



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%2798%27
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://117.211.164.92/website/MenuImages/Year%20Planner%202018-2019.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC

01-Oct-2014

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of IQAC	01-Aug-2018 1	16
Feedback from	14-Dec-2018	638

stakeholders

30

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	WWS	State Government	2018 365	85500
Institution	SSP	State Government	2018 365	194400
Institution	NSS	State Government	2018 365	89000
Institution	NCC	State Government	2018 365	143200
Department	Seminar/Workshop	State Government	2019 1	12000
Department	Seminar/Workshop	State Government	2018 1	10000
Faculty	Student Project	State Government	2018 365	10000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

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

No

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

Proposal for RUSA fund of Rs two crore was submitted.

Feedback from students, teachers, alumni employers on curriculum collected, analyzed and used for improvements.

Feedback from all students on institution and teachers collected, analyzed and used for improvements.

A one day workshop on revised NAAC framework was organized on 8th December 2018

A one day workshop on Quality Improvement in Higher Education for Administrative staff was organized on 2nd March 2019.

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

Plan of Action	Achivements/Outcomes
Seminars on Environment day Ozone day to be conducted	World environment day workshop and seminar organized on June 5 & 12 and Ozone day celebrated on 19th September 2018
Coaching for competitive exam to be provided in the college.	PSC exam coaching provided to students.
Alumni association to be strengthened	Meeting convened on 27th January 2019.
Ensure students participation in University Arts Festival	Students participated in 38 events and earned 11 points which included a first prize in Folkdance
Mentoring and ethics	A weekly one hour class on ethics included in the time table
Extension activities under the Care, Share and Learn program to be continued	Extension activities organized by the various departments, NSS NCC and clubs in the college.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Staff Council	15-Mar-2019

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission	19-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The Management Information system has been functioning in St Mary's College for the past few years for the smooth functioning of the college. The Management Information system has the following modules. Admission Management System: The admission management module aims at providing one platform for the details of students admitted every year. All the information and details regarding the students are maintained. This module includes personal information, educational qualification details, category of admission and financial status of each student. It generates the student UID number and the ID card printing is linked to this module. It also generates the fee receipts of the students. Attendance Management System: This module manages the attendance marking system fully online. It provides the real time attendance of each student. This module contains the menus, mark attendance, view marked, attendance dashboard, batchwise list, student list and terminated students list. The provision of sending SMS to the parents of the absentees is also incorporated Academic Management System: This module incorporates provisions for entering marks of students for test papers, assignments, seminars, model examinations and for generating progress cards. Library Management System: Library accounts are maintained through the students UID. Barcode reader is used to enter book details and borrower details. Details of books issued and books available can be obtained.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The educational process at St Mary's College is designed to create a society based on the core values envisioned by NAAC for HEIs. Being an affiliated

College, the curricula of the Programmes offered are designed by the University, but it is effectively implemented using the creativity and skills of the teaching faculty. The use of technology as well as value-addition is achieved through using Bridge and Enrichment Programmes offered by the Departments, which are designed by the college faculty. They address the needs of the student community and help develop sensitivity and skills to tackle the contemporary reality and equip them with local, national and global competencies. The Institution has a structured and effective curriculum delivery plan which it has been following systematically, each year improving and honing, incorporating the feedback we receive from the stakeholders. The academic year commences in June, and invariably in May, a meeting of the teaching faculty, Principal and Manager takes place to plan the tasks to be accomplished during the academic year. These are planned in tune with the University Academic Calendar. The first part of the Meeting comprises of review and evaluation of the year past—the programme options, course content, feedback received, suggestions by experts, students, faculty members, and the gaps to be filled. The next session draws up broad plans for the year, semester and month after detailed discussions and deliberations. Micro-planning takes place in the departments. There Course and Module divisions are done.. The day by day, hour by hour work plan is laid out. This elaborate work plan is communicated to the students at the commencement of the Semester. A copy is also made available to each student. The Minutes of the Staff Meetings and the Department Meetings bear testimony to this practice of the College. The individual departments hold meetings to review the progress of the chartered programme and course plan and modifications are made if working days are lost by unforeseen reasons. The next level of comprehensive monitoring is by the IQAC through regular meetings. The Calendar of activities planned in May include all curricular components like Internal assessment tests, seminar and assignment schedules to provide time for other activities that make student life enriching. In the affiliated system 80%marks are awarded in the External Examination and 20% in the internal examinations and other allied components. The Internal Examination component is reviewed in the departments by the Heads of Departments in consultation with the other faculty members. The systematic feedback collected and the expectation- satisfaction survey done each semester provide us with a precise picture of the shortcomings in the curriculum delivery process. The effective and efficient three-tier system of Department, Principal, and IQAC ensures transparency.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Syriac	Nil	05/10/2018	30	Student can work as teacher, translator	Student gains familiarity with inflection in language. Language skill is improved
Food Adulteration	Nil	01/01/2019	30	Additional qualification for chemistry students who wish to work	Gains skills for testing some of these adulterants

