YEARLY STATUS REPORT - 2020-2021

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 its own campus?   **Yes**

- Phone no./Alternate phone no.   **0481 2373383**

- Mobile no   **9447977050**

- Registered e-mail   **smc.manarcaud@gmail.com**

- Alternate e-mail   **IQAC.smcm@gmail.com**

- Address   **MANARCAD, MAALAM**

- City/Town   **KOTTAYAM**

- State/UT   **KERALA**

- Pin Code   **686019**

2.Institutional status

- Affiliated /Constituent   **Affiliated**

- Type of Institution   **Co-education**

- Location   **Rural**

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University **MAHATHMA GANDHI UNIVERSITY**

- Name of the IQAC Coordinator **MS PHILIP MARINA PHILIP**

- Phone No. **04812575734**

- Alternate phone No.

- Mobile **6282897840**

- IQAC e-mail address **IQAC,smcm@gmail.com**

- Alternate Email address **marina_m66@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year) http://www.stmaryscollege.ac.in/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 Web link: http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%2783%27

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.71**	**2016**	**17/03/2016**	**16/03/2021**

6.Date of Establishment of IQAC **01/10/2014**

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
ST MARY'S COLLEGE	**Development Grant**	**RUSA**	**2019 - 2021**	**6500000**

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   3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- 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**

- If yes, mention the amount

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

* Regular meetings held. * Two Orientation classes were organized for parents and newly admitted students. * Online mode of teaching organized. *One webinar was organized for students on career orientation. * A webinar on National Innovation and Start up policy was organized for the faculty. * Management of online teaching method adopted for the academic year.

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
Organize a orientation class for newly admitted students and their parents	Online orientation class conducted for first year UG students on 22 October 2020.
Organize a orientation class for the existing UG and PG students	Online orientation class arranged on 1 June 2021
Organize a career orientation program for UG students	Online career class organized for first and second year degree students on 12 November 2021
Prepare e-resources for students during the lockdown	Many videos on various topics were uploaded by all the teachers on youtube and google classroom.
Orientation class for teachers on using the google workspace for online classes	An orientation class was conducted on 1st June 2020 for all faculty members

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	15/12/2021

14.Whether institutional data submitted to AISHE

Part A	
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• Registered e-mail	smc.manarcaud@gmail.com
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• Location	Rural
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• Name of the IQAC Coordinator	MS PHILIP MARINA PHILIP
• Phone No.	04812575734

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• IQAC e-mail address	**IQAC,smcm@gmail.com**
• Alternate Email address	**marina_m66@yahoo.com**
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**

website?		
• 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**
• If yes, mention the amount	

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Orientation class for teachers on using the google workspace for online classes	**An orientation class was conducted on 1st June 2020 for all faculty members**

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**15/12/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020 - 2021	**26/02/2022**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **308**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **223**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **53**

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   **232**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **44**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **44**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year		**308**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year		**223**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		**53**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year		**232**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year		**44**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**44**

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**60.52398**
4.3 Total number of computers on campus for academic purposes	**71**

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

The classes for the 2020 – 2021 academic year was almost completely conducted online.

- **In June with the commencement of the academic year, all the faculty members were required to be present in the college on all working days.**
- **A G suite account was created for the college and all teachers were provided with an email id. Teachers were given a one day training on how to effectively use the google workspace to conduct online classes.**
- **Online classes were conducted from the college according to a special timetable prepared especially for this purpose.**
- **A weekly report of online classes taken by each teacher was submitted to the Principal.**
- **Some classes were uploaded on youtube, so that students could watch the classes many times at their convenience.**

- Online class tests and viva was also conducted regularly to assess the progress of the students and analyze the effectiveness of the online classes.
- Teaching and learning platforms like google classroom were used.
- Online Model examinations were organized prior to the University examinations. These exams were conducted with online video supervision.
- PTSA meetings were also organized to communicate the progress of the students to their parents.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

The academic calendar is published by the University at the beginning of each academic year.

- The institution strictly adheres to the dates published for each semester.
- During the academic year 2020 -2021, as a result of the Covid 19 situation a complete academic calendar was not published by the University.
- The institution followed all the directions and dates regarding the semester commencement and exam dates published periodically.
- Online class tests were conducted regularly by the teachers engaging various classes using online platforms like google classroom.
- Seminars were conducted online and assignments were uploaded as per schedules prepared by the teachers engaging the classes.
- Model examinations were conducted prior to the commencement of the University semester examinations under camera surveillance.
- The timetable for the model examinations were prepared and published well in advance so that the students could prepare well.

- **Google classroom platform was utilized to upload and evaluate the answer scripts.**
- **Results were published and online PTSA meetings were organized.**

· Internal marks awarded on the basis of these evaluative methods were also published before being uploaded onto the University portal.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

A. All 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)

9

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

239

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

Courses relating to Gender, Environment and Sustainability, Human Values and Professional ethics form part of the formal curriculum for many programs that the HEI offers.

With the restructuring of UG course in the year 2017, a mandatory course on Environment and Human rights was included in

the syllabus. This course is compulsory for both Arts, Commerce and Science students and is taught in the fifth semester.

The PG course in English and UG course in History also includes a course on gender issues. For those students who are not exposed to formal and mandatory sessions on these issues the institution organizes many seminars, discussions and programs for the students.

The Department of History organized a webinar series on Gender studies with many eminent personalities who were resource persons. This webinar was attended by many students of this college as well as other colleges.

The NSS and NCC unit organized many programs such as webinars, tree planting, cleaning the campus. The NCC unit conducted a webinar on child protection. And also organized a help desk to deal with students who were stuck in various places due to the lockdown.

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

10

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

232

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

File Description	Documents
URL for stakeholder feedback report	http://www.stmaryscollege.ac.in/Images/Feedback%20on%20syllabus%201.4.1.pdf
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	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	http://www.stmaryscollege.ac.in/Images/Feedback%20on%20syllabus%201.4.1.pdf

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

223

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

53

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

Slow and advanced learners are identified by each department at the initial stages of first year UG classes by conducting an entry level test and a personal interview and assesses their

learning levels. This year as a result of online classes slow learners were identified by some of the class wardens of each class on the basis of an online viva.

For the slow learners support was provided by conducting additional online classes in addition to the regular classes. Revision of the topics was also done at the end of each semester. Students are provided with question banks and keys, so that they can prepare for the examinations using these notes.

Assignments and seminars are done in each semester. These seminars are presented online by students This improves their presentation skills.

Advanced learners are provided with incentives like being made class and group leaders to take charge of various activities like association activities or conducting classes for other students that provide them with more exposure and knowledge in their subjects of study.

For deserving students the college offers financial assistance. Career guidance classes were also organized for final year UG and PG students to prepare them for their future.

File Description	Documents
Paste link for additional information	Nil
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
652	43

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

Video lectures have become a salient feature now. Video conferencing as a Teaching Learning tool is widely used during the pandemic and post-pandemic days, by which the students were kept at par with the curricular demands set by the University.

Experiential learning This was limited to smaller projects which the students were able to complete during the few days that they were permitted to attend college on a regular basis. Internships and field work could not be included due to the lockdown.

Participatory learning. As a result of the pandemic and lockdown most of the classes were conducted on an online mode and hence there were few opportunities for participative learning. Some quiz programs were organized as well as online celebration of cultural events. Association activities were also organized using various ICT enabled platforms like zoom and google.

Problem solving methodologies Project work is included in all the programs taught in the college. This was presented in a problem solving methodology by suggesting a suitable problem related to their field of study to which they found a method to solve and utilized it in their project. However this was conducted only in a limited manner due to the pandemic restrictions.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%276%27&sid=%27118%27

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

The institution has always embraced new inventions and technology that revolutionizes the field of education especially in teaching- learning process. Teachers are updated regularly about the advancement in the area of ICT by seminars.

The college is keen on making its faculty adapt to the evolving trends. In view of this the college conducts regular orientation

programs for the faculty.

Since the pandemic and introduction of lockdown all classes have been conducted online using the google workspace. Lectures, seminars, assignments, class tests, model

exams and even cultural programs are organized using the google workspace.

Webinars, orientation classes, career orientation and training programs are all conducted online.

The high speed Wi- Fi enabled campus provides a dedicated free internet connection to faculty members. The newly constructed air conditioned seminar hall is fully furnished with ICT facilities. All the departments possess multiple laptops/ desktops, printers and scanners under each department. The interactive boards and projectors are also provided to departments

Our fully automated Library provides the teachers and students with facilities like INFLIBNET, N LIST etc.

Under the guidance and surveillance of the tutors, departments maintain class wise 'WhatsApp groups'. These groups update the academic activates, share teaching learning materials

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

43

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

43

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

11

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

315

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.

