



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	St. Mary's College, Manarcaud
• 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.	04812373383
• Mobile no	8975016679
• Registered e-mail	smc.manarcaud@gmail.com
• Alternate e-mail	stmaryscollegemanarcad@yahoo.com
• Address	Manarcaud, Maalam P.O
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686019
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Mahatma Gandhi University				
• Name of the IQAC Coordinator	Ms. Philip Marina Philip				
• Phone No.	6282897840				
• Alternate phone No.					
• Mobile	916282897840				
• IQAC e-mail address	naac@stmaryscollege.ac.in				
• Alternate Email address					
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%2798%27">https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%2798%27</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%2783%27">https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%2783%27</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.71	2016	17/03/2016	16/03/2021
<b>6.Date of Establishment of IQAC</b>			01/10/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
St. Mary's College, Manracud	NSS	Central Government & State Government	2022-23	108735	
St. Mary's College, Manarcaud	RUSA	Central Government & State Government	2022-23	5000000	

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	No File Uploaded	
<b>9. No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Organized various seminars and workshops for the benefit of the students and faculty. 2. AQAR of the year 2021 - 2022 prepared and submitted. 3. Regular meetings of IQAC were conducted. 4 An induction program and anti-drug awareness programme for the first-year UG and PG students and parents was organized on 21 October 2022. 5. Gender sensitization action plan was carried out</p>		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
Preparation of AQAR	Prepared and submitted	
An induction program and anti-drug awareness programme for the first-year UG and PG students and parents was organized	on 21 October 2022	
Regular meetings of IQAC were conducted	Regular meetings of IQAC were conducted	

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th data-bbox="86 427 769 495">Name</th> <th data-bbox="769 427 1469 495">Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 495 769 551">Staff Council</td> <td data-bbox="769 495 1469 551">02/05/2024</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Staff Council	02/05/2024	
Name	Date of meeting(s)				
Staff Council	02/05/2024				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th data-bbox="86 651 769 719">Year</th> <th data-bbox="769 651 1469 719">Date of Submission</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 719 769 775">2021 - 22</td> <td data-bbox="769 719 1469 775">Nil</td> </tr> </tbody> </table>	Year	Date of Submission	2021 - 22	Nil	
Year	Date of Submission				
2021 - 22	Nil				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The institution does not have any multidisciplinary programs, since the program subject combinations offered for study and syllabus are prescribed by the affiliating University. All students studying for UG courses can select a course from outside their particular discipline in the fifth semester for their choice based course. This provides students some freedom to study a course which is not related to their particular discipline. BA History students can learn Chemistry, Physics, Zoology, Commerce, English etc.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>The institution has not registered with the Academic Bank of Credits. The requisite degree of changes as per the NEP will only be implemented by the affiliating University in the next academic year. The institution plans to register with the Academic Bank of Credits in the next academic year (2024-25). Students will also be made to open their account with Academic Bank of credits.</p>					
<b>17. Skill development:</b>					
<p>The institution offers three UG programs which are vocational courses that involve some degree of skill development. The UG courses BSc Physics Model II Applied Electronics, B A English Language and Literature Model II Copy Editor and B A History Model II Archeology and Museology are the programs that are more skill-based than theory-based. Even the regular programs especially science programs help students to develop practical skills and also skills in the utilization of laboratory equipment. Certificate courses and workshops are organized to provide relevant skills to students. The open course Vocational Zoology offered by the</p>					

Department of Zoology provides training, knowledge and skills in apiculture, ornamental fish farming and Vermicomposting. Also training on Microsoft Office software was given to the students on 01/03/2023.

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

The institution caters to students from a rural background. The students are more familiar with their mother tongue and find it difficult to follow their lectures entirely in English. Almost all lectures are partially taught in the mother tongue so that students can follow and understand the topics well. The Affiliating University also allows the students to write their answer scripts in Malayalam. In addition, many cultural programs are organized to integrate the richness of Indian traditions in our students. This is useful to make students value our traditions and heritage.

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

The institution has been following an Outcome Based Education system for the past two years. Each program offered to students by the institution has a definite program outcome and each course has a course outcome that is designed for our students and this is published on our institutional website. Students are trained and taught so that they achieve the outcome that was designed for each course of study. This in turn helps the students to achieve the program outcome specified by the University in designing the syllabus.

**20.Distance education/online education:**

The institution does not have any courses/programs that are entirely taught online. As an outcome of the Covid 19 pandemic many courses were taught online. Class tests, model examinations were also conducted online. PTSA meetings were also conducted online. Students submitted their assignments and conducted seminars using various online platforms. This online education was restricted to short periods when the state was under lockdown.

## Extended Profile

### 1.Programme

1.1 330

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

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 **184**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 **60**

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

File Description	Documents
Data Template	No File Uploaded

2.3 **207**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

**3.Academic**

3.1 **43**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **43**

Number of sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>330</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>184</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2	<b>60</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	<b>207</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

### 3. Academic

3.1	<b>43</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	43
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1	43
Total number of Classrooms and Seminar halls	
4.2	60
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	71
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

St. Mary's College, Manarcaud is affiliated to Mahatma Gandhi University, Kottayam, and thus the curricula of the Programmes offered are governed by the Regulations of the university. In the beginning of the academic year, the General body of the institution convenes a meeting to prepare an academic calendar for the college in tune with the academic calendar of the university. Class time table and Teacher's time table for the various departments are also prepared.

In order to ensure the overall development of the students, arts and sports competitions are also given a slot in the academic planner.



File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

An year planner is prepared at the beginning of every academic year jointly by the HODs of all the departments following the academic calendar issued by the University. The year planner mentions the beginning of new semesters, average number of working days and the tentative date of examinations. The teachers follow the year planner and cover the portions allotted to them accordingly. Class tests, quizzes, seminars, assignment works etc. are given to the students to assess them during the course.

