YEARLY STATUS REPORT - 2021-2022

Part A
Data of the Institution

1.Name of the Institution	BISHOP AMBROSE COLLEGE
• Name of the Head of the institution	Dr. A. PETER RAJ
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04222316731
• Mobile no	9842524662
• Registered e-mail	bishopambroseiqac@gmail.com
• Alternate e-mail	anandgerald1974@gmail.com
• Address	Sungam By Pass Road, Ramanathapuram, Coimbatore
• City/Town	Coimbatore
• State/UT	Tamil Nadu
• Pin Code	641045
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Bharathiyar University**
• Name of the IQAC Coordinator	**Dr. A. Anand Gerald**
• Phone No.	**04222316731**
• Alternate phone No.	**04222317189**
• Mobile	**9842942920**
• IQAC e-mail address	**bishopambroseiqac@gmail.com**
• Alternate Email address	**anandgerald1974@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.bishopambrosecollege.in/wp-content/uploads/2022/AQAR%20Report%202020-2021.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bishopambrosecollege.in/wp-content/uploads/2023/05/ACADEMIC-CALENDER-2021-2022.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.84**	**2022**	**15/03/2022**	**15/03/2027**

6.Date of Establishment of IQAC	**10/02/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
-	**-**	**-**	**-**	**-**

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

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

All the Faculty members are encouraged to participate in Webinars and Faculty Development Programmes in online mode.

Faculty members are motivated to use ICT Tools for effective teaching-learning.

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

Plan of Action	Achievements/Outcomes
To encourage faculty members to participate in webinars and Faculty Development Programmes.	All the faculty members participated in many webinars and Faculty Development Programmes.
To motivate faculty members to use ICT Tools for effective teaching-learning.	More usage of ICT tools among faculty members

13.Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	13/01/2023

15.Multidisciplinary / interdisciplinary

Bishop Ambrose College, being an affiliated institution offers several interdisciplinary and multidisciplinary courses under the syllabus pattern of Bharathiar University.To strengthen the communicative skills of the students the university offers professional English course for all the streams of undergraduate. To enhance the importance of interdisciplinary,various certificate courses are also offered by college. The institution encourages the students to register in multidisciplinary courses through Swayam-NPTEL. It established itself as Swayam-NPTEL Local Chapter.It also motivated the students to do other online courses provided by coursera, British council etc...

16.Academic bank of credits (ABC):

The Academic bank of credit was not initiated by the institution because it is affiliated to Bharathiar University but it promotes ABC through orientation programme among students. The students were also informed of the policies by the National Educational policy (2020) and how the Academic bank of credit plays a vital role in academic development of the students. It also initiate the students to complete online courses through Swayam NPTEL and get the extra credit points other than academic for their personal growth and future development.

17.Skill development:

The students skill development was acquired through all levels of learning and training by academic and various associations. In academic the students skill was stimulated through skill development courses and training programmes.The curriculam includes 4 courses for skill development in each programmes. Apart from curriculam various certificate courses are also conducted to devlop the skills. The associations helps the students to excel in leadership skills, problem Solving skill,Self management skills like being energetic,determined,and resourceful. The interpersonal skills like Communication,team work and empathy were practiced by various cells

of the institution.

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

The Indian Knowledge System has always viewed education as one the most important tool to transmit the knowledge among people. It related the educational institutions as temples of learning. It plays a prominent role in introducing the culture of society among the students .It can make the students learn about the importance of heritage, people and community . It also gives a rise to the sense of responsible citizen. The institution stimulates the responsibility and understand the multicultural dimensions of the society through celebrating various festivals and National festivals. It also conducted a competition called National integration. In that the students are provided with a state and they have to demonstrate the unique features of the state. Through that the students are exposed to the multicultural of various states. The students are taken to different states annually through education tour. They have visited many places and through that the experiential learning of different culture, food, and language was possible.

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

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.

20.Distance education/online education:

The institution promotes online education by purchasing G suite for education. They have taken classes through Google Meet. Webinars were also conducted to both staff and students. Online quizzes were also conducted to enhance their knowledge.The Assignments and the exam papers were submitted through Google Classroom.What's App groups were created for each class and all the study materials were

posted in that group. The students were updated regularly. The institution is not able to provide distance education since it is under the affiliation of Bharathiar University. But the knowledge of studying in distance education were informed to the students through career development webinars. The institution helps the students to join distance education at Bharathiar University.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**495**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**749**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**221**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**271**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**45**

Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**45**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**34**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**139.39**
4.3 Total number of computers on campus for academic purposes	**157**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- **The 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 academic allotment is carried out in advance in the preceding semester itself.**

- The Head of the department presents 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 the 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.

- Regular monitoring of progress through staff meetings, Head of the Departments meetings, Department meetings and IQAC meetings.

- Each department through its Associations organizes invited talks on advancements in their subjects and supports academic programmes.

- Slow Learners are identified and remedial classes are offered to them.

- Well-equipped libraries with stocks of textbooks, newspapers, periodicals, and magazines with DELNET and INFLIBNET facilities contribute to curriculum delivery.

- Feedback from stakeholders-Parents, Students and Alumni are given importance to corrective measures and execution to strengthen effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

- The Academic 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 Departments.

- 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 that are planned 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	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above
following activities related to curriculum
development and assessment of the affiliating
University and/are represented on the
following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of

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

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

1.2 - Academic Flexibility

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

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

14

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

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

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

NIL

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

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

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

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**

Professional Ethics

The following Programmes offer courses related to Professional Ethics.

