



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		DON BOSCO COLLEGE MANNUTHY
• Name of the Head of the institution	Dr. Fr. Joy Ullattil	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	04872373730	
• Mobile no	9496349308	
• Registered e-mail	dbcqiqacmty@gmail.com	
• Alternate e-mail	dbcqiqac2122@gmail.com	
• Address	Don Bosco College Mannuthy, Ollukkara	
• City/Town	Thrissur	
• State/UT	Kerala	
• Pin Code	680651	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Calicut				
• Name of the IQAC Coordinator	Antony P James				
• Phone No.	9496349308				
• Alternate phone No.	04872371337				
• Mobile	9496349308				
• IQAC e-mail address	dbciqacmty@gmail.com				
• Alternate Email address	dbciqac2122@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://dbcollegemannuthy.edu.in/iqac/aqar				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://dbcollegemannuthy.edu.in/downloads/college_calendar				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.68	2021	14/12/2021	14/12/2026
6.Date of Establishment of IQAC			29/05/2019		
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	
0	0	0	0	0	
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	11	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Faculty Fdevelopment Programmes		
Academic Audit		
Add on Courses		
Mentoring		
Slow Learners and Advanced Learners club		
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
Faculty Development Programmes	Conducted Faculty Development Programmes focusing on Outcome based education ,student centric teaching and learning strategies, ICT enabled teaching
Academic Audit	Conducted Academic Auditing for all departments
Add on Courses	10 certificate / Value Added courses are started
Student centric methods and Carrier counselling programmes	increased the number of Student centric methods and Carrier counselling programmes
Scholarships	increased the number of institutional scholarship
Initiative for Creation and transfer of knowledge	conducted various programmes for creation and transfer of knowledge
Extension programmes	conducted various extension programmes
Commencement of new programmes	Took initiative to commence new programmes for the next academic year. One new Programme B.Sc. Mathematics started
Regular meetings with department faculty representatives	Conducted regular meetings with department faculty representatives to ensure the quality of various activities of the college.
Carrier development programmes and placement	conducted various development programmes have been conducted for students and students are placed in various companies
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Council	02/08/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	19/03/2022

15. Multidisciplinary / interdisciplinary

The New Education Policy targets to deliver quality and equitable education to all youngsters in India. The New Educational Policy emphasizes on five props: Access, Equity, Quality, Affordability and Accountability. In line with NEP, the institution has come up with several ways to cultivate the flexible pupil. Apart from offering regular programmes under Choice Based Credit Semester System, the institution conducts various Add on Programmes in linking with present drifts. Various sessions on multidisciplinary areas such as Science and Commerce, awareness programmes on COVID-19, gender sensitization programmes etc. are given outstanding prominence. Department wise and association based events are structured to train multi-dimensional intellectual among learners. Several programmes were organized to inculcate the social Commitment to students through various clubs, associations Unnat Bharat Abhiyan and NCC, etc. Don Bosco College Mannuthy , is ready to conduct Multidisciplinary/interdisciplinary programmes, student and faculty exchange initiatives to enhance the quality of education.

16. Academic bank of credits (ABC):

Academic Bank of Credit is a national-level credit-based, student-centric, and highly flexible digital platform for students to store their educational credits received from different standard Higher Educational Institutions . The execution of Academic Bank of Credits into the curriculum permits educational institutions to lodge and preserve the truthfulness of the credits. It also keeps the authenticity and confidentiality of student credits, helps in easy credit transferal over digital manner, and enables quicker credit recognition. Don Bosco College Mannuthy is an affiliated college under the university of Calicut, so university approval is compulsory in executing ABC in our institution. The latest regulations of the University for UG as well as PG programmes contain audit courses, getting of extra credits by students who participate in activities like NCC, NSS, Swacch Bharath, Social Service Programme, etc., grace marks to students who participate in

cultural events, sports and college fitness education programmes. Our Institution has stimulated the students to enrol and successful completion of courses like SWAYAM, NPTEL, etc.

17.Skill development:

Don Bosco College Mannuthy formulates various clubs and associations for the skill development of our students. Students participate in the decision-making process of selecting activities to be organized by the departments like seminar, workshop, value added courses, etc. through discussions. Each department has an association consisting of student representatives and a faculty member as an advisor to discuss and decide the various skill development programs to be conducted. Various clubs are present in the college since many years. While faculty members provide mentorship it is the student body, with a hierarchical structure that provides leadership and functioning to the various clubs. They invent new events, coordinate execution and do the evaluation for the skill development and for the better performance. The presence of these various programmes and experiential learning via industrial practice or internships are helped the students to improve the quality of education.

The institution maintains students to start curriculum enhancement courses throughout their graduation. This contains options to increase their soft skills, communication skills, professional skills and research skills. The institution offers certificate courses and add on programmes. Don Bosco College Mannuthy targets to start skill development projects in association with the state and central government agencies.

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

Malayalam and Hindi are the Indian languages imparted in our campus. Celebration of Malayalam day , Keralapiravi, Hindi Diwas, all are meant to instruct national soul in the youth. Cultural days like Yoga day, Onam, Christmas, women's day are organized where students play a vital role in planning and execution that foster leadership qualities. The social benefits of festivals are less visible, but they are just as important. It is fair to say that festivals foster community pride, teach people, and strengthen relationships. National days like World Environment Day, International Day against Drug abuse and Illicit Trafficking, International Day in Support of Victims of torture, Indian Independence Day, National Teacher's Day, World Literacy Day, World Cancer Free Day, World AIDS Day, etc. are celebrated.

The festivals provide an opportunity for students to respect and participate in events that are not their own. And, they also ensure that students get to showcase talents - for instance, preparing Pookalam on Onam celebration day, rendering songs or staging dances. This also promotes harmony among different sections of students, bridging the linguistic and regional barriers. Celebrating cultural or religious festivals in academic institutions is a learning experience - students get to learn about the festival, the reason for the celebration and its significance. International days are occasions to educate the general public on issues of concern, to mobilize political will and resources to address global problems, and to celebrate and reinforce achievements of humanity.

International days are occasions to educate the general public on issues of concern, to mobilize political will and resources to address global problems, and to celebrate and reinforce achievements of humanity. Universities and colleges, more generally, citizens, make an international day a springboard for awareness raising actions. June 21st is celebrated as world Yoga Day and World Music days, days which are widely celebrated with special events here in the college. As the college believes in the cooperation and collaboration of all, interreligious events and festivals are celebrated and special events are created to foster the spirit of diversity and unity among religious believes.

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

Outcome based education is an educational methodology where each aspect of education is organized around a set of goals (outcomes). Our college and every department has its own Vision and Mission. Each department framed Programme Outcome(POs), Programme specific outcome(PSOs) and course outcomes(Cos) in strict compliance with the objectives of Outcome Based Education(OBE).These objectives are formulated after rigorous consultation with all faculty and stakeholders. The approved statements are widely propagated and published through various means such as Displayed in the Institutional Website and communicated through Curriculum/regulation book, Classrooms, Department Notice board, Students Induction Programme, PTA and Alumni Meetings and also through the Library.

The POs and PSOs of our courses are adopted without any alternation given by the universities.

