



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. MARY'S COLLEGE
Name of the head of the Institution		Dr Punnen Kurian
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04812373383
Mobile no.		9447077050
Registered Email		smc.manarcaud@gmail.com
Alternate Email		smc.manarcaud81@gmail.com
Address		Maalam P O
City/Town		Kottayam
State/UT		Kerala
Pincode		686019
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Philip Marina Philip
Phone no/Alternate Phone no.	04812575734
Mobile no.	6282897840
Registered Email	marina_m66@yahoo.com
Alternate Email	philipmarinaphilip@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%2798%27
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://117.211.164.92/website/MenuImages/Year%20Planner%202019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.71	2016	16-Mar-2016	15-Mar-2021

6. Date of Establishment of IQAC	01-Oct-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meeting	07-Aug-2019 1	17

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Construction, Renovation and Purchase	RUSA	2019 730	20000000
Department	Seminar	State Government	2019 2	10000
Institution	NSS	State Government	2019 365	89000
Institution	NCC	Central Government	2019 365	132000
Institution	SSP	State Government	2019 365	107000
Institution	WWS	State Government	2019 365	137600
Institution	Student Project	State Government	2019 365	20000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

- Workshops and Seminars conducted for faculty.
- Webinars organized for faculty, students and research scholars of Mahatma Gandhi University
- Training for participants of various cultural activities in the University Youth Festival.
-

Feedback obtained from students and teachers on the new syllabus introduced by the University. • CARE, SHARE and LEARN programme, which is an extension activity of the college initiated in the year 2017 was continued.

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

Plan of Action	Achievements/Outcomes
Workshops and Seminars to be conducted for faculty	Two workshops and one seminar conducted for faculty
Webinar for faculty and students of various colleges to be organized	Six webinars were organized
To achieve maximum participation of students in the University Youth Festival	Students were given training and support for achieving their best at the Youth festival
The on going extension programme of the college CARE, SHARE and LEARN to be continued.	Many programmes and classes were organized by the different departments and cells of the college which culminated in a two day exhibition and cultural extravaganza for the local community.
Regular meetings of the IQAC	Three meetings were arranged

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Staff Council	08-Jul-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

18-Jun-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

St Marys College has a management information system in most areas of

operation. The various modules and their range of competency is 1. Students Admission Management All the details regarding each student of the college is collected through the student information system supported by the automation software. This software enables search operations in many fields like profile of students, category wise admissions etc 2. Examination System: This module is a centralized cloud based solution for Students' internal and University Examination Management. The internal marks of each student is documented and updated by the software which can generate progress cards at the end of every semester. 3. Attendance: All the details regarding daily attendance of each student in each class is documented and stored in the student management system. Activities of faculty as well as students are also recorded here. Monthly or semester wise attendance reports can be generated. Attendance System Teachers can update attendance online and the students or parents can see it from anywhere. Library Management System (ILMS) The automated library management system with barcode solution for both books and students' card utilizes the software SOUL 2.0

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Institution has a structured and effective curriculum delivery plan which it has been following systematically, each year improving it, incorporating the feedback we receive from the stakeholders. The academic year commences in June, and invariably in May, a meeting of the teaching faculty, Principal and Manager takes place to plan the tasks to be accomplished during the academic year. These are planned in tune with the University Academic Calendar. The first part of the Meeting comprises of review and evaluation of the year past—the programme options, course content, feedback received, suggestions by experts, students, faculty members, and the gaps to be filled. The next session draws up broad plans for the year, semester and month after detailed discussions and deliberations. An action plan is drawn for the coming academic year. Micro-planning takes place in the departments. There Course and Module divisions are done.. The day by day, hour by hour work plan is laid out. This elaborate work plan is communicated to the students at the commencement of the Semester. A copy is also made available to each student. The Minutes of the Staff Meetings and the Department Meetings bear testimony to this practice of the College. The

individual departments hold meetings to review the progress of the charted programme and course plan and modifications are made if working days are lost by unforeseen reasons.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Food adulteration	Nil	07/12/2019	30	Additional qualification for chemistry students who wish to work as chemists.	Gains practical skill in testing for adulterants
Developmental Psychology	Nil	16/08/2019	30	Additional knowledge for students who work as HR personal and social work	Student gains skill in identifying psychological problems.
Certificate course in Professional Tally with GST	Nil	20/06/2019	30	Value addition for BCom graduates. Enhances employability	Gains knowledge on the application of Tally in business
Android App Development	Nil	07/01/2020	30	Empowers students to develop an app on android platform	Gains practical skill in developing an app
Yoga and Aerobics	Nil	22/07/2019	30	Student can work as Yoga instructor. Entrepreneurship	Gains knowledge on fitness methods.
Epigraphy	Nil	19/09/2019	30	Additional qualification for students who wish to work in archaeology	Gains practical skill in deciphering ancient writings
Communication skills for corporate needs	Nil	12/09/2019	30	Additional qualification for students working in offices	Gains practical skill in usage of English for corporate needs