B.Com (CS)

- Office Administration

- Corporate Communication

B. Sc. (IT)

- E-Learning

- Business Intelligence

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**

B. Com PA

- **Executive Business Communication**

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

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

9

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

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

186

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.bishopambrosecollege.in/curriculum-feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.bishopambrosecollege.in/curriculum-feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

280

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

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

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

218

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

2.2 - Catering to Student Diversity

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

The institution attempts to address the requirements of the students from diverse economical and educational backgrounds. The students are identified as slow learners and advanced learners by their performance in internal assessment and classroom performance. The following are the measures taken to enhance the performance of slow learners.

- **Peer learning and group studies are encouraged to create a desirable learning environment.**

- **Parents are informed about their ward's academic performance and also intimated long absenteeism through phone calls if any.**

- **Mentor counselling is given to the students to encourage and motivate slow learners.**

- **Slow learners are monitored with periodic tests to increase their performance confidently.**

- **A bilingual approach is adopted for classes to overcome students' inhibitions to comprehending and communicating in the English Language.**

- **Discussion on old question papers and guidance to present answer papers at theory exams are provided to slow learners.**

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

- **Every department has a separate library that provides books for extra learning and constantly motivates students to secure University ranks.**

- **The institution has established a local chapter and motivates Advanced learners to join NPTEL Swayam courses**

- **Advanced Learners are encouraged to participate in webinars and conferences.**

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

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

Number of Students	Number of Teachers
749	**45**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The institute adopts student-centric methods to allow the student to meet their learning goals and academic success through approaches such as experiential learning, participative learning and problem methods at different levels. The faculty motivate and support the students to actively participate and link them to real-time applications to promote wider learning opportunity and become lifelong self-learners.

EXPERIENTIAL LEARNING

The institution provides a platform for experiential learning through which the students are exposed to the first-hand experience of practising what has been taught.

- Lab Practical to improve the student's understanding of the topic beyond theories and get a first-hand learning experience

- Skill-based courses impart education to develop learners into independent thinkers.

- Seminars, Webinars and Presentations for an interactive discussion to promote enhanced learning.

- Institutional Training to enhance the skillset and knowledge to meet career objectives andhands-on experience in real job scenarios.

- Course-Based Projects for clarity on course core area.

PARTICIPATIVE LEARNING AND PROBLEM-SOLVING METHODOLOGIES

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

- New Product Development

- Product Launching

- Ad zap

- Movie screening

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	Nil

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

- **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 use ICT tools like LCD Projectors and e-resources to deliver the syllabus in a more meaningful way.**

- **The Institution library has access to e-journals and other resources through membership of INFLIBNET and DELNET.**

- **Teachers encourage the students to refer to 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 the G suite for education by Google Inc to enable the ICT teaching-learning process.**

- **Teachers and students use social media platforms like WhatsApp and Google meet to discuss course-related topics as it provides Synchronous communication and new channels of information and knowledge from anywhere anytime.**

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

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

28

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

369

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

2.5 - Evaluation Process and Reforms

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

As Bishop Ambrose College adheres to the guidelines of Bharathiar University for internal assessment, it also formulated certain modalities for a transparent and robust system for continuous internal assessment.

- The evaluation methods, assessment details, rules and regulations relating to examinations are mentioned in the college handbook.

- The mode of Internal Test and CIA mark calculation is explained in the Freshers' Orientation Programme and also at the beginning of every semester by the respective course faculty.

- The I and II Internal test and Model examination are strictly followed as per the prior schedule decided and printed in the Academic Calendar at the beginning of the academic year.

- **The Examination timetable is informed to students at least 15 days prior to the examination.**

- **Transparency is followed to assess the internal marks and students are provided with a provision for cross-checking the evaluated answer scripts to verify the marks.**

- **The sum of the best out of two CIA, model exam and assignment marks are calculated for internal marks.**

- **The method of internal assessment is monitored and governed by the Internal Quality Assurance Cell through examination automation software.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

- **The 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 for verification.**

- **At the end of each semester, students are provided with a detailed split up CIA mark calculations in each subject.**

- **The students can express their grievances using the internal grievance form signed by them that is maintained in the respective department.**

- **Grievances related to Semester Examination are forwarded to the Controller of Examination, Bharathiar University through the HOD and Principal by the respective course faculty.**

- **Students can check their semester results on the University's official 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	Documents
Any additional information	[View File]()
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

- **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 takeaway from the courses and programmes. The main features of learning outcomes are communicated through the following procedures.**

- **PO, PSO and CO 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	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.bishopambrosecollege.in/wp-%20content/uploads/2020/ALL%20COURSE%20OUTCOMES%201..pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

- **The 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, webinars 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 accordingly change their teaching methods to attain course outcomes.**

- **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.**

- **Projects undertaken by the students speak the learning outcomes. Assessment of the learning outcomes is also done through Viva Voce and Practical Examinations.**

- **Paper Presentations, Webinars, PowerPoint Presentations, Quiz Competitions and other Department activities are the tools to measure the outcomes.**

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

2.6.3 - Pass percentage of Students during the year

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

192

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

2.7 - Student Satisfaction Survey

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

https://www.bishopambrosecollege.in/wp-content/uploads/2023/06/SSS-2021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The institution fosters innovation among the students through programmes of various associations.