The following mechanism is followed by the institution to communicate the learning outcomes to the

teachers and students.

- Graduate attributes are described to the first year students at the commencement of the programme.
- Learning Outcomes of the Programs and Courses are observed and measured periodically. The Programme Outcomes are specific rather than narrower statements that describe what students are expected to know and be able to do upon the graduation. These relate to the skills, knowledge, and behaviour that students acquire in their matriculation through the programme. The Programme Outcomes can be attained through the attainment of Course Outcomes of the courses pertaining to that programme.

Programme Outcomes (POs) contain creating and developing among students aptitude/ skill/ ability/ capacity for

I. Employment

II. Critical thinking

III. Social Awareness and Interaction,

IV. Political Consciousness,

V. Ethics and Responsible Citizenship,

Programme Specific Outcomes (PSOs) and Course Outcomes (COs) include producing among students:

I. knowledge and skill of the subject

II. awareness of and sensitivity to local, national and global problems related to deprivation, socio political issues, gender, environment, and discriminatory and exclusionary practices

20.Distance education/online education:

Distance education, also known as distance learning, is the education of students who may not always be physically present at a school, or where the learner and the teacher are separated in both time and distance.

In Don Bosco College Mannuthy, various digital platforms were enormously used for fetching classes, for festivities, for leading meetings, webinars, workshops and Faculty Development Programs. The different gears used by the faculty are Google Classroom, Kahoot, Zoom, Webex, Microsoft Teams etc. videos and presentations are used

as teaching and learning supports. Now Assignments, and seminars are valuated through online. Faculty discoursed that online learning facilitated to certify remote learning, it was manageable, and students could usefully contact teachers and teaching materials. Don Bosco College Mannuthy conducted several online classes and several online programmes. In Future, Our institution is ready to conduct various programmes through online mode.

Extended Profile

1.Programme

1.1	204
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	815
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	308
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	267
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	42
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	46
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	163.64
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	82
Total number of computers on campus for academic purposes	
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	
<p>Being an affiliated college, implements the curriculum as prescribed by the University of Calicut and the following processes are planned and deployed.</p> <ul style="list-style-type: none"> Meeting with the various department <p>At the beginning of year, Principal conducts the meeting with various Hodsto develop strategies for effective curriculum implementation</p> <ul style="list-style-type: none"> Innovative teaching methods 	

Teachers are encouraged to impart the curriculum through innovativeteaching methods (presentations, assignments, discussions, workshops, seminars and industrial visits)

- Annual academic calendar, Lesson Plan and course plans

At the start of academic year academiccalendar is prepared. During the semester faculty members prepare, monitorand confirmLesson Plan and course plans

- Orientation and Refresher Courses, Workshops, Seminars andLearner centric techniques

The Management encourages the faculty members to participate inOrientation and Refresher Courses, Workshops, Seminars.

Various Learner centric techniquesare conducted

- Library

College provides books, reference materials (journals,magazines, & software) to enable teachers to ensure effectivecurriculum delivery

- Continual mechanism andInternal examinations

The teaching and laboratory plans are approved by HODand communicated to students by respective course teacher.Academic performancecontinuously monitored byinternal and model practical examinations

- Mentoring

Teachers are allocated as Mentor and conducts monthly meeting

- Bridge courses &Add-on courses

Bridge courses are organized and conducted for first yearstudents. Add-on courses enable the students to be capable ofdeployment in the coming job scenario.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dbcollegemannuthy.edu.in/TeachingLearning/t_1

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

The academic calendar is prepared through the meeting of HODs and Dean with principal. They discuss in detail and approve with correction if any required, before commencement of the academic year. The Academic Calendar serves as a source of information and planner for students, faculty, staff, and other related persons of the college. The academic Calendar lays down a very strong foundation for academic delivery. It declares our vision and mission. It, designed in accordance with the academic calendar of the University of Calicut, takes into consideration the holidays and vacation. The Academic Calendar is published also in print format along with the Handbook. As a single unit it provides rules and guidelines, syllabus, curriculum, contact points for the students.

The major activities included in the academic calendar include: Commencement of the year and various semesters, syllabus rendition and completion, Month wise working days, cumulative number of working days, Govt. Holidays including Sundays, Dates of Curriculum activities, Dates of National Celebrations, Proposed dates of internal examinations, Faculty meeting, Workshop/seminars/FDP programmes of various departments and the college as a whole; Department-wise Industrial visits, Club Activities, Association programmes, important contact numbers and other such details, important policy frameworks especially regarding ragging, substance abuse, career options and guidance programmes etc.

The academic calendar provides information to the students, faculty members and parents about various programmes scheduled for the year.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://dbcollegemannuthy.edu.in/committees/examinationcell

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

10

File Description	Documents
Any additional information	View File
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)

30

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

321

File Description	Documents
Any additional information	View File
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 institution is committed towards indoctrinating the values and ethics for the students to transform them into socially responsible proficient engineers to serve the nation at large. Educating students on environment and sustainability is deemed of prime importance in the highly polluted world. Though the institution is not authorized to alter or integrate any course in the curriculum, it is authorized to choose the elective subjects apart from the core subjects for each semester. The curriculum prescribed by the university has a large number of elective subjects covering wide range of topics of current needs and interest. Thus the departments have the liberty to choose the elective subjects to inculcate the knowledge they deem as mandatory like human values, ethics, environment, pollution and soon. The new curriculum has a provision where one subject per semester can be prescribed by the college for each department and each year of study. The syllabus has to be framed by the institution and get approved by the university. The

following courses describe professional ethics MC1C3 ACCOUNTING FOR MANAGERIAL DECISIONS BCM3B04 CO-OPERATE ACCOUNTING BCM5B07 ACCOUNTING FOR MANAGEMENT BBVD01: HOSPITALITY MANAGEMENT BCM1B01 BUSINESS MANAGEMENT BCM6B13 AUDITING AND COOPERATE GOVERNANCE CM5B11 BUSINESS INFORMATION SYSTEM BCM4A13 ENTREPRENEURSHIP DEVELOPMENT BBA2B03 MARKETTING MANAGEMENT BBA6B12 ORGANIZATIONAL BEHAVIOUR Course in Human values BBVIB14: CONSUMER BEHAVIOUR BBVIB13 HUMAN RESOURCE MANAGEMENT MCICI: BUSINESS ENVIRONMENT (MCICI) Environmental education aims to: provide opportunities to acquire the knowledge, values, attitudes, commitment and skills needed to protect and improve the environment.

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

32

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

251

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://dbcollegemannuthy.edu.in/welfare/fc
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	View File
URL for feedback report	https://dbcollegemannuthy.edu.in/welfare/fc

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

299

File Description	Documents
Any additional information	View File
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

202

File Description	Documents
Any additional information	View File
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

Nature of support to Slow Learners A slow learner is a child who could be with a below average intelligence, whose thinking skills have developed significantly more slowly than the norm for his/her age. Characteristics of Slow learners:

- Function at ability but significantly below grade level
- Have a poor self-image.
- Attention span is very short
- A Slow learner has difficult in higher order thinking or reasoning

Strategies Taken:

- Remedial Teaching classes should be provided for these learners .
- Basics of the subjects were cleared through remedial classes
- Notes on important topics were provided.
- Repetition helps to make one concept concrete.
- Start by asking questions what they know and build their knowledge confidence by teaching some familiar material.
- Try to relate the topic to the real life situation.
- Simplification of aspects

- Special attention
- Constant evaluation
- Change their seat to promote attentiveness

Impacts observed:

- Weak student's performance level was improved in University Exams
- Confidence level increased.