MATLAB	Nil	07/12/2019	30	Computer instructor/an analyst/image processor in computer firm	Computational and logical skills of students enriched. Students will be able to solve mathematical equations, familiarize with operations on matrices, arrays, plot graphs using MATLAB software
ASAP	Nil	12/02/2020	300	Enhances Employability	Gains skills in English communication
JainX online certificate course	Nil	03/02/2020	30	Accountant/auditing field employability	Student gains advanced knowledge in various topics of Commerce
Comprehensive Personality Transformation program	Nil	25/09/2019	30	Useful for enhancing soft skills necessary for careers	Enhances emotional quotient
Statistical Analysis with SPSS	Nil	03/12/2019	30	Employment in the field of data analysis	Gains skills in applying SPSS software for statistical analysis
Ornamental fish culture	Nil	08/08/2019	30	Focus is on entrepreneurship	Students gains knowledge and skills for keeping and breeding fish
Budding, Grafting and bush pepper propagation	Nil	10/10/2019	30	Focus is on entrepreneurship	Gains skills in pepper propagation
Apiculture	Nil	06/01/2020	30	Focus is on self	Student gains skills

employment and knowledge about bee keeping

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No programme sanctioned	03/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English Copy Editor	03/06/2019
BA	History	03/06/2019
BCom	Computer Application	03/06/2019
BSc	Physics with Applied Electronics	03/06/2019
BSc	Chemistry	03/06/2019
BSc	Zoology	03/06/2019
MA	English	03/06/2019
MCom	Financial Management	03/06/2019
MSc	Chemistry	03/06/2019
MSc	Zoology	03/06/2019

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

	Certificate	Diploma Course
Number of Students	413	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Introduction to Computer Applications in Chemistry	18/01/2020	12
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Zoology	3
BA	History	23
BA	English Copy Editor	19
MSc	Chemistry	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The feedback on curriculum is collected from the students, teachers, parents and employers. This feedback is collected whenever a new syllabus is introduced and implemented by the University. The existing CBCSS syllabus was revised and the new CBCS syllabus was introduced and implemented in all affiliated colleges of Mahatma Gandhi University in 2017 for all UG programmes. In the year 2017 the syllabus was introduced for all first year UG students while the second and third year students followed the earlier curriculum. During the academic year 2018 – 2019 the second year students continued with this curricula. Hence it was decided to conduct a feedback on the same by the students, teachers, parents and employers. The evaluation of the curriculum carried out by the various stake holders were collected compiled and analyzed. This process was completed in the college itself by a group of faculty members. The compiled data was analyzed by the IQAC and a report prepared which included suggestions and recommendations to be made while preparing the curriculum by the University. These suggestion and recommendations were conveyed to the teachers who are members of the various board of studies of the University. This was done so that these suggestions and recommendations could be considered and suitably implemented when the next curriculum revision takes place.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Zoology	20	0	22
MSc	Chemistry	13	0	13
MCom	Financial Management	30	0	25
MA	English	18	0	19
BSc	Zoology	36	0	35
BSc	Physics	24	0	13
BSc	Chemistry	44	0	28
BCom	Computer Application	40	0	40
BA	History	24	0	24
BA	English copy Editor	24	0	25

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	500	156	21	8	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
49	49	16	1	1	15