Apart from the class tests centralised test papers are conducted in the institution based on the internal exam time table circulated in advance. The answer scripts are evaluated by the teachers and distributed to the students on specified date. Following this, PTSA meetings are conducted and the progress of the students is discussed with their parents. Before the commencement of the university examinations, internal marks are published by every department and students are given the opportunity to raise their grievances, if any.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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**

**A. All of the above**

**process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

110

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Supporting and caring for the disabled can be considered as a characteristic of a civilized society. In order to create an awareness about learning disability, the postgraduate department of English in association with St. John of God College of Special Education conducted sensitization program on learning disability Unarvu 2022 on 28/06/2022. The program focussed on issues like dyslexia, dysgraphia, ADHD etc.

There is an increasing tendency in the present day society to neglect and avoid the old people especially when they lose their capacity to take care of themselves. Provisions have been made in the Constitution of India to preserve the rights of those aged above 60. Since these articles are part of Chapter IV of the constitution which corresponds to Directive Principles, they cannot be enforced by a court of law. Sabhalam Sayahnam organized by the NSS unit of the college in association with IPCAI Grace Care on 17/06/2022 included discussions, talks and street plays especially for the aged people. It provided the youngsters a unique experience with the experienced.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

197

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## 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

147

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

At the start of each academic year, tests are administered to assess the fundamental knowledge of students in their respective fields. Based on their performance, students are categorized as either slow or advanced learners. Special coaching is provided for

slow learners, targeting their areas of difficulty on designated days. Advanced learners are tasked with assisting the slow learners through peer teaching and doubt clarification.

To further support advanced learners, they are encouraged to engage in competitions hosted by the college and other local institutions. The college organizes quizzes and debates on a variety of subjects, as well as PSC and SSC coaching classes.

Additionally, expert interaction sessions are scheduled. Notable events include the two-day state-level workshop 'Writing Dissertations in History: Methods and Methodologies', the national seminar 'History Writing in India: Problems and Prospects', and the Turn Table Lecture Series in History conducted by the History department. Other significant sessions include the Impact Lecture Series by the college's Innovation Cell, the Vimala Anna Memorial Lecture by Dr. T. K. Rajendran, and the invited lecture 'Connecting Anand, Sethu, and Gabriel Marquez through Magical Realism' by Ms. Priya Joseph, organized by Daffodils, the English Association.

To encourage superior academic performance, class toppers are awarded proficiency prizes annually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
463	43

File Description	Documents
Any additional information	No File Uploaded

## 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 was widely used during the pandemic and in the post-pandemic time, St. Mary's College uses the same as medium to provide extra support to the students by which they are kept at par with the curricular demands set by the University.

**Experiential learning:** Participation in the NSS and NCC activities provide opportunity for experiential learning to the students. 'Sabhalam Sayahnam' organised by NSS on 12/6/2022, 'Koottikkalinu Oru Aksharakoottu' organised by Sahityavedi on 16/6/2022, Zoo'm-in-2k22, conducted by Zoology department from October 1 to 7, KCHR book exhibition made possible by the department of History on 10/10/2022 etc. are some of the many activities conducted by the institution that ensures experiential learning.

The assignments and seminars given to the students during the course of their study gives them a chance for participative learning. For doing the assignments, students are encouraged to make use of the library and other online materials and finally present their findings in front of the class.

**Problem solving methodologies:** Project work is included in all the programs taught in the college. This is presented in a problem solving methodology by suggesting a suitable problem related to their field of study to which they find a method to solve and utilize it in their project. Guides are assigned to individual students and the students get the training to identify the problem and think of its solution.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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. ICT is effectively used in the teaching learning process.

Learning content is transferred to the students through facilities like google classroom apart from live lectures. Examinations, test papers, quizzes etc. are conducted through online mode.

Power point presentations, video/film screening etc. are also done as part of classroom lectures.

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 activities, share teaching learning materials.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

## 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**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**

9

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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**

314

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Internal assessment is done based on the assignment /seminar, quizzes, test papers etc. undertaken by the students. Also common internal examinations are conducted by the institution. The time table for common examinations will be published one week prior to the examination and the exams are invigilated by the teachers. The answer scripts are evaluated and the results are published.

The evaluation of each course comprises of internal assessment and external assessment in the ratio 1:4 for all courses. 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.

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. 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 resubmission of assignments or re examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The evaluation of each course comprises of internal assessment and external assessment in the ratio 1:4 for all courses. 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.

The internal marks awarded are published either on google classroom or in Whatsapp groups of each class. Any grievances can

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File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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 all UG and PG students. Parents are also invited to the orientation programme
- The College Handbook/ Calendar also provide the comprehensive yet detailed outline regarding the level of intellectual achievement expected 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	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27105%27">https://stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27105%27</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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 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	<a href="#">View File</a>
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**

130

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)**

<https://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)	<a href="#">View File</a>

### 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	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
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 institution is very much supportive of all the aspirations of our students. Since the educational system itself is now oriented to encourage students to come up with innovative ideas and begin their own start ups, our institution also has taken the initiative to provide our students with all the necessary support and guidance. The institution has a Innovation's Innovation Council , under Ministry of Eductaion, 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. This cell is very active in organizing seminars/webinars for our students to expose them to the various oppurtunities in this field. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%2715%27&amp;sid=%27123%27">https://stmaryscollege.ac.in/common.aspx?mid=%2715%27&amp;sid=%27123%27</a>

### 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

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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	<a href="https://stmaryscollege.ac.in/common.aspx?id=%277%27&amp;sid=%2786%27">https://stmaryscollege.ac.in/common.aspx?id=%277%27&amp;sid=%2786%27</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

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

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

## 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 has a very good record of organizing extension activities. All the students are encouraged to do their part in



empowering the society around them. This is seen as an important part of learning. These activities instil a sense of civic responsibility, patriotism and service mentality among students. These activities also help to develop leadership qualities and improve communication skills of the students. The college along with NSS and NCC conducted numerous programmes related to anti-drug campaigning in and around the college campus. The NCC unit could also organize some activities like tree plantation, yoga class, cleaning of Amar Jawan monument near the college, cleaning of 9th ward of Manarcaud grama panchayath. The Commerce department organized a campaign to collect different materials like clothes, food and household items for those in need. The Library organized a book exhibition for the students and public. These activities sensitized the students about the needs of the people living around them.