ADVANCED LEARNERS Advanced learners are identified based on the performance in University Examination of previous semester and internal examinations. Strategies Taken:

- Monitor the students' academic excellence regularly.
- Provide individual attention.
- Conduct regular exams, Group discussions, Quiz competitions etc.
- Enhance Student's memory.
- Teach students to over-learn material
- Teach students to be active readers
- Provide retrieval practice for students
- Give Reference Books and links.
- Help to study with additional notes and materials.

Impacts observed:

- Improve their self-confidence.
- Students got good scores in competitive exams.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/TeachingLearning/t_1
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
815	42

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

Participatory approaches to learning Participatory approaches to learning are active approaches that encourage students to think for themselves. Students actively contribute to teaching and learning, rather than passively receiving information from experts. Our approach encourages Students to share information, learn from each other, and work together to solve common problems. Student centric learning College considers students as the focal point around which the planning and delivery of the curriculum happens. The entire academic process and assessment is designed to be student centric. The college facilitates all possible efforts for development of students through various forums like associations and clubs. The student centric teaching is promoted by ensuring classroom environment to be learner friendly. Students skill development Associations and workshops conducted by each department give students immense opportunities to develop their skills. Several seminars and awareness programs conducted by various departments are occasions on which students can interact with resource persons and gain knowledge. Participation of students inside the classroom Lectures, Group discussions and brainstorming methods are used to enhance the full participation of students inside the classroom. Assignments and seminar presentations also gives opportunities for students to learn the topic by themselves and to effectively participate in learning process. Actively participation in learning process Industrial / Field visit conducted in the middle of academic year is also an opportunity for students to actively participate in their learning process.

The well-equipped Computer and Electronics lab Facilitates enable students to gain practical knowledge along with the theoretical knowledge.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://dbcollegemannuthy.edu.in/facilities# Computer-lab

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

The usage of ICT in education replaced the conventional mode of textbook learning into student centered learning. Virtual Classrooms: The concept of virtual classroom is made it possible for learners to tackle the features of the internet to create a meaningful and constructionist learning environment. Faculties use applications like Zoom, Google meet, WebEx, WhatsApp and other such applications to conduct online classes. Faculties use platforms like Google classroom to create classes, distribute assignments, grade and send feedback. Online quizzes are also used to assess students after online sessions. Faculties use Google forms to get instant feedback from learners regarding the classes. Youtube channels started by faculties of different departments ensure that the students can access the course material at any time as per the need. These channels can be also accessed by anyone outside the institution, so it makes learning more flexible and open. ICT enabled classroom Faculty use ICT enabled classroom, seminar hall and AV hall with audiovisual systems and Wi-Fi facilities for student centric learning through PowerPoint Presentations, e-learning platforms, films and deployment of other innovative programme media. Study materials are shared with students through Google Meet Google drive and WhatsApp groups. Students can access various e-books and e-journals from the College library. College also encourages students to take various online courses through Coursera , Swayam and NPTEL which will help the learners to learn according to interests and profession.

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

42

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

42

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

1

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

225

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college adheres to the University norms in order to conduct the Continuous Internal Evaluation (CIE)

CIE system at the institutional Level The question Papers of the internal examinations are designed and implemented by the respective departments with the guidance of the examination cell. • Two sessional examinations are conducted by departments for each course. Paper presentations are arranged .Home assignments are allotted and evaluated. Viva-voce is arranged for the final year students All Examination related notices are displayed on the college notice boards and in the college website. Internal Assessment Mechanism

- Students are first informed at the time of admission about the conduct of internal assessment and its significance detailing all the components of the assessment and marking system as well as the type of examination to be conducted.
- After the internal examinations are over, teachers evaluate the answer scripts and submit the marks lists to the head of the department who in turn submits these marks lists to the Vice Principal of the college who heads the Internal Examination Committee. Results are made available to students.
- The following are the components of internal assessment and distribution of marks thereof: i). I Internal Examination (20) 05marks ii). II Internal Examination(80) 05 marks iii) Home-Assignment/ Seminar/ Group Discussion 05 marks iv) Class attendance 05 marks So, out of the 100 marks allotted to each paper, total 20 marks are earmarked for internal assessment. Internal marks secured by students are properly documented by the examination cell and published on the college notice board.

File Description	Documents
Any additional information	View File
Link for additional information	https://dbcollegemannuthy.edu.in/committees/examinationcell

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

College adheres to the evaluation process of the university while trying to reform methods to better student utility. Grievance redressal on internal examinations The college has a well-organized mechanism for redressal of internal examination related grievances. There is complete transparency in the internal assessment. A: Grievances related to internal examinations: At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared and communicated to the students well in advance. The assessed internal test papers are shown to the students for self-assessment. In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. Internal examination in-charge itself looks after the complaints or grievances related to examination. Students have the freedom to use the complaint box. The principal and examination cell coordinator keeps track over the overall conduct of examinations. As the aim of the examination is not to find out the missing link, but rather to grasp the level of comprehension of the material inculcated, the college reassures that every mechanism of redressal are poised towards the better prospectus of the student body, while not disrespecting the university order. The Examination Cell does this efficient service.

File Description	Documents
Any additional information	View File
Link for additional information	https://dbcollegemannuthy.edu.in/committees/examinationcell

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.

Our college and every department has its own Vision and Mission. Each department framed Programme Outcome (POs), Programme specific

outcome(PSOs) and course outcomes(Cos) in strict compliance with the objectives of Outcome Based Education(OBE). These objectives are formulated after rigorous consultation with all faculty and stakeholders. The approved statements are widely propagated and published through various means such as Displayed in the Institutional Website and communicated through Curriculum/regulation book, Classrooms, Department Notice board, Students Induction Programme, PTA and Alumni Meetings and also through the Library. Programme Outcome (POs) And Programme Specific Outcome(PSOs) The POs and PSOs of our courses are adopted without any alternation given by the universities. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- Graduate attributes are described to the first year students at the commencement of the programme.
- Learning Outcomes of the Programs and Courses are observed and measured periodically.

- Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the Institution website for reference.
- The students are also communicated about the Programme outcomes and Programme Specific Outcomes through Tutorial Meetings. Course Outcome(COs) Course Outcomes are designed and established at the university level, we can review the Course outcome of all the courses at the Institutional level. Clearly written course-level and module-level outcomes are the foundation upon which effective courses are designed. Outcomes inform both the way students are evaluated in a course and the way a course will be organized. Programme outcomes based on relevance.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dbcollegemannuthy.edu.in/downloads/poscoc
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.

Evaluation and the level of attainment: Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through CIE, End Semester Examinations and personal interaction. Attainment of these outcomes is GOOD.