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The student mentoring system was introduced in the college during this academic year. To implement this system all the UG students of the institution were grouped into groups of fifteen to a maximum of twenty. This was done by the Principal in consultation with the Heads of Departments. All the full time teachers of the college were assigned a group as mentees. This was done as far as possible by allotting students of a particular department to teachers of the same department. This was done keeping in view the idea that students are more familiar with teachers of the same department. As part of the next step a mentoring hour was allotted per week. This was done to facilitate interaction of the mentor with the mentees. These sessions involved self introduction, discussion on various general problems of the students, career guidance or exam preparation guidance etc. The main aspect of the mentoring process was the individual guidance, support and interaction between the mentor and mentee. These individual interactions were not formally included in the timetable but was left to the convenience of the mentor and mentees. The frequency of the meetings, time and place were all left to the freedom of the mentor. A report of the common discussions conducted in the classroom during the mentoring hour was maintained in the mentoring register given to each mentor. A confidential report of each mentee was also maintained by each mentor. It was found that the guidance, and encouragement of the mentor was very beneficial to some of the mentees. Any student in need of further counseling was referred to the certified and trained counselor available in the college. The mentees allotted to a mentor continued with the same mentor till he/she completed his/her programme in the institution. The student mentoring system was introduced in the college during this academic year. To implement this system all the UG students of the institution were grouped into groups of fifteen to a maximum of twenty. This was done by the Principal in consultation with the Heads of Departments. All the full time teachers of the college were assigned a group as mentees. This was done as far as possible by allotting students of a particular department to teachers of the same department. This was done keeping in view the idea that students are more familiar with teachers of the same department. As part of the next step a mentoring hour was allotted per week. This was done to facilitate interaction of the mentor with the mentees. These sessions involved self introduction, discussion on various general problems of the students, career guidance or exam preparation guidance etc. The main aspect of the mentoring process was the individual guidance, support and interaction between the mentor and mentee. These individual interactions were not formally included in the timetable but was left to the convenience of the mentor and mentees. The frequency of the meetings, time and place were all left to the freedom of the mentor. A report of the common discussions conducted in the classroom during the mentoring hour was maintained in the mentoring register given to each mentor. A confidential report of each mentee was also maintained by each mentor. It was found that the guidance, and encouragement of the mentor was very beneficial to some of the mentees. Any student in need of further counseling was referred to the certified and trained counselor available in the college. The mentees allotted to a mentor continued with the same mentor till he/she completed his/her programme in the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
656	49	1:13

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
39	39	0	0	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Manjusha C G	Assistant Professor	Best Programme Officer (NSS) of Mahatma Gandhi University
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	English Copy Editor	6	12/06/2020	13/08/2020
BA	History	6	12/06/2020	13/08/2020
BCom	Computer Application	6	12/06/2020	13/08/2020
BSc	Chemistry	6	12/06/2020	13/08/2020
BSc	Physics	6	12/06/2020	13/08/2020
BSc	Zoology	6	12/06/2020	13/08/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal evaluation was introduced by the University along with the revision of the syllabus in 2009 for UG courses and 2013 for PG courses. It has been followed ever since. Students are evaluated based on their regular presence in the form of their attendance, seminars/assignments/viva and test papers. This system of evaluation is beneficial to the students as it keeps them on their toes and makes regular study a part of their study method. 20 of the marks are earned in this manner for each course. In addition to the guidelines of the University regarding Continuous internal evaluation the institution has made some additional improvements to this process. The marks of all test papers, model examinations, assignments and seminars of each student are uploaded on the college student management portal so that it is available

for the parents/guardians to view. This enables a monitoring of the student not only by the teacher but also by the parents/guardians. In addition to this a parent teacher student meeting is conducted at the end of each semester well before the commencement of the University examinations. This was found to be beneficial as students become aware of their weaknesses with regard to their academic performance.

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

The academic and non academic activities are planned well in advance at the beginning of the academic year by the Principal and staff council. Micro planning is done at the department level in keeping with the general schedule. The dates for conducting internal examinations, submitting assignments and taking seminars are all prepared and the students are informed about it well in advance. The examinations for all the UG programs are conducted together and a schedule is followed so that all questions papers are printed and ready before the commencement of the examinations. After the examinations the answer papers are valued and the answers discussed with the student. The progress card of each student is prepared at the end of each semester and given to the parents/guardians at the parent student teacher meeting. Students who could not attend an examination due to unavoidable reasons are given a second chance to do so. The internal marks are prepared after this and they are consolidated. After scrutiny by the Heads of departments and internal exam coordinator they are displayed on the notice boards to give the students a chance to raise objections/ask for clarifications if any. The marks are then uploaded in the University portal at the specified time.