- As per the syllabus regulations for both UG and PG courses conducted in the college twenty percent of the total marks for every course must be by internal assessment.
- These 20 percent marks/grade are awarded to the students on the basis of tests, assignments, seminars/viva voce and attendance.
- There are strict guidelines provided by the University regarding how these marks are divided among the different components of internal assessment. The institution strictly follows these guidelines.
- Due to pandemic regulations all of these components were conducted online with camera supervision of tests.
- This year as per the recommendations of the University attendance was not considered for internal assessment as some students had net connectivity problems and could not attend some classes.
- The internal marks awarded are published either on google classroom or in Whatsapp groups of each class.
- Any grievances can be notified to the class wardens or Head of department which are then placed in the Grievance redressal cell of the college.
- Class wardens instruct their respective classes regarding the importance of the internal/external mode of exams.
- Under strict evaluation, if any student fails to fulfill the criteria of average grade/mark, opportunity is given for re-submission of assignments or reexamination

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

The institution has a robust mechanism to deal with the process of conducting internal examinations as well as providing a transparent process for any student who wishes to make a complaint regarding the internal assessment. In addition any complaints of the students regarding internal examinations are dealt with quickly and in a transparent manner.

The internal assessment is not used a tool for personal favor or vengeance. In order to ensure this, students are given a right to know how the respective teacher arrived at the grade/marks. Yet if there is any grievance from the students, a three level mechanism is provided to address it. The students can appeal to the higher level if the grievance is not satisfactorily addressed at the lower level.

- **Department level: It is chaired by the Head of the department.**
- **College level: A senior teacher is the chairman of the Grievance redressal cell. It consists of a total of three teachers from various departments and two student representatives.**
- **University level: It is constituted by the Vice chancellor.**

There were no complaints or grievances from the students regarding the internal examinations or internal assessment conducted during the academic year.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2715%27&sid=%27113%27

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.

Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs) are basic parameters assigned to quantitatively and qualitatively measure the outcome of a particular programme/course

- MG University provides POs, PSOs and COs of every programme/ course offered by it through its official website. Framed by Board of Studies in consultation with experts and discussed in workshops.
- The College website also provides POs, PSOs and COs of every programme/ course offered by our institution. They are prepared by IQAC and faculty members in consultation with experts.
- Orientation Programmes were conducted by the College as a whole and individually by each department at the beginning of the academic year for both UG students. Parents are also invited to the orientation progamme
- The College Handbook/ Calendar also provide the comprehensive yet detailed outline regarding the level of intellectual achievement excepted from each programme when completed successfully. A copy of the handbook was given to all the students.
- The faculty members were briefed regarding the allocated subject/portion and its POs PSOs and COs, during the department meeting held at the outset of the academic year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%27105%27
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.

ASSIGNMENT

Assignments submitted by students or groups help teachers in the continuous evaluation process.

CLASS TESTS

Regular assessment of the programme outcomes is ensured by the institution through class tests and objective evaluation

PROJECTS

Our students are advised to select projects which provide them opportunity to develop in their future studies. This method will help students to make their academic/job profile more attractive. Students are guided and monitored by experienced faculty members.

INTERNAL EXAMINATIONS

Conducting of Internal exams provide a formative and summative evaluation of students.

SEMINARS/WEBINARS

Seminars or rather webinars help the students to present their findings with a critical bend of mind and resourcefulness. This also helps them to get acquainted with the best that is known and taught in their respective faculties of knowledge

VIVA- VOCE

Viva-Voce is an integral part of student assessment. It demands for objective and methodical assessment of the syllabus. The communication skills, manner of comprehensive articulation of students are tested.

MODEL EXAMINATIONS

These are conducted at the end of each semester to prepare the students to face the University examinations. It provides a basis for the assessment of the students regarding how well prepared they are to write the examinations.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**

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

124

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	**Nil**

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)

http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%2793%27

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

1

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

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

The college has been very progressive and genuine in developing scientific temperament among students and forming an innovative atmosphere. The college has a Research Committee to give guidelines, to monitor and to address the issues of research. Creating research culture among faculty members and students is its primary objective.

As part of this the projects completed by students are designed to give them a hands on experience of how they can utilize the knowledge they have gained to solve problems and create knowledge.

The institution also has a Innovation and Incubation cell which was registered and introduced in the college with the purpose of providing support to students with innovative ideas to implement their projects and build their own startups.

The pandemic was a drawback in this regard as only a limited amount of support could be provided to students for creation and transfer of knowledge.

When the need arose to provide sanitizers and liquid soaps to fight the covid 19 virus students and teachers put in efforts to make large quantities of sanitizers and soaps. This was used to provide the general public to be utilized at the bus stops and other public places.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2715%27&sid=%27123%27

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

2

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

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

10

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
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

The institution ensures learning through extension services to instil civic responsibility, patriotism, and service mentality among students. The various extension activities conducted under the initiative of various departments and clubs aimed to nurture students with potentials to meet the present day demands and inculcate the spirit of commitment to their society and the country.

As a result of the pandemic the usual large number of extension activities could not be carried out.

The NSS unit of the college could organize a few activities like tree plantation, Covid conselling cell, Hair donation foe cancer patients, making and providing san ritizers for the public during the pandemic and yoga training for families by the students.

The NCC unit could also organize some activities like tree pantation, yoga class and Help desk for pandemic affected students stranded in various places.

The Chemistry department rose to the occasion of battling the pandemic by making sanitizers and hand wash liquid for the public.This was organized in collabration with the NSS unit of the college.

Inspite of the lockdown situations the students could do some useful activities. It also sensitized the students about the needs of the people.

File Description	Documents
Paste link for additional information	**Nil**
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

6

File Description	Documents
Any additional information	**No File Uploaded**
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

14

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

`608`

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

`1`

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
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

`0`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

St. Mary's College, Manarcaud offers six UG courses and four PG Courses. Almost 650 students are taught every year in the 16.4 acre campus. Different departments, well-furnished class rooms and spacious laboratories with sufficient amenities and equipment's are situated in the main building of about 50,000 sq. ft. The Principal's office and College Office function in a separate building. The College Office facilities to provide prompt service to students, with special counters for remitting fees, for submitting application forms etc.

We have 24 ventilated, spacious Classrooms in which 5 of them are ICT enabled and with one smart class . We have 12 laboratories with modern day equipment's. The laboratories are well maintained not only for carrying out curriculum-oriented practical's, but also to carry out experiments beyond curriculum. Department of Physics, Zoology and Chemistry have well equipped science laboratories.

There are 7 well organized staff rooms where there is LAN connection and computer facilities. All the staff rooms are student friendly atmosphere.

Our ICT integrated auditorium and seminar hall has a capacity of five hundred and seventy five respectively. Most of the invited lectures, training, workshops and seminars are conducted here.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&sid=%2721%27

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

Sports Facilities

- The institution has adequate infrastructure in terms of space and facilities with sufficient funds catering to the physical development and wellbeing of students.
- Games like Football, Cricket, Kho-Kho are regularly played.

- A well-equipped gymnasium is in use for the students and staff to stay fit and healthy. The gymnasium hall has Bench Press, Weight Training & Lifting Set, Weight Lifting Bar, Six Dumbbell Set of 1 to 10 kgs, Weight Plates and Parallel Bar wall etc.
- Our students take part in various games and competitions at different levels which include the district level, State-level, University level and National level, bringing prizes to the college.

The College caters to the needs of all major outdoor sports events. The playground facilitates the following:

- The Main Central Ground with 400-meter track including Football and cricket field.
- Hand ball court
- Kho-Kho and Kabaddi Court

Cultural facilities

- The College also encourages students to participate in various cultural and literary activities and make the students excel in their fields of interest.
- College Music and Cultural Centre has a separate room with

many music instruments.

Yoga Facilities

- **A yoga center is available where 20 persons can simultaneously practice Yoga near the gymnasium.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.stmaryscollege.ac.in/Images/4.1.3%20ICT%20enabled%20classrooms.pdf
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)

46.6151044

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

St. Mary's College Library is situated in the prima facie of the campus and is separated into various sections like circulation section, reference section, Networking section, PG Reference section and Reading Room section, photocopysection for the benefit of the students, faculty and staff members.

There are department libraries functioning in eight departments, where library books are available for issue and reference for the teachers and students alike. The college library is also a help centre for Research Scholars and Academicians who visit the college library for their internship and research work.

Library Automation Library is partially automated with SOUL 2.0 software installed and made to use in 2014. It provides a very user friendly interface for searching documents in the library and their issue-status. Web OPAC facility is also provided for remote search for a document and its status. Name of ILMS: SOUL 2.0 Nature of Automation fully/partial - Partially operated Version- 2.0.0.12 upgraded on Sep 2019. Features of SOUL SOUL 2.0 is proprietary software by inflibnet (an inter-university centre of UGC) for Library automation.It is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, ensuring interoperability between other systems and technologies.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&sid=%2729%27

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

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)

0.78001

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

11

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

- **We have a total number of 80 systems and 9 laptops. The computer-Student ratio is 1: 7.2.**
- **LAN Network uses strong fiber optic cable system. We have a WIFI enabled campus. All the departments and classrooms are provided with internet facility.**
- **The college has subscribed to the services of two internet providers BSNL (Bandwidth - 40 Mbps) and Kerala vision (Bandwidth – 10 Mbps). We recognize the importance of safety towards its students, faculty and all stakeholders. The entire campus is equipped with 60 CCTV cameras providing electronic surveillance and a safety. We have 2-month backup facility for the CCTV cameras.**
- **The College has a Computer Lab with forty systems endowed with open licensed software to offer computer literacy and practical sessions.**

We have a centralized attendance software for smooth attendance and evaluation. The software has a separate student and parent login to view academic details. The software contains Internal evaluation details, progress report e

- **The college has a G-suite for education with @stmaryscollege.ac.in. Every teacher has given g-suite id to conduct centralized classes. Google classroom has become an integral part of online learning.**

- **Our college has its own ID card issuing software and machines.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

89

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	No File Uploaded

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)

13.90888

File Description	Documents
Upload any additional information	No File Uploaded
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.

