

## **Mandatory Disclosure (2026-27)**

**1. Name of the Institution**

Baker College for Women, Kottayam

**Address:** Baker College for Women, Kottayam

CMS College Road, Near SBI, Chungam, Kottayam, Kerala 686001.

**2. Name and address of the Trust/Society/Company and the Trustees**

CSI Trust Association

**Address:** CSI Trust Association, 5, WHITES ROAD, ROYAPETTAH, CHENNAI

**Pin.** 600014

**Telephone:** 0481-2567274 (CSI, Madhya Kerala Diocese)

**Email:** [mkdtreasurer@gmail.com](mailto:mkdtreasurer@gmail.com)

**Website:** [csimadhyakeraladiocese.org](http://csimadhyakeraladiocese.org)

**Trustees**

<b>Sr. No</b>	<b>Name of the Trustee</b>	<b>Designation</b>
1.	Rt. Rev. Dr. Sabu Koshy Cherian	Chairman
2.	Rev. Jiji John Jacob	Treasurer
3.	Dr. Mini Chacko	Principal

**3. Name and Address of the Vice Chancellor/Principal/Director**

Dr. MINI CHACKO

**Address:** Eden, Puthenveetil, Annankunnu Road, Kottayam

**Mobile:** 9447058581

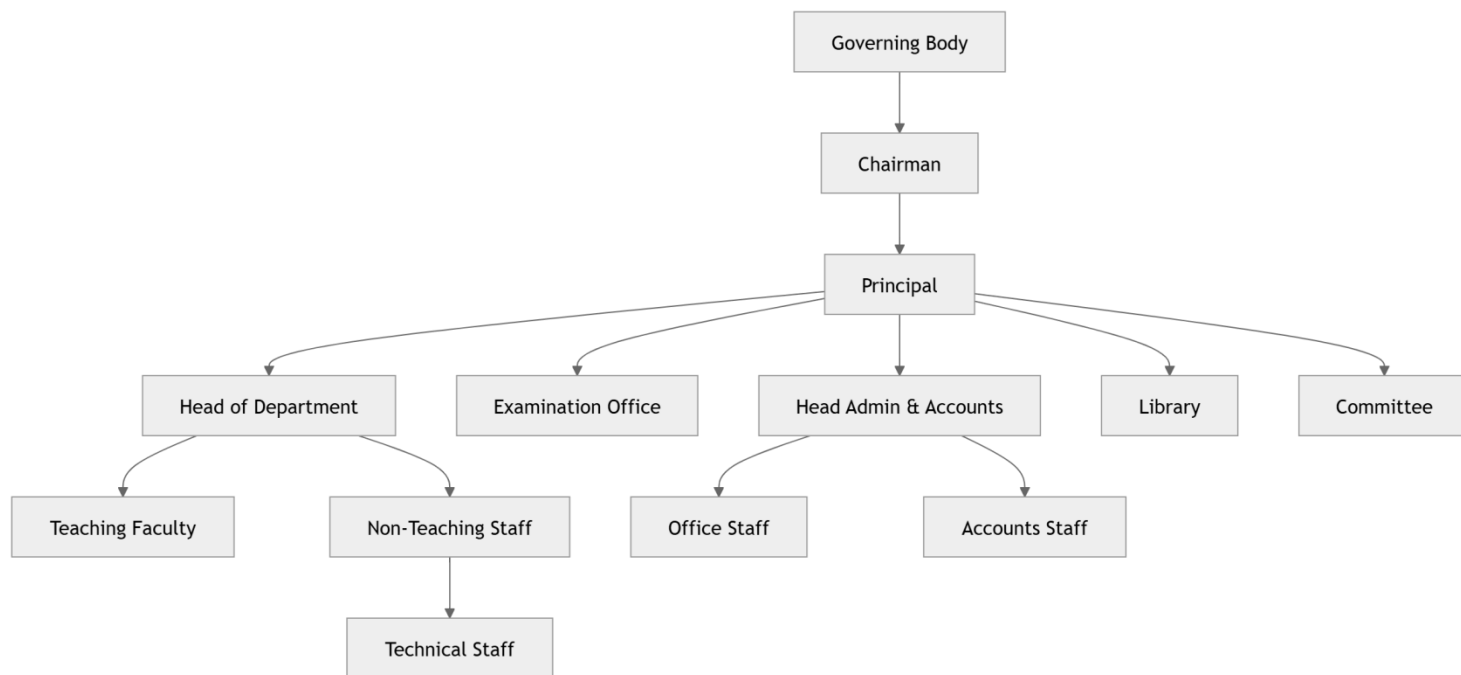
**E-Mail:** [drminichacko@gmail.com](mailto:drminichacko@gmail.com)