File Description	Documents
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2762%27">https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2762%27</a>
Upload any additional information	<a href="#">View File</a>

### 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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 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**

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

945

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

2

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

### 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	<a href="#">View File</a>

## 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 five PG Courses. Almost 650 students are taught every year in the 16.4 acre campus. Different departments, well-furnished classrooms 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 has facilities to provide prompt service to students, with special counters for remitting fees, for submitting application forms etc. We have 24 ventilated, spacious Classrooms of which 5 of them are ICT enabled and with one smart class. We have 12 laboratories with modern equipments. The laboratories are well maintained not only for carrying out

curriculum-oriented practicals but also for carrying out experiments beyond the 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 have 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?id=%273%27&amp;sid=%2721%27">https://stmaryscollege.ac.in/common.aspx?id=%273%27&amp;sid=%2721%27</a>

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	No File Uploaded
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?id=%273%27&amp;sid=%27127%27">https://stmaryscollege.ac.in/common.aspx?id=%273%27&amp;sid=%27127%27</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

25,70,570

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 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, photocopy section 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%2729%27">https://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%2729%27</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**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)

43260 (Forty three thousand two hundred and sixty only )

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

#### 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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 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 - upto 60 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 reports. 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)**

454572 (Four lakhs fifty four thousand five hundred and seventy two )



File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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 available with the Physical Education Department by making a requisition in writing for the same in advance.

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.
- Classrooms are allotted as per the student strength.
- In the case of special class or extra class on holidays or after college timings, the classroom is opened only at the prior written request of the teacher conducting the class to the Principal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27100%27">https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27100%27</a>

## 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

181

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

#### 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

19

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2739%27">https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2739%27</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**227**

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

**227**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**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**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

27

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

### 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

32

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	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 organizational skills of students. The student council serves 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. At present the college follows the Parliamentary method of elections. 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 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.

This year the election was held on 29-11-2022

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

128

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association is active in sponsoring many activities, prizes for competitions, books and equipments. The total contributions of the alumni is more than five lakhs over the years. Their constant support both financially and help in other ways has enriched the campus. Our alumni who have high academic achievements and are professors in Universities abroad have enriched our present students through their seminars and webinars. The alumni association has an annual get together in January. But after the pandemic, we could not conduct alumni meetings. But the college and each department are keen to keep in touch with them through social media. Facebook and WhatsApp groups of St. Mary's College and its departments are very active and are monitored by teaching and non-teaching staff. In these groups, we discuss and share news from the college, job opportunities etc.

A national level Handball tournament was organized by our alumni group called SMC Handballers at the campus on 21-01-2023

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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, the college union 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

File Description	Documents
Paste link for additional information	<a href="http://www.stmaryscollege.ac.in">www.stmaryscollege.ac.in</a>
Upload any additional information	<a href="#">View File</a>

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

The institution practices decentralization and participative management system. Even though the Principal is in charge of all the academic and administrative activities of the institution, its execution and management is entirely delegated to various departments, clubs, cells, associations and the college office. All academic activities beginning with admission of students is processed by the admission cell consisting of two teachers and the office staff. Registration for University examinations, uploading internal marks, conducting internal as well as University examinations are all executed by the teaching and non teaching staff. The IQAC is responsible for overseeing all the academic and extracurricular activities organized in the institution. The NCC, NSS unit and various other clubs and cells functioning in the college are well managed by the teachers with the students enrolled in these clubs. The college union consisting of elected representatives of students works with the advice of a staff advisor to organize many extracurricular activities in the college. The various departments are given considerable freedom to manage the academic programs of their respective departments. The teachers work as a group to implement many activities of the department. All these work as a unit for the benefit of the students and other stakeholders.

File Description	Documents
Paste link for additional information	<a href="http://www.stmaryscollege.ac.in">www.stmaryscollege.ac.in</a>
Upload any additional information	No File Uploaded

## 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 begun. This building has all the facilities necessary and has a separate entrance from the road. As the library is insufficient for meeting the needs of the students, the management on the suggestion and recommendation of the IQAC decided to construct a library building. This was 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. Since all the allocated funds were not received on time the library furniture and interior is yet to be completed. The institution has also made plans for a much more comprehensive development of the institution with cycle tracks, walkways, gardens and smart classrooms in the Vision 2030 document.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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	<a href="http://www.stmaryscollege.ac.in">www.stmaryscollege.ac.in</a>
Link to Organogram of the institution webpage	<a href="https://www.stmaryscollege.ac.in/Home.aspx">https://www.stmaryscollege.ac.in/Home.aspx</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 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 is usually celebrated with fervour by the staff association. Management acknowledges the services of the retiring staff members with felicitation meetings, mementos and lunch. This year two of our teaching staff retired. A farewell meeting was organised to honor them. Benefits for the retired hands were disbursed without delay. College co-operative society provides for the requirement of staff and students. There is a photocopier machine which is of great use to the students and staff. The College canteen provides hygienic food.. The well equipped gymnasium is available for all staff members. The reading room in the library provides a variety of newspapers and magazines. A water cooler is provided for the students and another one for the staff in the office.

File Description	Documents
Paste link for additional information	<a href="https://www.stmaryscollege.ac.in/Home.aspx">https://www.stmaryscollege.ac.in/Home.aspx</a>
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 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

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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. Some of the teachers collect

a personal evaluation from the students they teach in order to learn about weaknesses and strengths regarding their teaching methodology. Evaluation of the institution is also done by the students and parents. The feedbacks 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 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 gathering. 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	<a href="#">View File</a>

## 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. External Audit by the Deputy Director of Collegiate Education Department. External Audit by the Accountant General of Kerala The management accounts were audited. Deputy Director conducted an audit of all accounts between the years 2014 - 2019 in January 2020. There was no audit during this academic year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 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)

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
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 selffinancing 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 nonteaching staff is met by the government. The salary and expenses of the teachers appointed for the self financing programs are met from the fees collected from the students studying in these programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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 gets together at least three times a year to devise ways and means to bring about qualitative changes in the institution. It monitors all the academic, extracurricular and student empowerment initiatives of the institution. The IQAC itself organized a webinar on IPR awareness, a UG student induction program and a webinar on Gender sensitization and legal awareness In the beginning of the academic year .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 gets together at least three times a year to devise ways and means to bring about qualitative changes in the institution. It monitors all the academic, extracurricular and student empowerment initiatives of the institution



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **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

**The institution offers coeducation.**

**The entire college campus is under CCTV surveillance and also security staff service is available in the campus round the clock. The college provides hostel facility to women students which reduces the number of drop outs due to distance factor and make higher education accessible to female students hailing from remote and rural areas.**

**In order to make the female students aware of the importance of menstrual hygiene a class was arranged on 07 March 2023. The class**

organized was a joint venture of YWCA Kalathipady and the Women's Cell of the college. Dr.Namitha Jomon of SH Medical Center, Kottayam handled the session.