- **. Departments in need of repair and maintenance work of equipment has to register in the College office giving the details of the maintenance required.**

- **Technician visits the site and completes the maintenance as required.**
- **The Job Completion Report is submitted to the Office**

superintendent.

- Bill is generated and processed through the concerned authorities and forwarded through Principal for the final payment.
- All monthly maintenance bills are brought to the notice of the Administrator.
- The College has Annual Maintenance Contracts for computer related repairs and power backup systems.

Procedure for Utilization of Support facility:

Sports complex:

- The student can use any of the support facility by making a requisition in writing for the same.

Utilization and maintenance of Laboratories:

- Separate Laboratories are to be allotted for classes based on a timetable.
- Standard Operational Procedures for handling various chemical, equipment, and instruments are strictly followed
- Stock register is to be maintained and updated regularly.
- Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.

Utilization of Class Rooms:

- Classrooms are opened only on days when there is regular class in the college. It is kept locked at all other times.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%27100%27

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

269

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File]
Upload any additional information	**No File Uploaded**
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

18

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	**Nil**
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

290

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

290

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 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

A. All of the above

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	No File Uploaded

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

13

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

49

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

2

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
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.

6

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)	_View File_

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)

Student Council aims to nurture and develop the leadership and organisational skills of students. The student council serve as

a medium for students to learn the different aspects of self-government.

The College Union or student council consists of members elected by means of parliamentary election procedure as per the guidelines of Mahatma Gandhi University. Two representatives from each UG and one from each PG class are elected. These representatives elect the office bearers for the College Union. The various posts of the College Union include Chairman, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, University Union Councillors, Lady Representatives, Class Representatives and Sports Club Secretary.

The Principal nominates a member of the staff as the Staff Advisor to guide the students. The Union acts as a voice of the student community.

Representatives of students are members in various official committees of the College, including IQAC. In addition to the Convenor of each club, students are members of various committees like, Grievance Redressal Cell, Anti- ragging Committee, NSS Advisory Board, Women's Hostel Advisory Board and various clubs which actively function in the college.

As a consequence of the pandemic and lockdown College union elections could not be held this year.

File Description	Documents
Paste link for additional information	**Nil**
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

7

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
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

Alumni Association is active in sponsoring many activities, prizes for competitions, books and equipment's. The total contributions of the alumni is more than five lakhs over the years. Their constant support both financially and help in other ways have enriched the campus. Our alumni who have high academic achievements and are professors in Universities abroad have enriched our present students by their seminars and webinars.

The alumni association has an annual get together in January. This year as a result of the pandemic the annual meeting could not be held.

Many of our alumni living abroad could not travel and were also economically affected by the pandemic so there were no programs or donations during the year.

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%276%27&sid=%2738%27
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	**No File Uploaded**

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

The activities of the institution is guided by the vision and mission that focus on uplifting the socially, educationally and economically vulnerable sections of the community, by attaining equality and excellence in higher educational institutions.

Vision: Service to the society through improvements in the quality of rural life.

Mission: To produce intellectually well trained, socially committed, morally upright, emotionally competent and spiritually inspired citizens > To provide value based quality education. > To promote higher education in the adjoining economically and socially backward area.

The day-to-day affairs of the College are managed by the Principal ably assisted by the Staff Council, the IQAC, the PTA and various other bodies. The active dialogue that happens between the beneficiaries and the authorities is the prime reason behind our progress. It is our conviction that all-round development happens only by total and integrated formation that prompts us to take care of all aspects of student growth.

. The Staff Council of the College, which is a consultative body for the Management and the IQAC frames and plans all the activities in the College

The institution strongly believe that its vision and mission will be attained only in a free and conducive academic atmosphere.

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2711%27&sid=%27119%27
Upload any additional information	View File

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

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 and management of the laboratories and facilities.

The online classes that the entire educational system of the country was forced to adopt was an entirely new challenge for all the students and teachers. Many teachers were not tech savvy enough to handle these classes. So an initiative was taken up by the younger generation of teachers to coach all the teachers on using the google workspace.

A Gsuite ID was created and faculty members were given an email ID with the name of the college.

A timetable was prepared that involved both live and non live classes asstudents could not attend five hours of live classes daily due to lack of internet connectivity.

IQAC requested all teachers to reach out to students who did not have good net connection by recording and hosting the video of the classes on you tube or google classroom.

All programs were organised using various online platforms

This is an example of participative management of student, teachers, Principal and the management to face the challenge of the lockdown.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective plans for development are drawn up based on the vision and mission

Envisaging the greater needs of the HEI a planned development of the infrastructure of the college was instituted.

To comply with the rules and regulations of the University of making the Self Financing programs of the institution entirely separate from the regular aided programs of the college. A separate three storied building was designed and construction was begum and is progressing at a fast rate. This building has all the facilities necessary for conducting the two self financing programs in the college and also has a separate entrance from the road.

As the library is very small and is insufficient for meeting the needs of the students. The management on the suggestion and recommendation of the IQAC and staff council decided to construct a separate building for the library. This was planned and proposed in the proposal put forward to RUSA. The proposal was sanctioned and at present construction is being completed.

Smart classrooms and a seminar hall were all part of the strategic plans for the development of the college. This has all been included in the proposal submitted to RUSA and is now being completed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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 democratic decentralized way of functioning of the Principal, regular meetings of the staff council, PTA, alumni association, elected college union etc ensure the involvement of all its stake holders in planning, implementing and evaluating the academic as well as co-curricular activities of the institution.

The Board of directors: The Board of directors of the St Mary's Jacobite Syrian Charitable and Educational Society which manages and governs the college appoints a Manager for the college. The Board of directors meets on necessary occasions and formulates broad policies for the smooth functioning of the college on three grounds- administrative, academic and financial. In each meeting, the report submitted by the Principal, is reviewed and discussed.

The Principal: The Principal is the fulltime officer in the College to provide requisite leadership in accordance with the policy of the Management and the institution. Being the principal Executive and Academic Officer, the Principal presides over the meetings of various cells and committees here.

The Staff Council: This is an advisory and consultative body consisting of the Principal,

Heads of Departments and two nominated members

The Internal Quality Assurance Cell : This is the quality monitoring body of the college which meets often

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%278%27&sid=%2750%27
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in   **B. Any 3 of the above**

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	<u>View File</u>
Any additional information	<u>View File</u>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The formal welfare schemes for teaching & non teaching staff include medical reimbursement, encashment of surrender leave, half pay leave, festival advance for NGO employees and six months maternity leave.

The teaching staff has a staff club and the non-teaching staff has a non-teaching staff association. The retired staff also have a retired staff association.

The teachers and non teaching staff had a meeting to celebrate Christmas. Another festival Onam which is usually celebrated with fervour by the staff association could not be organized because of covid restrictions.

Management acknowledges the services of the retiring staff members with felicitation meetings, mementos and lunch. This two of our teaching staff and two non teaching staff retired. A farewell meeting was organised to honor them and their services to the institution. Benefits for the retired hands were disbursed without delay.

College co-operative society provides for the requirement of staff and students. However it was locked as there were no students in the campus due to covid restrictions.

The College canteen provides hygienic food but was also locked this year. The well equipped gymnasium is available for all

staff members. The reading room in the library provides a variety of newspapers and magazines.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

2

File Description	Documents
Upload any additional information	<u>View File</u>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

10

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

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
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 performance of teachers is assessed by the students through an evaluation form. Printed formats are distributed among students for the assessment and summarized results of evaluation

are handed over to the teachers for improvement. Even though this is the format followed every year due to Covid restrictions an online feedback was collected.

Evaluation of the institution is also done by the students and parents. The feed backs obtained from all the stakeholders are used for evaluation and improvement.

Suggestions\complaints obtained in the box in front of Principal's office also serve as data for positive improvement.

Self appraisal forms prepared by the faculty also help in performance assessment and improvement. Internal Quality Assurance Committee (IQAC) ensures quality in all academic and administrative endeavours. Achievers are facilitated in the staff meeting and alumni annual get together.

Online PTA Meetings conducted by the departments provided occasions for interaction with parents and also for collecting feedback from parents on syllabus, facilities, teaching-learning and allied components.

The weekly work report submitted by each teacher regarding the schedule of online classes taken and work done during each class is a self appraisal and means of monitoring the work of the teachers.

File Description	Documents
Paste link for additional information	Nil
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 HEI has transparent mechanisms to monitor efficient use of available financial resources. Managing decisions are taken and financial resolutions passed after detailed deliberations in the Board and Staff Council meetings

The Board of Directors is actively involved in the planning and monitoring of available financial resources of the management.

The funds required are submitted to the board to be included in the annual budget of St Mary's Jacobite Syrian Charitable and Educational society which governs and manages the HEI. Sanctioned amount can be availed by the Principal. The Management has appointed a staff member for management accounts. Allocated UGC funds are divided after planning in the UGC steering committee.