**4. Name of the affiliating University**

Mahatma Gandhi University, Kottayam

5. Governance

• Organizational Chart



• **Grievance Redressal mechanism for Faculty, staff and students:**

As per the All-India Council for Technical Education (redressal for Grievance of Students) Regulations, 2019 vide F.No. 1-101/PGRC/AICTE/regulations/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved technical institutions, the Online Grievance Redressal Mechanism has been adopted for the Student, Teacher/ Non-Teaching staff, Admin and Parent.

• **Establishment of Anti Ragging Committee**

According to All India Council Technical Education (AICTE) notified regulation for prevention and prohibition of ragging in AICTE approved technical institutions vide No. 37-3/Legal/AICTE/2009 dated 01/07/2009, the College has established the Anti-Ragging committee

Sr. No.	Name	Profession / Designation
1.	Dr. Mini Chacko	Principal
2.	Ms. Ciny Susan Mathew	Head, Computer Applications
3.	Ms. Sherin P. John	Head, Mathematics
4.	Ms. Divya P.	Librarian
5.	Adv. Asha Antony	Advocate and Notary (Nominee, Local society)
6.	Dr. Ramakrishnan D.	Ayurvedic Doctor & Member, JCI International (involved in Youth Activities)
7.	Mr. Benny Varkey	Parent Representative
8.	Ms. Sivanandana	2nd Year B.Sc. Psychology

- **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University**

As per the provision of AICTE (regulation for establishment of mechanism for grievance redressal committee for all the AICTE approved technical institutions) vide No. 37-3/Legal/2012 dated 25/05/2012, to ensure transparency in providing fair, impartial and consistent mechanism for redressal of varied issues faced by the students, faculties and non-teaching staff members. The grievance redressal policy shall be in consonance with the AICTE regulations 2012, the provisions of which shall have an overriding effect in case of any ambiguity or conflict, at any point of time.

Accordingly, the following faculty members and students are appointed as Grievance Committee.

Sr. No.	Name	Profession / Designation
1.	Dr. Mini Chacko	Chairperson
2.	Ms. Jinsu Susan Mathew	Member
3.	Ms. Sherin John	Member

- **Establishment of Internal Committee (IC)**

As per the directions of AICTE, Institute has constituted the Internal Complaints Committee (ICC) for Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions. This is in compliance with the Ministry of Human Resource Development, Govt. of India, (All India Council for Technical Education, Official Gazette Notification, Dated: 10th June, 2016, vide AICTE No.: F.AICTE/WH/2016/01, Regulations, 2016).

Sr. No.	Name	Profession / Designation	Email ID
1.	MS MINI CHACKO	CHAIR PERSON	drminichacko@gmail.com
2.	MS JAYAMOL ABRAHAM	MEMBER	jayamolabrahamktm@gmail.com
3.	MS.JINSU SUSAN MATHEW	MEMBER	jinsumathew1997@gmail.com
4	MS. CINY SUSAN MATHEW	MEMBER	cinyathew1@gmail.com
5	ANEESHA BABU	MEMBER	aneesha9446@gmail.com
6	SIVANANDANA	MEMBER	sivanandana052002@gmail.com
7	NEETHI CHACKO	MEMBER	neethiforgood@gmail.com

- **Establishment of Committee for SC/ST**

As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. *The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interests of students in the reserved category.* In case of any grievance in this regard, students can approach the committee for redress.