Women Self Defense Training Program was organized jointly by the Women's Cell and Daffodils, the English Association joining hands with Kerala Police Community Policing Project on 16th March 2023. In association with the Physical Education Department of the College, Women's Cell arranged table tennis training on 03/03/2023 exclusively for the women students with the aim to make the students physically fit through games.

The Hindi Parivar of the college organized an invited lecture titled 'Importance of Women Education' on 7th November 2022. Dr. Priya A, Assistant Professor at KG College Pampady handled the session.

File Description	Documents
Annual gender sensitization action plan	<a href="https://stmaryscollege.ac.in/Images/Criterion%207%202022%20-%202023.pdf">https://stmaryscollege.ac.in/Images/Criterion%207%202022%20-%202023.pdf</a>
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	Nil

**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	No File Uploaded
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**

Waste segregation is the first step in waste management. To make the segregation process easier, different coloured waste bins are set up in the campus - for food waste, paper waste and plastic waste.

It was made compulsory to bring tiffin boxes if one needs food parcel from the college canteen. Also, food is served in steel plates and glasses, avoiding paper/plastic plates and paper cups

The diluted chemicals and solutions (liquid waste) from the Zoology and Chemistry laboratories are disposed effectively by running water in sinks to pits which contain charcoal for further treatment

Water from sink and hand wash area are directed to the large pits dug for percolation.

The college has installed two eco friendly napkin disposal system - one adjacent to the common room for girls and the other one attached to the wash room for ladies. The napkin disposal systems are cleaned periodically and well maintained.

Specimen and plant waste from the laboratory is disposed in compost bed for vermicomposting. Microbiological wastes are disposed in landfills after sterilization.

Chemical and other hazardous wastes from the laboratories are treated separately, with care.

In the Chemistry lab, green protocol is followed wherever possible to reduce the use and generation of hazardous substances. Recycling of waste materials like Kipps waste column effluents etc are practicing to avoid waste accumulation. We have reduced the use of H<sub>2</sub>S gas. We replaced this chemical with Sodium Sulphide, which is comparatively greener and economic than H<sub>2</sub>S usage.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

#### 7.1.4 - Water conservation facilities available A. Any 4 or all of the above

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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:

C. Any 2 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	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

### 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

C. Any 2 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	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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).

The beauty of a community is in its diversity. Harmony is achieved where tolerance and diversity coexist. The spirit of oneness is reflected in all the college activities - whether curricular or co-curricular. The common balance and open book in between, seen in the college emblem symbolizes the commitment to equity and social

justice for ensuring free access to information and knowledge to all without any discrimination.

The students of the college belong to various cultural and religious sects. The beliefs and faith of each individual is respected. The college does not favour anyone on the basis of his/her religious or political affiliations.

About 80% of the students are from the rural background and most of them belong to economically and socially backward section. In order to bring the economically weak academically bright students forward, financial assistance is provided to them as scholarships and grants. Scholarships and grants include those which are instituted by the central-state governments, private institutions, college management and other well-wishers.

The staff and students of the college belong to various religions. They follow different customs, beliefs and rituals; yet share their space in this temple of knowledge harmoniously. Onam and Christmas are celebrated by everyone with one heart. Onappookkalam represents our unity in diversity and the traditional Onam games that we organize reflect our happiness in harmony. The prayer group organizes Christmas celebration every year and Carol competition is also held. Students from every department participate in the competition joyfully.

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	No File Uploaded

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

The college has undertaken many activities that maintain and preserve the republican and democratic character of Indian State. Members of the college union are elected through democratically conducted elections.

The NSS of the college conducts electoral roll enrollment campaign every year. Students who have completed 18 years old are encouraged to get enrolled in the voters list. On 4th November 2022 Intensive Volunteer Enrolment Program Campaign which was a joint venture of

Nehru Yuva Kendra, Kottayam and NSS unit of the college was held in the college auditorium. Our volunteers were able to enroll 43 new voters in the electoral roll during the Special Summary Revision 2023 and helped many voters in linking election id card with Aadhar.

A good number of the college faculty attend the election training classes organized by the state and central election commission from time to time and render their valuable service as presiding officers and polling officers during LSGD and Lok Sabha elections.

As per the UGC directive all the disciplines in the college offer a course on Environmental Studies and Human Rights which sensitize them to the issues related to nature and teach to honor every form of life - whether it be a plant or an animal.

St Mary's College joined hands with Kottayam District Police in anti-drug campaign held from 20 October 2022 to 01 November 2022. Message against drugs was spread through football match, drawing competition, signature campaign, flash mob, human chain etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

St. Mary's College Manarcaud celebrates the days of national importance with due respect. The events and festivals organized by the institution strengthens its plurality and all-inclusiveness. Every year the institution organizes programs for the students and faculty to commemorate days like Independence day, Ozone day, Yoga day, Gandhi Jayanthi, Women's day, Science day and Republic day. They are arranged by various cells, clubs, college union, NCC and NSS. In addition all the festivals celebrated in Kerala like Onam, Christmas, Kerala day are also celebrated in the college by one and all.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

### GREEN CAMPUS

**Objective:** To continue with our initiative to make our campus environment friendly and pollution free.



**Context:** Continue the Green Campus project commenced in the year 2021-22.

**The Practise:** This year, we planted bamboo sapplings near the college pond to enrich the natural greenary. This helps to create a natural habitat for dragon flies, butterflies and other insects. We have successfully replaced some of the Alexander palms in the college courtyard with indigenous trees like Pavizhamalli (*Nyctanthes arbortristis*).