The NSS and NCC funds are audited separately. During this financial year NCC and NSS unit did not receive any funds due to the lockdown.

The HEI conducts Three levels of Audit:

- Internal Audit of management accounts by the Chartered Accountant appointed for the purpose.
- External Audit by the Deputy Director of Collegiate Education Department.

- External Audit by the Accountant General of Kerala

The management accounts were audited and filed. Deputy Director conducted an audit of all accounts between the years 2014 – 2019. This was conducted in January 2020.

File Description	Documents
Paste link for additional information	Nil
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

The HEI received funds from various agencies like:

- **UGC.**
- **From various Government Departments like Director of Student Services (DSS)**

.

- **From State Government for NSS**
- **Financial assistance from Management**
- **Fees collected from self-financing courses deposited in the College Account**
- **PTA funds**
- **Contribution from teachers**
- **Alumni Contribution**
- **Endowments and Scholarships**

Major source of institutional funding is from management, UGC, State Government and income from self financing courses. Management funds are utilized when UGC and Government funds are insufficient. The salary of the guest staff are paid by the Government.

Additional supporting staffs are appointed for the smooth functioning of the college. Their salary is met by the management fund. For aided courses, salary of teaching and non-teaching staff is met by the Government

File Description	Documents
Paste link for additional information	**Nil**
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 the College gets together frequently to devise ways and means to bring about

qualitative changes in the Institution. The IQAC has formulated and introduced many significant qualitative changes in the institution during this academic year. These were introduced as a means of monitoring the online classes that was the mode of education during the lockdown.

A survey was conducted to know how many students did not have a mobile phone or laptop.

A timetable was prepared that involved both live and non live classes for the students as many students were not in a position to attend five hours of classes daily due to lack of internet connectivity.

IQAC requested all teachers to reach out to students who did not have good net connection by recording and hosting the video of the classes on you tube or google classroom.

A weekly report of all classes taken, videos uploaded and other work done was collected and checked by the Principal.

IQAC rose to the occasion to meet all the unusual demands of the pandemic to ensure quality education for all students of the institution.

File Description	Documents
Paste link for additional information	**Nil**
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

The IQAC has formulated and introduced many significant qualitative changes in the institution during this academic year.

The online classes that the entire educational system of the country was forced to adopt was an entirely new challenge for all the students and teachers.

A survey was conducted to know how many students did not have a mobile phone or laptop.

A timetable was prepared that involved both live and non live classes for the students as many students were not in a position to attend five hours of classes daily due to lack of internet connectivity.

IQAC requested all teachers to reach out to students who did not have good net connection by recording and hosting the video of the classes on you tube or google classroom.

Later a feedback on the effectiveness of online classes was conducted and analysed to know our weaknesses.

It was found that many students did not actually attend the classes but joined in but left to do some other work. In order to encourage students to take their classes more seriously parents were informed about this practice of their ward/child and asked to monitor whether they are actually listening to the class.

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2713%27&sid=%2789%27
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

C. Any 2 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%2784%27
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

Women in Kerala are educated on par with men and this is reflected in our student profile. We have much more girl students than boys. The number of boys are 267 and girls are 367 this academic year.

The number girl students admitted to the PG programs also have more girls than boys.

All the clubs and cells that are part of the extended profile of our campus have active participation of girls.

NSS has 64 girl students compared to 36 boys while NCC has 34 girl student out of a total of 100 students.

The department of English has courses on Gender studies and as part of their curriculum for MA English program

The department of History also has a mandatory course on gender studies as part of their BA History program.

The department of History organized a certificate course for students and teachers on Gender studies. Many eminent speakers were invited as resource persons for the webinars organized for this course.

Among the teachers recruited during the year, majority of them were women.

The HEI has an excellent Ladies Hostel within the campus and a Ladies Waiting room for day scholars.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	http://www.stmaryscollege.ac.in/Images/7.1.1%20Gender%20Senzitization.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

At St. Mary's College there is a system for effective management

of waste.

Solid Waste: Solid waste is usually segregated and collected and disposed separately.This year this process was not necessary as there were no regular classes for most of the academic year.

Liquid Waste: The diluted chemicals and solutions (liquid waste) from the Chemistry laboratoryisdisposed effectively by running water in sinks to pits which contain charcoal for further treatment

Biomedical waste: For disposing biomedical wastes such as sanitary napkins, the college has installed two eco friendly napkin disposal system. Specimen and plant waste from the laboratory is disposed in compost bed for vermicomposting. Microbiological wastes are disposed in landfills after sterilization.

E waste: This year there was no e-waste generated.

Waste recycling system: It is better to avoid waste generation than find ways to treat it. The HEI believes in this maxim and hence we limit our waste generation to a minimum. Instead of using disposable cups and plates we use steel ones which can be reused. Plastic flex boards are never used as banners but cloth ones are used.

Hazardous chemicals and radioactive waste management: There are no hazardous wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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

A. Any 4 or all of the above

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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   **D. Any 1 of the above**

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

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   C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

St Mary's college is coeducational and has students from different communities, religions, economic background, different regions of the state. However there are no linguistic differences among the students as the institution is located in

a rural area and the students studying are from within the state.

There is no discrimination in the institution with regard to any aspect of the educational process and this provides a sound culture for the students to be likewise. There has never been any incident of exclusion in any activity in the college on the basis of cultural

or economic diversities.

All festivals are celebrated with fervor by all the students and is organized with the sanction and encouragement of the Principal and staff council.

Unlike earlier years now students being admitted to the institution are from the northern regions of the state and they are welcomed and encouraged to show case their cultures.

Students from economically weaker families form most of our students strength but they are never made to feel this difference. Any activity like class tours are always conducted including all the students and the expenses for this is born by the staff and economically well off students of the same class.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

In order to sensitize the students and employees the institution usually organizes commemorative days like Independence day, Republic day, every year.

As a consequence of the pandemic and lockdown there was no

regular offline classes for students till the December 31, 2020. Hence there were no celebrations on a grand scale involving the whole college as is the usual practice. However on a smaller scale there were some celebrations of Independence day organized online. Republic day was celebrated offline with a message and National Anthem competition by the NCC unit

The college has an election every year on a date that is fixed by the University for all affiliated colleges. The election is organized to elect students to the college union which is the official body of students that speaks for the student community. The College Union or student council consists of members elected by means of parliamentary election procedure as per the guidelines of Mahatma Gandhi University. This process is extremely important and sensitizes the students regarding their responsibilities as citizens and prepares them for the National democratic exercise of elections. But this year the elections were not conducted and the students council could not be constituted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.stmaryscollege.ac.in/Images/7.1.9.pdf
Any other relevant information	Nil

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	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution usually organizes commemorative days like Independence day, Republic day, National Science day, Ozone day and Women's day every year as well as festivals like Onam and Christmas.

As a consequence of the pandemic and lockdown there was no regular offline classes for students till the December 31, 2020. Hence there were no celebrations on a grand scale involving the whole college as is the usual practice. However on a smaller scale there were some department wise celebrations of Onam and Christmas organized online.

Even after regular classes were allowed in January only fifty percent of students could attend classes on a particular day and that also only for final PG and UG programs. Later in February the first and second year UG and first year PG classes were allowed on a rotation basis with only one year students being allowed for fifteen days followed by the next year students for the next fifteen days. Hence National science day, and Women's day could not be organized.

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TECH SAVVY CAMPUS

Objective: To make the Teaching, Learning and Evaluation process in the HEI in tune with the modern technologically upgraded format.

The Context: With the implementation of national lockdown from March 25th the education system faced a huge challenge of imparting education without any physical presence of the students and teachers. It was necessary that the HEI devise a strategy to face this hurdle for the new academic year.

The Practice: Many of the older generation of teachers were not so well versed in using the digital devices for online teaching. So an initiative was taken up by some teachers to coach all the teachers on using the google workspace. A Gsuite ID was created and faculty members were given an email ID with the name of the college.

Evidence of Success: All classes were conducted online by all the teachers and the syllabus was completed on time as per the schedule of examinations of each semester of the University. Assignments, Seminars and tests were also conducted on schedule to meet the requirements of internal assessment.

Problems encountered and resources used: Many students did not have good net connection, so were unable to attend the online

classes. This problem was solved by recording and hosting the video of the classes on you tube or google classroom.

GREEN CAMPUS

Objective: To convert the campus to an environment friendly pollution free green campus

The Context: The HEI is situated on a hilltop with sixteen acres of land. It has plenty of greenery and is ecofriendly. Our endeavor was to maintain its pristine environment by planting more trees to make up for the greenery that was cut down to build buildings for the new library block and Self financing block.

The Practice: Our plan was to increase the greenery. This was done by planting more tree saplings along different places in the campus which was not utilized for any other purpose like the playground or buildings. Since the state receives plenty of rainfall and is in the tropical zone we have an excellent atmosphere for maintaining the greenery. Burning of waste was stopped and the campus was kept plastic free.

Evidence of Success: The campus has greenery on all sides and since it is situated on a hilltop is comparatively free from pollution. The campus is plastic free and always kept clean.

Problems encountered and resources used: One problem that we faced was the absence of students to implement this project. As a result of the lockdown students were present in the campus only from the beginning of January.