Sr. No.	Name	Profession / Designation	Email ID
1.	Dr. Mini Chacko, Principal	Chairperson	drminichacko@gmail.com
2.	Ms. Jayamol Abraham, Administrative Assistant	Member	jayamolabrahamktm@gmail.com
3	MS JINSU SUSAN MATHEW	Member	jinsumathew1997@gmail.com
4	MS CINY SUSAN MATHEW	Member	cinyathew1@gmail.com
5	MS MERLIN ELSA KURIEN	Member	merlinelsak@gmail.com

- Internal Quality Assurance Cell**

Institute has established IQAC committee for organized academic and administrative process.. Following are the IQAC committee members;

<b>Sr. No.</b>	<b>Name</b>	<b>Profession / Designation</b>
1	Dr. Mini Chacko, Principal	Chairperson
2	Rev. Jiji John Jacob, Bursar	Management Nominee
3	Ms Sherin P John	Coordinator/Director
4	Ms. Ciny Susan Mathew	Teacher Representative
5	Ms. Archana Sukumaran	Teacher Representative
6	Ms. Jinsu Susan Mathew	Teacher Representative
7	Ms. Jayamole Abraham	Teacher Representative
8	Ms.Aiswarya R. Kartha	Nominee from Alumni
9	Hidayathulla Am a	CEO,Greenwich Nexus consultancy Services
10	Adv. Asha Antony	Advocate and Notary (Nominee, Local society)

## 6. Programmes

Name of Programmes approved by AICTE

<b>Sr. No</b>	<b>Name of the Course</b>
1.	BACHELOR OF COMPUTER APPLICATIONS

The following details are to be given (Preferably in Tabular form):

<b>Sr . no</b>	<b>Name of the Course</b>	<b>Duration</b>	<b>Number of Seats in Academic Year</b>		
			<b>2025-26</b>	<b>2024-25</b>	<b>2023-24</b>
1.	BACHELOR OF COMPUTER APPLICATIONS	4 Years	30	30	30

- **Campus placement** in last year with minimum salary, maximum salary and average salary  
**2024-25**

Sr. No	Name of the Course	Approved Intake	Number Of Companies Visited	Number Of Students Passed	Number Of Drop out Students	Number Of Eligible Students	Number Of Students Placed in IT	Number Of Students Placed in Non IT	Total Student Placed (IT+ Non IT)	Lowest Package(In Lakhs)	Highest Package(In Lakhs)
1	BACHELOR OF COMPUTER APPLICATIONS	30	0	9	0	9	2	0	2	2	2

## 7. Faculty

Sr. No.	Faculty Unique ID	Title	Middle Name	First Name	Last Name	Designation	Appointment Type	Department
1	1-44767539756	Ms.	SUSAN	CINY	MATHEW	ASST PROFESSOR	Regular	COMPUTER APPLICATIONS
2	1-44777639435	Ms.	RACHEL	JEENA	JOHN	ASST PROFESSOR	Regular	COMPUTER APPLICATIONS
3	1-44777639557	Ms.	JOHN	SHERIN	P	ASST PROFESSOR	Regular	COMPUTER APPLICATIONS
4	1-44777639569	Ms.	MARIAM	MERRY	MATHEWS	ASST PROFESSOR	Regular	COMPUTER APPLICATIONS

**8. Profile of Vice Chancellor/Director/Principal/Faculty**

- Name: **Dr. Mini Chacko**
  - Date of Birth: **29-08-1964**
  - Education Qualifications: **Ph.D.**
  - Work Experience: **34 Years**
  - Teaching: **28 Year**
  - Industry: **1 Year**
  - Administration: **5 Years**
  - Area of Specialization: **Botany**
  - Courses taught at Diploma/ Post Diploma/ Undergraduate/ Postgraduate/ Post GraduateDiploma Level: **UG and PG**
  - No.of papers published in National/International Journals/Conferences: **National: 6, International: 1**
- Master (Completed/Ongoing): **completed**
- Ph.D. (Completed/Ongoing): **completed**
  - Patents (Filed & Granted): **Granted**
  - No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.): **01**

**9. Fee**

- No. of Fee waivers granted with amount and name of students.

**8**

- Number of scholarships offered by the Institution, duration and amount.

