



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	DON BOSCO COLLEGE
Name of the head of the Institution	Dr. Johny Jose
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04902426212
Mobile no.	9447885302
Registered Email	principal@dbc.ac.in
Alternate Email	dbcangadikadavu@gmail.com
Address	ANGADIKADAVU P. O. KANNUR KERALA 670706
City/Town	Iritty
State/UT	Kerala
Pincode	670706
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Mr. Kevinson Kurian
Phone no/Alternate Phone no.	04902426212
Mobile no.	9447549718
Registered Email	iqac@dbc.ac.in
Alternate Email	dbcangadikadavu@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://dbc.ac.in/wp-content/uploads/2018/06/AQAR-2017-18.doc
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://dbc.ac.in/wp-content/uploads/2019/07/Academic_Calendar_2018_2019.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.30	2014	10-Dec-2014	09-Dec-2019

6. Date of Establishment of IQAC

15-Jan-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Weekly test for all courses	30-Jul-2018 10	42
Daily practise of prana yama	29-Aug-2018 5	42

Improving of reading habits	30-Jul-2018 10	42
Academic audit	30-Jul-2018 2	42
Placement activities	30-Jul-2018 60	42
Soft skill development activities	30-Jul-2018 60	42

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Entrepreneurial development	Kerala Startup Mission	2018 1	200000
Institution	Red Ribbon Club	Kerala State Aids Control Society	2018 1	4000
Institution	Bhoo Mithra Sena	Department of Environment and Climate Change, Kerala State	2018 1	10000
Institution	Entrepreneurial development	District Industries Centre, Kannur	2018 1	10000

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Strengthening of academic practices through academic audit.

Introduction of Learning Management System for all courses.

Daily practice of prana yama, by all staff and students.

Introduction of weekly test and remedial coaching.

Introduction of outcome based education.

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

Plan of Action	Achivements/Outcomes
Skill assessment of the fresher students.	Partly achieved.
Strengthening of mentoring.	Being practised.
Improvement of library usage and reading habit.	Reading area is shifted to an easily accessible location.
Intensify placement training.	Placement training from 1st semester onwards. It is included in the time table.
Academic audit.	Conducted.

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	28-Jun-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Sep-2018

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute is affiliated to Kannur University and implements the curriculum prepared by the BoS of Kannur University. The institute has developed a structured and documented process for implementing the curriculum. It is as follows:

- Before the commencement of the semester, the faculty members prepare an academic calendar, based on the calendar prepared by the affiliating University. This academic calendar includes the dates for internal examinations, seminars, workshops, expert talks, add-on programs and other co-curricular and extra-curricular activities.
- Faculty members choose the topics they like to teach. Care is taken to accommodate the interests of the faculty, as much as possible.
- HoD prepares the class timetable, and course plan for the semester. The course plan containing class timetable, semester calendar and syllabus is given to all the students. It is also published in the college website and moodle.
- HoD meets the students after the last University examination, reviews the semester completed, and discusses with them about the next semester. He incorporates the suggestions and prepares the course plan and distributes them at the beginning of the next semester.
- Faculty members revise the COs of their courses, and prepare/update their lecture materials. Lecture materials include notes, slides, animations and references to additional resources like NPTEL, ePGPathshala, Swayam etc. The syllabus is enriched by adding contents beyond syllabus, to ensure achievement of the COs. Faculty members also prepare assignments and case studies in advance. They also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners.
- Lab manuals are prepared and they contain experiments based on the syllabus and beyond it.
- Each faculty maintains a course file, which contains his/her daily academic activities like portions covered, home assignments given, question papers prepared for evaluation, assignments/case studies conducted etc.
- Each faculty conducts a weekly test of 10 minutes duration, to ensure that the students systematically study the lessons.
- The internal examinations are conducted in the University examination pattern, adhering to the semester plan. Care is taken to test the CO attainment, through the internal examination. The answer scripts are returned to the students within three days and the answers are discussed in the class, so that the students can understand the mistakes they made.
- IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, progress of the lab sessions, etc.
- After each internal examination, a progress report is prepared and sent to the parents. The report contains weekly attendance, marks of the weekly test, marks of internal test and assignment, class average and class highest marks.
- The result is discussed in a staff meeting. Remedial measures for the needy are decided during this meeting. IQAC follows up its implementation. Performance improvement of the advanced learners are also reviewed during this meeting.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
MS Office		30/07/2018	14	Both employability and entrepreneurship	Documentation, analysis and presentation skills
Web designing		10/08/2018	4	Both employability and entrepreneurship	Web designing