2.6 – Student Performance and Learning Outcomes

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

<http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%27105%27>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
CH1	BSc	Chemistry	36	28	77.77

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2.7 – Student Satisfaction Survey

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

<http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%2793%27>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other	365	KSCSTE	0.2	0

than compulsory by the University)			
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Tracing the contours of cultural studies from roots to routes	English	10/07/2020
Together we beat Air Pollution	Chemistry	19/09/2019
Eco criticism	English	25/06/2019
ICT Enabled teaching and Learning process	IQAC	31/08/2019
Financial Innovations Emerging Markets	Commerce	26/09/2019
NAAC Accreditation	IQAC	06/11/2019
Modern Economics	History	15/10/2019
Curriculum design Outcome based learning	IQAC	29/10/2019
International Year of Periodic table	Chemistry	21/12/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	NA	NA	01/06/2019	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	01/06/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Malayalm	1
Physical Education	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	0
International	Zoology	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NA	NA	2019	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	NA	2019	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	3	4
Presented papers	0	1	0	0
Resource persons	0	0	0	4
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Yoga day	NCC and NSS	3	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Best Programme officer	Mahatma Gandhi University	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS Leadership Training	NSS unit of the college M G University NSS unit	NSS Leadership Training Camp for Volunteer Secretaries of various colleges	4	60
Anti-Narcotics Day Celebration	NSS and Excise department	Anti-Narcotics Seminar for students	2	100
Seminar on Road Safety	NSS and Police department	Seminar for students	2	90
National Voters Day Celebration	NSS Election Commission of India	Enrollment of citizens in Voters list	2	70
Swachh Bharat	NCC	Pakhwada	1	100
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Project	Tropical Institute of Ecological Sciences	24/02/2020	06/03/2020	10
On the Job Training	OJT	Deshabimani	10/02/2020	07/03/2020	21

		Newspaper, DC books, SPCS			
On the Job training	OJT	Center for Heritage Studies, Government of Kerala	25/11/2019	07/12/2019	26
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	31/05/2019	NA	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
208.15	73.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL2.0.012	Partially	2.0.0.14	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20258	2245795	13	3640	20271	2249435

Reference Books	871	186566	0	0	871	186566
e-Books	3135000	5900	0	0	3135000	5900
e-Journals	2	1700	0	0	2	1700
CD & Video	145	5610	0	0	145	5610
Library Automation	1	20000	0	0	1	20000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Tony Francis	Group Theory	youtube	20/04/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	89	40	80	8	0	9	23	100	0
Added	0	0	0	0	0	0	0	0	0
Total	89	40	80	8	0	9	23	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%27100%27

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
54.43	41.88	208.15	73.92

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

institutional Website, provide link)

There is an established policy instituted by the college governing board for repair, maintenance and upkeep of equipment in the institution. The institution has technical and support employees under civil, technical, electrical and mechanical categories with whom we have contracts to ensure fast and up to date maintenance. This ensures a safe and optimum ambience for teaching learning and allied activities in the institution. The heads of various departments inform the Principal through a written request of any repairs or service of any equipment in the laboratory or department that is required. A technician visits the site and after sanction of the amount required the repair is done. The bill is presented before the representative of the management who then makes the payment. Library The library is taken care of by the library committee as per the rules and regulations drawn up for the use of the library. The maintenance and improvement of infrastructure, procuring of books for various subjects are in response to the demands placed by the various departments. Every online and printed journals to be subscribed are also decided in consultation with the various departments. Computers/Laboratories and Equipment's Computers, Laboratories and Equipment's are maintained in good condition. All the computers in the college are maintained and repairs done as and when the need arises as per the Annual Maintenance Contract. Sensitive laboratory equipment's are also serviced by the authorized service personal as far as possible. Otherwise competent technical personal are called for the maintenance work. Power Supply/Generator Power supply, water supply, generator are all well maintained so that they are available 24 X 7. Lightening arrestor and proper earthing of all electrical devices are safety features incorporated. Stabilizer and UPS are used for safety of various equipment's. Facilities/Amenities upkeep The classrooms, office, restroom, toilets, common spaces, playground, gymnasium, canteen and hostel are always well maintained to ensure safety and smooth functioning of the institution.

<http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%27100%27>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Proficiency prize for top scorers of degree post graduate courses	10	10000
Financial Support from Other Sources			
a) National	Post Matric scholarship	7	42000
b) International	Nil	0	0

No file uploaded.