Departments organize departmental seminars, surveys, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time. Active participation of students in activities of departments attests to their sense of Ethical and Responsible Citizenship. The attainment is satisfactory evidenced through their responsible contribution to Department activities. The number of alumni who qualify in various competitive examinations, or are employed in various organizations attest to accomplishment of the outcome of employability Attainment of Course Outcomes: Appraisal tools are categorized into two methods to assess the course outcomes:

- The direct method displays the student's knowledge and skill on their performance in continuous internal assessment tests, semester examinations, classroom assignments, etc. To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject.
- The indirect method displays the student's participation in seminars done by inter college and intra college programmes, and is their carrier based on their courses studies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://dbcollegemannuthy.edu.in/downloads/poscoc

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

212

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	https://dbcollegemannuthy.edu.in/about#cr

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://dbcollegemannuthy.edu.in/uploads/NAAC/202212267903dbcagar21222.7.1adl.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)

0

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)	No File Uploaded

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

0

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

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)	No File Uploaded
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

A culture of innovation is being formed and an ecosystem where students and teachers partake in the utilization of resources and facilities to avail the same.

We have following facilities to improve students knowledge level and helping for their research needs. a) GENERAL COMPUTING LAB:
Location: Arts block

Facilities: academic and Research facilities for general computing and for the PG students. b) COMPUTER SCIENCE LAB: Lab having a well-equipped and spacious laboratory with 40 networked computers and supports equipments like Servers, Printers, UPS.

Location: Science Block c) ELECTRONICS LAB: The laboratory is equipped with the latest facilities in Raspberry Board, Arduino Uno Development Board, Microcontroller 8051 Kit, Microprocessor 8085 Kit, CRO, Function Generator, Power supply, active and passive components

and several demo circuits.

Location: Science Block d) LANGUAGE LAB: Language Lab provide adequate resources for learning languages and becoming proficient in handling the same.

Location: Arts Block Clubs: The presence and grouping of students into various clubs and the group experience provided create an ecosystem of mutual development for the students and the staff. MOU for knowledge sharing is to facilitate various activities for academic, research and knowledge transfer. The goal is to foster collaboration and provide opportunity for global experience and enhance advancement of knowledge. We get into such understanding with possible entities from the educational, business and service sector. The outcome expected and assured is the availability of the best in the market for the growth of the students and the sharing of facilities available in the campus with the stake holders and those in the education community of the society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dbcollegemannuthy.edu.in/igac/mou

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

4

File Description	Documents
Report of the event	View File
Any additional information	View File
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)	No File Uploaded
Any additional information	No File Uploaded

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

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

0

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

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

13

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

Community Social Service The college promotes the holistic

development of the students through CSS for students, as an extension activity at collegiate level, which makes the students aware of their duties and responsibilities to the society by sharing and caring. It is organised under one co-ordinator supported by advisors as member co-ordinators. The faculties also have involvement in the activities. We jointly took responsibility for encouraging and empowering people to take a lead in their own lives and manage their own health and well-being. Pain and Palliative Care Society PPCS is a registered organisation which provides support to the life of people suffering from prolonged debilitating illness by hospice, day-care centre, home care, and rehabilitation projects. District Hospital, Thrissur have a well-equipped dialysis unit which mainly focus on the needy people in the society. CSS unit of Don Bosco college were always with the pain and palliative care unit as well as dialysis unit of Thrissur medical college by extending our helping hands.

DREAM is a right-based initiative from BREADS (Bangalore Rural Educational And Development Society). The project aims at enabling students to say NO to substance use and break free of any addictions.

CYRC-CHILD AND YOUTH RESOURCE CENTRE

An outreach programme in collaboration with ESAF- creating art expands a child's ability to interact with the world around them, and provides a new set of skills for self expression and communication for children and youth

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/committees/communitysocialservices
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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

2

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

129

File Description	Documents
Report of the event	View File
Any additional information	View File
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**

64

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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**

23

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Accessibility and location: It is situated on the National Highway 544 in Mannuthy at the intersection of the National Highway and the bypass, which is easily accessible for students from three districts, viz. Thrissur, Ernakulum, and Palakkad and beyond, with public transport facilities cruising every 2-3 minutes, the college is easily accessible by all. We are only 8 kilometres distant from

the Railway station, and roughly around 80 Kms from the Airport.

Class Room: All the classrooms in the various departments are provided with necessary facilities like green/blackboard, a platform for the faculty, desks, benches and sufficient number of lights and fans. The institute has well ventilated class rooms, with WI-FI facility for ICT enabled learning.

Other Facilities: The institute has a reliable public address system.

Central Library: The central library boasts with a Digital Library with computers to access the e-learning resources where all the Computers are connected through LAN.

Auditorium: A multipurpose auditorium with a 750 seating capacity is available to conduct joint sessions for students.

Laboratories: The institution has modern, well-equipped laboratories with the latest equipment and software for all the programmes. Each laboratory is maintained by faculty members and lab assistants.

Multiple Power Supplies: State Electricity Board provides regular electric power to campus. Besides that, Solar Power generation connected to grid, Generator power generation, UPS and battery based power conservation etc. are available.

Offices: For efficient college administration, offices are set in place for the manager, Principal, Administrator, Vice-Principal, EDP cell, IQAC cell, College Office and such other.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dbcollegemannuthy.edu.in/facilities#classroom

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

Infrastructure and Facilities: Two open grounds for the outdoor sessions. One is facilitated with high quality grass carpet, with automatic watering and drainage system with amenities for a sevens' football game. With side galleries and ample space for warming up and caring for the probable injured, together with the facility for players in waiting to stay prepared are also made available in the ground itself. We boast about the presence of a highly trained college football team each for gents and ladies. There is another open ground where all other games and athletic activities are held. With regard to the indoor facilities we have a well-furnished auditorium with badminton, table tennis, chess, and caroms together with other small games ready and usable for the students and faculty. Our students are regular with their competitions at the university level. Cultural activities The auditorium with a seating

capacity of 750 with a balcony facilities the organization of cultural programmes. Cultural activities are an integral part of enjoyment and entertainment, as a means of creative expression, for personal growth and the pursuit of excellence. The Cultural Club of the institution aims at identifying bringing out the hidden talents of the students. It encourages and brings out the artistic capabilities of students. The college fests and inter-collegiate events are poignant with mesmerizing events. Various Clubs The presence of various clubs promote and motivate the students towards extra-curricular activities. Intra and inter collegiate fests are organized by various departments and clubs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dbcollegemannuthy.edu.in/facilities

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

24

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dbcollegemannuthy.edu.in/TeachingLearning/ict
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)

16.58160

File Description	Documents
Upload any additional information	View File
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)

Location:Ground floor of arts block.The property counter and gate entry are close to the entrance.The new arrival display and faculty publication array are placed near the entrance.Facilities such as reference shelf,circulation counter,camera facility,reading room,periodical display,stack area etc.are provided here.Fully automated and providing digital library facilities,it has 5 computers,wide variety of books,journals,newspapers,CD's,previous year's question papers,records,coin and stamp collections etc.Number of books in stock are 10150,7 journal 4 periodicals and 3 newspapers.Library rules and main classes of subjects are displayed near the counter.All books are barcoded and their issues recorded using scanners.

Special collection of books such as NET coaching,competitive exam books,dictionaries,encyclopaedias,yearbooks etc.are available.Newspaper clippings service provides a window in to the various activities in college.