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

#### SPORTS CAMPUS

**Objective:** To provide sports facilities for our students and local community.

**The Context:** Utilize the land for developing physical fitness through games.

**The Practise:** As part of the Anti-drug campaign, 5s intercollegiate football tournament was held in the college ground. The staff of the college also make use of the ground for sports activities. In memory of the former MG University Handball team members Shaji Paulose and Sarath who were the alumni of our college National hand ball tournament was held from 21 to 23 January 2023. As part of the Commerce fest 'Eminence', football tournament was conducted on 13 January 2023.

**Evidence of success:** The college team won MG University Kho-Kho Championship. In the Staff Football Tournament 2022 held at Nirmala College Muvattupuzha (15/12/2022), our staff team was the runner up. The college cricket team reached up to the semi-finals in MGU cricket tournament.

File Description	Documents
Best practices in the Institutional website	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%277%27&amp;sid=%2787%27">https://stmaryscollege.ac.in/common.aspx?mid=%277%27&amp;sid=%2787%27</a>
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

Our vision is to make the college an internationally acclaimed institution with a rural footage. One of the focus areas of our development has been community development. From the time of its inception in 1981 the stakeholders planned this institution as a centre for education of the students who complete their school education in the local rural schools and may find it difficult to study in a college in the town. Inclusion of the local panchayath residents in all the activities of our college so that it is mutually beneficial for both was a long term project instituted in the college called CARE, SHARE and LEARN. This was a well planned five year project that involved a survey of the houses of the Manarcad panchayath. 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 skills. This has enriched the life of the community members as well as the students and faculty members. Taking this initiative even further the college has planned to build a community development centre for skill development, incubation centre and training centre.

## 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

St. Mary's College, Manarcaud is affiliated to Mahatma Gandhi University, Kottayam, and thus the curricula of the Programmes offered are governed by the Regulations of the university. In the beginning of the academic year, the General body of the institution convenes a meeting to prepare an academic calendar for the college in tune with the academic calendar of the university. Class time table and Teacher's time table for the various departments are also prepared.

In order to ensure the overall development of the students, arts and sports competitions are also given a slot in the academic planner.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

An year planner is prepared at the beginning of every academic year jointly by the HODs of all the departments following the academic calendar issued by the University. The year planner mentions the beginning of new semesters, average number of working days and the tentative date of examinations. The teachers follow the year planner and cover the portions allotted to them accordingly. Class tests, quizzes, seminars, assignment works etc. are given to the students to assess them during the course.

Apart from the class tests centralised test papers are conducted in the institution based on the internal exam time table circulated in advance. The answer scripts are evaluated by the teachers and distributed to the students on specified date. Following this, PTSA meetings are conducted and the progress of

the students is discussed with their parents. Before the commencement of the university examinations, internal marks are published by every department and students are given the opportunity to raise their grievances, if any.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**12**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Supporting and caring for the disabled can be considered as a characteristic of a civilized society. In order to create an awareness about learning disability, the postgraduate department of English in association with St. John of God College of Special Education conducted sensitization program on learning disability Unarvu 2022 on 28/06/2022. The program

focussed on issues like dislexia, dysgraphia, ADHD etc.

There is an increasing tendency in the present day society to neglect and avoid the old people especially when they lose their capacity to take care of themselves. Provisions have been made in the Constitution of India to preserve the rights of those aged above 60. Since these articles are part of Chapter IV of the constitution which corresponds to Directive Principles, they cannot be enforced by a court of law. Sabhalam Sayahnam organized by the NSS unit of the college in association with IPCAI Grace Care on 17/06/2022 included discussions, talks and street plays especially for the aged people. It provided the youngsters a unique experience with the experienced.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

1.3.3 - Number of students undertaking project work/field work/ internships	
197	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
1.4 - Feedback System	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<b>Nil</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<b>Nil</b>
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**

147

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

17

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

At the start of each academic year, tests are administered to assess the fundamental knowledge of students in their respective fields. Based on their performance, students are categorized as either slow or advanced learners. Special coaching is provided for slow learners, targeting their areas of difficulty on designated days. Advanced learners are tasked with assisting the slow learners through peer teaching and doubt clarification.

To further support advanced learners, they are encouraged to engage in competitions hosted by the college and other local institutions. The college organizes quizzes and debates on a variety of subjects, as well as PSC and SSC coaching classes.

Additionally, expert interaction sessions are scheduled. Notable events include the two-day state-level workshop 'Writing Dissertations in History: Methods and Methodologies', the national seminar 'History Writing in India: Problems and Prospects', and the Turn Table Lecture Series in History



conducted by the History department. Other significant sessions include the Impact Lecture Series by the college's Innovation Cell, the Vimala Anna Memorial Lecture by Dr. T. K. Rajendran, and the invited lecture 'Connecting Anand, Sethu, and Gabriel Marquez through Magical Realism' by Ms. Priya Joseph, organized by Daffodils, the English Association.

To encourage superior academic performance, class toppers are awarded proficiency prizes annually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
463	43

File Description	Documents
Any additional information	No File Uploaded

### 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 was widely used during the pandemic and in the post-pandemic time, St. Mary's College uses the same as medium to provide extra support to the students by which they are kept at par with the curricular demands set by the University.

Experiential learning: Participation in the NSS and NCC activities provide opportunity for experiential learning to the students. 'Sabhalam Sayahnam' organised by NSS on 12/6/2022, 'Koottikkalinu Oru Aksharakoottu' organised by Sahityavedi on 16/6/2022, Zoo'm-in-2k22, conducted by Zoology department from October 1 to 7, KCHR book exhibition made possible by the department of History on 10/10/2022 etc. are some of the many activities conducted by the institution that ensures

experiential learning.

The assignments and seminars given to the students during the course of their study gives them a chance for participative learning. For doing the assignments, students are encouraged to make use of the library and other online materials and finally present their findings in front of the class.

Problem solving methodologies: Project work is included in all the programs taught in the college. This is presented in a problem solving methodology by suggesting a suitable problem related to their field of study to which they find a method to solve and utilize it in their project. Guides are assigned to individual students and the students get the training to identify the problem and think of its solution.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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. ICT is effectively used in the teaching learning process. Learning content is transferred to the students through facilities like google classroom apart from live lectures. Examinations, test papers, quizzes etc. are conducted through online mode.