Digital marketing	07/09/2018	2	Entrepreneurship	Marketing skills
.NET	01/10/2018	28	Both employability and entrepreneurship	Programming and web designing
PMKVY	05/11/2018	42	Both employability and entrepreneurship	Telecom sector skills
NPTEL	26/06/2018	42	Both employability and entrepreneurship	Database management skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Dates of Introduction
No Data Entered/Not Applicable !!!	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Date of implementation of CBCS/Elective Course System
MCA	01/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	24	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft skill development program	16/08/2018	42

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
MCA	19

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback from the students is collected every semester. There is a standard format for collecting feedback from the students. Sometimes this format is used. In such cases, the feedback is collected through Moodle. Moodle gives a summary report. Student feedback is also collected on paper. This gives sufficient freedom to the students, to express whatever they want to communicate. These feedback documents are studied by the principal. The principal extracts the feedback concerning teaching learning and curriculum implementation, discusses it in forums like IQAC meetings and staff meetings. As a result of such discussion, the principal is able to arrive at suitable modification to the curriculum implementation. Feedback from the staff is periodically collected. Most often, this is carried out in an informal way. However, occasionally the feedback collection is formalized. Staff meetings, semester planning meeting etc. are occasions when this feedback is gathered. Suitable decisions are taken immediately. The college also gathers feedback from employers too. Since it is not easy to access them, feedback from them is collected informally when they visit the college for recruiting our students. Both the principal and the placement coordinator seek valuable feedback from them, record them and present the same to both the staff meeting and students. Our alumni also give valuable feedback to us. Feedback from them is gathered during alumni meetings. Our alumni meet in chapters and also in batches. Chapter meetings are held in various places, including foreign countries. Whenever possible, principal or one of the staff members join in such meetings. The batches often meet in the college itself. Principal makes it a point to attend such meetings. Informal feedback gathering takes place during such meetings. These are also discussed in the staff meeting, suitable actions are planned and communicated to the student community. We also value the feedback given by the parents. This is gathered during the PTA meeting. There is a PTA meeting in every semester. During this meeting, there will be a common forum where the parents, teachers and students sit together. Among the various points, frank feedback about the curriculum, its implementation etc. are brought out. The parents also meet the principal and all the teachers individually. During this time, they are able to give their specific feedback. The newly introduced weekly test is a result of such feedback by parents.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Number of seats available	Number of Application received	Students Enrolled
MCA	30	26	23

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	0	23	0	6	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
6	6	6	4	0	6

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college had been practicing mentoring for the past several years. Each faculty is assigned with 10 to 15 mentees. Faculty members are given training for carrying mentoring professionally by Dr. Kuriakose Augustine, who is qualified to provide such training. Mentoring by the faculty is mostly at the academic level. Mentors meet their mentees periodically, discuss with them about the progress of their studies, find out their difficulties, propose corrective action plans, and follow them up. Records about the discussions are maintained by the mentors, to facilitate future follow up. If the mentor feels that a mentee requires psychological help, the matter is reported to the principal. The college has a professional full time counsellor. The student is guided for counselling by the expert. We have noticed that mentoring to be very effective. The students and parents have expressed their happiness over the mentoring practiced at Don Bosco College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
42	6	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
6	6	0	0	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCA	GMCA	Semester	23/10/2018	27/03/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Students and parents are made aware of the university rules regarding continuous internal evaluation. Dates and portions for the internal tests are communicated to the students before the commencement of the semester and are strictly adhered to. Results of these internal tests will be given within three days after the test. Question paper will be discussed in the class, with the scheme. Grievances, if any, will be addressed immediately. A progress report containing marks and attendance is prepared and sent to the parent for counter