Issue return process:

Fully automated and manual cards are also maintained for a double check.We useKOHA as our ILMS software in its fully automated version.

Specifications:KOHA,Version:18.11.05.000;Year of Automation:2019.

OPAC (Online Public Access Catalogue) system is employed in the library instead of card catalogues.The bibliographic records of documents available in the library can be accessed through Web OPAC.Being a GREEN LIBRARY,where additional oxigenization provided for the students through indoor medical plants.There is the facility for inter library loan system for the needy with a loan policy

working hours:8:30 am-4:00 pm on all working days

book Transaction time-8:30 am-3:30 pm

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://dbcollegemannuthy.edu.in/library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	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)

20.37

File Description	Documents
Any additional information	View File
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

29

File Description	Documents
Any additional information	View File
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 entire campus is monitored by CCTV facility. The college is facilitated with 82 computers that are accessible to the students as well as the staff for academic and cocurricular activities. Printers are arranged in the offices, staffrooms, library, reception and accounting section. The required count of computers is maintained as per prescribed norms. College management systems are installed in the campus capable of handling all requirements, including messaging system to the parents of the students.

Network Security: We follow appropriate safety standards for protecting information against generic threats posed by computer hackers and intruders. Remote access to computing facility is limited to only authenticated users. Appropriate firmware settings are done.

Risk Management: The institute's IT assets such as website, E-Resources, campus automation system etc., are protected through Quick Heal antivirus.

Open Sources Resources: For judicious utilization of fund as well as not to violate licensing agreement in use of advanced software tool the College emphasizes and uses free and open source software as per the guidelines of the University.

LAN Facility: Both Ethernet and Wi-Fi with broad band using optical fiber cable internet facility are available in all the departments and office building. LAN is available at 100 MBps speed.

Upgrading IT Infrastructure and Associated facility: The College Council reviews the IT infrastructure basing on the IT policy of the college and recommends the necessary up-gradation as per the requirements. IT infrastructure strategies are developed as per the guidelines of the Calicut University from time to time. Wi-Fi connectivity provided on entire campus is upgraded periodically.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dbcollegemannuthy.edu.in/TeachingLearning/ict

4.3.2 - Number of Computers

82

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

21.67

File Description	Documents
Upload any additional information	View File
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.

Civil Infrastructure Maintenance: Adequate human resources is appointed exclusively for maintenance of campus infrastructure. There is inhouse maintenance assistant, 24 x 7, as electrician and plumber to ensure uninterrupted infrastructure facilities.

We have an Annual maintenance contract for lift maintenance is signed with 'Axiomata Elevators'

Security of the Institute is assigned to external agency.

Maintenance of Equipment & Computing Facilities: The institute has dedicated staff that overlooks routine computer maintenance, software installations, networking. **Library Stock Maintenance System**
Collection of Stock: Library is holding the physical collection books, print journals/Technical magazines of national reputation and having CDs/DVDs as a part and parcel of its collection. **Arrangement of Stock:** The stacking arrangement of the books in the library is been done with the help of Dewey Decimal Classification and it is been arranged according to the branches/courses the institute runs respective guide cards displaying the subject name and location code on each stack is been placed for easy searching of books in less time. To keep a proper track & maintenance of the library books, conducts the physical stock verification of books with the help of 'Bar Code Technology' using library management software KOHA in the month of May every year, during vacation time so as not to trouble the students.

Playgrounds: The institute boasts for natural grass and mesh-protected large ground and another large open ground for games like Football, Cricket and other. Maintenance of all these Sport facilities are taken care of by physical instructor under the guidance of Administrator

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.dbcollegemannuthy.edu.in/about/policies

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

26

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

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

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

67

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://dbcollegemannuthy.edu.in/events
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	
17	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
17	
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	A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

17

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

34

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

0

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

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)

Class Representatives:In every academic year, two students from each class are elected.The role of the class representative is to bridge the gap between the student body and the Class Teacher.

Associations:.Each department has an association consisting of student representatives and a faculty member as an advisor to discuss and decide the programs to be conducted.Students participate in the decision-making process of selecting activities to be organized by the departments likeseminar,workshop,value added courses,etc.through discussions. **Club Activities:**With a hierarchical structure that provides leadership and functioning to the various clubs.They invent new events,coordinate execution and do the evaluation for better performance. **Social Service wing:**Under the mentorship of the faculty,students get involved in fundraising>manual involvement and project coordination for the various activities of the social wing. **Student Council:**The college has a Student Council formed through the presidential mode of election whichis conducted as per the University Rules and Regulations.Council is involved in the following activities:**Arts,Sports,College day,Publishing College Magazine and celebrations like Onam,Christmas,etc Student Feedback:**Students give feedback about departmental activities and academic matters to principal through offline and online modes.

College follows an open system for all the activities and students are free to express their grievances through grievance and redressal cell.Women students have representation in women empowerment cell and welfare committee of the college.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/committees/studentsunion
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

2

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 main aim of alumni is to build an official association binding the alumni, teachers and students together. Institution recognises that it can do so effectively involving its alumni in its progressive efforts. To strengthen the existing bond between the alumni and the college and to continuously keep them updated about the college's progress and plans. Alumni meetings will always be attended by a core committee, executive committee and all of Alumni members. The emphasis will be more on providing an opportunity for the Alumni to connect with the campus and faculty and be abreast of developments in the college. The activities of Don Bosco Alumni Association in the pipeline is to organize guest lectures, conduct training programs for students in soft skills and facing interviews, providing inputs for projects, contributing to the

social commitment activities of the college. The Don Bosco College, Mannuthy alumni association is a local branch of the international association of Don Bosco Past Pupils. At the regional level the alumni association of Don Bosco College, Mannuthy follows directions from the Regional headquarters situated in Bangalore, where is the mother house of the entire Don Bosco operations of the Kerala Karnataka Region. The aim of Don Bosco Alumni association is to provide a platform to all present and future Alumni spread in every part of the world, to aspire and promote self-pride, achievements and collaborate to bring change in terms of academic and professional excellence.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/alumni/overview
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Don Bosco College, Mannuthy, began its mission of molding the young through a holistic educational process from 2005 onwards. The education philosophy of Don Bosco is inspired and guided by the life and mission of Don Bosco. A man of vision and a man of extraordinary talents, and an educationist par excellence, Don Bosco (1815-1888), founded a Roman Catholic Religious Congregation of Priests and Brothers called the Salesians of Don Bosco (SDB) in 1859. Evolving a system of education known as the "Preventive System" based on the Principles of Reason, Religion and Loving Kindness, handed on by Don Bosco.

Vision statement of the college "To form globally integrated persons who champion the cause of justice, truth, peace and respect. To groom

intellectually competent, morally upright, psychologically, integrated, physically able, and socially responsible person through holistic and innovative education". Our students should be capable of championing the cause of justice, love, truth and peace in order to develop our nation. They are empowered to stand on their own feet, facing bravely and successfully, this world of acute competition.