Development Psychology	Nil	05/12/2018	30	as chemists. Additional knowledge for students who work as HR personal and social work	Student gains skill in identifying psychological problems.
Epigraphy	Nil	03/12/2018	30	Additional qualification for students who wish to work in archaeology	Gains knowledge on ancient writings
Android app development	Nil	04/09/2018	30	Empowers students to develop an app on android platform	Gains practical skill in developing an app
Communication skills for corporate needs	Nil	03/08/2018	30	Empowers students who wish to seek jobs in companies offices	Gains knowledge of usage of english in official communications

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	No programme sanctioned	04/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English Copy Editor	04/06/2018
BA	History	04/06/2018
BCom	Computer Application	04/06/2018
BSc	Physics with Applied Electronics	04/06/2018
BSc	Chemistry	04/06/2018
BSc	Zoology	04/06/2018

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

	Certificate	Diploma Course
Number of Students	158	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Introduction to Computer Applications in Chemistry	25/01/2019	13
Labview Software	18/01/2019	30
Agriculture Training Programme	07/12/2018	8
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Zoology	3
BA	History	23
BA	English Copy Editor	19
MSc	Chemistry	4
BSc	Zoology	3
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>An annual feedback is conducted in the institution. It is compiled, analyzed and then the various stakeholders are informed so that changes can be made. This feedback is conducted for the curriculum introduced by the University. A feedback of the institution by the students parents and alumni is also conducted. The feedback on curriculum is collected from the students, teachers, parents and employers. This feedback is collected whenever a new syllabus is introduced and implemented by the University. The existing CBCSS syllabus was revised and the new CBCS syllabus was introduced and implemented in all affiliated colleges of Mahatma Gandhi University in 2017 for all UG programmes. In the year 2017 the syllabus was introduced for all first year UG students while the second and third year students followed the earlier curriculum. During the academic year 2018 - 2019 the second year students continued with this curricula. Hence it was decided to conduct a feedback on the same by the students, teachers, parents and employers. The evaluation of the curriculum carried out by the various stake holders were collected compiled and analyzed. This process was completed in the college itself by a group of faculty members. The compiled data was analyzed by the IQAC and a report prepared which included suggestions and recommendations to be made while preparing the curriculum by the University. These suggestion and recommendations were conveyed to the</p>

teachers who are members of the various board of studies of the University. This was done so that these suggestions and recommendations could be considered and suitably implemented when the next curriculum revision takes place. On analysis of the feedback from the students it was found that majority of the students were satisfied with the curriculum on eleven of the twelve parameters analyzed. 24 of the students were not satisfied with the latest development included in the syllabus of their respective subjects. The feedback from the teachers showed that the teachers were satisfied with the new syllabus but considered that it was not excellent and there was scope for improvements. The feedback from parents showed that they too were satisfied. Employers did not consider that the curriculum made the students employable or knowledgeable about latest developments.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Zoology	20	Nill	17
MSc	Chemistry	13	Nill	13
MCom	Financial Management	30	Nill	29
MA	English	18	Nill	16
BSc	Zoology	36	Nill	30
BSc	Physics	24	Nill	22
BSc	Chemistry	36	Nill	34
BCom	Computer Application	40	Nill	40
BA	History	24	Nill	24
BA	English Copy Editor	24	Nill	19

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	503	135	23	8	15

2.3 – Teaching - Learning Process

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

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

48	30	16	1	1	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
638	48	1:13.3

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Tony Francis,	Assistant	Best Program

	State	Professor	Officer of NSS, M G University
2018	Tony Francis, State	Assistant Professor	Second place in oral paper presentation at DST SERB sponsored international Seminar

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	English Copy Editor	6	02/04/2019	16/05/2019
BA	History	6	05/04/2019	16/05/2019
BCom	Computer Application	6	22/03/2019	16/05/2019
BSc	Chemistry	6	06/04/2019	16/05/2019
BSc	Physics	6	08/04/2019	16/05/2019
BSc	Zoology	6	22/03/2019	16/05/2019
MSc	Chemistry	4	12/07/2019	02/09/2019
MSc	Zoology	4	12/07/2019	23/09/2019
MA	English	4	11/07/2019	10/10/2019
MCom	Finance	4	25/05/2019	24/09/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The continuous internal evaluation is a system that was introduced by the University along with CBCS. This evaluation process is functioning efficiently in the college. Each semester all UG and PG students are evaluated on the basis of certain criteria implemented by the University. This is strictly followed in the college. Any additional help that a student needs while preparing for the examination is made available. Both teachers and parents join hands to motivate and encourage the students to perform well for the University examinations