Power point presentations, video/film screening etc. are also done as part of classroom lectures.

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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**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**

9

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

**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**

314

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

Internal assessment is done based on the assignment /seminar, quizzes, test papers etc. undertaken by the students. Also common internal examinations are conducted by the institution. The time table for common examinations will be published one week prior to the examination and the exams are invigilated by the teachers. The answer scripts are evaluated and the results are published.

The evaluation of each course comprises of internal assessment and external assessment in the ratio 1:4 for all courses 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.

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. 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 resubmission of assignments or re examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The evaluation of each course comprises of internal assessment and external assessment in the ratio 1:4 for all courses 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.

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. 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 resubmission of assignments or re examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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 all UG and PG students. Parents are also invited to the orientation programme
- The College Handbook/ Calendar also provide the comprehensive yet detailed outline regarding the level of intellectual achievement expected 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	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27105%27">https://stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27105%27</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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 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	<a href="#">View File</a>
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

130

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)

<https://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)	<a href="#">View File</a>

**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	<a href="#">View File</a>

**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)	<a href="#">View File</a>
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 institution is very much supportive of all the aspirations of our students. Since the educational system itself is now oriented to encourage students to come up with innovative ideas and begin their own start ups, our institution also has taken the initiative to provide our students with all the necessary support and guidance. The institution has a Innovation's Innovation Council , under Ministry of Eductaion,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. This cell is very active in organizing seminars/webinars for our students to expose them to the various oppurtunities in this field. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%2715%27&amp;sid=%27123%27">https://stmaryscollege.ac.in/common.aspx?mid=%2715%27&amp;sid=%27123%27</a>

**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**

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%277%27&amp;sid=%2786%27">https://stmaryscollege.ac.in/common.aspx?mid=%277%27&amp;sid=%2786%27</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
<b>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</b>	
<b>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</b>	
0	

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 has a very good record of organizing extension activities. All the students are encouraged to do their part in empowering the society around them. This is seen as an important part of learning. These activities instil a sense of civic responsibility, patriotism and service mentality among students. These activities also help to develop leadership qualities and improve communication skills of the students. The college along with NSS and NCC conducted numerous programmes related to anti-drug campaigning in and around the college campus. The NCC unit could also organize some activities like tree plantation, yoga class, cleaning of Amar Jawan monument near the college, cleaning of 9th ward of Manarcaud grama panchayath. The Commerce department organized a campaign to collect different materials like clothes, food and household items for those in need. The Library organized a book exhibition for the students and public. These activities sensitized the students about the needs of the people living around them.

File Description	Documents
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2762%27">https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2762%27</a>
Upload any additional information	<a href="#">View File</a>

**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**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**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**

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

945

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
2	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>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</b>	
0	
<b>File Description</b>	<b>Documents</b>
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	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
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 five PG Courses. Almost 650 students are taught every year in the 16.4 acre campus. Different departments, well-furnished classrooms	

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 has facilities to provide prompt service to students, with special counters for remitting fees, for submitting application forms etc. We have 24 ventilated, spacious Classrooms of which 5 of them are ICT enabled and with one smart class. We have 12 laboratories with modern equipments. The laboratories are well maintained not only for carrying out curriculum-oriented practicals but also for carrying out experiments beyond the 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 have 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%2721%27">https://stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%2721%27</a>

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	No File Uploaded
Paste link for additional information	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%27127%27">https://stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%27127%27</a>

#### 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	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

25,70,570

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded



## 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, photocopy section 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%2729%27">https://www.stmaryscollege.ac.in/common.aspx?mid=%273%27&amp;sid=%2729%27</a>

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

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

#### 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)

43260(Forty three thousand two hundred and sixty only )

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

#### 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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 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 - upto 60 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 reports. 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

89

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

454572 (Four lakhs fifty four thousand five hundred and seventy two )

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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 available with the Physical Education Department by making a requisition in writing for the same in advance.

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.
- Classrooms are allotted as per the student strength.
- In the case of special class or extra class on holidays or after college timings, the classroom is opened only at the prior written request of the teacher conducting the class to the Principal.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27100%27">https://www.stmaryscollege.ac.in/common.aspx?mid=%274%27&amp;sid=%27100%27</a>

## 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

181

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

### 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

19

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

B. 3 of the above

File Description	Documents
Link to Institutional website	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2739%27">https://stmaryscollege.ac.in/common.aspx?mid=%276%27&amp;sid=%2739%27</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

227

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

227

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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**

27

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

### 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

32

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	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded



### 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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 organizational skills of students. The student council serves 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. At present the college follows the Parliamentary method of elections. 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 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.

This year the election was held on 29-11-2022

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

128

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association is active in sponsoring many activities, prizes for competitions, books and equipments. The total contributions of the alumni is more than five lakhs over the years. Their constant support both financially and help in other ways has enriched the campus. Our alumni who have high academic achievements and are professors in Universities abroad have enriched our present students through their seminars and webinars. The alumni association has an annual get together in January. But after the pandemic, we could not conduct alumni

meetings. But the college and each department are keen to keep in touch with them through social media. Facebook and WhatsApp groups of St. Mary's College and its departments are very active and are monitored by teaching and non-teaching staff. In these groups, we discuss and share news from the college, job opportunities etc.

A national level Handball tournament was organized by our alumni group called SMC Handballers at the campus on 21-01-2023

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 andmission 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, the college union 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

File Description	Documents
Paste link for additional information	<a href="http://www.stmaryscollege.ac.in">www.stmaryscollege.ac.in</a>
Upload any additional information	<a href="#">View File</a>

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

The institution practices decentralization and participative management system. Even though the Principal is in charge of all the academic and administrative activities of the institution, its execution and management is entirely delegated to various departments, clubs, cells, associations and the college office. All academic activities beginning with admission of students is processed by the admission cell consisting of two teachers and the office staff. Registration for University examinations, uploading internal marks, conducting internal as well as University examinations are all executed by the teaching and non teaching staff. The IQAC is responsible for overseeing all the academic and extracurricular activities organized in the institution. The NCC, NSS unit and various other clubs and cells functioning in the college are well managed by the teachers with the students enrolled in these clubs. The college union consisting of elected representatives of students works with the advice of a staff advisor to organize many extracurricular activities in the college. The various departments are given considerable freedom to manage the academic programs of their respective departments. The teachers work as a group to implement many activities of the department. All these work as a unit for the benefit of the students and other stakeholders.

