environment Day by motivating the students to take up plantation drives, plastic awareness rallies and workshops.
- The Institution as part of the Clean India movement initiated the Swachh Bharat campaign by cleaning the campus and other public places. They have also organised awareness programmes and rallies with students.
- The Institution observes National Voters day by Oath-taking and organising awareness programmes on the voting rights and duties through plays, songs and mime. The students also volunteer in election duties.
- To inculcate selfless service for society the Institution organises a blood donation camp for staff and students to donate blood.
- Lectures on Road Safety awareness are conducted to create awareness on the Road Safety Rules.
- The Institution also conducts various Awareness programmes such as No-Tobacco Awareness Programme, Helmet Awareness, AIDS Awareness, Dengue Awareness, Traffic Awareness, Anti-

Corruption and Corona Relief.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

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

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

**Response:**

The Institution celebrates and observes commemorative days of famous personalities, and conducts events, festivals to foster social and moral values among students and staff.

- Every year Independence Day and Republic Day are celebrated to drive and strengthen patriotic zeal among students.
- The college embraces traditions, customs and cultures by celebrating Regional and National festivals like Pongal, Onam and Christmas irrespective of caste, creed and religion.
- To commemorate the birth anniversary of the great Indian Mathematician Srinivasa Ramanujam, National Mathematics Day was celebrated by organising Guest Lectures and conducting

Competitions for the students.

- To mark the birth anniversary of Mahatma Gandhi, Gandhi Jayanthi is observed on 2nd October by planting seeds.
- To commemorate the birth anniversary of former Indian President Dr Sarvepalli Radhakrishnan, Teacher's Day is celebrated on 5th September.
- National Voter's Day is celebrated on 25th January by Oath taking to spread awareness about the responsibilities among students and staff.
- National Unity Day is celebrated on 31st October to commemorate the birthday of Iron Man of India Sardar Vallabhai Patel.
- National Minority Rights Day is celebrated on 18th December by conducting awareness programmes.
- International Youth Day is observed on 12th August to celebrate the potential of youth and to bring issues of youth to our student's attention.
- The college celebrates International Yoga Day on 21st June to spread peace, harmony and happiness among the students.
- The Birth Anniversary of former President Dr A.P.J Abdul Kalam is observed as Youth Awakening Day on 15th October and competitions are conducted for the students.
- The Institution conducts National Integration as one of the competitions in BAC fest every year. Enacting different cultures in the competition creates strong bonds between students as they understand each one's traditions.
- The other events are International Volunteers Day, World Environment Day, Road Safety Week, International Mother Language Day, International Women's Day, World Aids Day, NSS Day.

The Institution gives them the right direction to be responsible citizens.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:****Best Practice - 1****1. Title of the practice**

Authentic Learning

**2. Objectives of the practice**

The students of the institution are mostly from a less privileged background and when they are exposed to unfamiliar situations they lack the ability to solve problems and make decisions. To prepare students to face real-life situations and to develop their abilities the institution adopted Authentic Learning and designed the below objectives for practice.

- To make involved in learning rather than merely listening to lectures and memorizing notes.
- To help acquire higher-order thinking skills easily and faster.
- To encourage divergent thinking by offering authentic tasks.
- To emphasize cooperation and collaboration through peer learning.

**3. The Context**

The institution always strives to promote Quality Education to the students. It implements various methods of teaching-learning such as lecture, discussion, and demonstration from time to time. Through all these methods the understanding level of the students increased whereas the involvement, interest, participation, and quest for learning in the classroom were comparatively low. In today's trend, the students expect that the teaching to be student-centric learning. The institution also constantly focuses on the attainment of learning outcomes of the students and outcome-based education. To augment the learning level of the students the practice of Authentic Learning was implemented. In that, the students are learning by doing rather than learning by listening or observing. It allows the students to explore, discuss, and enhance their critical thinking and creativity. It prepares the students for the real world and helps them to make career decisions for the future.

**4. The Practice**

The association activities of the various Departments enrich Authentic Learning.

The Department of Computer Science widens the programming skills of the students through programming languages like C, C++, and Java through practical. The association yearly conducts Debugging and web designing activities for the students to exhibit their technical skills, proficiency in programming language and creativity. The final year students are made compulsorily to undergo projects to assess their understanding level of the subject, creativity, critical thinking and problem-solving abilities.

The Department of Management Studies professionally trains the students to develop their managerial and

marketing skills, leadership qualities, decision-making abilities, organising and analysing skills through the activities SWOT analysis, Case Studies, New Product Development and Management Games. Through Industrial Visits, Industrial training and Projects students are exposed to real-life industrial environments rather than classroom theoretical learning.

The students of Commerce learn financial literacy, marketing skills, tax planning and administration skills by participating in activities such as Best Entrepreneur, New Product Launch, Commerce Exhibition, Logo Creation, Slogan Writing and Situation Problem-Solving. These activities enhance the students' understanding level and pave the way for creativity.