Elite Club

The English literary association, Elite club conducts innovative events and competitions like Wealth from Waste, Poster making, Literary Quiz, Literary Fiesta, Photography Competition, and PowerPoint Preparation for the students to stimulate creative and artistic talents.

Cyber club

The cyber club association of the computer science department conducts innovative events like Ad zap, Debugging, Surprise Event and Web Designing for the students to identify their technical knowledge and skills.

Comfabian Association and Infercorp Association

The Comfabian association of Commerce and corporate secretaryship departments promotes various innovative competitions like Best Entrepreneur Board Meeting, One minute Secretary, Paper presentation and situation problem solving for their students to promote theknowledge in finance, manufacturing and Marketing.

Enhancing Intellects Association

The enhancing Intellects association of the department of mathematics conducts Quiz competition and power point presentation for their department students to explore their concepts and knowledge about maths and to learn how the concepts applied in real life. It also increases their problem solving abilities.

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	<u>View File</u>

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

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

6

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

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

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

15

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The various extension activities were enthusiastically carried out by the institution in the neighbourhood community through numerous programmes in the academic year.

The institution has 2 NSS units with 200 volunteers who carried out extension activities to the society. It has organized Environment awareness programme , Swachh Bharath Activity, International Yoga Day, road safety awareness, Clean India awareness, Tree plantation, Blood Donation camp Corono Vaccine Drive, Distributing food and clothes to poor people. These programmes help the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them to involve with the community people.

They have also participated in Special camp and extended their services in various cleaning projects, awareness campaigns cleaning public places and planting trees.

The institution has adopted Karadimadai Village in Coimbatore district and extended its service to the village. During Covid-19, it has conducted a Corona relief programme and through this programme it has distributed free facial masks to the people of karadimadai village and who live nearby the institution and give awareness about corona vaccine.

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

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

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

0

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

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

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

32

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

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

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

2176

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

3.5 - Collaboration

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

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The total land space of the institution 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 classrooms. Each department has a separate computer with internet and automated software. The computer lab constitutes around 150 accurately operational computers.

INFLIBNET and DELNET facilities are available in the library. The Library works on OPAC and is equipped with computers and internet facility.

All final year classrooms, auditorium and conference hall are equipped with LCD projectors and audio facilities

List of Infrastructure

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

Bench and desk

414

Bus

3

List of computing equipment

No

Department

Quantity

1.

Lab 1

42

1.

Lab 2

58

1.

Lab 3

50

1.

Digital library Computers

5

1.

Department computers

7

1.

IQAC computers

2

1.

Office computer

4

1.

Office printer cum scanner

2

1.

LCD projector

8

1.

CCTV Cameras

64

1.

Barcode scanner

2

1.

Barcode printer

1

1.

Intercom -speakers

54

1.

Audio system

4

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

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

The institution focuses on providing adequate facilities for cultural activities, sports and games

Facilities for Cultural Activities

The institution has an open Auditorium, Thomas Hall auditorium, and a conference hall for conducting and practising cultural activities.

The open auditorium was established in the year 2017. It is 8832 sq. ft with a seating capacity of 1000. 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 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.

Sports & Games facilities

The institution has a very spacious playground of 1.30.000 sq. ft and was established in the year 1999. Here below is the list of the sports and games facilities available for the students. The outdoor facilities available are Football, Badminton Court, Basketball Court, Cricket Ground, Throwball Court, Volleyball Court, Kho Kho Court, Kabaddi Court, and Tennikoit Court. Track and Field events available are Long Jump, High Jump, Javelin Throw, Triple Jump, Shot Put, Discus Throw and Track.

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

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

8

File Description	Documents
Upload any additional information	*View File*
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	*View File*

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

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

9,18,770

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

4.2 - Library as a Learning Resource

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

- **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, and 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.**

- **A Computerized Bar Code system is used for book issues and returns.**

- **All computers are provided with an 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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-   **A. Any 4 or more of the above**

books Databases Remote access toe-resources

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

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

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

87,504

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

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

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

6

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

The institution upgrades its IT facilities frequently.

- **The institution has a web team that monitors and updates the**

website regularly.

- **New monitors, CPUs and motherboards were purchased on 28.03.2021.**

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

4.3.2 - Number of Computers

157

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1,12,49,342

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

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

The maintenance of the various facilities and infrastructure of the college are

Campus and Classroom Maintenance

The Administrative Officer monitors the campus maintenance. Cleaning of the campus areas are undertaken by the support staff. Classrooms are cleaned daily. Maintenance of gardening is done on a regular basis.

Library

The librarian maintains the library resources and records the log and footfall register daily.

Computer Lab

The computer lab is maintained by the Lab Assistant. Stock details, users register and logbooks are maintained properly.

Conference Hall and Auditorium

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.

Power and Water supply

Water purifier is maintained through AMC. Plumbing and electrical

services are available round the clock on the campus.

Security System and Website

Security guards are outsourced. CCTV maintenance is carried out by Foresight Technologies. Fire extinguishers installed in the campus are maintained by ABC Fire India company. The college web team regularly updates the website.