signature. Internal marks are calculated as per the University directives. Students cross check their internal marks and countersign it, before being forwarded to the University. Course facilitators prepare a detailed mark statement, to identify the portions that are difficult for majority of students. Weekly test of 10 minutes duration is conducted, to inculcate regular study. Seminars are evaluated by all teachers. A quiz based on all seminar topics is then conducted, to ensure that the students have benefitted from the seminars. Student projects also are periodically evaluated by a team of teachers. The course outcome is kept in mind while assessing the students. The examination is conducted in the examination hall and it is equipped with CCTV.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institute prepares its academic calendar, based on the University calendar. The academic calendar of the institute contains dates of internal examinations, model examination, seminar dates and assignment completion dates. Institute follows this schedule strictly. If the University changes its schedule and postpones the examination, then the institute changes the schedule of model examination alone, to facilitate better examination preparation for the students. Sometimes, classes are lost due to unforeseen events. Institute makes up for these lost days, so that the schedule can be strictly adhered to. Schedule adherence of examination related activities is cross checked by the academic audit team, during the academic audit.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.dbc.ac.in/index.php/peo-po-pso/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MCA	MCA	26	20	77

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.dbc.ac.in/iqac/survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Industrial readiness	Computer Applications	10/10/2018

Open Source applications	Computer Applications	28/01/2019
Blockchain technology	Computer Applications	01/02/2019
Programming using Python	Computer Applications	11/02/2019
Technology Clinic on Artificial Intelligence	Computer Applications	19/02/2019
Kernel Compilations in Open Source	Computer Applications	27/02/2019
FOSS Applications	Computer Applications	12/03/2019
Networking Concepts and Trace Router	Computer Applications	04/06/2019
Intellectual Property Rights	Computer Applications	07/06/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	1	3
Resource persons	0	1	3	1

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Seedling preparation	Bhoo Mitra Sena Club with the support of Department of Environment and Climate Change, Govt. of Kerala.	2	30
Cleaning river	Bhoo Mitra Sena Club supported by the Dept. of Environment and Climate Change, Govt. of Kerala	2	30
Visit to an orphanage	MCA Association	5	42
Rural camp to help a family to build their house	MCA Association	5	42
Tree plantation on world environment day	Bhoo Mitra Sena Club, supported by the Dept. of Environment and Climate Change, Govt. of Kerala	2	30

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students
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	cy/collaborating agency		participated in such activities	participated in such activities
AIDS awareness	Red Ribbon Club, supported by the state government	Blood Donation	1	5
Swachh Bharat	Bhoo Mitra Sena Club with the support of the Dept. of Environment and Climate Change, Govt. of Kerala.	River Cleaning	2	30
Soail Sensitization	MCA Association	Helping out in an orphanage	5	42
Social Sensitization	MCA Association	Helping a poor family to build their house	5	42
Environment Protection	Bhoo Mitra Sena Club with the support of the Dept. of Environment and Climate Change, Govt. of Kerala.	Tree plantation	2	30

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Live project	Lapis Intelligent Solutions, 0484 4029040	01/02/2019	31/05/2019	Jaison Thomas
Internship	Live Project	Lapis Intelligent Solutions, 0484 4029040	01/02/2019	31/05/2019	Nidhin K James
Internship	Live Project	BTrac, 8592888890	01/02/2019	31/05/2019	Ramees Chuthomandy
Internship	Live Project	Fleming	01/02/2019	31/05/2019	Agnes Kurian