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	10/01/2020	42	Internal Faculty

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	NET/SET Coaching for M Com students	10	0	0	0
2019	Guidance for Mathematical reasoning and Aptitude test	28	0	25	0
2019	UGC-CSIR-NET,SET Coaching for MSc Zoology	20	0	0	0
2020	Chemical Sciences CSIR NET Coaching	12	0	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	MRF	10	4

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	4	St Marys College	Chemistry	St Marys College	MSc

[View File](#)

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

Items	Number of students selected/ qualifying
NET	2
SET	1
Any Other	2
No file uploaded.	

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

Activity	Level	Number of Participants
Christmas Celebrations	Collegiate	400
EMMINENCE 7.0	Intercollegiate	400
GRAMIKA	Local Community	1000
Onam Celebrations	Collegiate	450
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Null	Null	Null	NA
No file uploaded.						

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

The college union was elected at the beginning of the academic year after the admission process for UG and PG programmes was complete. The election took place on 20 August 2019. The University statutes were strictly followed and every regulation of the University was adhered to during the election process.

The whole procedure is transparent and takes place according to the Presidential form of election. Moreover this provides a training to students in the practice of the electoral process. The college union was formed and took charge of all student activities after taking oath on 30 August 2019. The college Union conducted the Onam celebrations organized in the college on 14th September 2019. The college Union also organized a arts fest in the college and was active in organizing the University youth festival. In addition to all this the six departments of the college have a association that is managed by the students of that department. This body organized seminars, quiz competition and cultural programmes for the students. There is a student representative in the IQAC, Grievance redressal cell, Women’s cell and Electoral Literacy Club. Students are always included and their opinions considered when organizing any programme and implementing any rule in the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

450

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

56003

5.4.4 – Meetings/activities organized by Alumni Association :

1. Department of Zoology - Meeting of Alumni on 17.06.2019 and 20.07.2019. 2. Department of Chemistry - Meeting of Alumni On 26.05.2019 and 02.02,2020 3. Department of Commerce - Organized and sponsored cultural fest and Childrens day celebrations at St Stephen L P School, Amayanoor 4. Department of History- Conducted a orientation programme with alumni on "Higher Education in Central Universities in India" by Annie P Stephen, Tata institute of Social Science, Hyderabad

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization and participative management has been the method of governance in the institution right from the beginning. Even though the Principal is the final authority on all matters and is always kept informed of all activities and programs in the college, the various departments, cells, committees, clubs and associations have considerable degree of freedom in implementing and managing their activities. The various departments of the college enjoy a great deal of freedom with regard to the management of day to day affairs of the department as well as management of the laboratories and facilities under its jurisdiction. Within each department all the faculty members are assigned different duties and have some freedom to implement their ideas and methods with the approval of the head of the department. Students are also assigned various duties and encouraged to manage the various activities and programmes of the various clubs, cells and associations functioning in the institution. One example of participative management is the cooperation shown between the various clubs and cells in organizing various activities in the college. Most of the activities of the NSS unit of the college was organized in association with the Women's cell, different departments or with NCC unit of the college. The World Environment Day celebration was organized with the support of the department of Chemistry. The Self employment programme for housewives was organized in association with the Physics department. Another instance of decentralization of governance is seen in the freedom given to the departments to decide on their own association activities as well as deciding on the certificate courses and selection of open course and elective course offered. Assignment of duties to teachers in the department as well as students are also within the pervue of the Heads of departments.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	To make the admission process less hassle free and smooth for students as well as parents who accompany them, a

admission committee is formed which includes two office staff and a teacher. They are trained in the admission procedure at the University so that they can help the students who come by clearing any doubts they may have. Students have to meet the teachers of the department they have chosen as their field of study as well as the Principal. This whole process helps the students to be acquainted with the staff of the college they are going to join and clear any doubts they may have about the course of study or the institution.

Industry Interaction / Collaboration

Since the college is located in a rural area there are very few opportunities for collaboration with industry. The alumni included in the IQAC also included a prominent industrialist. So the inclusion of an official from the local industry was done with this view in mind. Students are sent for doing their project work at some of the smaller industries in this area. This ensures that our students are exposed to the practical aspects of their syllabus. This empowers them when they apply for jobs in various industries.

Human Resource Management

Students are the greatest resource of the institution. To obtain the best output from our students both academically, socially and spiritually has always been our endeavor. As a part of this process mentoring was introduced in the college. Each teacher was allotted up to a maximum of twenty students. The mentors were able to maintain a good rapport with the mentees so that it helped to bring out many hidden talents and vocations in our students. The mentor is a guide and motivator so that students falling behind academically or facing personal problems are able to receive guidance. The talents of the students in various cultural activities was noted and those students were encouraged to participate in the University youth festival. They were given professional training and provided with financial support to showcase their talents.