Transport Maintenance

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

41

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

570

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

570

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

31

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

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

5.2.2.1 - Number of outgoing student progression to higher education

18

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

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

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

0

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

5.3 - Student Participation and Activities

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

during the year

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

1

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

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

- **The Student Council is formed every year by electing the office bearers.**

- **The Institution encourages and supports the participation of the Student Council by acknowledging their ideas and suggestions towards academic and administrative improvement.**

- **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 activities.**

- **The Sports Secretary and student representatives for sports from every department efficiently participate, organise and conduct various sports and games.**

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

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

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

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

53

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

5.4 - Alumni Engagement

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 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.

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

Under the guidance of IQAC, the faculty members actively involve themselves in the activities of the college be it academic or administrative.

The coordinators of various extensions conduct programmes with the student secretaries.

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

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 programmes.

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

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

The Institution makes all decisions by adopting decentralization and participative management practices. The Management implements Decentralisation by incorporating the following practices

- The academic affairs discussed and finalised during HOD meetings are brought into the academic calendar.

- The Heads of the department hold regular meetings with staff members 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 coordinators of various extensions execute programmes with the student secretary.

Case Study

The institution faced an issue in regulating the late-comers to the college. The Management decided to deal with this matter by forming a committee comprising a student council and staff members.

The solution suggested by the committee:

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

Imbibing social responsibility among students

The college is stirring the social responsibility of the students to contribute their effort to create a better world.

The institution adopted Karadimadai village located in Coimbatore. The following are the social activities rendered by the students and staff in the village.

1. Food Distribution: Food packets were distributed to the people residing along the road sides.

2. Covid-19 Relief

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 corona SWABtest camp, corona vaccine drive, corona awareness and surveyrelated to health and hygiene for the village people. The students and staff participate energetically and help the people to get benefit from it.

3. Clean India campaign: NSS coordinators and volunteers carried out a cleanliness drive in the karadimadai village. A rally was organised in the village to motivate the people to keep their homes, schools and surroundinds clean.

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	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.bishopambrosecollege.in/strategic-plan/
Upload any additional information	No File Uploaded

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

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.

The Secretary decides the strategy, perspective plans and functioning of the institution.

The Principal supervises the teaching and non-teaching staff, and

students ensuring discipline, attendance, punctuality, etc.

Vice-Principal aids in framing new policies, and 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.

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.

The Physical Director conducts Intra college events, coaches and accompanies the players for all Intercollegiate, Inter-University tournaments.

The Librarian looks after the administration of the Library.

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.bishopambrosecollege.in/wp-content/uploads/2020/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college 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.**

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

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

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

0

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

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

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

1

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

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

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

18

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

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

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

6.4 - Financial Management and Resource Mobilization

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

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

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

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

1,55,000

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

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

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 seminars and webinars.

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

6.5 - Internal Quality Assurance System

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

The IQAC strives continuously to promote and ensure quality in all its endeavours. For the enhancement of quality, the IQAC has 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. The Institution uses Logic Launch software for administration, finance, accounts, admission, academic and examination details with optimum operational effectiveness.

Practice 2

Quality Circle

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.

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

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

1. Staff Quality Development

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 Bodies

- 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

IQAC promotes outcome-based education in the following ways:

- Reviews the programme outcome and course outcome.

- 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.

- Staff evaluation is done during and after the completion of each course.

- Emphasis is given on student-centric teaching and learning.

- Evaluating the progress of graduates.

- Instruct the staff to attend seminars on topics related to OBE.

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

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

B. Any 3 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution practises gender sensitivity by providing equal opportunities to men and women in all academic and administrative activities.

? The NSS renders service to society through a separate wing for boys and girls.

? Equal opportunity is practised in the election of office bearers for the Associations.

? Grievance box is available in the college for students to raise their grievances.

? Safety and Security

? 64 CCTV cameras have been installed in the college covering the entire premises 24/7 to ensure the safety of students on campus.

? A Sanitary napkin vending machine and hygienic napkin incinerators have been fixed on campus to help the girl students.

? The women staff are mandatorily accompanied by the students for Industrial Visits, Study Tours and Field Trips.

? 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.

Counselling

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	Documents
Annual gender sensitization action plan	https://www.bishopambrosecollege.in/wp-content/uploads/2022/07/7.1.1-Annual-Gender-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.bishopambrosecollege.in/wp-content/uploads/2022/07/7.1.1-Security-Facilities.pdf

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

C. Any 2 of the above

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

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

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.

? Used notebooks, Newspapers and used plastic bottles are sold to vendors for recycling.

Liquid Waste Management

? Liquid waste is used for watering plants and 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	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

    A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

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

    A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **B. Any 3 of the above**

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

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

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 Rightsand Human Rights impart tolerance and communal harmony among the students.

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

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

The Institution conducts all-religion prayers on all important occasions to promote National Integration and Secularism among the students. The college magazine comprises articles in various languages that indicate that the Institution nourishes communal harmony and demotes 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View File</u>
Any other relevant information	No File Uploaded

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

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 Institution facilitates students to take part in volunteering activities at the 16th Tamil Nadu Legislative Assembly Election.

? 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.

? The Institution as part of the Clean India movement initiated the students to participate in the online Swachh Bharat campaign.

? 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 for election duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.bishopambrosecollege.in/wp-content/uploads/2023/06/7.1.9-finished.pdf
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The Institution celebrates and observes commemorative days of famous personalities, and conducts events, and 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 festivals like Pongal, 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.

? The college celebrates International Yoga Day on 21st June to spread peace, harmony and happiness among the students.

The Institution gives them the right direction to be responsible

citizens.