File Description	Documents
Best practices in the Institutional website	http://www.stmaryscollege.ac.in/Images/Best%20Practices%202020%20-%202021.pdf
Any other relevant information	Nil

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

The uniqueness of the institution is seen in its commitment to the development of the local community. The CARE, SHARE and LEARN project introduced six years ago was a major endeavor in this field. This was a well planned five year project that involved a survey of the houses and people in the IX ward of the Manarcad panchayath of which the college is a part. This was conducted to know the problems faced by the local community.

Many programs involving all the clubs, cells, NSS, NCC units and departments of the college was organized to share knowledge and resources. This enriched the life of the community members as well as the students and faculty members. A village fest involving students, teachers, local community members, alumni, administrative staff and management was organized in January each year.

This year this community development involved making sanitizers and handwash liquid for the public and local people using the resources of the college. The hostel was selected as a domiciliary stay center for Covid positive patients during the pandemic.

All this shows our commitment to the community of which the college is an active part.

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

The classes for the 2020 – 2021 academic year was almost completely conducted online.

- In June with the commencement of the academic year, all the faculty members were required to be present in the college on all working days.
- A G suite account was created for the college and all teachers were provided with an email id. Teachers were given a one day training on how to effectively use the google workspace to conduct online classes.
- Online classes were conducted from the college according to a special timetable prepared especially for this purpose.
- A weekly report of online classes taken by each teacher was submitted to the Principal.
- Some classes were uploaded on youtube, so that students could watch the classes many times at their convenience.
- Online class tests and viva was also conducted regularly to assess the progress of the students and analyze the effectiveness of the online classes.
- Teaching and learning platforms like google classroom were used.
- Online Model examinations were organized prior to the University examinations. These exams were conducted with online video supervision.
- PTSA meetings were also organized to communicate the progress of the students to their parents.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The academic calendar is published by the University at the beginning of each academic year.

- The institution strictly adheres to the dates published for each semester.
- During the academic year 2020 -2021, as a result of the Covid 19 situation a complete academic calendar was not published by the University.
- The institution followed all the directions and dates regarding the semester commencement and exam dates published periodically.
- Online class tests were conducted regularly by the teachers engaging various classes using online platforms like google classroom.
- Seminars were conducted online and assignments were uploaded as per schedules prepared by the teachers engaging the classes.
- Model examinations were conducted prior to the commencement of the University semester examinations under camera surveillance.
- The timetable for the model examinations were prepared and published well in advance so that the students could prepare well.
- Google classroom platform was utilized to upload and evaluate the answer scripts.
- Results were published and online PTSA meetings were organized.

· Internal marks awarded on the basis of these evaluative methods were also published before being uploaded onto the University portal.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University	A. All of the above

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

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)

9

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

239

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

Courses relating to Gender, Environment and Sustainability, Human Values and Professional ethics form part of the formal curriculum for many programs that the HEI offers.

With the restructuring of UG course in the year 2017, a mandatory course on Environment and Human rights was included in the syllabus. This course is compulsory for both Arts, Commerce and Science students and is taught in the fifth semester.

The PG course in English and UG course in History also includes a course on gender issues. For those students who are not exposed to formal and mandatory sessions on these issues the institution organizes many seminars, discussions and programs for the students.

The Department of History organized a webinar series on Gender studies with many eminent personalities who were resource persons. This webinar was attended by many students of this college as well as other colleges.

The NSS and NCC unit organized many programs such as webinars, tree planting, cleaning the campus. The NCC unit conducted a webinar on child protection. And also organized a help desk to deal with students who were stuck in various places due to the lockdown.

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

10

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

232

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

File Description	Documents
URL for stakeholder feedback report	http://www.stmaryscollege.ac.in/Images/ Feedback%20on%20syllabus%201.4.1.pdf
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	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

File Description	Documents
Upload any additional information	*View File*
URL for feedback report	http://www.stmaryscollege.ac.in/Images/ Feedback%20on%20syllabus%201.4.1.pdf

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

223

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

53

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

Slow and advanced learners are identified by each department at the initial stages of first year UG classes by conducting an entry level test and a personal interview and assesses their learning levels. This year as a result of online classes slow learners were identified by some of the class wardens of each class on the basis of an online viva.

For the slow learners support was provided by conducting additional online classes in addition to the regular classes. Revision of the topics was also done at the end of each semester. Students are provided with question banks and keys, so that they can prepare for the examinations using these notes.

Assignments and seminars are done in each semester. These seminars are presented online by students This improves their presentation skills.

Advanced learners are provided with incentives like being made class and group leaders to take charge of various activities like association activities or conducting classes for other students that provide them with more exposure and knowledge in their subjects of study.

For deserving students the college offers financial assistance. Career guidance classes were also organized for final year UG and PG students to prepare them for their future.

File Description	Documents
Paste link for additional information	**Nil**
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
652	**43**

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

Video lectures have become a salient feature now. Video conferencing as a Teaching Learning tool is widely used during the pandemic and post-pandemic days, by which the students were kept at par with the curricular demands set by the University.

Experiential learning This was limited to smaller projects which the students were able to complete during the few days that they were permitted to attend college on a regular basis. Internships and field work could not be included due to the lockdown.

Participatory learning. As a result of the pandemic and lockdown most of the classes were conducted on an online mode and hence there were few opportunities for participative learning. Some quiz programs were organized as well as online celebration of cultural events. Association activities were also organized using various ICT enabled platforms like zoom and google.

Problem solving methodologies Project work is included in all the programs taught in the college. This was presented in a problem solving methodology by suggesting a suitable problem related to their field of study to which they found a method to solve and utilized it in their project. However this was conducted only in a limited manner due to the pandemic restrictions.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%276%27&sid=%27118%27

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

The institution has always embraced new inventions and technology that revolutionizes the field of education especially in teaching- learning process. Teachers are updated regularly about the advancement in the area of ICT by seminars.

The college is keen on making its faculty adapt to the evolving trends. In view of this the college conducts regular orientation programs for the faculty.

Since the pandemic and introduction of lockdown all classes have been conducted online using the google workspace. Lectures, seminars, assignments, class tests, model

exams and even cultural programs are organized using the google workspace.

Webinars, orientation classes, career orientation and training programs are all conducted online.

The high speed Wi- Fi enabled campus provides a dedicated free internet connection to faculty members. The newly constructed air conditioned seminar hall is fully furnished with ICT facilities. All the departments possess multiple laptops/ desktops, printers and scanners under each department. The interactive boards and projectors are also provided to departments

Our fully automated Library provides the teachers and students with facilities like INFLIBNET, N LIST etc.

Under the guidance and surveillance of the tutors, departments maintain class wise 'WhatsApp groups'. These groups update the academic activates, share teaching learning materials

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

43

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

43

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

11

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

315

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.

- As per the syllabus regulations for both UG and PG courses conducted in the college twenty percent of the total marks for every course must be by internal assessment.
- These 20 percent marks/grade are awarded to the students on the basis of tests, assignments, seminars/viva voce and attendance.
- There are strict guidelines provided by the University regarding how these marks are divided among the different components of internal assessment. The institution strictly follows these guidelines.
- Due to pandemic regulations all of these components were conducted online with camera supervision of tests.
- This year as per the recommendations of the University attendance was not considered for internal assessment as some students had net connectivity problems and could not attend some classes.
- The internal marks awarded are published either on google classroom or in Whatsapp groups of each class.
- Any grievances can be notified to the class wardens or Head of department which are then placed in the Grievance redressal cell of the college.
- Class wardens instruct their respective classes regarding the importance of the internal/external mode of exams.
- Under strict evaluation, if any student fails to fulfill the criteria of average grade/mark, opportunity is given for re-submission of assignments or reexamination

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The institution has a robust mechanism to deal with the process of conducting internal examinations as well as providing a transparent process for any student who wishes to make a complaint regarding the internal assessment. In addition any complaints of the students regarding internal

examinations are dealt with quickly and in a transparent manner.

The internal assessment is not used a tool for personal favor or vengeance. In order to ensure this, students are given a right to know how the respective teacher arrived at the grade/marks. Yet if there is any grievance from the students, a three level mechanism is provided to address it. The students can appeal to the higher level if the grievance is not satisfactorily addressed at the lower level.

- Department level: It is chaired by the Head of the department.
- College level: A senior teacher is the chairman of the Grievance redressal cell. It consists of a total of three teachers from various departments and two student representatives.
- University level: It is constituted by the Vice chancellor.

There were no complaints or grievances from the students regarding the internal examinations or internal assessment conducted during the academic year.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2715%27&sid=%27113%27

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.

Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (COs) are basic parameters assigned to quantitatively and qualitatively measure the outcome of a particular programme/course

- MG University provides POs, PSOs and COs of every programme/ course offered by it through its official website. Framed by Board of Studies in consultation with experts and discussed in workshops.

- **The College website also provides POs, PSOs and COs of every programme/ course offered by our institution. They are prepared by IQAC and faculty members in consultation with experts.**
- **Orientation Programmes were conducted by the College as a whole and individually by each department at the beginning of the academic year for both UG students. Parents are also invited to the orientation progamme**
- **The College Handbook/ Calendar also provide the comprehensive yet detailed outline regarding the level of intellectual achievement excepted from each programme when completed successfully. A copy of the handbook was given to all the students.**
- **The faculty members were briefed regarding the allocated subject/portion and its POs PSOs and COs, during the department meeting held at the outset of the academic year.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%27105%27
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.