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

The annual academic calendar is prepared by the University and the college makes its own schedule for Continuous Internal Evaluation, so that the students know well in advance what to expect and when. The academic and non academic activities are planned well in advance at the beginning of the academic year by the Principal and staff council. Micro planning is done at the department level in keeping with the general schedule. The dates for conducting internal examinations, submitting assignments and taking seminars are all prepared and the students are informed about it well in advance. The examinations for all the UG programs are conducted together and a schedule is followed so that all

questions papers are printed and ready before the commencement of the examinations. After the examinations the answer papers are valued and the answers discussed with the student. The progress card of each student is prepared at the end of each semester and given to the parents/guardians at the parent student teacher meeting. Students who could not attend an examination due to unavoidable reasons are given a second chance to do so. The internal marks are prepared after this and they are consolidated. After scrutiny by the Heads of departments and internal exam coordinator they are displayed on the notice boards to give the students a chance to raise objections/ask for clarifications if any. The marks are then uploaded in the University portal at the specified time

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
EN1	BA	English Copy Editor	31	21	67.7

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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	365	KSCSTE	0.1	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Financial Management: Time Value of Money	Commerce	10/07/2018
Drug Abuse	Commerce	24/07/2018

Introducing the text	English	12/02/2019
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Water Conservation	St Marys College	Ministry of Water Management, River Development and Ganga Rejuvenation	25/01/2019	Educational Institution
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Institution	St Marys College	Institution	THOZILIDOM	An app for connecting consumers with skilled and unskilled workers	26/03/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	20000	0

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

Name of the Department	Number of PhD's Awarded
NA	Null

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

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

Department	Number of Publication
Not Applicable	Null
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

Number of Faculty	International	National	State	Local
Presented papers	1	3	1	1
Resource persons	Null	Null	Null	2
Attended/Seminars/Workshops	1	1	Null	Null
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
House and Toilet construction	NSS Unit of St Mary's College	4	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Best student volunteer	M G University	1
Volunteer Secretaries three day Leadership training camp	Recognition	NSS, M G University	120
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Internship	NSS unit of St Mary's	Cleaning of roads and water	3	40

College bodies

[View File](#)**3.5 – Collaborations**

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

Nature of activity	Participant	Source of financial support	Duration
Not Applicable	NA	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research	Project	Tropical Institute of Environmental Sciences	24/01/2019	05/02/2019	10
OJT	On the Job Training	Centre for Heritage Studies, Hill Palace, Government of Kerala	13/11/2018	28/11/2018	24
OJT	On the Job Training	Deepika Newspaper, DC Books, SPCS	04/04/2019	03/05/2019	24
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	54.31

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20112	2196475	146	49320	20258	2245795
Reference Books	862	172755	9	13811	871	186566
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	Nil	Nil	31	36285	31	36285
e-Journals	6000	5900	2	1695	6002	7595
Digital Database	1	5900	Nil	Nil	1	5900
CD & Video	139	Nil	6	Nil	145	Nil
Library Automation	1	20000	Nil	Nil	1	20000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	NA	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	89	40	89	8	0	9	23	50	0