		Embedded and Software Solutions, 0484 4045252			
Internship	Live Project	SAAC, Iritty, 0490 2490022	01/02/2019	31/05/2019	Athma Joseph
Internship	Live Project	Lapis Intelligent Solutions, 0484 4029040	01/02/2019	31/05/2019	Neena Thomas
Internship	Live Project	Fleming Embedded and Software Solutions, 0484 4045252	01/02/2019	31/05/2019	P Smruthi
Internship	Live Project	Fleming Embedded and Software Solutions, 0484 4045252	01/02/2019	31/05/2019	Shilpa Joy
Internship	Live Project	Bramma IT Solutions BITS, 0484 4033540	01/03/2019	31/05/2019	Subina KS
Internship	Live Project	Regional Technologies, 0495 4060453	01/03/2019	31/05/2019	Ann Mary Tom
Internship	Live Project	Regional Technologies, 0495 4060453	01/03/2019	31/05/2019	Ann Prisly Pious
Internship	Live Project	Riss Technologies, 0495 6999777	01/03/2019	31/05/2019	Aleesha Kurian
Internship	Live Project	Spectrum Softtech solutions pvt Ltd., 0484 4082000	01/03/2019	31/05/2019	Anjumol Thomas
Internship	Live Project	Spectrum Softtech solutions pvt Ltd., 0484 4082000	01/03/2019	31/05/2019	Daniya Sunny
Internship	Live Project	Spectrum Softtech solutions pvt Ltd., 0484 4082000	01/03/2019	31/05/2019	Athira C Thomas
Internship	Live Project	Spectrum Softtech solutions pvt Ltd.,	01/03/2019	31/05/2019	Stimy Stephen

		0484 4082000			
Internship	Live Project	Amitech Solutions, 095382 05157	26/03/2018	08/09/2018	Jesnamol K Joy
Internship	Live Project	Amitech Solutions, 095382 05157	26/03/2018	08/09/2018	Sony Joseph
Internship	Live Project	Bluegen Solutions, 0495 4020221	26/03/2018	08/09/2018	Anumol PJ
Internship	Live Project	Bluegen Solutions, 0495 4020221	26/03/2018	08/09/2018	Darsana Mohanan
Internship	Live Project	Bluegen Solutions, 0495 4020221	26/03/2018	08/09/2018	Heera Angel Fernandez
Internship	Live Project	Bluegen Solutions, 0495 4020221	26/03/2018	08/09/2018	Jayasna Thomas
Internship	Live Project	Regional Technologies, 0495 4060453	26/03/2018	08/09/2018	Abisha KC
Internship	Live Project	Regional Technologies, 0495 4060453	26/03/2018	08/09/2018	Amrutha K
Internship	Live Project	Regional Technologies, 0495 4060453	26/03/2018	08/09/2018	Febina Felix
Internship	Live Project	Regional Technologies, 0495 4060453	26/03/2018	08/09/2018	Rinisha K
Internship	Live Project	Regional Technologies, 0495 4060453	26/03/2018	08/09/2018	Shani Kariyatan
Internship	Live Project	Regional Technologies, 0495 4060453	26/03/2018	08/09/2018	Sonumol Vargheese
Internship	Live Project	Riss Technologies, 0495 6999777	26/03/2018	08/09/2018	Neetha C
Internship	Live Project	Riss Technologies, 0495 6999777	26/03/2018	08/09/2018	Nithya C
Internship	Live Project	BTrac, Kannur, 85928 888900	04/06/2018	08/09/2018	Anuprasad AH
Internship	Live Project	Integos Intelligent Solutions, 080898 08905	04/06/2018	08/09/2018	Ajith KV