**01** (Post Metric Scholarship)

Duration:4 years

➤ **Scholarships available at the institute**

Sr NO	Scholarship Name	2024-2025		2025-2026	
		Student	Amount	Student	Amount
		BCA		BCA	
1.	Post Metric Scholarship	1		0	
2.	E-GRANZ	3		3	

**10. Admission**

- Number of seats sanctioned with the year of approval.

Sr. no	Name of the Course	Year started	Academic Year	
			2024-25	2025-26
1.	BACHELOR OF COMPUTER APPLICATIONS	2014	30	30
<b>Total</b>			<b>10</b>	<b>11</b>

### **Admission Procedure**

1. The students are admitted to the Undergraduate Courses through the Centralized Allotment Process (CAP) introduced by MG University from the Academic Year 2025-2026.
2. Applications for Community/Management seats must be made in the prescribed form available at the college office.
3. Candidates for admission to the degree programmes must present (1) Transfer Certificate from the School/college last attended (2) Course and Conduct Certificate (3) Pass Certificate (4) Migration Certificate or Eligibility Certificate (for students coming from other universities) (5) S.S.L.C. Book for reference only and (6) Two passport size photographs.
4. Original certificates submitted at the time of admission will not be returned to the students during the course of study. Students are therefore, directed to keep true copies of the same before submitting the original for admission.
5. The first instalment of tuition fee and other fees will be collected on the day of admission. No student will be enrolled or allowed to attend the classes until the fees due from him or her has been paid.
6. Students who are admitted after the re-opening day will lose attendance for the days preceding admission and the days so lost will be counted as days of absence for recording attendance for the year.

**2. Information of Infrastructure and Other Resources Available**

<b>Room Id / Name</b>	<b>Room Type</b>	<b>Area in sqm</b>	<b>Building Name</b>
1	Faculty Room	46.9	BAKER COLLEGE FOR WOMEN, KOTTAYAM
5	Principal Directors Office	40.37	BAKER COLLEGE FOR WOMEN, KOTTAYAM
7	Office All Inclusive	72.44	BAKER COLLEGE FOR WOMEN, KOTTAYAM
8	Exam Control Office	10.5	BAKER COLLEGE FOR WOMEN, KOTTAYAM
CONFERENCE HALL	Auditorium	95.15	BAKER COLLEGE FOR WOMEN, KOTTAYAM
SNACK BAY	Cafeteria	1.88	BAKER COLLEGE FOR WOMEN, KOTTAYAM
TOILETS	Toilet	25.55	BAKER COLLEGE FOR WOMEN, KOTTAYAM
14	Classroom	63.53	BAKER COLLEGE FOR WOMEN, KOTTAYAM
15	Classroom	40.36	BAKER COLLEGE FOR WOMEN, KOTTAYAM
16	Classroom	40.36	BAKER COLLEGE FOR WOMEN, KOTTAYAM
6	Computer Laboratory	61.0	BAKER COLLEGE FOR WOMEN, KOTTAYAM
7A	Library&Reading Room	36	BAKER COLLEGE FOR WOMEN, KOTTAYAM

- Central Examination Facility, Number of rooms and capacity of each  
 PCs/Laptop exclusively Available to Students: 30  
 PCs/Laptop available in Library: 1  
 PCs/Laptop available to Faculty Members: 3
- Online examination facility (Number of Nodes, Internet band width, etc.)  
 Internet Bandwidth in Mbps: 100.
- Hostel Facilities  
 Institute having hostel facility for girls.
- Library

Working Hours From To	Name of E Journal Subscription	Current Annual Budget Rs.	Total Library area in sqm	Library Networking	Reprographic Facility	No. of Multimedia PCs	Reading Room Seating Capacity	Bar Code or RF Tab book handling ?	Library Management Software?
9.00 A.M to 5.00 PM	INFOKAIRALI	10000	36		n	1	25	N	YES

- Number of Library books/Titles/Journals available (Programme-wise)

Programme	Number of Titles	Number of Volumes	Number of Journals Published in India	Number of Journals Published at Abroad	Number of e-Book Titles - PG	Number of e-Book Volumes - PG	Number of e-Book Titles - UG	Number of e-Book Volumes - UG	Number of e-Book Titles - Diploma	Number of e-Book Volumes - Diploma
COMPUTER APPLICATIONS	210	350	1	0	0	0	0	0	0	0