The Department of Corporate Secretaryship practices the analytical and secretarial skills of the students in the field of accounting, taxation, company law and general law through the activities One Minute Secretary, Mock Board Meeting, Paper Presentation, and Exhibition. They also undergo Institutional Training and Industrial Visits.

The Department of English creates a student-centred environment through a lot of activities. The communicative skills are polished through activities like Essay Writing, Poetry Writing, Oratorical, and Proverb Recitation. Their critical thinking and sense of imagination are enhanced through the activities like Invitation Card Designing, Poster Designing and Collage. Literary Tableau help students to connect with the characters and their conflicts in a meaningful way.

The Department of Mathematics not only teaches the basics, fundamentals, concepts and theories of mathematics, it makes the students apply, analyze and demonstrate through Math Exhibitions and PowerPoint Presentations.

The Institution provides Event Management Training for the students through Elite Circle to inculcate leadership skills and team spirit. They are given training in the areas of event management planning, organizing and execution of events.

## **5. Evidence of Success**

The achievement of authentic learning among students is gauged by the observation of the staff at various levels. At the end of each course and programme the students' understanding level, analyzing skill, critical thinking, creativity, problem-solving attitude, organising skill, peer learning and participation was observed.

- The understanding level and analyzing skill of the students is evident through effective paper presentations, seminars, project reports and industrial training reports.
- The analytical and creative thinking of the students is obvious through the exhibitions. In math modelling and subject-related exhibitions, students apply the various concepts and problems learned as theories and demonstrate the skills which they have acquired through the learning process.
- The students' problem-solving ability is identified through case study analysis.
- The critical thinking of the students has been recognized through the activities essay writing, debates, oratory and collage.

- The quick decision-making ability and leadership qualities are revealed through management games, mock board meetings and case analysis.
- The organising skill, team spirit, coordination and participation of the students is clearly exposed through the event management programme, in which the students organised and conducted an Interschool Literary and Cultural Meet for more than 80,000 school children from 10,603 schools across India.

## **6. Problems Encountered and Resources Required**

### **Time**

The transition from a content-driven system to the students performing system is not only challenging but also time-consuming.

### **Faculty Guidance**

Authentic Learning is real-life education, when it is implemented can provide optimal learning opportunities to students. The faculty should understand the concept and should not misrepresent the term authentic to qualify the student's inferred learning in a classroom only referencing them with real-world situation aids as examples. The faculty should be a life skilled co-creator.

### **Space**

In traditional teaching methods learning was confined to the physical classroom. In Authentic Learning students were exposed to new learning environment to interact, collaborate, explore ideas and strategies. Increasing the learning space is a requirement to engage students with learning about the world around them.

### **Teamwork**

Enormous work, dedication, planning, consultation, flexibility and networking are required for Authentic Learning. The faculty should coordinate, coach, consult and communicate for this significant goal.

## **Best Practice - 2**

### **1. Title of the practice**

#### **Creating Competitive Environment to Enhance the Student Quality**

### **2. Objectives of the practice**

The institution focuses on creating an ecosystem for the enrichment of student quality through competitions. Thus the following objectives were designed. By creating a competitive environment the students will be able

- To identify their ability, skill and knowledge.
- To develop self-confidence and communication skills.
- To make them realise their potential through active participation.
- To acquire team spirit, leadership qualities and organising skills.
- To build a strong character and aid to handle failure, disappointment and stress.
- To stimulate critical thinking ability and problem-solving capability

### **3. The Context**

The institution's student population predominantly constitutes a segment on different levels and backgrounds from the society. The majority of the students are either first graduates or with single-parent, thus the societal background they live and mode of their lifestyle highly influences the behaviour and attitude towards learning.

The students' medium of language is primarily regional, Tamil medium and communication in English are minimal. This has become a major obstacle resulting in a lack of self-confidence, stage fear and inferiority complex among students.

The institution identified the students faced a lack of interest, involvement and volunteering in activities due to fear of failure. So the institution provides an opportunity to the students by creating a competitive environment and help them to bounce back from failure to face life positively through all pressures and challenges. The institution adopts competition as one of its strategies to improve the quality of students.

### **4. The Practice**

The institution initiates the quality improvement of students through competitions via department associations and extension programmes.

#### **Association activities**

The department associations conduct all their activities as competitions. The competitions supplement with the programme they undergo thus widening their standard and also link academic knowledge with practical experience

Quizzes like Literary Quiz, Business Quiz, Math Quiz etc., Exhibitions related to the core area, Essay writing, Short Story Writing, Poetry Writing, Proverb completion, Slogan writing, Debugging, PhotoShop, Best Entrepreneur, New Product Development, SWOT Analysis, Case Studies, Management Games, Math Modelling, Paper Presentations and Adzap are conducted as competitions and ensure optimal student participation. This imparts students an opportunity to explore their comprehension towards subjects parallel to departmental events thus improving their calibre in co-curricular activities, strengthening their academic self-concept, managerial potential and leadership qualities.