Our mission

We believe that education should help people to lead better lives, earn better income, and take their position in the higher echelons of society. It should give them the strength to understand and cope with the hard realities of life, thus paving the way for fulfilment in life. Don Bosco College leads the students, regardless of the programme selected, through an integrated programme of scientific formation and personality development. Successful education is the result of a healthy collaboration between parents, students and teachers.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/about#vm
Upload any additional information	View File

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

Two important factors in the governance of the college according to the new parameters set by the management are decentralization and participative governance. While there is a clear hierarchy with regard to the organization of the college governance, there are ample opportunities wherein the student body and other stakeholders do perform their corresponding duties. Principal is the head of the College. Vice Principal is in-charge of all co-curricular activities. Academic Dean looks into the academic procedures of the college. The Heads of Departments have the mandate to guide their departments into better performance and newer initiatives. The administrative department looks into the finance matters and all affairs connected with the maintenance of the college. Various committees are formed to ensure easy and smooth governance of the college and better learning experience for the students. The student council All activities of the college are envisaged and conducted only through the active participation of students. The College Union

Members are encouraged to guide the students for the Annual Day and Intercollegiate competitions. In the college Annual Day, students perform all the duties such as anchoring, volunteering and Costume selection. Students who are interested in leadership are encouraged to work as contingent leaders for handling intercollegiate events. Our teaching and nonteaching staff members are involved in the planning of the College Day celebration. Teachers are involved in discipline duties and planning of the schedule of events. Club leaders guide various extra-curricular activities of the college. All college activities are governed under normal circumstances through participative roles of each one into the holistic spectrum.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/committees/studentsunion
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Introducing new courses

College plans to introduce new academic course such as B.Sc. Psychology. 20 add-courses and 3 certificate courses are in pipeline.

Strengthening curricular, co-curricular and extra-curricular activities.

For the all-round development of the students college proposes to strengthen curricular, co-curricular and extra-curricular activities through C.S.S., various clubs and Unnath Barat Abhiyan.

Strengthening the infrastructure.

The college plans to renovate Girls common room, girls' toilet and proposes to renovate parking for students.

Increasing the numbers of computers and other ICT related equipment.

The college plans to increase the number of computers and ICT equipments

Strengthening the activities of Placement cell

College propose to strengthen the activities of placement cell through seminars, guidance session, etc.

Increasing participation of students in cultural and sports & games activities

The college plans to increase participation of students in cultural and sports & games activities for the all-round development of the students through various strategies and motivation programmes.

Increasing Faculty / Staff development programme

The college proposes to increase Faculty as well as Staff development programs

Teaching and learning

In the beginning of the academic year, receiving inputs from an invited expert on teaching- learning and discuss the main programmes of the year. College plans to strengthen innovative Pedagogical Teaching

Community Engagement

The staffs take up community engagements through CSS programmes involving their department students.

Strengthening welfare schemes for students.

The college plans to strengthen various welfare schemes for students

Increasing library learning resources

The College plans to increase Library Learning Resources

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://dbcollegemannuthy.edu.in/about#cr
Upload any additional information	View File

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

The administration of Don Bosco College is evolved through the functioning of:

MANAGEMENT COUNCIL

Final decisions with regard to the overall running of the college

Staff recruitment

Policy formulation

Service rules and job requirements

Infrastructure development & maintenance

Protection and security of entire college

MANAGER

Personifies the duties of Management Council

Ultimate head of the College Campus Appointing and dismissal authority

PRINCIPAL

Head of the college

Ultimate responsible for all college activities

Responsible for all communication and adherence with all civil and other authorities

VICE PRINCIPAL

Represents the Principal in his absence

In charge of Discipline and all Co-curricular aspects

COLLEGE COUNCIL

Assists the Principal in decision making regarding regular activities
Discipline, PTA, academic and co-curricular initiatives are approved

here

FINANCE COMMITTEE

Financial transactions, auditing, general maintenance etc.

ACADEMIC DEAN All academic activities and Departments, exams, regular college activities including Time tables, attendance etc. COLLEGE OFFICE SUPERINTENDENT

All office activities and official correspondences

Admissions All records of the college

PTA

Strength and support for the life of college.

Consults for new projects

IQAC

Assures the quality of the college through initiatives, assessments and directions. Accredits the college with various agencies

PUBLIC RELATIONS, EDP Media correspondence

Industry interface

ALUMNI ASSOCIATION

Upholds college values and reputation

Supports the initiatives of college

DEPARTMENTS

Student related activities & family interface

FACULTY

Imparting education and values Completion of syllabus and exam preparations

The link between college authorities and students

STUDENT UNION Executing college programmes

Link between faculty and student body

STUDENT BODY

Life and colour of College

Active and robust participation of the college events

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/about/hrp
Link to Organogram of the institution webpage	https://dbcollegemannuthy.edu.in/about#o
Upload any additional information	View File

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	View File
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

Welfare measures for Teaching staff include

- Membership in ESI & Provident Fund organized by the Government
- Festival advance & bonus
- Prompt facilitation of provident Fund loans.
- Leaves granted during harthals and strikes

- Festive Meals,celebrations etc.
- Birthdays are celebrated
- Visits to bereaved families are done

Welfare measures for Non-Teaching staff

- Two Houses built
- Membership in ESI & Provident Fund organized by the Government
- Festival advance & bonus
- Prompt facilitation of provident Fund loans.
- Leaves granted during hartals and strikes
- Festive Meals,celebrations etc.
- Birthdays are celebrated
- Visits to bereaved families are done
- Special allowances provided during natural disasters and sicknesses.
- Food kits provided during flood, pandemic etc.

There are a number of Faculty Empowerment Strategies which include joined operations with other Don Bosco Higher Education institutions in Kerala. Scholarship is given each year to a child of a support staff for further studies. Study leave has been granted for FIP. Duty leave to attend conferences, meetings or as examiners of other universities. Different kinds of leave sanctioned are: child care leave, vasectomy leave, miscarriage leave, leave in case of any emergencies on the home front.

Faculty development programmes, are conducted in house for teaching and non-teaching staff. The registration fees to attend workshops and conferences are sometimes paid by the college and leave is granted to attend the same. Flexi timings are permitted on days when staff require a short time for urgent personal work. Staff completing 25 years of service and those retiring are felicitated. Don Bosco's Feast, Onam and Christmas festivals are celebrated. Picnics are organized for teaching and non-teaching staff

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/about/hrp
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)	No File Uploaded

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

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
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**

17

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

The management and Principal have direct and constant monitoring systems to follow up the quality and service of staff. The following methods are followed by the institution to evaluate teachers: A) Teacher's evaluation by students :An evaluation questionnaire is distributed among students and their evaluation is recorded, consolidated and reported by the committee constituted by the IQAC to the Principal. The parameters evaluated in the rating include the knowledge base of the teacher, regularity in taking class, completion of syllabus, communication skill, sincerity and commitment of the teacher, teacher's ability to integrate course material with prospective and the accessibility of the teacher in and out of the class hours. The confidentiality of the evaluation is maintained. The Principal analyses the evaluation reports and meets the teachers in person to give proper feedback and suggest corrective measures.