Library, ICT and Physical Infrastructure / Instrumentation

The construction of a new spacious library building with modern facilities has begun with RUSA funding. The automation of the presently used

Library was begun in 2014 but the process of bar coding of all the books could be completed only by 2018. The automated library was introduced for students in 2018. With this step the library became more student friendly. The library was extended and a separate reference section for PG students was introduced. More teachers were encouraged to use ICT technology. Free WiFi was provided in all the classrooms and LCD projectors were made available in all the departments. Three more classrooms were built for conducting examinations so as not to disturb the regular classes.

Research and Development

As part of our initiative to improve the research activities in the institution especially in the case of research by students, three of our faculty members applied for student projects with Kerala State Council for Science Technology and Environment. Two projects was sanctioned. The students have completed their project and one of them is writing a paper for publication. Six of our teachers are doing research and one of them has completed and submitted their theses. Two of our guest staff have been awarded Phd this year. Many of our PG students are doing research as part of their project either in the institution or at other centers.

Examination and Evaluation

The semester examinations and evaluation are conducted by the University externally. The internal examinations of each semester are conducted in the college and the marks are uploaded on the University website. The internal examinations are arranged as per the schedule planned by the staff council and the students are informed of this. This examination is conducted in a manner exactly similar to the University examinations and the evaluation is completed strictly on schedule. The answer scripts are discussed with the students so that they are made aware of their shortcomings. Students are thus better prepared to face the University examinations. This year as a result of Covid 19 the academic year could not be completed in the regular manner so some of the internal exams were conducted in the online mode.

Teaching and Learning	<p>Since the new generation students are more acclimatized to visual effects and animation, the method of teaching was also modified from the conventional talk and chalk method to more sophisticated use of electronic media. Since this year more teachers have started using ICT tools and portable LCD projectors for engaging classes. The present generation of students are more tech savvy and prefer to be taught in this manner. Students are more attentive in class and are more able to follow and understand the topics being taught. Teachers are providing study materials using e resources like youtube and google classroom Students are also encouraged to take short term courses of Swayam.</p>
Curriculum Development	<p>The curriculum is developed by the board constituted by the University. This curriculum is applicable to all the affiliated colleges. However the faculty of these institutions can contribute to the development of the curriculum as one or two teachers from each department and each institution is included in the curriculum restructuring committee. Many of the teachers from this institution also attended the curriculum restructuring workshop for UG programmes held in 2017 and PG programmes held in 2019. Their suggestions and improvements to be made were implemented in the syllabus. This restructured syllabus is now being followed in the college.</p>

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

E-governance area	Details
Planning and Development	<p>Usage of technology for planning and development has not been fully implemented. Since the institution is comparatively limited with respect to both area, faculty, courses and number of students a hands on conventional method is still used with regard to planning. This involves regular meetings at both the department level and Staff council as well as IQAC.</p>
Administration	<p>This aspect is mostly technology based. From information sharing to notifications, time table preparation, admission, internal mark preparation, assignments, examination registration, financial details of students.</p>

	Different portals are used like Whatsapp, google classroom, University examination portal and Student management system of the institution.
Finance and Accounts	The financial records and accounts are also technology based. The details regarding the faculty salary and other government funds are handled using the Spark portal of the State Government. Most of the finances with regards to the students are also dealt with using various portals of the Government and University. The account of funds of the the management are managed using Tally software.
Student Admission and Support	This aspect of governance is completely computerized. The software of the University is utilized for all admission procedures. The University admits students to all its affiliated colleges through a centralized allotment process. The admitted students details are stored in the Student management portal of the college. All parameters regarding a student are managed using this portal including attendance, internal marks, progress cards, and information sharing with parents regarding these details.
Examination	This aspect of governance was not computerized until the end of the academic year. Due to the unusual circumstances of Covid 19 the final model examinations could not be conducted and many examinations were then conducted using various platforms like google classrooms, google forms etc