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

7.2 - Best Practices

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

Best Practice - 1

Title

Authentic Learning

Objective

Encourage divergent thinking by offering authentic tasks to acquire higher-order thinking skills.

Context

Authentic learning help to explore, discuss, and enhance students' critical thinking and creativity for career decisions in the real world. Practice

The department associations organise activities to exhibit students' technical and literary skills and to train their managerial and marketing skills.

Evidence of Success

The achievement of authentic learning is gauged by the observation of the staff at various levels, the student's understanding level, critical thinking, creativity, organising skills, peer learning and participation.

Problems Encountered

Time and Space

Best Practice - 2

Title

Creating a Competitive Environment to Enhance the Student Quality

Objective

To identify student ability and skills through active participation and to develop self-confidence and communication skills.

Context

Provide an opportunity to overcome the students' lack of interest and involvement due to fear of failure.

Practice

The competitions supplement the programme the students undergo, and link academic knowledge with practical experience via department association activities, sports, cultural and extension programmes.

Evidence of Success

The appreciation from external examiners, critical analysis, reviews, opinions and performance feedback from outside stakeholders.

Problems Encountered

Manpower, money and resources.

File Description	Documents
Best practices in the Institutional website	https://www.bishopambrosecollege.in/wp-content/uploads/2022/07/web.pdf
Any other relevant information	https://www.bishopambrosecollege.in/wp-content/uploads/2023/06/7.2-Best-practice-Do.pdf

7.3 - Institutional Distinctiveness

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

200 words

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

Academically poor students

The faculty membersas mentors examine and analyse the problems, counsel and guide the students to overcome the barriers and help them to develop an optimistic attitude towards life. The mentor inquires about the family details, economical background and learning interests of the mentee

The students are encouraged to share their knowledge, ideas and experience through two-way reciprocal peer learning

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

Economically poor students

The institution focus to impart quality and meaningful education at a low cost to help economically poor students.

The institution distinguishes itself from others by offering a low fee structure for all programmes especially affordable to economically disadvantaged students.

The institution provides a provision of paying the semester fee in three instalments to reduce and support the students' financial burden

The college supports the students by providing them opportunities from companies for part-time jobs.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The 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 academic allotment is carried out in advance in the preceding semester itself.

- The Head of the department presents 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 the 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.

- Regular monitoring of progress through staff meetings, Head of the Departments meetings, Department meetings and IQAC meetings.

- Each department through its Associations organizes invited talks on advancements in their subjects and supports academic programmes.

- Slow Learners are identified and remedial classes are offered to them.

- Well-equipped libraries with stocks of textbooks, newspapers, periodicals, and magazines with DELNET and

INFLIBNET facilities contribute to curriculum delivery.

- **Feedback from stakeholders-Parents, Students and Alumni are given importance to corrective measures and execution to strengthen effective curriculum delivery.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

- **The Academic 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 Departments.**

- **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 that are planned 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	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University | **B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

14

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

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

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

NIL

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

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

NIL

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

1.3 - Curriculum Enrichment

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

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

Professional Ethics

The following Programmes offer courses related to Professional Ethics.

B.Com (CS)

- Office Administration

- Corporate Communication

B. Sc. (IT)

- E-Learning

- Business Intelligence

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**

B. Com PA

- **Executive Business Communication**

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

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

9

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

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

186

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	https://www.bishopambrosecollege.in/curriculum-feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.bishopambrosecollege.in/curriculum-feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

280

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

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

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

218

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

2.2 - Catering to Student Diversity

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

The institution attempts to address the requirements of the students from diverse economical and educational backgrounds. The students are identified as slow learners and advanced learners by their performance in internal assessment and classroom performance. The following are the measures taken to enhance the performance of slow learners.

- Peer learning and group studies are encouraged to create a desirable learning environment.

- Parents are informed about their ward's academic performance and also intimated long absenteeism through phone calls if any.

- Mentor counselling is given to the students to encourage and motivate slow learners.

- Slow learners are monitored with periodic tests to increase their performance confidently.

- A bilingual approach is adopted for classes to overcome students' inhibitions to comprehending and communicating in the English Language.

- Discussion on old question papers and guidance to present answer papers at theory exams are provided to slow learners.

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

- Every department has a separate library that provides books

for extra learning and constantly motivates students to secure University ranks.

- **The institution has established a local chapter and motivates Advanced learners to join NPTEL Swayam courses**

- **Advanced Learners are encouraged to participate in webinars and conferences.**

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

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

Number of Students	Number of Teachers
749	**45**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institute adopts student-centric methods to allow the student to meet their learning goals and academic success through approaches such as experiential learning, participative learning and problem methods at different levels. The faculty motivate and support the students to actively participate and link them to real-time applications to promote wider learning opportunity and become lifelong self-learners.

EXPERIENTIAL LEARNING

The institution provides a platform for experiential learning through which the students are exposed to the first-hand experience of practising what has been taught.

