

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
OF THE IQAC OF BASELIUS COLLEGE, KOTTAYAM
FOR THE YEAR 2011-2012**



**BASELIUS COLLEGE
KOTTAYAM, 686001
KERALA**

Re-Accredited by NAAC at B⁺⁺ Level

Affiliated to Mahatma Gandhi University

Website: www.basilius.ac.in

Email: principal@basilius.ac.in

principal@baselian.org

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (2011-2012)

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended.

IMPORTANT

- * In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.
- * When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.
- * This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.
- * In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

YEAR 2011-2012 AQAR DATA FOR ONLINE ENTRY

1. Kindly provide the details of the institution

Name of Institution : BASELIUS COLLEGE
Year of Establishment of the Institution : 01/07/1964
Address Line 1 : K K ROAD
Address line 2 : KOTTAYAM
City / Town : KOTTAYAM
State : KERALA
Postal Code : 686001
Email Address : principal@baselius.ac.in
jkonattu@yahoo.com

2. NAAC Accreditation / Reaccreditation Details

Year of Accreditation / Reaccreditation : 2007(February)
Current Grade : B++
CGPA : 81.2

3. Institutional Status : Affiliated Permanent

4. Contact Person Details

Name of Head of Institution : Prof. Jacob Kurian Onattu
Contact Phone : 9447306490, 0481-2565958
Email : jkonattu@yahoo.com,
principal@baselius.ac.in
Website URL : www.baselius.ac.in
Name of IQAC Co-ordinator : Dr. Susan Panicker
Email : susanbaselius@gmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA / B.Sc. / B.Com etc.)	: 11
Post Graduate (MA / M.Sc. / M.Com etc.)	: 5
Research Programmes (M.Phil / Ph.D)	: 1
Certificate Programmes	: 2
Professionals Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/ Pharmacy/Paramedical/Nursing etc)	: 0
Other value added programmes	: 0
Any other programme offered (Specify)	: 0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	: 0
New programmes designed	: 0
Programmes under revision	: 5
Interdepartmental collaborative programmes	: 12
Inter institutional collaborative programmes	: 0
Number of review committee recommendations implemented (Total)	: 8
Number of NAAC peer team recommendations implemented	: 6
Number of UGC / any other expert committee recommendations implemented	: 2

Number of review committee recommendation under implementation	: 8
Number of NAAC peer team recommendations under implementation	: 5
Number of UGC/any other expert committee recommendations under implementation	: 3

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	: 75
Total faculty on rolls	: 75
Faculty added during the year	: 14
Faculty positions vacant	: 0
Faculty left during the year	: 1
Total number of visiting faculty	: 0
Total number of guest faculty	: 21

8. Qualification of Faculty

PhD and Above	: 20
MPhil	: 11
Masters	: 44
Any other (Specify)	: 22

9. Faculty qualification improvement

PhD awarded to existing faculty	: 0
MPhil awarded to existing faculty	: 0
Any other degree awarded to existing faculty	: 0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	: 32
Administrative staff (Actual strength)	: 31
Added during the year of reporting	: 0
Left during the year	: 1
Number of posts vacant	: 1

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	: 0
Technical Support Staff (Actual strength)	: 0
Added during the year	: 0
Left during the year	: 0
Number of posts vacant	: 0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

	DD MM YYYY
Year of establishment of IQAC	: 01/06/2001

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	: 21
Number of Alumni in IQAC	: 1

Number of Students in IQAC	: 3
Number of Faculty in IQAC	: 10
Number of Administrative Staff in IQAC	: 2
Number of Technical Staff in IQAC	: 0
Number of Management Representatives	: 2
Number of External experts in IQAC	: 2
Number of any other stakeholder and community representatives	: 2

14. IQAC Meetings

Number of IQAC meetings held during the year	: 8
--	-----

15. Whether Calendar of activities of IQAC formulated for the academic year:

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	: 2
Number of value added programmes proposed	: 1
Number of skill oriented programmes proposed	: 2
Number of faculty competency and development programmes proposed	: 2
Number of other staff development programmes proposed	: 2
Number of student mentoring programmes proposed	: 3

Number of co-curricular activities proposed	: 24
Number of inter departmental cooperative schemes proposed	: 5
Number of community extension programmes proposed	: 10
Any other programmes proposed (Specify)	: 1