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Anupa Rose Babu	Erudite Lecture program	Nil	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	ICT Enabled teaching learning process	Nil	31/08/2019	31/08/2019	28	Nil
2019	Outcome based Curriculum design	Nil	29/10/2019	29/10/2019	44	Nil
2019	NAAC accreditation process	Nil	04/11/2019	04/11/2019	23	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Three month Army training program for Associate NCC officers at Officers Training Academy, Nagpur, Maharashtra	1	03/06/2019	31/08/2019	90
Six day residential workshop on Reconfiguring History Pedagogy	1	21/01/2020	26/01/2020	6
Short term course (commerce)	1	09/01/2020	13/01/2020	5
Faculty Development program	1	18/09/2019	22/09/2019	5
Orientation course	1	23/08/2019	12/09/2019	21
Refresher course in English Language and Literature	1	06/08/2019	20/08/2019	14

Refresher programme in Commerce	1	01/08/2019	14/08/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	24	0	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Internet facilities for research. 2. Infilbnet availability 3. Health centre with many gym equipment's for free use of staff. 4. Farewell meeting for retiring staff.	1. Health centre with many gym equipment's for free use of staff. 2. Restrooms for lady staff members. 3. Farewell meeting for retiring staff.	1. Proficiency prizes for toppers 2. Textbooks provided for needy students. 3. Health center with many gym equipment's for free use of students. 4. Shuttle court for usage of students

6.4 – Financial Management and Resource Mobilization

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

The institution has transparent mechanisms to monitor effective and efficient use of available financial resources. Decisions are taken and resolutions passed on financial matters after detailed deliberations in the Managing Board meetings. Both Internal and External Audits at regular intervals ensure accountability. . The internal audit is done every year and reports maintained. The funds of NCC, NSS, WWS, SSP, ASAP are all monitored and audited by the various state and central government departments. This is done at the end of each academic year. The management funds and assets are audited by auditors appointed by the management

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PTA	210000	Proficiency prizes, Textbooks for needy students, salary of library assistant.
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6.4.3 – Total corpus fund generated

11790867

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Staff Council

Administrative	Yes	Various Government departments	Yes	Management
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Providing text books for needy students 2. Proficiency prizes for Class toppers 3. Providing salary for a library assistant.

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

1.Yoga class for staff 2. Self Employment class on wiring and plumbing. 3.Ayurvedic food fest and health class

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

1. Extension activity in the local community - CARE, SHARE and LEARN 2. Jal Samridhi - Water conservation for the institution and community 3. Provided financial support and training to students to participate in the University Youth festival.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seminar on ICT Enabled teaching learning process.	31/08/2019	31/08/2019	31/08/2019	28
2019	Seminar on Outcome based curriculum	29/10/2019	29/10/2019	29/10/2019	44
2019	Seminar on revised NAAC accreditation process	04/11/2019	04/11/2019	04/11/2019	23
2020	Webinar series - 1	17/05/2020	17/05/2020	17/05/2020	100
2020	Webinar 2	21/05/2020	21/05/2020	21/05/2020	100
2020	Webinar 3	23/05/2020	23/05/2020	23/05/2020	100
2020	Webinar 4	25/05/2020	25/05/2020	25/05/2020	100
2020	Webinar 5	28/05/2020	28/05/2020	28/05/2020	100
2020	Webinar 6	31/05/2020	31/05/2020	31/05/2020	100

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Penniravu	16/01/2020	16/01/2020	200	0

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

Percentage of power requirement of the University met by the renewable energy sources
5

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	Yes	400
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	13/07/2019	1	Spoken Hindi Class	Teaching Hindi to school students	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Campus Diary	15/07/2019	The Campus diary is a handbook published at the beginning of each academic year which gives complete details of all rules and regulations as well correct behavior to be observed by all the students admitted to the college.
Code of Conduct for teachers	01/01/2019	A handbook was published for teachers a

few years after the college was established in 1981. This code even included the correct dress code for teachers. This code was later revised and is available in the college website. In addition teachers are expected to observe the code of conduct of the University while non teaching staff are expected to observe the code of conduct prescribed in the Kerala Government service rules. The management appointed staff are expected to accept and follow the code of conduct prescribed by the management

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	21/06/2019	200
Rally for Nature	24/10/2019	24/10/2019	40
Onam Celebration	14/09/2019	14/09/2019	60
Constitution Day	26/11/2019	26/11/2019	100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rainwater harvesting implemented for both the hostel and college. 2.Usage of plastic disposable cups for serving tea/coffee was replaced with steel glasses purchased for the purpose. 3. Fish pond with catfish for disposing waste food. 4. The campus was declared as plastic free with restriction on the use of plastics. 5. All the banners used in the campus was changed to cloth from plastic