- **Lab Practical to improve the student's understanding of the topic beyond theories and get a first-hand learning experience**

- **Skill-based courses impart education to develop learners into independent thinkers.**

- **Seminars, Webinars and Presentations for an interactive discussion to promote enhanced learning.**

- **Institutional Training to enhance the skillset and knowledge to meet career objectives andhands-on experience in real job scenarios.**

- **Course-Based Projects for clarity on course core area.**

PARTICIPATIVE LEARNING AND PROBLEM-SOLVING METHODOLOGIES

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

- **New Product Development**

- **Product Launching**

- **Ad zap**

- **Movie screening**

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

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

- **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 use ICT tools like LCD Projectors and e-resources to deliver the syllabus in a more meaningful way.**

- **The Institution library has access to e-journals and other resources through membership of INFLIBNET and DELNET.**

- **Teachers encourage the students to refer to 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 the G suite for education by Google Inc to enable the ICT teaching-learning process.**

- **Teachers and students use social media platforms like WhatsApp and Google meet to discuss course-related topics as it provides Synchronous communication and new channels of information and knowledge from anywhere anytime.**

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

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

28

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

2.4 - Teacher Profile and Quality

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

45

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

369

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

2.5 - Evaluation Process and Reforms

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

As Bishop Ambrose College adheres to the guidelines of Bharathiar University for internal assessment, it also formulated certain modalities for a transparent and robust system for continuous internal assessment.

- **The evaluation methods, assessment details, rules and regulations relating to examinations are mentioned in the college handbook.**

- **The mode of Internal Test and CIA mark calculation is explained in the Freshers' Orientation Programme and also at the beginning of every semester by the respective course faculty.**

- **The I and II Internal test and Model examination are strictly followed as per the prior schedule decided and printed in the Academic Calendar at the beginning of the academic year.**

- **The Examination timetable is informed to students at least 15 days prior to the examination.**

- **Transparency is followed to assess the internal marks and students are provided with a provision for cross-checking the evaluated answer scripts to verify the marks.**

- **The sum of the best out of two CIA, model exam and**

assignment marks are calculated for internal marks.

- **The method of internal assessment is monitored and governed by the Internal Quality Assurance Cell through examination automation software.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

- **The 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 for verification.**

- **At the end of each semester, students are provided with a detailed split up CIA mark calculations in each subject.**

- **The students can express their grievances using the internal grievance form signed by them that is maintained in the respective department.**

- **Grievances related to Semester Examination are forwarded to the Controller of Examination, Bharathiar University through the HOD and Principal by the respective course faculty.**

- **Students can check their semester results on the University's official 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	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

- **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 takeaway from the courses and programmes. The main features of learning outcomes are communicated through the following procedures.**

- **PO, PSO and CO 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	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.bishopambrosecollege.in/wp-%20content/uploads/2020/ALL%20COURSE%20OUTCOMES%201..pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

- **The 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, webinars 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 accordingly change their teaching methods to attain course outcomes.**

- **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.**

- **Projects undertaken by the students speak the learning outcomes. Assessment of the learning outcomes is also done through Viva Voce and Practical Examinations.**

- **Paper Presentations, Webinars, PowerPoint Presentations, Quiz Competitions and other Department activities are the tools to measure the outcomes.**

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

2.6.3 - Pass percentage of Students during the year

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

192

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

2.7 - Student Satisfaction Survey

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

https://www.bishopambrosecollege.in/wp-content/uploads/2023/06/SSS-2021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The institution fosters innovation among the students through programmes of various associations.

Elite Club

The English literary association, Elite club conducts innovative events and competitions like Wealth from Waste, Poster making, Literary Quiz, Literary Fiesta, Photography Competition, and PowerPoint Preparation for the students to stimulate creative and artistic talents.

Cyber club

The cyber club association of the computer science department conducts innovative events like Ad zap, Debugging, Surprise Event and Web Designing for the students to identify their technical knowledge and skills.

Comfabian Association and Infercorp Association

The Comfabian association of Commerce and corporate secretaryship departments promotes various innovative competitions like Best Entrepreneur Board Meeting, One minute Secretary, Paper presentation and situation problem solving for their students to promote theknowledge in finance, manufacturing and Marketing.

Enhancing Intellects Association

The enhancing Intellects association of the department of mathematics conducts Quiz competition and power point presentation for their department students to explore their concepts and knowledge about maths and to learn how the concepts applied in real life. It also increases their problem solving abilities.

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

6

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

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

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

15

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The various extension activities were enthusiastically carried out by the institution in the neighbourhood community through numerous programmes in the academic year.

The institution has 2 NSS units with 200 volunteers who carried out extension activities to the society. It has organized Environment awareness programme , Swachh Bharath Activity, International Yoga Day, road safety awareness, Clean India awareness, Tree plantation, Blood Donation camp Corono Vaccine Drive, Distributing food and clothes to poor people. These programmes help the students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them to involve with the community people.

They have also participated in Special camp and extended their services in various cleaning projects, awareness campaigns cleaning public places and planting trees.

The institution has adopted Karadimadai Village in Coimbatore district and extended its service to the village. During Covid-19, it has conducted a Corona relief programme and through this programme it has distributed free facial masks to the people of karadimadai village and who live nearby the institution and give awareness about corona vaccine.

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

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

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

0

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

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

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

32

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

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

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

2176

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

3.5 - Collaboration

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

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES
4.1 - Physical Facilities
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The total land space of the institution 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 classrooms. Each department has a separate computer with internet and automated software. The computer lab constitutes around 150 accurately operational computers.

INFLIBNET and DELNET facilities are available in the library. The Library works on OPAC and is equipped with computers and internet facility.

All final year classrooms, auditorium and conference hall are equipped with LCD projectors and audio facilities

List of Infrastructure

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

Bench and desk

414

Bus

3

List of computing equipment

No

Department

Quantity

1.