B.) Self- evaluation by teachers: Every Teacher is bound to furnish his/her self-appraisal form every year. This activity brings to light the involvement of the teacher in the administrative and co-curricular activities. It also evaluates their contribution to the field of Research by assessing their participation/presentation of papers in seminars and conferences, publication of articles in journals and involvement in extension activities. The duly filled self appraisal forms are handed over to the HoD, after consolidation is handed over to the Principal. Performance Appraisal System for Non-teaching staff: Principal and office superintendent constantly monitor the performance of the Non-teaching staff and suggest corrective measures. Appraisal forms are duly filled by principal/superintendent regarding the performance of each non-teaching staff. Periodic meetings are held for assessment and supervision.

File Description	Documents
Paste link for additional information	https://www.dbcollegemannuthy.edu.in/welfare#epr
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 accounts of the College are audited regularly as per the Government rules with the help of certified chartered accountants. An internal auditor audits accounts every quarter. The external auditor conducts statutory audit at the end of financial year.

Internal Financial Auditing: The College needs to be of an above average quality with regard to the maintenance and augmentation of facilities of the college for its regular and smooth running. The Finance auditing will assess the flow of finance for the regular running of the college. It will keep records. It will work in close collaboration with the Administrative Department of the Thattil Kochu Vareed Memorial Don Bosco Youth Centre Society, under which the college functions.

Auditing Procedure: The Principal, together with the Management Council, sets up a body for the auditing purposes and ensures that the auditing takes place in due time. The report is presented to the Principal who in turn would present it to the Management Council. Orders for further action would be directed by the Management Council for additional interventions. The auditing is not only practiced but also demanded by the college even from the student body and the staff, as they are to present accounts after each programme. The accounting officer hands over bills and vouchers to the chief finance administrator and accounts them in the stipulated manner. As by the requirements of the government, the college adheres to the civil norms and duties of the entity.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/about/hrp
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)

0

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

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

Fee collected from the students is the main source of revenue for the College as there are no funds granted neither from the government, nor the university or even from UGC. A second and extraordinary source of income is the loan from Bangalore Salesian Society, nodal agency of all the Don Bosco Education Operations in the South Indian Region. Occasional source is by way of donations which are scarce. Other sources include bank interest. When it comes to the mobilization of funds and utilization for projects before starting a new academic session the Principal issues a letter to all Departments for a tentative budget of the new expenditure estimation for new academic session. After receiving the budgets from all the concerned Departments as well as Library, the Examination and placement Cells, Principal calls a meeting for the budget finalization. The meeting is attended by all HODs, other Department Heads, administrative Office and the Principal. The final budget is forwarded to Management through Principal by the Administrative Office. The management makes the final decision. The fund generated from the fees collected from the students is utilized for meeting the recurring expenditures and maintaining resources in the institution. The fund is

utilized for operational expenditures like salary, stationery, electricity, loan repayment, infrastructural maintenance, scholarships, educational aid and other charity purposes. There are blood donations and resource sharing for which our students give leadership and meets the target. The public fund raised by the student body are not incomes of the college, but are raised differently for a health issue and a social purpose which will remain so.

File Description	Documents
Paste link for additional information	https://www.dbcollegemannuthy.edu.in/welfare#s
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 of Don Bosco College, since its inception, has been consistently and actively involved in quality sustenance and enhancement activities.

- Conducts the FDP providing assistance to facilitate up-gradation of knowledge and skill. While promoting professional practices relevant to technical education FDPs motivate the faculty to achieve competitive teaching and learning edge and qualification in their profession.
- add-on courses develops employability in students.
- Student-centred methods such as exponential, participative learning and problem solving techniques are used for enhancing capabilities through project work, field work, internship and industry visit.
- bridge course and other evaluative methodologies are used to ensure personalized care for slow learners and advanced learners.
- Arranges mentoring for students.
- Creates awareness on Government, Non-government and institutional scholarships and various grants for project and research work to students.
- Guides the college in signing MOU with academic institutions for knowledge and resource sharing.
- promotes the teachers' profile updation by providing guidance for Ph.D enrolment, publishing articles and presenting papers

on national level.

- Extensional activities called out under CSS to upbringing the needy ones.
- monitors maintenance, augmentation of infrastructures and digitalization of library.
- Plans and executes all club and association activities that assures decentralized participation, comprehensive development of the students and monitoring gender equity involving women empowerment cell.
- Keeps track of career counselling, placement, competitive exams, higher education, language, communication, life and, soft skills development.
- Conduct internal auditing like academic, energy, environmental and financial auditing and employs an agency for conducting external auditing.

File Description	Documents
Paste link for additional information	https://dbcollegemannuthy.edu.in/igac/hh
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

Tangible results are seen at multiple fronts.

- Goodwill communications as well as specified and calculated outcome based interventions, Systematic thinking, meticulous planning and accurate execution, it is a giant leap in the quality of educative interventions of the college. This came up together with IQAC organized FDPs.
- Implementation of Course Plan, lesson Plan, feedback and evaluation strategies have helped students to imbibe better the subject matter instructed and procure the necessary knowledge. Faculties, better empowered with more resources and newer outlook.
- Add-on courses, helping students to get enhanced and go targeted to their career. It was with the help of IQAC.
- Social commitment programmes provided by the college through CSS prove a notable statement in this regard.
- Systematic ensuring of credible infrastructure for the development of new courses and actually available courses etc. have been aided by the claims of IQAC.

- Industrial visit, student and faculty exchange programme, sharing of resources and knowledge, Industry interface and preparations for interviews and career preparations, smart analysis of projects completed by the students etc. are specifically the merits of the intervention by the IQAC
- IQAC plays a vital role when it comes to MoUs with other institutions and industry.
- Constant monitoring of the functioning of different committees like grievance committee, anti-ragging committee, women cell etc. and the functions and activities of clubs, it is realized that the IQAC plays precious roles of a motivator and mentor to all departments to assure quality rendition of their own declared objectives as they realize their own passion.

File Description	Documents
Paste link for additional information	https://www.dbcollegemannuthy.edu.in/iqac/oi
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	https://www.dbcollegemannuthy.edu.in/about#cur
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**

Gender equity and women empowerment form integral part of the regular running of the college. "Respect Always" is the declared value for the campus during the recent years.

The Women's cell at Don Bosco College, Mannuthy, was started with the aim of equipping and empowering women to recognize their true potential and to help them attain their own stand in a competing world. The main objectives of the cell include enhancing self-esteem and self-confidence among women students and staff. The cell aims at creating awareness and provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves. The cell facilitates women's empowerment through lectures, seminars, awareness programmes and welfare activities. The cell provides a conducive counseling environment for the female gender to share their issues. The Cell also tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. To facilitate speedy delivery of justice, meetings are organized regularly. The counselling cell processes oral and written complaints. Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc.