Added	0	0	0	0	0	0	0	0	0
Total	89	40	89	8	0	9	23	50	0

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Not Applicable

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
16.75	8.82	223.27	146.59

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

<p>There is an established policy instituted by the college governing board for repair, maintenance and upkeep of equipment in the institution. The institution has technical and support employees under civil, technical, electrical and mechanical categories with whom we have contracts to ensure fast and up to date maintenance. This ensures a safe and optimum ambience for teaching learning and allied activities in the institution. The heads of various departments inform the Principal through a written request of any repairs or service of any equipment in the laboratory or department that is required. A technician visits the site and after sanction of the amount required the repair is done. The bill is presented before the representative of the management who then makes the payment. Library The library is taken care of by the library committee as per the rules and regulations drawn up for the use of the library. The maintenance and improvement of infrastructure, procuring of books for various subjects are in response to the demands placed by the various departments. Every online and printed journals to be subscribed are also decided in consultation with the various departments. Computers/Laboratories and Equipment's Computers, Laboratories and Equipment's are maintained in good condition. All the computers in the college are maintained and repairs done as and when the need arises as per the Annual Maintenance Contract. Sensitive laboratory equipment's are also serviced by the authorized service personal as far as possible. Otherwise competent technical personal are called for the maintenance work. Power Supply/Generator Power supply, water supply, generator are all well maintained so that they are available 24 X 7. Lightning arrestor and proper earthing of all electrical devices are safety features incorporated. Stabilizer and UPS are used for safety of various equipment's. Facilities/Amenities upkeep</p> <p>The classrooms, office, restroom, toilets, common spaces, playground, gymnasium, canteen and hostel are always well maintained to ensure safety and smooth functioning of the institution.</p> <p style="text-align: center;">http://117.211.164.92/website/common.aspx?mid=%274%27&sid=%27100%27</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Proficiency prize for top scorers of degree post graduate courses	10	10000
Financial Support from Other Sources			
a) National	Post Matric Scholarship	14	84000
b) International	Not Applicable	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personality development and Orientation class	12/06/2018	260	Institution
Yoga Class	21/06/2018	50	Manarcad grama panchayath and Womens cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	PSC Coaching	23	Nil	Nil	Nil
2018	Career Orientation class	Nil	40	Nil	Nil
2019	Career opportunities in LIC	Nil	50	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Not Applicable	Nil	Nil	MRF	4	1
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	BSc	Physics	K G College, Pambady	MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	6
SET	2
GMAT	1
Any Other	1
View File	

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

Activity	Level	Number of Participants
Reading week - College library	Institution	30
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Not Applicable	National	Nil	Nil	Nil	Not Applicable
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college union is elected at the beginning of the academic year after the admission process for UG and PG programmes are complete. The University statutes are strictly followed and every regulation of the University is adhered to during the election process. The whole procedure is transparent and takes place according to the Presidential form of election. Moreover students

are trained in the practice of the electoral process. The union once it is formed and takes charge after taking oath is free and in absolute control of all student activities. The objective of the union is to train the students in the rights and duties of citizenship. It provides opportunities for the development of their character, leadership abilities and management skills through various cultural and recreational activities. The guidance of a faculty students union counselor is always available but the students are given maximum independence to plan manage and execute the activities. Every important cell working in the college like Grievance redressal cell, Electoral literacy club, Library committee, Anti ragging cell has a student representative. A student representative is included in the IQAC so that their opinions and ideas can be considered. All activities of the college are planned and executed by the student leaders including the financial planning. Usually the first programme organized by the union is the union inauguration. A comprehensive arts festival is organized usually in December to showcase the talents of the students and the whole programme is planned, executed and managed by the students. The Onam, Christmas, Independence day celebrations are all organized by the students union. The sports day and finally the college day as well are organized by the union. Many students have shown exceptional abilities in management, leadership and social skills that have helped them to take up positions of leadership later in life.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

450

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

47000

5.4.4 – Meetings/activities organized by Alumni Association :

General meeting of Alumni organized on 27.01.2019. General meeting followed by meetings of English, History, Commerce, Chemistry, Physics and Zoology departments on 27.01.2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college has successfully completed thirty seven years only because of the supportive but non interfering method adopted by the management. This method of management is reflected in the growth of the college from a junior college having only pre degree classes to a full fledged college having both degree and post graduate programmes. The various departments of the college enjoy a great deal of freedom with regard to the management of day to day affairs of the department as well as management of the laboratories and facilities under its jurisdiction. Within each department all the faculty members are assigned different duties and have some freedom to implement their ideas and methods with the approval of the head of the department. Students are also assigned various duties and encouraged to manage the various activities and programmes of the various clubs, cells and associations functioning in the institution. Two initiatives of the college that bring out this is 1. This decentralized

method of functioning is illustrated in the water conservation project - Jal Samridhi of the college. With the general lowering of the water table water was becoming a scarce commodity in the institution and it was necessary to make provisions for utilization and conserving every drop of water that we receive during the rainy season. The large scale widening of the pond already present was undertaken by the management but the students of the college with the help of some staff members undertook the building of a earthen bund on the southern side of the pond so that rainwater flowing away from the college grounds could be harnessed. The bund serves as a check dam preventing water flow down the hill as well as recharging the pond. The wholehearted efforts of the students strengthened the work done by the management and has resulted in abundant water supply for the college. 2. A second example is the manner in which the college responded and cooperated to the face the disaster of the worst floods that Kerala faced during August 2018. Almost all the students and faculty members contributed their efforts, time and money to help the community and the people affected by the floods. The management fully supported all the endeavors of the staff and students. Students and staff members went in groups to many areas around to clean the houses and supply food, clothes and drinking water. This system of management brings out the best qualities of the students and staff and this has benefited the institution.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The curriculum is developed by the board constituted by the University. This curriculum is applicable to all the affiliated colleges. However the faculty of these institutions can contribute to the development of the curriculum as one or two teachers from each department and each institution is included in the curriculum restructuring committee. Many of the teachers from this institution also attended the curriculum restructuring workshop for UG programmes held in 2017 and PG programmes held in 2019. Their suggestions and improvements to be made were implemented in the syllabus. This restructured syllabus is now being followed in the college.
Teaching and Learning	Since the new generation students are more acclimatized to visual effects and animation, the method of teaching was also modified from the conventional talk and chalk method to more sophisticated use of electronic media. Since this year more teachers have started using ICT tools and portable LCD projectors for engaging classes. The present generation of students are more tech savvy and prefer to be taught