Lab 1

42

1.

Lab 2

58

1.

Lab 3

50

1.

Digital library Computers

5

1.

Department computers

7

1.

IQAC computers

2

1.

Office computer

4

1.

Office printer cum scanner

2

1.

LCD projector

8

1.

CCTV Cameras

64

1.

Barcode scanner

2

1.

Barcode printer

1

1.

Intercom -speakers

54

1.

Audio system

4

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

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

The institution focuses on providing adequate facilities for cultural activities, sports and games

Facilities for Cultural Activities

The institution has an open Auditorium, Thomas Hall auditorium, and a conference hall for conducting and practising cultural activities.

The open auditorium was established in the year 2017. It is 8832 sq. ft with a seating capacity of 1000. 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 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.

Sports & Games facilities

The institution has a very spacious playground of 1.30.000 sq. ft and was established in the year 1999. Here below is the list of the sports and games facilities available for the students. The outdoor facilities available are Football, Badminton Court, Basketball Court, Cricket Ground, Throwball Court, Volleyball Court, Kho Kho Court, Kabaddi Court, and Tennikoit Court. Track and Field events available are Long Jump, High Jump, Javelin Throw, Triple Jump, Shot Put, Discus Throw and Track.

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

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

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

9,18,770

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

4.2 - Library as a Learning Resource

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

- **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, and 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.**

- **A Computerized Bar Code system is used for book issues and returns.**

- **All computers are provided with an 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	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

books Databases Remote access toe-resources

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

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

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

87,504

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

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

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

6

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

4.3 - IT Infrastructure

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

The institution upgrades its IT facilities frequently.

- **The institution has a web team that monitors and updates the website regularly.**

- **New monitors, CPUs and motherboards were purchased on 28.03.2021.**

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

4.3.2 - Number of Computers

157

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1,12,49,342

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

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

The maintenance of the various facilities and infrastructure of the college are

Campus and Classroom Maintenance

The Administrative Officer monitors the campus maintenance. Cleaning of the campus areas are undertaken by the support staff. Classrooms are cleaned daily. Maintenance of gardening is done on a regular basis.

Library

The librarian maintains the library resources and records the log and footfall register daily.

Computer Lab

The computer lab is maintained by the Lab Assistant. Stock details, users register and logbooks are maintained properly.

Conference Hall and Auditorium

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.

Power and Water supply

Water purifier is maintained through AMC. Plumbing and electrical

services are available round the clock on the campus.

Security System and Website

Security guards are outsourced. CCTV maintenance is carried out by Foresight Technologies. Fire extinguishers installed in the campus are maintained by ABC Fire India company. The college web team regularly updates the website.

Transport Maintenance

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

41

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

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

570

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

570

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

31

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

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

5.2.2.1 - Number of outgoing student progression to higher education

18

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

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

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

0

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

5.3 - Student Participation and Activities

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

one) during the year

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

1

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

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

- **The Student Council is formed every year by electing the office bearers.**

- **The Institution encourages and supports the participation of the Student Council by acknowledging their ideas and suggestions towards academic and administrative improvement.**

- **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 activities.**

- **The Sports Secretary and student representatives for sports from every department efficiently participate, organise and conduct various sports and games.**

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

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

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

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

53

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

5.4 - Alumni Engagement

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 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.

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

Under the guidance of IQAC, the faculty members actively involve themselves in the activities of the college be it academic or administrative.

The coordinators of various extensions conduct programmes with the student secretaries.

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

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 programmes.

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

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

The Institution makes all decisions by adopting decentralization and participative management practices. The Management implements Decentralisation by incorporating the following practices

- The academic affairs discussed and finalised during HOD meetings are brought into the academic calendar.

- The Heads of the department hold regular meetings with staff members 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 coordinators of various extensions execute programmes with the student secretary.**

Case Study

The institution faced an issue in regulating the late-comers to the college. The Management decided to deal with this matter by forming a committee comprising a student council and staff members.

The solution suggested by the committee:

- **The committee recommended maintaining a late register in every department to identify regular latecomers.**

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

Imbibing social responsibility among students

The college is stirring the social responsibility of the students to contribute their effort to create a better world.

The institution adopted Karadimadai village located in Coimbatore. The following are the social activities rendered by the students and staff in the village.

1. Food Distribution: Food packets were distributed to the people residing along the road sides.

2. Covid-19 Relief

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 corona SWABtest camp, corona vaccine drive, corona awareness and surveyrelated to health and hygiene for the village people. The students and staff participate energetically and help the people to get benefit from it.

3. Clean India campaign: NSS coordinators and volunteers carried out a cleanliness drive in the karadimadai village. A rally was organised in the village to motivate the people to keep their homes, schools and surroundinds clean.

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	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.bishopambrosecollege.in/strategic-plan/
Upload any additional information	No File Uploaded

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

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.

The Secretary decides the strategy, perspective plans and functioning of the institution.

The Principal supervises the teaching and non-teaching staff, and students ensuring discipline, attendance, punctuality, etc.

Vice-Principal aids in framing new policies, and 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.

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.

The Physical Director conducts Intra college events, coaches and accompanies the players for all Intercollegiate, Inter-University tournaments.

The Librarian looks after the administration of the Library.