Internship	Live Project	Integos Intelligent Solutions, 080898 08905	04/06/2018	08/09/2018	Ashir Raju
Internship	Live Project	Integos Intelligent Solutions, 080898 08905	04/06/2018	08/09/2018	George Joseph
Internship	Live Project	Integos Intelligent Solutions, 080898 08905	04/06/2018	08/09/2018	Sreejith PP
Internship	Live Project	Integos Intelligent Solutions, 080898 08905	04/06/2018	08/09/2018	Alka Maria Tom
Internship	Live Project	Integos Intelligent Solutions, 080898 08905	04/06/2018	08/09/2018	Amala Sebastian
Internship	Live Project	Spinox Innovations, 09539 9539 46	04/06/2018	08/09/2018	Aiswarya Jose
Internship	Live Project	Spinox Innovations, 09539 9539 46	04/06/2018	08/09/2018	Anju KS
Internship	Live Project	Spinox Innovations, 09539 9539 46	04/06/2018	08/09/2018	Ayishabi NP
Internship	Live Project	Spinox Innovations, 09539 9539 46	04/06/2018	08/09/2018	Nishamol KC

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
National Institute for Social Empowerment	26/10/2018	Skill training	25

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5	3.59

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	17	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8217	2139243	24	9000	8241	2148243

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Prof. Johny Jose	Computer Networks	MS Word	16/08/2018

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	80	35	77	20		4	7	50	14
Added									
Total	80	35	77	20	0	4	7	50	14

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in

institutional Website, provide link)

Computer Lab Utilization: The HoD allocates the lab hours to different classes, in the time table. Teachers may take a batch of students to the lab, outside the regular class hours. For this, they check the availability of the lab with the lab technician. Students may work in the lab, outside the class hours. Here again, they take the permission from the lab technician. Students may also want to use the lab on holidays. In each class, there are few students who are trained to operate the control room of the lab. In their presence, the lab is made available even on holidays. **Maintenance:** The lab technician looks after the regular maintenance of the computing facilities. Maintenance beyond his expertise is handed over to outside mechanics, with due permission from the administrator. The UPSes and air conditioners are under AMC. **Library Utilization:** Library is open from 8.30 am to 7 pm on all working days. Librarian is available from 10 am onwards, to take care of the requirements of the library users. There are student members in the library committee, who will be available to open the reading section of the library, in the absence of the librarian. They are trained to switch on the UPS and computers in the library. **Maintenance:** Librarian sees to the weeding of unwanted books, binding of journals etc. **Computer centre Utilization:** The computer centre is used mostly outside the class hours. It is mostly used for accessing the internal cloud server for learning materials. Students can access the internal cloud from the library. The student representatives of the library committee arranges the availability of the same. **Maintenance:** Lab technician looks into the maintenance of the computer centre. **Class rooms Utilization:** A class room is allotted to a batch for all the three years of their study. Since all the class rooms are equipped with LCD projectors and green boards, they don't need to change the class rooms. **Maintenance:** The computer and LCD in the class rooms are maintained by the lab technician. He periodically cleans the LCD projectors, as they gather dust. **Sports facility Utilization:** Sports facilities are under the control of the administrator of the college. Whenever the college needs them exclusively for its use, request is sent to the administrator through the principal. However, for daily use of the playgrounds for playing a game that the students like, no permission is needed. Sports materials like table tennis, shuttle etc. are under the supervision of the placement officer. Students are free to use them during intervals and after the class hours. **Maintenance:** Maintenance of the sports facilities are taken care of by the administrator. **Power Supply Utilization:** The institute has a 70 KVA generator and 30 KVA solar installation. The solar installation is connected to the Kerala State Electricity Board grid. Generator is turned on when there is long hours of power failure. **Maintenance:** Maintenance of these facilities is managed by the administrator.

<http://www/dbc.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development	06/08/2018	42	Global Education Network, Germany

Remedial Coaching	03/09/2018	15	Institution
Communication skills	30/07/2018	42	Global education Network, Germany
Bridge courses	30/07/2018	15	Institution
Yoga and Meditation	06/09/2019	42	Global education Network, Germany
Mentoring	30/07/2018	42	Institution

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
4	15	8			

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	0	NA	NA	NA	NA
2019	0	NA	NA	NA	NA

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying	Reg no/ Rollno for the examination
No Data Entered/Not Applicable !!!		