File Description	Documents
Paste link for additional information	<a href="http://www.stmaryscollege.ac.in">www.stmaryscollege.ac.in</a>
Upload any additional information	No File Uploaded

## 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 begun. This building has all the facilities necessary and has a separate entrance from the road. As the library is insufficient for meeting the needs of the students, the management on the suggestion and recommendation of the IQAC decided to construct a library building. This was 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. Since all the allocated funds were not received on time the library furniture and interior is yet to be completed. The institution has also made plans for a much more comprehensive development of the institution with cycle tracks, walkways, gardens and smart classrooms in the Vision 2030 document.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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	<a href="http://www.stmaryscollege.ac.in">www.stmaryscollege.ac.in</a>
Link to Organogram of the institution webpage	<a href="https://www.stmaryscollege.ac.in/Home.aspx">https://www.stmaryscollege.ac.in/Home.aspx</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 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 is usually celebrated with fervour by the staff association. Management acknowledges the services of the retiring staff members with felicitation meetings, mementos and lunch. This year two of our teaching staff retired. A farewell meeting was organised to honor them. Benefits for the retired hands were disbursed without delay. College co-operative society provides for the requirement of staff and students. There is a photocopier machine which is of great use to the students and staff. The College canteen provides hygienic food.. The well equipped gymnasium is available for all staff members. The reading room in the library provides a variety of newspapers and magazines. A water cooler is provided for the students and another one for the staff in the office.

File Description	Documents
Paste link for additional information	<a href="https://www.stmaryscollege.ac.in/Home.asp">https://www.stmaryscollege.ac.in/Home.asp</a> x
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**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

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 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. Some of the teachers collect a personal evaluation from the students they teach in order to learn about weaknesses and strengths regarding their teaching methodology. Evaluation of the institution is also done by the students and parents. The feedbacks 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 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 gathering. 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	<a href="#">View File</a>

#### 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. External Audit by the Deputy Director of Collegiate Education Department. External Audit by the Accountant General of Kerala The management accounts were audited. Deputy Director conducted an audit of all accounts between the years 2014 - 2019 in January 2020. There was no audit during this academic year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 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)

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
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 selffinancing 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 nonteaching staff is met by the government. The salary and expenses of the teachers appointed forthe self financing programs are met fromthe fees collected from the students studying in these programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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 gets together at least three times a year to devise ways and means to bring about qualitative changes in the institution. It monitors all the academic, extracurricular and student empowerment initiatives of the institution. The IQAC itself organized a webinar on IPR awareness, a UG student induction program and a webinar on Gender sensitization and legal awareness In the begining of the academic year .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 gets together at least three times a year to devise ways and means to bring about qualitative changes in the institution. It monitors all the academic, extracurricular and student empowerment initiatives of the institution

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

The institution offers coeducation.

The entire college campus is under CCTV surveillance and also security staff service is available in the campus round the clock. The college provides hostel facility to women students which reduces the number of drop outs due to distance factor and make higher education accessible to female students hailing from remote and rural areas.

In order to make the female students aware of the importance of menstrual hygiene a class was arranged on 07 March 2023. The class organized was a joint venture of YWCA Kalathipady and the Women's Cell of the college. Dr. Namitha Jomon of SH Medical Center, Kottayam handled the session.

Women Self Defense Training Program was organized jointly by the Women's Cell and Daffodils, the English Association joining hands with Kerala Police Community Policing Project on 16th March 2023. In association with the Physical Education Department of the College, Women's Cell arranged table tennis training on 03/03/2023 exclusively for the women students with the aim to make the students physically fit through games.

The Hindi Parivar of the college organized an invited lecture titled 'Importance of Women Education' on 7th November 2022. Dr. Priya A, Assistant Professor at KG College Pampady handled the session.

File Description	Documents
Annual gender sensitization action plan	<a href="https://stmaryscollege.ac.in/Images/Criterion%207%202022%20-%202023.pdf">https://stmaryscollege.ac.in/Images/Criterion%207%202022%20-%202023.pdf</a>
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	Nil

**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	No File Uploaded
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**

Waste segregation is the first step in waste management. To make the segregation process easier, different coloured waste bins are set up in the campus - for food waste, paper waste and plastic waste.

It was made compulsory to bring tiffin boxes if one needs food parcel from the college canteen. Also, food is served in steel plates and glasses, avoiding paper/plastic plates and paper cups

The diluted chemicals and solutions (liquid waste) from the Zoology and Chemistry laboratories are disposed effectively by running water in sinks to pits which contain charcoal for further treatment

Water from sink and hand wash area are directed to the large

pits dug for percolation.

The college has installed two eco friendly napkin disposal system - one adjacent to the common room for girls and the other one attached to the wash room for ladies. The napkin disposal systems are cleaned periodically and well maintained.

Specimen and plant waste from the laboratory is disposed in compost bed for vermicomposting. Microbiological wastes are disposed in landfills after sterilization.

Chemical and other hazardous wastes from the laboratories are treated separately, with care.

In the Chemistry lab, green protocol is followed wherever possible to reduce the use and generation of hazardous substances. Recycling of waste materials like Kipps waste column effluents etc are practicing to avoid waste accumulation. We have reduced the use of H<sub>2</sub>S gas. We replaced this chemical with Sodium Sulphide, which is comparatively greener and economic than H<sub>2</sub>S usage.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<p><b>C. Any 2 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 531 629">File Description</th> <th data-bbox="531 566 1394 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 629 531 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="531 629 1394 734" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 734 531 875">Various policy documents / decisions circulated for implementation</td> <td data-bbox="531 734 1394 875" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 875 531 943">Any other relevant documents</td> <td data-bbox="531 875 1394 943" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<b>No File Uploaded</b>	Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>	Any other relevant documents	<a href="#">View File</a>			
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Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>										
Any other relevant documents	<a href="#">View File</a>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>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</b></p>	<p><b>C. Any 2 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1395 531 1458">File Description</th> <th data-bbox="531 1395 1394 1458">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1458 531 1599">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="531 1458 1394 1599" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1599 531 1704">Certification by the auditing agency</td> <td data-bbox="531 1599 1394 1704" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1704 531 1809">Certificates of the awards received</td> <td data-bbox="531 1704 1394 1809" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="92 1809 531 1877">Any other relevant information</td> <td data-bbox="531 1809 1394 1877" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>	Certification by the auditing agency	<b>No File Uploaded</b>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<a href="#">View File</a>	
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Certificates of the awards received	<b>No File Uploaded</b>										
Any other relevant information	<a href="#">View File</a>										
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly</b></p>	<p><b>B. Any 3 of the above</b></p>										



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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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	<a href="#">View File</a>

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).