## **Cultural**

The institution conducts an Interdepartmental cultural competition, BAC fest every year. The institution offers a chance for students to demonstrate their dramatic knacks through On Stage events like Group Dance for boys and girls, Solo Song, Group Song, Mime, Adzap, Comedy Time and offer Off Stage events like Wealth from Waste, Pencil Sketching, Mehandi, Flower Arrangement, Collage, Rangoli, National Integration and Clay modelling for students to learn and enjoy. Through these competitions, the institution supports the students to bring out their intrinsic talents. It provides a sense of achievement to accomplish goals, inspiration to be the best, a critique to move forward and an attitude to accept defeat.

## **Sports**

All sports, games and athletics are conducted Department wise as interdepartmental competitions. Through team sports, the students learn to drive resilience and persistence. Sports events like Basketball, Volleyball, Throw Ball, Cricket, Football, Kabaddi, Kho-Kho, Shuttle and Tennikoit aid students to learn to handle situations and induce their sportsman spirit by developing social skills, companionship, learning to work in teams and valuable life lessons. Through athletics, ample opportunity is provided to engrain self-confidence, build discipline and improve self-esteem.

## **Christmas Carols**

Every year inter-department Christmas Carols are conducted as is a friendly competition to share the joy and nurture their keenness irrespective of religion, culture, and background. This captures the beautiful emotional crossover of remembrance and celebration.

## **Gardening**

As a healthy competition, the garden in front of the office was divided and allocated to every department for maintenance.

The students are acknowledged, appreciated and recognised with prizes and awards for their participation and involvement in all the competitions.

## **5. Evidence of Success**

Success for the enhancement of quality through the competitive environment is perceived by the following

- The augmentation of students is recognised from the inception of their participation in all the events. The students are observed based on their participation in association events and involvement in class and academic accomplishments.
- The students have won many prizes at various intercollegiate competitions and sports events.
- They are also perused on initiation and volunteering responsibility on co-curricular and extracurricular activities.
- The appreciation from external examiners during practical exams and viva voce is taken as positive feedback for student quality improvement.



- The critical analysis, reviews, opinions and performance feedback from outside stakeholders like the experienced panel Jury of various competitions are good evidence for student quality improvement.

## **6. Problems Encountered and Resources Required**

### **Problems Encountered**

- Disappointment and discontentment on failure exist among students
- Competition creates a feeling of resentment and complexity among students.
- Misunderstanding and rival spirit among students can be seen.
- Since all the competitions are conducted parallel to the academic schedule, time allocation for practising and organising the competition becomes difficult.
- Time management is a major obstacle as the institution faces a challenge in groundwork time for organising the events and competitions within.

### **Resources Required**

Competitions require manpower and money, it demands time, effort and resources.

- **Space**

Space is a major requisite for any competition. The conference hall, seminar hall and open auditorium are not adequate to conduct many competitions simultaneously.

- **Paucity of funds**

The paucity of funds is a major challenge to conduct a wide range of competitions.

- **Judges**

Getting specialised judges for a variety of competitions are yet another challenge.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

#### **Providing Quality Education to Academically and Economically Poor Students.**

Bishop Ambrose College, a unit of the Roman Catholic institution, affiliated to Bharathiar University was established in the year 1997. Since its inception, the vision of the institution was to provide quality education focusing on values and formation of character to enable the youth to meet economic, social and environmental challenges. The college provides meaningful education for the sound formation of the youth to make them grow as responsible individuals and good citizens with noble character.

Being located in the heart of the city the college holds a favourable environment with a pollution-free and noise-free atmosphere. The college holds pride in shaping the lives of young men and women for more than two decades.

The institution has the calibre of providing quality education to students. The students of the institution are mostly underprivileged, first-generation learners and from the deprived society. The institution welcomes them with a warm heart and moulds them as knowledgeable and responsible persons. The institution majorly concentrates on students who are academically poor and economically disadvantaged.

#### **Providing Quality Education to Academically Poor Students**

Academically poor students are the ones who score average marks in their examinations. The college provides support to those students by offering them special care and concentration from the staff members as they require specific attention and proper guidance in the completion of their programme. The college offers additional concentration and focuses on such students with special care and help to overcome these difficulties.

#### **Identification of Academically Poor Students**

The institution identifies the academically poor students through observation of the faculty members, their performance in the class activities and Continuous Internal Assessment(CIA). The institution conducts two internal assessments and one model exam for each semester to assess the knowledge of the attainment level of the students.