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	: 2
Number of value added programmes implemented	: 1
Number of skill oriented programmes implemented	: 2
Number of faculty competency and development programmes implemented	: 1
Number of other staff development programmes implemented	: 2
Number of student mentoring programmes implemented	: 3
Number of co-curricular activities implemented	: 24
Number of inter departmental cooperative programs implemented	: 5
Number of community extension programmes implemented	: 10
Any other programmes suggested that are implemented (Specify)	: 1

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/conferences/ workshops organized by IQAC within the institution	: 8
Number of participants from the institution	: 500
Number of participants from outside	: 250
Number of external experts invited	: 37
Number of external conferences/ seminars/workshops on institutional quality attended	: 7
Number of events conducted with IQACs of other institutions as collaborative programmes	: 2

19. Did IQAC receive any funding from UGC during the year?

No

20. If the response to Qn. 19 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	: 0
Amount Received from any other source including the college management	: 25000

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- New feedback form for teacher evaluation by students developed
- Encouraged teachers to apply for various projects
- Programmes inculcating moral values in students organized through NSS and Subject Associations

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	: 6
Number of faculty members involved in curriculum restructuring/revision/syllabus development	: 12
Number of programmes in which evaluation process reformation taken up and implemented	: 10
Number of active teaching days during the current academic year	: 180
Average percentage of attendance of students	: 89.51
Percentage of classes engaged by guest faculty and temporary teachers	: 28
Number of self financed programmes offered	: 1
Number of aided programmes offered	: 15
Number of programmes discontinued during the year	: 0

23. Whether any systematic student feedback mechanism is in place?

Yes

24. Feedback Details (If answer to Question 23 is Yes)

Percentage of courses where student feedback is taken	: 100
---	-------

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	: 0
Number of minor research projects undertaken during the year	: 1
Number of major ongoing projects	: 1
Number of minor ongoing projects	: 7
Number of major projects completed	: 0
Number of minor projects completed	: 0
Number of major project proposals submitted for external funding	: 0
Number of minor project proposals submitted for external funding	: 1
Number of research publications in peer reviewed journals	: 25
Number of research publications in international peer reviewed journals	: 0
Number of research publications in national peer reviewed journals	: 25
Number of research papers accepted for publication in international peer reviewed journals	: 0
Number of research papers accepted for publication in national peer reviewed journals	: 4
Average of impact factor of publications reported	: 0.5

Number of books published	: 14
Number of edited books published	: 2
Number of books (single authored) published	: 5
Number of books (coauthored) published	: 9
Numbers of conferences attended by faculty	: 7
Number of international conferences Attended	: 1
Number of national conferences attended	: 6
Number of papers presented in conferences	: 10
Number of papers presented in international conferences	: 0
Number of papers presented in national conferences	: 10
Number of conferences organized by the institution	: 5
Number of faculty acted as experts resource persons	: 2
Number of faculty acted as experts resource persons international	: 0
Number of faculty acted as experts resource persons national	: 2
Number of collaborations with international institutions	: 0
Number of collaborations with national institutions	: 0
Number of linkages created during the year	: 0
Total budget for research for current year as a percentage of total institution budget	:10

Amount of external research funding received in the year	: 869200
Number of patents received in the year	: 0
Number of patents applied for in the year	: 0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year	: 1
Number of PhDs awarded during the year	: 1
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	: 5

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	: 608
Actual enrollment during the year	: 559
Student dropout percentage during the year	: 1.70
Success percentage in the final examination across the courses	: 82.15
Number of academic distinctions in the final examination and percentage	: Number - 77, 15.62%
Number of students who got admitted to institutions of national importance	: 2
Number of students admitted to institutions abroad	: 0

Number of students qualified in
UGC NET/SET : 11

Number of students qualified GATE/CAT/
other examination (Specify) : 3

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn. 28

Number of students participated : 0

30. Does student counselling and guidance service exist?

Yes

31. Student participation, if answer to Qn. 30 is yes

Number of students participated : 10

32. Career Guidance

Number of career guidance
programmes organized : 3

Percentage of students participated in
career guidance programmes : 30

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 33

Number of students participated in
campus selection programmes : 150

Number of students selected for
placement during the year : 5

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn 35

Number of programmes organized : 2

37. Student activities

Number of students participated in external cultural events : 103

Number of prizes won by students in external cultural events : 42

Number of cultural events conducted by the institute for the students : 30

Number of students participated in international sports and games events : 1

Number of students participated in national level sports and games events : 15

Number of students participated in state level sports and games events : 78

Number of students participated in university level sports and games events : 58

Number of prizes won by students in international sports and games events : 1

Number of prizes won by students in national level sports and games events : 4

Number of prizes won by students in state level sports and games events : 66

Number of prizes won by students in university level sports and games events : 23