File Description	Documents
Annual gender sensitization action plan	https://dbcollegemannuthy.edu.in/committees/womencell
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://dbcollegemannuthy.edu.in/committees/womencell

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-

A. 4 or All of the above

**based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

College adopts the Reduce, Recycle and Reuse policy. Solid waste management The food waste is used in poultry farm in our college. Also the waste from poultry farm and other biodegradable waste is used for composting and the compost is used in our garden and Agriculture Field. The college insists on a plastic free environment. Faculty and students are encouraged to avoid plastic bottles and covers. All the classes, departments, office and campus have waste disposal places and it is collected on a daily basis. Liquid waste management Our college is blessed with three open wells and a well-connected water distribution system. To ensure effective utilization of water the college ensures that the water wastage is minimized and the taps, pipes and their connectivity are regularly checked to avoid loss of water. There is a well constructed drainage system in the college. The waste water from the toilets is collected in the separate tank and is utilized for the green campus initiatives. Water from pisciculture is used for vegetable cultivation as they are enriched with manure and minerals. Biomedical waste management The biomedical waste in college is very less, it contains the cotton gauze and tablet strips. The cotton is disposed of among the degradable waste and the strips are added to non-biodegradable waste. E-waste management To minimize e-waste the college attempts to increase the life of electronic goods through proper maintenance. Decadent gadgets are used by our students for their projects.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
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	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

<p>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</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Conducting value education class for non-Catholic students and retreat sessions for catholic students. These programs enabled us to show our concern for all communities and the importance of values and ethics in life. Cultural days like Yoga day, Onam, Christmas, women's day are organized. National days like

World Environment Day, International Day against Drug abuse and Illicit Trafficking, International Day in Support of Victims of torture, Indian Independence Day, National Teacher's Day, World Literacy Day, World Cancer Free Day, world AIDS Day, etc. are celebrated. The festivals provide an opportunity for students to respect and participate in events that are not their own. And, they also ensure that students get to showcase talents—for instance, preparing Pookalam on Onam eve, rendering songs or staging dances. This also promotes harmony among different sections of students, bridging the linguistic and regional barriers. Celebrating cultural/religious festivals in academic institutions is a learning experience—students get to learn about the festival, the reason for the celebration and its significance. International days are occasions to educate the general public on issues of concern, to mobilize political will and resources to address global problems, and to celebrate and reinforce achievements of humanity. June 21st is celebrated as world Yoga Day and World Music days, days which are widely celebrated with special events here in the college.

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	View File

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

Fundamental Rights are those which are essential for the intellectual, moral, and spiritual development of citizens of India. Every individual has proper rights and duties in the democratic country. Pondering on this, the management led by Fr. Jiby formed Community Social Service (CSS) in 2009. The committee comprises The Coordinator, Treasurer, Class coordinators and a Blood donation Committee Coordinator. In collaboration with Indian Medical Association (IMA), blood donation camps were organized. This immensely helped the female students to fulfil their share of service to the society through life saving blood donation. Celebrations offer a sense of belonging to religious, social, or geographical groups, contributing to group cohesiveness. We celebrate larger religious festivals like Christmas and Onam with the prominent people in the locality. The very essence of social service gives the bright young boys and girls a sense of pride as they form part of empowering this nation towards advancement. Education, along with a

sense of belonging to this society, helps them to shape their lives in such a way that they will be an integral part of the efforts to bring the right values to this nation.

The institution has a nature club. Behalf of this students celebrating Environmental days every year, conducting programs to ensure an eco-friendly environment. To provide the students with natural environment to learn and to know the importance of growing more trees

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://dbcollegemannuthy.edu.in/committees/communitysocialservices
Any other relevant information	https://dbcollegemannuthy.edu.in/uploads/NAA C/202212221516dbcagar21227.1.9.pdf

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

• **Onam Celebration:** Onam is the state festival of Kerala, celebrated by all Keralites all over the world, a time to show off its vast cultural heritage and rich variety. The beauty of the festival lies in its secular character. It is a festival celebrated with lots of tradition and purity. Various events are organised

• **Christmas Celebration:** Christmas is about sharing, giving, and spending time with loved ones. The event includes Christmas carol songs sung by students, crib and a Christmas tree made by the students add colour to the occasion.

• **Feast of Don Bosco:** It is celebrated on 30th of January every year. On this day the students gather in the auditorium to express their love and respect for St. John Bosco, the patron of the world Don Bosco institutions followed by cultural programme by the students.

• **The World Environmental Day:** celebrated on 5th June every year to realize the responsibility to care for the Earth and to become agents of change. We plant saplings in the college campus and various programs have been conducted as part of the Environment Day

• **Reading Day:** June 19 is celebrated as National Reading Day, with the week following commemorated as Reading week. Reading week celebration is a boost to promote reading habits among the students.

World Yoga Day and Music Day: celebrated on 21st June Every year. Experts from the field are invited to conduct a session for students and staff

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	View File

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: BLOOD DONATION

2. OBJECTIVES OF THE PRACTICE BLOOD DONATION

We aim to become a standard-bearer in providing the highest level of blood donation service to all the various society those who need blood. Most of our students donate blood with beaming faces and proud heart. Blood is the gift of life. There is a wide gap between demand and access to safe blood.

The major aims of organizing blood donation camp:

- Message of Humanity:
- Donating blood, not only saves multiple lives, also give an opportunity to add value to one's life.
- It helps in teaching students about humanity and also defines the spirit of our natural co-existence with others.
- Life Saving Measures: Blood cannot be produced artificially

BEST PRACTICE-2 E- LEARNING RESOURCES

2. OBJECTIVES OF THE PRACTICE: Digital libraries have the potential to offer unprecedented resources for supporting e-learning.

- To collect, organize & collate print & digital information & disseminate at the point of care and for future use.
- To provide seamless access to information
- To act as a gateway to digital and electronic information
- To develop into a single access point library
- To develop and conduct tutorials for the users to enable them to effectively utilize the facilities and resources made available by the library.

File Description	Documents
Best practices in the Institutional website	https://dbcollegemannuthy.edu.in/library/e_resources
Any other relevant information	https://dbcollegemannuthy.edu.in/uploads/NAA_C/202212228815dbcagar21227.2.1.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

Our thrust area of building transformative multi-faceted learning ecosystem at Don Bosco, is primarily embedded in the concept of creating a distinctive environment for educational excellence. The college identifies its students through various initiatives and slabs them into slow learner, moderate learner and advanced learners. Special attention and remedial teaching are given to slow learners which will equip them to know their difficulties in learning and performance thus helping them to rectify accordingly. The advanced learners have various other initiatives and interventions so that they excel further. The distinguishing factor of Don Bosco College Mannuthy, is the concentration on the career objectives of

students which directs concentrated efforts on required training. It is not merely teaching of degree or postgraduation, but making them professional to face life. The career-centered training is the current strategy of the college. The Outcome Based Education (OBE) pattern enables concrete practices for better future. Our policy is not to limit the care for the best of students but to all so

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

FUTURE PLANS OF THE INSTITUTION FOR THE YEAR 2022-23

- Clean & Green Campus
- Introduction of standardized mechanism for reporting to IQAC.
- Endeavour to establish linkage with national and international organizations/ agencies for research collaboration.
- Organize regular capacity building workshop/training programme for the teaching and nonteaching staff.
- Special effort shall be given to strengthen the Alumni Association and increase Alumni engagement
- Introduce new programmes.
- Increase opportunities for more internship programmes and industrial visits in order to enhance and ensure job opportunities and practical exposure for students
- Preparation for Participation in NIRF
- Conduct Various Orientation Programmes to be organized for Teachers and Non-teaching staff
- Feedback from stakeholders
- Keeping track of curricular, co-curricular and extra-curricular activities in the College
- conduct various orientation programs for the improvement of result