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title: CLEAN, GREEN CAMPUS: HEALTHY CAMPUS Context: Environment friendly methods are essential for the future of the planet and it is best taught to young minds as they are more receptive. A basic change in the use and throw methods is essential both to conserve our precious resources and to decrease pollution. Goal: • To achieve a total conservation of water resources. • To increase the flora and fauna of the area • To decrease waste. Practice: To achieve these goals many of the cells and clubs joined hands. NSS, Nature club, Zoology department, Women’s cell all contributed their bit towards making this possible. NSS activities included planting trees, distributing tree and vegetable saplings to local community members, organizing a cycle rally to increase awareness about water conservation. They also cleaned the nearby rivers Kakarivelil and Manimalayar of plastic and debris dumped into it.

Women's cell and NSS organized a workshop for homemakers in the neighborhood on how to make paper bags and grow bags. NSS students also made paper bags and distributed it. Nature club members planted flowering shrubs along the sides of the road leading to the college. Rainwater harvesting methods were taught to the local community members by visiting their houses. Zoology department planted shrubs to encourage butterflies. The Chemistry department organized a seminar on World Environment day on the topic 'Together we beat air pollution'

2. Title: EMPOWERING THE COMMUNITY Context: In accordance with the mission of the college, social responsibility is always made a priority and all students are encouraged to contribute actively to the society in which they live. The CARE, SHARE and LEARN programme of the college is an ongoing programme that places emphasis on the growth of the community using the human resources of the college. Goals: • To utilize the capabilities and resources of the college to empower the local homemakers. • To inculcate a sense of social responsibility in all the students. Practice: This mission of the institution was achieved with the active participation of all the students and teachers of the college.

The NSS unit of the college organized a self employment programme for homemakers on plumbing and wiring by skilled resources persons. Hindi Parivar organized a spoken Hindi class for 5th - 10th standard students of neighboring schools. NSS members distributed flood relief kits to the households of this area. The Commerce department organized Onam celebrations for differently abled children of St John's Special School. A cake making class was organized by the Women's cell for homemakers. Paper bag and grow bag making class was arranged for the homemakers by the Zoology department. Vermiculture methods for waste disposal of food waste in houses was also taught to the homemakers. These activities culminated in GRAMIKA a cultural fest for three days organized in association with the IX ward of Manarcad grama panchayath. A painting competition for school children and exhibition was organized. A Kung fu show and Thiruvathira dance performance by the college team was the highlight of the evening. On the final day a entertainment extravaganza for students, teachers and community members was organized. There were performances by students, homemakers of the panchayath, competitions, food stalls and stalls selling food items made by the homemakers. These programmes truly brought out the inherent managerial skills and talents of the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%27104%27>

7.3 – Institutional Distinctiveness

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

Vision: Service to the society through improvement in the quality of life
 Priority: Including the community in our growth so that we can grow together.
 Thrust: Ingrain this service mentality in our students. This vision of the institution is reflected in every aspect of its activities. Molding the students who enter this portal so that they are responsible citizens has always been the goal of all the academic and cocurricular activities that are organized. This institution has always tried to inculcate a sense of social responsibility in the students. To achieve this a large number of activities are organized. Many of these are ideas put forward and executed by the students themselves. The CARE, SHARE and LEARN programme instituted has been designed to achieve this. At the same time the needs of the local community are considered so that the human resources of the college are utilized for the benefit of the community. The activities of all the clubs, NSS unit as well as all the departments are all designed to utilize their skills and knowledge to benefit the rural community. There were numerous programs for the residents throughout

the academic year. These programs culminated in a grand three day exhibition and fest 'GRAMIKA' from 31st January to 2nd February 2020. All the students, teachers, alumni and administrative staff with the full support of the management was actively involved in organizing it.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

As the education field is changing with more and newer and more effective policies being implemented the institution also plans to keep up with this trend. The future plans envisaged for the coming years are More ICT usage by the faculty All classrooms made into smart classrooms. Providing consultancy to the community with regard to agriculture and self employment. Providing a platform for more campus placement of students. Providing more coaching for students to write competitive examinations. Developing a media centre to prepare e resources and digital database. Providing more facilities for support staff. Increasing the usage of renewable sources of energy. Building a football and cricket ground. Providing an incubation center for students to develop start ups. Research center Providing training for students to compete in cultural activities of the University.