#### **Measures adopted by the institution to improve academically poor students**

- **Mentor Counselling**

Through mentors counselling, the institution supports the students' learning interests, academic journeys and career growth. The mentor plays a major role in helping the student focus on studies. The mentor inquires about the family details of the mentee, economical background, learning interest and the things which hamper the learning ability of a particular student. The mentor examines and analyses the problems carefully then, counsels and guides them to overcome the barriers and makes the student develop an optimistic attitude towards life.

- **Remedial Classes**

The concepts and theories are explained again considering the understanding level of students. Students are monitored and assessed with periodic tests. A desirable learning environment is created for Slow Learners by Peer Learning and Group Studies.

- **Peer learning**

The faculty encourages a two-way reciprocal learning activity through peer learning. The students are encouraged to share their knowledge, ideas and experience amongst themselves.

- **Parents Teachers meeting**

The institution conducts parent-teacher meetings to build a healthy and strong relationship between the parent and the teacher. It aids the teachers to know about students' strengths, needs, behaviours, and learning styles. The teachers inform the students' academic progress and growth based on classroom observations and other assessments to their parents.

- **Spoken English Classes**

The institution conducts spoken English Classes for the students to help them improve their Listening Speaking Reading Writing and Vocabulary skills.

- **Authentic Learning**

The institution practises authentic learning for the students to make their learning easy and understandable.

### **Providing Quality Education to Economically Poor Students**

Education is also a very important factor for the social and economic development of a nation. The primary focus of the institution is to impart education based on values at a low cost to help the economically poor students. The institution maintains its distinctiveness by involving wholeheartedly in the process of elevating the underprivileged by offering quality and meaningful education at a lower fee structure for the

programmes offered.

- **Low Fee Structure**

A major element that distinguishes the institution from others is the low fee structure for all programmes offered. The structure is designed with a motive of non-profit basis to strengthen the educational outcomes of economically weaker section students and make it affordable for them.

- **Fee Instalments**

Another distinctive element of the institution is the fee instalment system. The institution provides a provision of paying the semester fee in three instalments to reduce the financial burden of the students and support them to complete the degree rather than becoming college dropouts. The total fee amount is split into three instalments along with the due dates to be paid.

- **Part-Time Job**

The location of the institution is a major advantage for students who are working as part-timers. As the institution is located in the heart of the city it is very flexible and convenient for students to easily move to their work destination. The college also supports the students by providing them opportunities from companies for part-time jobs.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The Solemn commitment of the college has always been to make higher education accessible to the weaker and the marginalised sections of society. Based on the vision and the mission deeply ingrained in the foundational principles, the college has framed its long term goals for the future.

### **Concluding Remarks :**

The improvement initiatives will be in the following thrust areas:

- Promotion of better quality education
- Promotion of social commitment
- Promotion of livelihood of the students
- Promotion of research in contemporary societal issues.
- Promotion of self-governance
- Promotion of Eco-consciousness for a better environment
- Promotion of greater human values

The improvement will also be expressed in other parameters like gender sensitivity and equity, professional ethics and patriotic zeal for the nation. The college ensures to adopt a pragmatic teaching-learning process enriched by new technologies to empower students.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p>1.3.2.1. <b>Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>7</td> <td>5</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>06</td> <td>04</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	11	7	5	3	3	2019-20	2018-19	2017-18	2016-17	2015-16	11	06	04	3	3
2019-20	2018-19	2017-18	2016-17	2015-16																	
11	7	5	3	3																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
11	06	04	3	3																	
2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p> <p>2.1.2.1. <b>Number of actual students admitted from the reserved categories year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>271</td> <td>294</td> <td>291</td> <td>275</td> <td>256</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>197</td> <td>202</td> <td>200</td> <td>202</td> <td>170</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	271	294	291	275	256	2019-20	2018-19	2017-18	2016-17	2015-16	197	202	200	202	170
2019-20	2018-19	2017-18	2016-17	2015-16																	
271	294	291	275	256																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
197	202	200	202	170																	
2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p>2.3.3.1. <b>Number of mentors</b>            Answer before DVV Verification : 28            Answer after DVV Verification: 32</p>																				
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b></p>																				

Answer before DVV Verification : 355

Answer after DVV Verification: 1551

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
21	8	1	0	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
26	3	1	1	0

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	8	4	3	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
13	7	3	0	0

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

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

Answer before DVV Verification : 91

Answer after DVV Verification: 88

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for 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**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>13</td> <td>13</td> <td>13</td> <td>12</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>13</td> <td>13</td> <td>13</td> <td>12</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	13	13	13	13	12	2019-20	2018-19	2017-18	2016-17	2015-16	14	13	13	13	12
2019-20	2018-19	2017-18	2016-17	2015-16																	
13	13	13	13	12																	
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14	13	13	13	12																	