ASSIGNMENT

Assignments submitted by students or groups help teachers in the continuous evaluation process.

CLASS TESTS

Regular assessment of the programme outcomes is ensured by the institution through class tests and objective evaluation

PROJECTS

Our students are advised to select projects which provide them opportunity to develop in their future studies. This method will help students to make their academic/job profile more attractive. Students are guided and monitored by experienced faculty members.

INTERNAL EXAMINATIONS

Conducting of Internal exams provide a formative and summative evaluation of students.

SEMINARS/WEBINARS

Seminars or rather webinars help the students to present their findings with a critical bend of mind and resourcefulness. This also helps them to get acquainted with the best that is known and taught in their respective faculties of knowledge

VIVA- VOCE

Viva-Voce is an integral part of student assessment. It demands for objective and methodical assessment of the syllabus. The communication skills, manner of comprehensive articulation of students are tested.

MODEL EXAMINATIONS

These are conducted at the end of each semester to prepare the students to face the University examinations. It provides a basis for the assessment of the students regarding how well prepared they are to write the examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

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

124

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	Nil

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)

http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%2793%27

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-govermnental 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

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

The college has been very progressive and genuine in developing scientific temperament among students and forming an innovative atmosphere. The college has a Research Committee to give guidelines, to monitor and to address the issues of research. Creating research culture among faculty members and students is its primary objective.

As part of this the projects completed by students are designed to give them a hands on experience of how they can utilize the knowledge they have gained to solve problems and

create knowledge.

The institution also has a Innovation and Incubation cell which was registered and introduced in the college with the purpose of providing support to students with innovative ideas to implement their projects and build their own startups.

The pandemic was a drawback in this regard as only a limited amount of support could be provided to students for creation and transfer of knowledge.

When the need arose to provide sanitizers and liquid soaps to fight the covid 19 virus students and teachers put in efforts to make large quantities of sanitizers and soaps. This was used to provide the general public to be utilized at the bus stops and other public places.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2715%27&sid=%27123%27

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

2

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

10	

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

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

2	

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

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

The institution ensures learning through extension services to instil civic responsibility, patriotism, and service mentality among students. The various extension activities conducted under the initiative of various departments and clubs aimed to nurture students with potentials to meet the present day demands and inculcate the spirit of commitment to their society and the country.

As a result of the pandemic the usual large number of extension activities could not be carried out.

The NSS unit of the college could organize a few activities like tree plantation, Covid conselling cell, Hair donation foe cancer patients, making and providing san ritizers for the public during the pandemic and yoga training for families by the students.

The NCC unit could also organize some activities like tree pantation, yoga class and Help desk for pandemic affected students stranded in various places.

The Chemistry department rose to the occasion of battling the pandemic by making sanitizers and hand wash liquid for the public.This was organized in collabration with the NSS unit of the college.

Inspite of the lockdown situations the students could do some useful activities. It also sensitized the students about the needs of the people.

File Description	Documents
Paste link for additional information	Nil
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

6

File Description	Documents
Any additional information	**No File Uploaded**
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

14

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

608

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

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.

St. Mary's College, Manarcaud offers six UG courses and four PG Courses. Almost 650 students are taught every year in the 16.4 acre campus. Different departments, well-furnished class rooms and spacious laboratories with sufficient amenities and equipment's are situated in the main building of about 50,000 sq. ft. The Principal's office and College Office function in a separate building. The College Office facilities to provide prompt service to students, with special counters for remitting fees, for submitting application forms etc.

We have 24 ventilated, spacious Classrooms in which 5 of them are ICT enabled and with one smart class . We have 12 laboratories with modern day equipment's. The laboratories are well maintained not only for carrying out curriculum-oriented practical's, but also to carry out experiments beyond curriculum. Department of Physics, Zoology and Chemistry have well equipped science laboratories.

There are 7 well organized staff rooms where there is LAN connection and computer facilities. All the staff rooms are student friendly atmosphere.

Our ICT integrated auditorium and seminar hall has a capacity of five hundred and seventy five respectively. Most of the invited lectures, training, workshops and seminars are

conducted here.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&sid=%2721%27

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

Sports Facilities

- **The institution has adequate infrastructure in terms of space and facilities with sufficient funds catering to the physical development and wellbeing of students.**
- **Games like Football, Cricket, Kho-Kho are regularly played.**

- **A well-equipped gymnasium is in use for the students and staff to stay fit and healthy. The gymnasium hall has Bench Press, Weight Training & Lifting Set, Weight Lifting Bar, Six Dumbbell Set of 1 to 10 kgs, Weight Plates and Parallel Bar wall etc.**
- **Our students take part in various games and competitions at different levels which include the district level, State-level, University level and National level, bringing prizes to the college.**

The College caters to the needs of all major outdoor sports events. The playground facilitates the following:

- **The Main Central Ground with 400-meter track including Football and cricket field.**
- **Hand ball court**
- **Kho-Kho and Kabaddi Court**

Cultural facilities

- **The College also encourages students to participate in various cultural and literary activities and make the students excel in their fields of interest.**
- **College Music and Cultural Centre has a separate room with many music instruments.**

Yoga Facilities

- **A yoga center is available where 20 persons can simultaneously practice Yoga near the gymnasium.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.stmaryscollege.ac.in/Images/ 4.1.3%20ICT%20enabled%20classrooms.pdf
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)

46.6151044

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

St. Mary's College Library is situated in the prima facie of the campus and is separated into various sections like circulation section, reference section, Networking section, PG Reference section and Reading Room section, photocopysection for the benefit of the students, faculty and staff members.

There are department libraries functioning in eight departments, where library books are available for issue and reference for the teachers and students alike. The college library is also a help centre for Research Scholars and Academicians who visit the college library for their internship and research work.

Library Automation Library is partially automated with SOUL 2.0 software installed and made to use in 2014. It provides a very user friendly interface for searching documents in the library and their issue-status. Web OPAC facility is also provided for remote search for a document and its status. Name of ILMS: SOUL 2.0 Nature of Automation fully/partial - Partially operated Version- 2.0.0.12 upgraded on Sep 2019. Features of SOUL SOUL 2.0 is proprietary software by inflibnet (an inter-university centre of UGC) for Library automation.It is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, ensuring interoperability between other systems and technologies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&sid=%2729%27

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

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)

0.78001

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

11	

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

- **We have a total number of 80 systems and 9 laptops. The computer-Student ratio is 1: 7.2.**
- **LAN Network uses strong fiber optic cable system. We have a WIFI enabled campus. All the departments and classrooms are provided with internet facility.**
- **The college has subscribed to the services of two internet providers BSNL (Bandwidth - 40 Mbps) and Kerala vision (Bandwidth – 10 Mbps). We recognize the importance of safety towards its students, faculty and all stakeholders. The entire campus is equipped with 60 CCTV cameras providing electronic surveillance and a safety. We have 2-month backup facility for the CCTV cameras.**
- **The College has a Computer Lab with forty systems endowed with open licensed software to offer computer literacy and practical sessions.**

We have a centralized attendance software for smooth attendance and evaluation. The software has a separate student and parent login to view academic details. The software contains Internal evaluation details, progress report e

- **The college has a G-suite for education with @stmaryscollege.ac.in. Every teacher has given g-suite id to conduct centralized classes. Google classroom has become an integral part of online learning.**

- **Our college has its own ID card issuing software and machines.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

89

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	**No File Uploaded**

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)

13.90888

File Description	Documents
Upload any additional information	**No File Uploaded**
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.

- **. Departments in need of repair and maintenance work of equipment has to register in the College office giving the details of the maintenance required.**

- **Technician visits the site and completes the maintenance as required.**
- **The Job Completion Report is submitted to the Office superintendent.**
- **Bill is generated and processed through the concerned authorities and forwarded through Principal for the final payment.**
- **All monthly maintenance bills are brought to the notice of the Administrator.**
- **The College has Annual Maintenance Contracts for computer related repairs and power backup systems.**

Procedure for Utilization of Support facility:

Sports complex:

- **The student can use any of the support facility by making a requisition in writing for the same.**

Utilization and maintenance of Laboratories:

- **Separate Laboratories are to be allotted for classes based on a timetable.**
- **Standard Operational Procedures for handling various chemical, equipment, and instruments are strictly followed**

- **Stock register is to be maintained and updated regularly.**
- **Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.**

Utilization of Class Rooms:

- **Classrooms are opened only on days when there is regular class in the college. It is kept locked at all other times.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%27100%27

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

269

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
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

18

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	**Nil**
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

290

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

290

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 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	A. All of the above

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	No File Uploaded

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

13

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of student placement during the year (Data Template)	<u>View File</u>

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

49

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	<u>View File</u>

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

2

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	<u>View File</u>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<u>View File</u>

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.

6

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)	[View File]()

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)

Student Council aims to nurture and develop the leadership and organisational skills of students. The student council serve as a medium for students to learn the different aspects of self-government.

The College Union or student council consists of members elected by means of parliamentary election procedure as per the guidelines of Mahatma Gandhi University. Two representatives from each UG and one from each PG class are elected. These representatives elect the office bearers for the College Union. The various posts of the College Union include Chairman, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, University Union Councillors, Lady Representatives, Class Representatives and Sports Club Secretary.