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports day	Institution	49
Arts day	Institution	49

Quiz competition	Inter collegiate	200
IT Fest	Inter collegiate	200

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a democratically elected student council. It is composed of a Chairperson, Vice Chairperson (reserved for ladies), General Secretary, Joint Secretary, University Union Councillor, Fine Arts Secretary, Magazine Editor, General Captain, 1st Year Representative, 2nd Year Representative and 3rd Year Representative. The student council is a platform for the student community to associate in the administration of the institute. To achieve this, it brings out the opinions and requirements of the student community to the authorities and act as a link between the institute administration and students. It also aims to develop the career, personality and organizational skills of the students through cocurricular and extracurricular activities. This is achieved by organizing various events like sports day, arts festival, college day etc. and various training programs. The council has a member to represent the institute in the University. He/she attends the student council meeting at the University level. Students of this institute are represented in various academic bodies of the institute too. Being an affiliated college, designing the syllabus is outside the purview of the institute. However, the institute can enrich the curriculum with incorporating contents beyond the syllabus and add on courses. Students through the students' council play a significant role in this. They come to know about the additional academic requirements, when they participate in various seminars and tech fests. This is discussed in the students' forums and brought to the notice of the authorities through the student council. The Entrepreneurship Development Cell was born through such initiatives. Students are also part of the administration of the institution. They are represented in the library committee which looks into the library requirements, antiragging committee which plans out ways and means to facilitate the smooth transition of the freshers to a professional program, ethics committee which evaluates each of the major programs conducted in the institute, women's grievance redressal committee etc. Students also organize various events like the annual tech fest, rural camp, trekking etc. Students are represented in the IQAC of the institute.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

250

5.4.3 – Alumni contribution during the year (in Rupees) :

5000

5.4.4 – Meetings/activities organized by Alumni Association :

Chapter meetings in various cities and Gulf countries. Batch meetings in the institute by some batches.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has clubs like Entrepreneurial Development Club, Red Ribbon club, Bhoo Mitra Sena Club, FOSS club etc. Each club receives grants from the government agencies. The club members along with the staff coordinator plan and execute their activities. The management does not interfere in these activities. The office bearers of the clubs identify the requirements by consulting all the members and execute the decisions. For example, the FOSS club decided to provide training on kernel compilation and source code compilation. The club identified suitable resource persons, presented the details of the resource person to the members, fixed up suitable dates, got the permission to use the computing facilities and conducted the program. Proper accounts of the events are maintained. A similar procedure is followed by all clubs. The IT Fest organized by the student community is another example for participative management. It is a program in which more than 30 colleges from Kerala and Karnataka take part. Students form various teams, elect leaders for each team, plan and implement this event. They also raise a substantial amount of money to conduct the event. We have seen that our students develop leadership skills by involving in such activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Being an affiliated college, we follow the curriculum designed by the parent University. However, based on the feedback given by the alumni and employers, we include contents beyond syllabus in the University syllabus.
Teaching and Learning	The curriculum is well planned before the commencement of the semester. Course outcomes are defined for each course. Copy of the detailed semester plan is given to the students and also published in the learning management portal. Academic auditing is carried out to ensure that the plan is strictly implemented. The attainment of the COs are also checked.
Examination and Evaluation	The college conducts two internal examinations of 90 minutes duration and one model examination of 180 minutes duration. The course facilitator takes care to set the questions in the pattern of the University examination