The beauty of a community is in its diversity. Harmony is achieved where tolerance and diversity coexist. The spirit of oneness is reflected in all the college activities - whether curricular or co-curricular. The common balance and open book in between, seen in the college emblem symbolizes the commitment to equity and social justice for ensuring free access to information and knowledge to all without any discrimination.

The students of the college belong to various cultural and religious sects. The beliefs and faith of each individual is respected. The college does not favour anyone on the basis of his/her religious or political affiliations.

About 80% of the students are from the rural background and most of them belong to economically and socially backward section. In order to bring the economically weak academically bright students forward, financial assistance is provided to them as scholarships and grants. Scholarships and grants include those which are instituted by the central-state

governments, private institutions, college management and other well-wishers.

The staff and students of the college belong to various religions. They follow different customs, beliefs and rituals; yet share their space in this temple of knowledge harmoniously. Onam and Christmas are celebrated by everyone with one heart. Onappookkalam represents our unity in diversity and the traditional Onam games that we organize reflect our happiness in harmony. The prayer group organizes Christmas celebration every year and Carol competition is also held. Students from every department participate in the competition joyfully.

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	No File Uploaded

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

The college has undertaken many activities that maintain and preserve the republican and democratic character of Indian State. Members of the college union are elected through democratically conducted elections.

The NSS of the college conducts electoral roll enrollment campaign every year. Students who have completed 18 years old are encouraged to get enrolled in the voters list. On 4th November 2022 Intensive Volunteer Enrolment Program Campaign which was a joint venture of Nehru Yuva Kendra, Kottayam and NSS unit of the college was held in the college auditorium. Our volunteers were able to enroll 43 new voters in the electoral roll during the Special Summary Revision 2023 and helped many voters in linking election id card with Aadhar.

A good number of the college faculty attend the election training classes organized by the state and central election commission from time to time and render their valuable service as presiding officers and polling officers during LSGD and Lok Sabha elections.

As per the UGC directive all the disciplines in the college

offer a course on Environmental Studies and Human Rights which sensitize them to the issues related to nature and teach to honor every form of life - whether it be a plant or an animal.

St Mary's College joined hands with Kottayam District Police in anti-drug campaign held from 20 October 2022 to 01 November 2022. Message against drugs was spread through football match, drawing competition, signature campaign, flash mob, human chain etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

events and festivals

St. Mary's College Manarcaud celebrates the days of national importance with due respect. The events and festivals organized by the institution strengthens its plurality and all-inclusiveness. Every year the institution organizes programs for the students and faculty to commemorate days like Independence day, Ozone day, Yoga day, Gandhi Jayanthi, Women's day, Science day and Republic day. They are arranged by various cells, clubs, college union, NCC and NSS. In addition all the festivals celebrated in Kerala like Onam, Christmas, Kerala day are also celebrated in the college by one and all.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

### GREEN CAMPUS

**Objective:** To continue with our initiative to make our campus environment friendly and pollution free.

**Context:** Continue the Green Campus project commenced in the year 2021-22.

**The Practise:** This year, we planted bamboo sapplings near the college pond to enrich the natural greenery. This helps to create a natural habitat for dragon flies, butterflies and other insects. We have successfully replaced some of the Alexander palms in the college courtyard with indigenous trees like Pavizhamalli (*Nyctanthes arbor-tristis*).

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

**SPORTS CAMPUS**

**Objective:** To provide sports facilities for our students and local community.

**The Context:** Utilize the land for developing physical fitness through games.

**The Practise:** As part of the Anti-drug campaign, 5s intercollegiate football tournament was held in the college ground. The staff of the college also make use of the ground for sports activities. In memory of the former MG University Handball team members Shaji Paulose and Sarath who were the alumni of our college National hand ball tournament was held from 21 to 23 January 2023. As part of the Commerce fest 'Eminence', football tournament was conducted on 13 January 2023.

**Evidence of success:** The college team won MG University Kho-Kho Championship. In the Staff Football Tournament 2022 held at Nirmala College Muvattupuzha (15/12/2022), our staff team was the runner up. The college cricket team reached up to the semi-finals in MGU cricket tournament.

File Description	Documents
Best practices in the Institutional website	<a href="https://stmaryscollege.ac.in/common.aspx?mid=%277%27&amp;sid=%2787%27">https://stmaryscollege.ac.in/common.aspx?mid=%277%27&amp;sid=%2787%27</a>
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

Our vision is to make the college an internationally acclaimed institution with a rural footage. One of the focus areas of our development has been community development. From the time of its inception in 1981 the stakeholders planned this instutution as a centre for education of the students who complete their school education in the local rural schools and may find it difficult to study in a college in the town. Inclusion of the local panchayath residents in all the activities of our college so that it is mutually beneficial for both was a long term

project instituted in the college called CARE, SHARE and LEARN. This was a well planned five year project that involved a survey of the houses of the Manarcad panchayath. 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 skills. This has enriched the life of the community members as well as the students and faculty members. Taking this initiative even further the college has planned to build a community development centre for skill development, incubation centre and training centre.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Plan of action for the coming academic years.

- Orientation program to the students on the reopening day
- To implement NISP
- To create a start-up ecosystem in the campus
- Encourage more faculty members to engage in research.
- To provide students with more skill based elective courses.
- Certificate course for the students conducted by ISRO
- Improve campus placement.
- To convert all our classrooms to smart classrooms.
- Shift college library to the newly built spacious and ecofriendly building.
- 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.
- 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 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.