The Principal nominates a member of the staff as the Staff Advisor to guide the students. The Union acts as a voice of the student community.

Representatives of students are members in various official

committees of the College, including IQAC. In addition to the Convenor of each club, students are members of various committees like, Grievance Redressal Cell, Anti- ragging Committee, NSS Advisory Board, Women's Hostel Advisory Board and various clubs which actively function in the college.

As a consequence of the pandemic and lockdown College union elections could not be held this year.

File Description	Documents
Paste link for additional information	Nil
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

7

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Alumni Association is active in sponsoring many activities, prizes for competitions, books and equipment's. The total contributions of the alumni is more than five lakhs over the years. Their constant support both financially and help in other ways have enriched the campus. Our alumni who have high academic achievements and are professors in Universities

abroad have enriched our present students by their seminars
and webinars.

The alumni association has an annual get together in January.
This year as a result of the pandemic the annual meeting
could not be held.

Many of our alumni living abroad could not travel and were
also economically affected by the pandemic so there were no
programs or donations during the year.

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%276%27&sid=%2738%27
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	No File Uploaded

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

The activities of the institution is guided by the vision and
mission that focus on uplifting the socially, educationally
and economically vulnerable sections of the community, by
attaining equality and excellence in higher educational
institutions.

Vision: Service to the society through improvements in the
quality of rural life.

Mission: To produce intellectually well trained, socially
committed, morally upright, emotionally competent and
spiritually inspired citizens > To provide value based
quality education. > To promote higher education in the

adjoining economically and socially backward area.

The day-to-day affairs of the College are managed by the Principal ably assisted by the Staff Council, the IQAC, the PTA and various other bodies. The active dialogue that happens between the beneficiaries and the authorities is the prime reason behind our progress. It is our conviction that all-round development happens only by total and integrated formation that prompts us to take care of all aspects of student growth.

. The Staff Council of the College, which is a consultative body for the Management and the IQAC frames and plans all the activities in the College

The institution strongly believe that its vision and mission will be attained only in a free and conducive academic atmosphere.

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2711%27&sid=%27119%27
Upload any additional information	View File

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

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 and management of the laboratories and facilities.

The online classes that the entire educational system of the country was forced to adopt was an entirely new challenge for all the students and teachers. Many teachers were not tech savvy enough to handle these classes. So an initiative was taken up by the younger generation of teachers to coach all the teachers on using the google workspace.

A Gsuite ID was created and faculty members were given an email ID with the name of the college.

A timetable was prepared that involved both live and non live classes asstudents could not attend five hours of live classes daily due to lack of internet connectivity.

IQAC requested all teachers to reach out to students who did not have good net connection by recording and hosting the video of the classes on you tube or google classroom.

All programs were organised using various online platforms

This is an example of participative management of student, teachers, Principal and the management to face the challenge of the lockdown.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective plans for development are drawn up based on the vision and mission

Envisaging the greater needs of the HEI a planned development of the infrastructure of the college was instituted.

To comply with the rules and regulations of the University of making the Self Financing programs of the institution entirely separate from the regular aided programs of the college. A separate three storied building was designed and construction was begum and is progressing at a fast rate. This building has all the facilities necessary for conducting the two self financing programs in the college and also has a separate entrance from the road.

As the library is very small and is insufficient for meeting the needs of the students. The management on the suggestion and recommendation of the IQAC and staff council decided to construct a separate building for the library. This was planned and proposed in the proposal put forward to RUSA. The

proposal was sanctioned and at present construction is being completed.

Smart classrooms and a seminar hall were all part of the strategic plans for the development of the college. This has all been included in the proposal submitted to RUSA and is now being completed.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
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 democratic decentralized way of functioning of the Principal, regular meetings of the staff council, PTA, alumni association, elected college union etc ensure the involvement of all its stake holders in planning, implementing and evaluating the academic as well as co-curricular activities of the institution.

The Board of directors: The Board of directors of the St Mary's Jacobite Syrian Charitable and Educational Society which manages and governs the college appoints a Manager for the college. The Board of directors meets on necessary occasions and formulates broad policies for the smooth functioning of the college on three grounds- administrative, academic and financial. In each meeting, the report submitted by the Principal, is reviewed and discussed.

The Principal: The Principal is the fulltime officer in the College to provide requisite leadership in accordance with the policy of the Management and the institution. Being the principal Executive and Academic Officer, the Principal presides over the meetings of various cells and committees here.

The Staff Council: This is an advisory and consultative body

consisting of the Principal,

Heads of Departments and two nominated members

The Internal Quality Assurance Cell : This is the quality monitoring body of the college which meets often

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common. aspx?mid=%278%27&sid=%2750%27
Link to Organogram of the institution webpage	**Nil**
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
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

The formal welfare schemes for teaching & non teaching staff include medical reimbursement, encashment of surrender leave, half pay leave, festival advance for NGO employees and six months maternity leave.

The teaching staff has a staff club and the non-teaching staff has a non-teaching staff association. The retired staff

also have a retired staff association.

The teachers and non teaching staff had a meeting to celebrate Christmas. Another festival Onam which is usually celebrated with fervour by the staff association could not be organized because of covid restrictions.

Management acknowledges the services of the retiring staff members with felicitation meetings, mementos and lunch. This two of our teaching staff and two non teaching staff retired. A farewell meeting was organised to honor them and their services to the institution. Benefits for the retired hands were disbursed without delay.

College co-operative society provides for the requirement of staff and students. However it was locked as there were no students in the campus due to covid restrictions.

The College canteen provides hygienic food but was also locked this year. The well equipped gymnasium is available for all staff members. The reading room in the library provides a variety of newspapers and magazines.

File Description	Documents
Paste link for additional information	**Nil**
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

2

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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

10

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

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
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 performance of teachers is assessed by the students through an evaluation form. Printed formats are distributed among students for the assessment and summarized results of evaluation are handed over to the teachers for improvement. Even though this is the format followed every year due to Covid restrictions an online feedback was collected.

Evaluation of the institution is also done by the students and parents. The feed backs obtained from all the stakeholders are used for evaluation and improvement.

Suggestions\complaints obtained in the box in front of Principal's office also serve as data for positive improvement.

Self appraisal forms prepared by the faculty also help in performance assessment and improvement. Internal Quality Assurance Committee (IQAC) ensures quality in all academic and administrative endeavours. Achievers are facilitated in the staff meeting and alumni annual get together.

Online PTA Meetings conducted by the departments provided occasions for interaction with parents and also for collecting feedback from parents on syllabus, facilities, teaching-learning and allied components.

The weekly work report submitted by each teacher regarding the schedule of online classes taken and work done during each class is a self appraisal and means of monitoring the

work of the teachers.

File Description	Documents
Paste link for additional information	**Nil**
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 HEI has transparent mechanisms to monitor efficient use of available financial resources. Managing decisions are taken and financial resolutions passed after detailed deliberations in the Board and Staff Council meetings

The Board of Directors is actively involved in the planning and monitoring of available financial resources of the management. The funds required are submitted to the board to be included in the annual budget of St Mary's Jacobite Syrian Charitable and Educational society which governs and manages the HEI. Sanctioned amount can be availed by the Principal. The Management has appointed a staff member for management accounts. Allocated UGC funds are divided after planning in the UGC steering committee.

The NSS and NCC funds are audited separately. During this financial year NCC and NSS unit did not receive any funds due to the lockdown.

The HEI conducts Three levels of Audit:

- **Internal Audit of management accounts by the Chartered Accountant appointed for the purpose.**
- **External Audit by the Deputy Director of Collegiate Education Department.**

- **External Audit by the Accountant General of Kerala**

The management accounts were audited and filed. Deputy Director conducted an audit of all accounts between the years 2014 – 2019. This was conducted in January 2020.

File Description	Documents
Paste link for additional information	**Nil**
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

The HEI received funds from various agencies like:

- **UGC.**
- **From various Government Departments like Director of Student Services (DSS)**

.

- **From State Government for NSS**
- **Financial assistance from Management**
- **Fees collected from self-financing courses deposited in the College Account**
- **PTA funds**
- **Contribution from teachers**
- **Alumni Contribution**

- **Endowments and Scholarships**

Major source of institutional funding is from management, UGC, State Government and income from self financing courses. Management funds are utilized when UGC and Government funds are insufficient. The salary of the guest staff are paid by the Government.

Additional supporting staffs are appointed for the smooth functioning of the college. Their salary is met by the management fund. For aided courses, salary of teaching and non-teaching staff is met by the Government

File Description	Documents
Paste link for additional information	**Nil**
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 the College gets together frequently to devise ways and means to bring about

qualitative changes in the Institution. The IQAC has formulated and introduced many significant qualitative changes in the institution during this academic year. These were introduced as a means of monitoring the online classes that was the mode of education during the lockdown.

A survey was conducted to know how many students did not have a mobile phone or laptop.

A timetable was prepared that involved both live and non live classes for the students as many students were not in a position to attend five hours of classes daily due to lack of internet connectivity.

IQAC requested all teachers to reach out to students who did not have good net connection by recording and hosting the video of the classes on you tube or google classroom.

A weekly report of all classes taken, videos uploaded and other work done was collected and checked by the Principal.