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.bishopambrosecollege.in/wp-content/uploads/2020/Organogram.pdf
Upload any additional information	**No File Uploaded**

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

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

6.3 - Faculty Empowerment Strategies

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

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.**

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

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

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

0

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

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

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

1

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

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

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

18

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

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

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

6.4 - Financial Management and Resource Mobilization

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

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

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

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

1,55,000

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

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

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 seminars and webinars.

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

6.5 - Internal Quality Assurance System

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

The IQAC strives continuously to promote and ensure quality in all its endeavours. For the enhancement of quality, the IQAC has 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. The Institution uses Logic Launch software for administration, finance, accounts, admission, academic and examination details with optimum operational effectiveness.

Practice 2

Quality Circle

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.

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

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

1. Staff Quality Development

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 Bodies

- 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

IQAC promotes outcome-based education in the following ways:

- Reviews the programme outcome and course outcome.

- 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.

- Staff evaluation is done during and after the completion of

each course.

- **Emphasis is given on student-centric teaching and learning.**

- **Evaluating the progress of graduates.**

- **Instruct the staff to attend seminars on topics related to OBE.**

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution practises gender sensitivity by providing equal opportunities to men and women in all academic and administrative activities.

? The NSS renders service to society through a separate wing for boys and girls.

? Equal opportunity is practised in the election of office bearers for the Associations.

? Grievance box is available in the college for students to raise their grievances.

? Safety and Security

? 64 CCTV cameras have been installed in the college covering the entire premises 24/7 to ensure the safety of students on campus.

? A Sanitary napkin vending machine and hygienic napkin incinerators have been fixed on campus to help the girl students.

? The women staff are mandatorily accompanied by the students for Industrial Visits, Study Tours and Field Trips.

? 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.

Counselling

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	Documents
Annual gender sensitization action plan	https://www.bishopambrosecollege.in/wp-content/uploads/2022/07/7.1.1-Annual-Gender-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.bishopambrosecollege.in/wp-content/uploads/2022/07/7.1.1-Security-Facilities.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

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.

? Used notebooks, Newspapers and used plastic bottles are sold to

vendors for recycling.

Liquid Waste Management

? Liquid waste is used for watering plants and 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	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

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 Rightsand Human Rights impart tolerance and communal harmony among the students.

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

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

The Institution conducts all-religion prayers on all important occasions to promote National Integration and Secularism among the students. The college magazine comprises articles in various languages that indicate that the Institution nourishes communal harmony and demotes 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

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 Institution facilitates students to take part in volunteering activities at the 16th Tamil Nadu Legislative Assembly Election.

? 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.

? The Institution as part of the Clean India movement initiated the students to participate in the online Swachh Bharat campaign.

? 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 for election duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.bishopambrosecollege.in/wp-content/uploads/2023/06/7.1.9-finished.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The Institution celebrates and observes commemorative days of famous personalities, and conducts events, and 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 festivals like Pongal, 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.

? The college celebrates International Yoga Day on 21st June to spread peace, harmony and happiness among the students.

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

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

7.2 - Best Practices

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

Best Practice - 1

Title

Authentic Learning

Objective

Encourage divergent thinking by offering authentic tasks to acquire higher-order thinking skills.

Context

Authentic learning help to explore, discuss, and enhance students' critical thinking and creativity for career decisions in the real world. Practice

The department associations organise activities to exhibit students' technical and literary skills and to train their managerial and marketing skills.

Evidence of Success

The achievement of authentic learning is gauged by the observation of the staff at various levels, the student's understanding level, critical thinking, creativity, organising skills, peer learning and participation.

Problems Encountered

Time and Space

Best Practice - 2

Title

Creating a Competitive Environment to Enhance the Student Quality

Objective

To identify student ability and skills through active participation and to develop self-confidence and communication skills.

Context

Provide an opportunity to overcome the students' lack of interest and involvement due to fear of failure.

Practice

The competitions supplement the programme the students undergo, and link academic knowledge with practical experience via department association activities, sports, cultural and extension

programmes.

Evidence of Success

The appreciation from external examiners, critical analysis, reviews, opinions and performance feedback from outside stakeholders.

Problems Encountered

Manpower, money and resources.

File Description	Documents
Best practices in the Institutional website	https://www.bishopambrosecollege.in/wp-content/uploads/2022/07/web.pdf
Any other relevant information	https://www.bishopambrosecollege.in/wp-content/uploads/2023/06/7.2-Best-practice-Do.pdf

7.3 - Institutional Distinctiveness

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

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

Academically poor students

The faculty membersas mentors examine and analyse the problems, counsel and guide the students to overcome the barriers and help them to develop an optimistic attitude towards life. The mentor inquires about the family details, economical background and learning interests of the mentee

The students are encouraged to share their knowledge, ideas and experience through two-way reciprocal peer learning

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

Economically poor students

The institution focus to impart quality and meaningful education at a low cost to help economically poor students.

The institution distinguishes itself from others by offering a low fee structure for all programmes especially affordable to economically disadvantaged students.

The institution provides a provision of paying the semester fee in three instalments to reduce and support the students' financial burden

The college supports the students by providing them opportunities from companies for part-time jobs.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Dream and Desire are the two things which is most essential to achieve goal. Bishop Ambrose College is always comitted to drive the institution towards the path of excellence.

- **Start Research Programme to promote research skills among students and faulty members.**
- **Organise faculty develop programme.**
- **Improve staff performance appraisal system in an effective manner.**
- **Introduce Skill Developement Programmes.**