Number of sports and games events

conducted by the institute for the students : 12

38. Composition of students

Percentage of Scheduled Caste : 13.62

Percentage of Scheduled Tribe : 1.20

Percentage of other backward communities : 7.27

Percentage of women students : 58.14

Percentage of physically challenged : 2

Percentage of rural students : 70

Percentage of urban students : 30

39. Scholarships and Financial Support

Number of students availing financial support from the institution : 118

Amount disbursed as financial support from the institution : Rs. 1,26,820/-

Number of students awarded scholarship from the institution : 80

Number of students received notable national/international/achievements/recognition : 2

40. Student initiatives

Number of community upliftment programmes initiated by students : 1

Number of literary programmes initiated by students : 5

Number of social action initiatives based on science/environment initiated by students : 5

Number of student research initiatives : 30

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created?

Yes

42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored?

Yes

43. Whether benchmarking is created for institutional quality management efforts?

Yes

44. If the answer to Question 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Academics – Results expected to be higher than University Average.
- Co-curricular - Participation in competitions restricted to those who secure 'A' grade at college level.
- Research – Research articles/paper presentation – Minimum numbers stipulated for departments.

45. Is a Management Information System (MIS) in place?

Yes

46. If answer to question 45 is Yes, please provide details of MIS applied to

- 1. Administrative procedures including finance**
- 2. Student admission**

3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(enter the respective details corresponding to the serial numbers)

1. Accounts in Tally
2. CAP admission – Online entry and updation
3. Partially computerized + Written bio data forms & Progress Reports
4. Internal marks uploaded online to University, Results available online, Records maintained for all examinations
5. Research Guidance Centre functioning and Research journal published
6. College office automation in progress and library automation completed

47. Existence of learning resource management

e-database in library	: Yes
ICT and smart class room	: Yes
e-learning sources (e-Books, e-Journals)	: No
Production of teaching modules	: Yes
Interactive learning facilities	: Yes

48. Internal resource mobilization: Kindly provide the amount contributed

Research	: Rs. 50,000 /-
Consultancy and training	: 0
Student contribution	: Rs. 7,48,250/-
Alumni contribution	: Rs. 30,000/-
Well wishers	: Rs.28,00000/-

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	: Rs. 90,00000/-
---	------------------

Amount spent for student Welfare : Rs. 10,00000/-

Amount spent for staff Welfare : Rs. 1,00000/-

50. Is delegation of authority practiced

Yes

51. Does grievance redressal cell exist?

Faculty : Yes

Students : Yes

Staff : Yes

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received : 2

Number of grievances resolved : 2

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received : 12

Number of grievances resolved : 12

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received : 2

Number of grievances resolved : 2

55. Has the institution conducted any SWOT analysis during the year?

Yes

56. The SWOT analysis was done by internal or by external agency

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

- Augmented Infra structure facilities including setting up of Women's Hostel
- Good students intake and low drop out rates
- Strong PTA support

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

- Teaching posts are still vacant- Govt. restrictions on filling the vacant posts.
- Limited area available for construction of further buildings.
- Limited academic flexibility – University control prevalent.

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Job oriented training programmes/ Add on courses.
- Opportunities for academic linkages.

60. Kindly provide two identified challenges / threats from SWOT analysis (in bullet format)

- Location of the college- Student political interference and loss of teaching days.
- Too much importance given to self financing colleges by University and Government ignoring the needs of aided colleges.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Good results in academic, sports and co curricular activities
- More conferences and academic programmes organized

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

- Continuous assessment and monitoring
- Helps to identify our strengths and weaknesses

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analyzed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

*Prof. Manoj Narayanan K.S.
Joint Coordinator, IQAC*

*Dr.Susan Panicker
Coordinator, IQAC*

*Prof.Jacob Kurian Onattu
Principal*

*Baselius College, Kottayam
06/09/2012*