IQAC rose to the occasion to meet all the unusual demands of the pandemic to ensure quality education for all students of the institution.

File Description	Documents
Paste link for additional information	**Nil**
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

The IQAC has formulated and introduced many significant qualitative changes in the institution during this academic year.

The online classes that the entire educational system of the country was forced to adopt was an entirely new challenge for all the students and teachers.

A survey was conducted to know how many students did not have a mobile phone or laptop.

A timetable was prepared that involved both live and non live classes for the students as many students were not in a position to attend five hours of classes daily due to lack of internet connectivity.

IQAC requested all teachers to reach out to students who did not have good net connection by recording and hosting the video of the classes on you tube or google classroom.

Later a feedback on the effectiveness of online classes was conducted and analysed to know our weaknesses.

It was found that many students did not actually attend the classes but joined in but left to do some other work. In order to encourage students to take their classes more seriously parents were informed about this practice of their ward/child and asked to monitor whether they are actually

listening to the class.

File Description	Documents
Paste link for additional information	http://www.stmaryscollege.ac.in/common.aspx?mid=%2713%27&sid=%2789%27
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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&sid=%2784%27
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

Women in Kerala are educated on par with men and this is reflected in our student profile. We have much more girl

students than boys. The number of boys are 267 and girls are 367 this academic year.

The number girl students admitted to the PG programs also have more girls than boys.

All the clubs and cells that are part of the extended profile of our campus have active participation of girls.

NSS has 64 girl students compared to 36 boys while NCC has 34 girl student out of a total of 100 students.

The department of English has courses on Gender studies and as part of their curriculum for MA English program

The department of History also has a mandatory course on gender studies as part of their BA History program.

The department of History organized a certificate course for students and teachers on Gender studies. Many eminent speakers were invited as resource persons for the webinars organized for this course.

Among the teachers recruited during the year, majority of them were women.

The HEI has an excellent Ladies Hostel within the campus and a Ladies Waiting room for day scholars.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	http://www.stmaryscollege.ac.in/Images/ 7.1.1%20Gender%20Senzitization.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy	B. Any 3 of the above

conservation measures   Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	**No File Uploaded**

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

At St. Mary's College there is a system for effective management of waste.

Solid Waste: Solid waste is usually segregated and collected and disposed separately.This year this process was not necessary as there were no regular classes for most of the academic year.

Liquid Waste: The diluted chemicals and solutions (liquid waste) from the Chemistry laboratoryisdisposed effectively by running water in sinks to pits which contain charcoal for further treatment

Biomedical waste: For disposing biomedical wastes such as sanitary napkins, the college has installed two eco friendly napkin disposal system. Specimen and plant waste from the laboratory is disposed in compost bed for vermicomposting. Microbiological wastes are disposed in landfills after sterilization.

E waste: This year there was no e-waste generated.

Waste recycling system: It is better to avoid waste generation than find ways to treat it. The HEI believes in this maxim and hence we limit our waste generation to a minimum. Instead of using disposable cups and plates we use steel ones which can be reused. Plastic flex boards are never used as banners but cloth ones are used.

Hazardous chemicals and radioactive waste management: There are no hazardous wastes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

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	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 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	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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	**D. Any 1 of the above**

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

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	**C. Any 2 of the above**

copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

St Mary's college is coeducational and has students from different communities, religions, economic background, different regions of the state. However there are no linguistic differences among the students as the institution is located in a rural area and the students studying are from within the state.

There is no discrimination in the institution with regard to any aspect of the educational process and this provides a sound culture for the students to be likewise. There has never been any incident of exclusion in any activity in the college on the basis of cultural

or economic diversities.

All festivals are celebrated with fervor by all the students and is organized with the sanction and encouragement of the Principal and staff council.

Unlike earlier years now students being admitted to the institution are from the northern regions of the state and they are welcomed and encouraged to show case their cultures.

Students from economically weaker families form most of our students strength but they are never made to feel this difference. Any activity like class tours are always conducted including all the students and the expenses for this is born by the staff and economically well off students of the same class.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
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

In order to sensitize the students and employees the institution usually organizes commemorative days like Independence day, Republic day, every year.

As a consequence of the pandemic and lockdown there was no regular offline classes for students till the December 31, 2020. Hence there were no celebrations on a grand scale involving the whole college as is the usual practice. However on a smaller scale there were some celebrations of Independence day organized online. Republic day was celebrated offline with a message and National Anthem competition by the NCC unit

The college has an election every year on a date that is fixed by the University for all affiliated colleges. The election is organized to elect students to the college union which is the official body of students that speaks for the student community. The College Union or student council consists of members elected by means of parliamentary election procedure as per the guidelines of Mahatma Gandhi University. This process is extremely important and sensitizes the students regarding their responsibilities as citizens and prepares them for the National democratic exercise of elections. But this year the elections were not conducted and the students council could not be constituted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.stmaryscollege.ac.in/Images/7.1.9.pdf
Any other relevant information	**Nil**

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	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution usually organizes commemorative days like Independence day, Republic day, National Science day, Ozone day and Women's day every year as well as festivals like Onam and Christmas.

As a consequence of the pandemic and lockdown there was no regular offline classes for students till the December 31, 2020. Hence there were no celebrations on a grand scale involving the whole college as is the usual practice. However on a smaller scale there were some department wise celebrations of Onam and Christmas organized online.

Even after regular classes were allowed in January only fifty percent of students could attend classes on a particular day and that also only for final PG and UG programs. Later in February the first and second year UG and first year PG classes were allowed on a rotation basis with only one year students being allowed for fifteen days followed by the next year students for the next fifteen days. Hence National science day, and Women's day could not be organized.

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	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

TECH SAVVY CAMPUS

Objective: To make the Teaching, Learning and Evaluation process in the HEI in tune with the modern technologically upgraded format.

The Context: With the implementation of national lockdown from March 25th the education system faced a huge challenge of imparting education without any physical presence of the students and teachers. It was necessary that the HEI devise a strategy to face this hurdle for the new academic year.

The Practice: Many of the older generation of teachers were not so well versed in using the digital devices for online teaching. So an initiative was taken up by some teachers to coach all the teachers on using the google workspace. A Gsuite ID was created and faculty members were given an email ID with the name of the college.

Evidence of Success: All classes were conducted online by all the teachers and the syllabus was completed on time as per the schedule of examinations of each semester of the University. Assignments, Seminars and tests were also conducted on schedule to meet the requirements of internal assessment.

Problems encountered and resources used: Many students did not have good net connection, so were unable to attend the online classes. This problem was solved by recording and hosting the video of the classes on you tube or google classroom.

GREEN CAMPUS

Objective: To convert the campus to an environment friendly pollution free green campus

The Context: The HEI is situated on a hilltop with sixteen acres of land. It has plenty of greenery and is ecofriendly. Our endeavor was to maintain its pristine environment by planting more trees to make up for the greenery that was cut down to build buildings for the new library block and Self financing block.

The Practice: Our plan was to increase the greenery. This was done by planting more tree saplings along different places in the campus which was not utilized for any other purpose like the playground or buildings. Since the state receives plenty of rainfall and is in the tropical zone we have an excellent atmosphere for maintaining the greenery. Burning of waste was stopped and the campus was kept plastic free.

Evidence of Success: The campus has greenery on all sides and since it is situated on a hilltop is comparatively free from pollution. The campus is plastic free and always kept clean.

Problems encountered and resources used: One problem that we faced was the absence of students to implement this project. As a result of the lockdown students were present in the campus only from the beginning of January.

File Description	Documents
Best practices in the Institutional website	http://www.stmaryscollege.ac.in/Images/Best%20Practices%202020%20-%202021.pdf
Any other relevant information	Nil

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

The uniqueness of the institution is seen in its commitment to the development of the local community. The CARE, SHARE and LEARN project introduced six years ago was a major endeavor in this field. This was a well planned five year project that involved a survey of the houses and people in the IX ward of the Manarcad panchayath of which the college is a part. This was conducted to know the problems faced by the local community.

Many programs involving all the clubs, cells, NSS, NCC units and departments of the college was organized to share knowledge and resources. This enriched the life of the community members as well as the students and faculty members. A village fest involving students, teachers, local community members, alumni, administrative staff and management was organized in January each year.

This year this community development involved making sanitizers and handwash liquid for the public and local people using the resources of the college. The hostel was selected as a domiciliary stay center for Covid positive

patients during the pandemic.

All this shows our commitment to the community of which the college is an active part.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Future Plans of action for next academic year

- **Encourage more faculty members to start research.**
- **Propose MOOC courses for faculty members.**
- **Improve campus placement.**
- **Beautify the campus.**
- **Create a pathway along the perimeter of the campus for walking and cycling.**
- **Complete building of the football ground.**
- **Renovate and upgrade the laboratories.**
- **Strengthen the incubation and innovation cell.**
- **Encourage teachers and students for ICT enabled teaching and learning**
- **Complete digitalization of the college office and automation of the library.**
- **Strengthen the networking/internet/computer facilities in the campus.**
- **Strengthen NSS/NCC activities.**
- **Strengthen the UG/PG teaching, learning and evaluation processes to improve the results/higher studies/placements, scenario of the college.**
- **Strengthen the IPR related activities of the college.**