	and also to check the attainment of the CO. Scheme of the questions are prepared by the teacher and discussed in the class soon after the exams. Results are also given within three days of the examination.
Research and Development	The seminars organized by the students in each semester has a research component. Advanced learners are encouraged to study and present recent research findings. Students also carry out two projects. Advanced learners are encouraged to carry out research projects.
Library, ICT and Physical Infrastructure / Instrumentation	The library is completely automated. Subscription to digital library and other digital facilities offered by AICTE is made use of. All teachers use ICT tools, effectively. College has also installed a learning management system. College also has adequate physical infrastructure for the overall training of the students.
Human Resource Management	The management makes every effort to train and retain its human resources. They are provided with adequate compensation and several welfare measures. Support for attending faculty development programs are in place.
Industry Interaction / Collaboration	College has established good relationship with industry. A full time placement coordinator is appointed to look into this. Some of the industries come to the campus only to pick up Don Bosco graduates.
Admission of Students	Wide publicity is given about our program, so that prospective students know about it. In addition, our alumni and parents act as our best advertisements.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	All plans and discussions regarding the development of the institution are electronically recorded and maintained. Copies of the same are circulated to those concerned, immediately after the planning meeting.
Administration	The academic administration is managed through the learning management system Moodle. All staff and students use it for various teaching learning activities.

Finance and Accounts	The financial matters are managed using Tally software. We have a centralized accounting software, used by all the Don Bosco institutions of Kerala and Karnataka. The accounts are also audited annually by chartered accountants.
Student Admission and Support	Students admission is partly managed by the e governance system of the state government. Details of the students admitted under management quota are added in our portal, along with the merit quota students.
Examination	Internal marks of the students are managed by the learning management system Moodle. The institute also uses Moodle to conduct quizzes, discussions etc.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Diljith K Benny	Outcome Based Education	ICT Academy	2000
2019	Shyni KA	Technology Clinic on AI	District Industries Centre	1000

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Quality enhancement through NAAC	Quality enhancement through NAAC	13/10/2018	13/10/2018	5	2
2018	Staff training by Bhoo Mitra Sena	Staff training by Bhoo Mitra Sena	26/07/2018	27/07/2018	1	1
2019	FOSS Kernel compilation	FOSS Kernel compilation	27/02/2019	28/02/2019	4	2
2019	Development of FOSS	Development of FOSS	12/03/2019	12/03/2019	4	1

	applicatio ns	applicatio ns				
2019	Teachers training program	Staff training program	29/05/2019	29/05/2019	5	2

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Bhoo mitra Sena training	1	26/07/2018	27/07/2018	1
Outcome Based Education	1	29/07/2018	29/07/2018	1
Quality enhancement through NAAC	4	13/10/2018	13/10/2018	1
Technology Clinic on AI	1	19/02/2019	20/02/2019	2
FOSS Kernel compilation	4	27/02/2019	28/02/2019	2
FOSS Application development	4	12/03/2019	12/03/2019	1
Staff training	4	29/05/2019	29/05/2019	1

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Adequate compensation, interest free loan, vehicle at 50 subsidized rate, maternity leave with salary, Provident fund, ESI, Additional increment for additional qualification, Annual picnic, Financial support to attend conference/workshops.	Adequate compensation, interest free loan, vehicle at 50 subsidized rate, Provident fund, ESI, Annual Picnic.	All additional programs are free of cost, medical insurance.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

At the beginning of each financial year, the principal prepares a budget and presents it to the management for approval. The utilization of the financial resources is evaluated at the end of the year. The accounts are maintained by

the administrative officer and audited by chartered accountants. Since the beginning of the college, the external audit of the college is done by M/s Thomas Co, Chennai. The last audit was carried out in May 2018. There were no audit objections. The administrative officer carries out an internal audit of the Society. He follows up the expenses and ensures that it is as per the approved budget. He also ensures that all the income and expenses are properly documented and posted.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individuals	60000	Organization of IT Fest, Flood relief and Scholarship

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	Yes	M/s Thomas 7 Co, Chennai	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Involvement in placement activities Involvement in various programs organized by the institute Participation in organizing social service programs

6.5.3 – Development programmes for support staff (at least three)

Training in administrative matters Support for higher qualification Training in areas of interest like web designing

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Academic audit Learning management system Stress on better placements Improved social involvement

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	International collaboration	09/06/2018	16/08/2018	15/11/2018	49