- List of online National/International Journals subscribed
- E-Library facilities
- National Digital Library (NDL) subscription details

**E-Journals**

Name of the E-Journals: K INFOKAIRALI

Number of e-journals: 1

Total Amount: 10000 /-

**Library**

Number of Volumes: 350

Number of Titles: 210

- Laboratory and Workshop

Course	Is it Research Lab for PG Course?	Name of the Laboratory	Lab / Major Equipments	Building Name
COMPUTER APPLICATIONS	N	Computer Laboratory	Intel 2.93 Ghz,Core-2 duo,Intel dg 4.1,Motherboard, HDD-250 GB 16 Nos	BAKER COLLEGE FOR WOMEN, KOTTAYAM

- List of Major Equipment/Facilities in each Laboratory/Workshop

(Listed Above)

- List of Experimental Setup in each Laboratory/Workshop

(Listed Above)

- Computing Facilities

**Computational Facilities**

1 of 1+

PCs/Laptop exclusively Available to Students *	PCs/Laptop available in Library	PCs/Laptop available in Administrative Office	PCs/Laptop available to Faculty Members
30	1	3	3
Number of PCs/Laptop in Language Lab	Internet Bandwidth in Mbps*	Number of Legal Application Software*	Printers available to Student*
0	100	6	5
Number of A1 Size Color Printers	Number of Legal System Software*	Number of Open Source Software*	Number of Proprietary*
1	1	10	20

- Internet Band width  
100 Mbps
- Innovation Cell and Social Media Cell

<b>Sr. no.</b>	<b>Name of the Committee</b>	<b>Name of the Secretary</b>	<b>Email ID</b>
1	Innovation Cell	MS.CINY SUSAN MATHEW	<a href="mailto:cinyathew1@gmail.com">cinyathew1@gmail.com</a>
2	Internship Cell	MS. MERLIN ELSA KURIAN	<a href="mailto:merlinsak@gmail.com">merlinsak@gmail.com</a>
3	Social Media & NIRF	MS. JINSU SUSAN MATHEW	<a href="mailto:jsumathew1997@gmail.com">jsumathew1997@gmail.com</a>
4	Startup Cell	MS. BADRA SHARMA	<a href="mailto:bhadrasharmae@gmail.com">bhadrasharmae@gmail.com</a>

- ✓ Centrally located & easily accessible to all transportation modes
- ✓ Computer Centre and well equipped Laboratories.
- ✓ A well-stocked library enriched with E-resources.
- ✓ Career counseling cell
- ✓ Wi-Fi enabled campus.
- ✓ Multipurpose and well-equipped Auditorium
- ✓ Extra-curricular activity room
- ✓ Hostel facilities for girls
- ✓ Student Clubs with activity rooms
- ✓ Cafeteria
- ✓ Green Campus Initiatives such as safety audit, green audit, etc.
- ✓ Medical facility for staff and students through the health center
- ✓ Sick room
- ✓ Separate parking for students and staff

- Teaching Learning Process

<b>Name of the innovative teaching learning method</b>	<b>Name of the activity</b>
	Mini project
	Major project
Self-learning	NPTEL/Course era
Experiential Learning	Internships
Participative learning	Seminar/ workshops
	Value added courses
	Innovative projects and competitions
	Industrial training
Placement based learning	Mock interviews

**3. Enrolment and placement details of students**

**Student Enrolment**

Sr. No.	Name of UG Programme	2024-25		2025-26	
		Intake	Admissions	Intake	Admissions
1	BACHELOR OF COMPUTER APPLICATIONS	30	10	30	11

**Student Placement (2024-25)**

Name of the Course	Approved Intake	Number Of Companies Visited	Number Of Students Passed	Number Of Dropout Students	Number Of Eligible Students	Number Of Students Placed in IT	Number Of Students Placed in Non IT	Total Student Placed (IT+ Non IT)
BACHELOR OF COMPUTER APPLICATIONS	30	0	9	0	9	2	0	2

**NOTE:** Suppression and/or misrepresentation of information shall invite appropriate penal action. The Website shall be dynamically updated with regard to Mandatory Disclosures