2018	Communication skills and soft skills training	09/06/2018	16/08/2018	15/11/2018	49
2019	Academic audit	09/06/2018	01/01/2019	04/01/2019	4
2018	Prana yama practice	09/06/2018	16/08/2018	28/06/2019	49

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
MCA	19/07/2018	19/07/2019	18	5
MCA	16/08/2018	10/10/2018	32	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
90

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	42
Ramp/Rails	Yes	42
Rest Rooms	Yes	42

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	3	02/06/2018	1	Seedling preparation	Environmental	15
2018	5	5	27/09/2018	1	Entrepreneurial training	Employment	42
2019	3	3	08/02/2019	1	IT Fest	Leadership training	42

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
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Roles and Functions	31/07/2018	A manual on the roles and functions was prepared for the staff of Don Bosco College.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
River cleaning	15/09/2018	15/09/2018	30
Orphanage visit	16/02/2019	16/02/2019	42
Rural camp	16/03/2019	16/03/2019	42
Yoga	21/06/2019	21/06/2019	42

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Installed solar panels to meet the entire power requirement of the institute. Planted several trees in and around the campus and maintained them. Most of the office procedures are paperless. Campus is plastic free. Water harvesting is done.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Yoga (breathing exercise) on everyday by all staff and students, before beginning the class. Social sensitization through involvement of all staff and students in the social needs of the villagers.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
<http://www.dbc.ac.in/index.php/bestpractices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In line with its vision and mission, the institution fosters spiritually mature graduates. In order to achieve this, the college has several plans of action. The college has a mentoring system whereby each student is cared by a faculty. The faculty meets the students periodically, listens to him/her and guides him/her in academic and other activities. The college also has a full time professional counselor, whose services are available to the students. There is also facility available for spiritual guidance, for those who want. The college arranges Holy Mass for the catholic student and value education classes for the others, every month. There is also an annual retreat for four days. These exercises are aimed at the spiritual improvement of the students. On a deeper level, the college encourages all staff and students to practice yoga. Training for the same is given to all interested. The staff and students begin the day with a prana yama session.

Provide the weblink of the institution
<http://www.dbc.ac.in>

8.Future Plans of Actions for Next Academic Year

Don Bosco College is completing five years as an accredited college. The accreditation status and support by NAAC has helped the college to achieve greater heights. The parent University has endorsed Don Bosco College as a model college for the other affiliated colleges of the University. However, there are

many areas to improve and strengthen. Our future plans are elaborated below. Ensuring affordability and accessibility of education. Higher education is becoming expensive. This deters the marginalized from joining higher education institutes. Currently the management offers financial support to about 10 of the students. There is also a corpus fund to help poor school children from the neighbouring villages. Don Bosco College intends to set up a corpus fund, with the help of well wishers, to enable more marginalized youth from various sections of the society to enter into higher education. Don Bosco institutions are established to care for the weaker sections of the society. These sections of the population require several support programs, besides education. Currently the college supports the local society in helping to construct houses, cleaning the villages, creating awareness about healthy practices etc. We intend to extend the outreach activities. The college intends to introduce ebased system for all administrative processes like admission, class room management, examination and results, etc. The new system will enable the parents to take note of the progress of their wards, through the web portal. The liaison among the stakeholders like students, teachers, parents, alumni, employers etc. need strengthening. This is another planned activity for the next five years. The support for advanced learners is not enough. The next five year period will ensure special programs for such students. We also want to introduce training for competitive examinations, so that the advanced learners will be able to reach better heights. The interaction of Don Bosco College with other higher education centres is not satisfactory. We wish to improve interinstitutional collaboration. The college also intends to organize more seminars and workshops. This also has the aim to encourage more entrepreneurs from the college. The teaching and nonteaching staff members require more training programs. Suitable resource persons will be identified and programs will be offered so that the teaching and nonteaching staff members will be better empowered. The college has taken much care to protect the environment. We intend to enter to more green initiatives.