in this manner. Students are more attentive in class and are more able to follow and understand the topics being taught. Students are also encouraged to take short term courses of Swayam.

Examination and Evaluation

The semester examinations and evaluation are conducted by the University externally. The internal examinations of each semester are conducted in the college and the marks are uploaded on the University website. The internal examinations are arranged as per the schedule planned by the staff council and the students are informed of this . This examination is conducted in a manner exactly similar to the University examinations and the evaluation is completed strictly on schedule. The answer scripts are discussed with the students so that they are made aware of their shortcomings. Students are thus better prepared to face the University examinations.

Research and Development

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

Library, ICT and Physical Infrastructure / Instrumentation

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

Human Resource Management	<p>Students are the greatest resource of the institution. To obtain the best output from our students both academically, socially and spiritually has always been our endeavor As a part of this process mentoring was introduced in the college. Each teacher was allotted up to a maximum of twenty students. The mentors were able to maintain a good rapport with the mentees so that it helped to bring out many hidden talents and vocations in our students. The mentor is a guide and motivator so that students falling behind academically or facing personal problems are able to receive guidance.</p>
Industry Interaction / Collaboration	<p>In order to improve the interaction with industry, the IQAC panel of members was constituted for the present year with the inclusion of a member from a prominent industry MRF tyre located in the area. Since the college is located in a rural area there are very few opportunities for collaboration with industry. The alumni included in the IQAC also included a prominent industrialist . So the inclusion of a official from the local industry was done with this view in mind. Students are sent for doing their project work at some of the smaller industries in this area.</p>
Admission of Students	<p>To make the admission process less hassle free and smooth for students as well as parents who accompany them, a admission committee is formed which includes two office staff and a teacher. They are trained in the admission procedure at the University so that they can help the students who come by clearing any doubts they may have. Students have to meet the teachers of the department they have chosen as their field of study as well as the Principal. This whole process helps the students to be acquainted with the staff of the college they are going to join and clear any doubts they may have about the course of study or the institution.</p>

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

E-governance area	Details
Planning and Development	Usage of technology for planning and development has not been fully implemented. Since the institution is

	<p>comparatively limited with respect to both area, faculty, courses and number of students a hands on conventional method is still used with regard to planning. This involves regular meetings at both the department level and Staff council as well as IQAC.</p>
Administration	<p>This aspect is mostly technology based. From information sharing to notifications, time table preparation, admission, internal mark preparation, assignments, examination registration, financial details of students. Different portals are used like Whatsapp, google classroom, University examination portal and Student management system of the institution.</p>
Finance and Accounts	<p>The financial records and accounts are also technology based. The details regarding the faculty salary and other government funds are handled using the Spark portal of the State Government. Most of the finances with regards to the students are also dealt with using various portals of the Government and University. The account of funds of the the management are managed using Tally software.</p>
Student Admission and Support	<p>This aspect of governance is completely computerized. The software of the University is utilized for all admission procedures. The University admits students to all its affiliated colleges through a centralized allotment process. The admitted students details are stored in the Student management portal of the college. All parameters regarding a student are managed using this portal including attendance, internal marks, progress cards, and information sharing with parents regarding these details.</p>
Examination	<p>The internal examinations conducted by the college are conducted in the conventional manner. All the exam details are displayed on the college website. All the fundamental aspects regarding the University examinations like exam registration, exam fee collection, question paper setting and downloading are electronically governed.</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Moideen C	Nill	Indian History Congress	750
2018	Divya George	International seminar on Marx Today at SB College, Changanassery	Nill	500
2018	Moideen C	Pandit Madan Mohan Malviya National Mission sponsored leadership program 16 - 19 July 2018	Nill	1000
2018	Susan Bincy Andrews	National Seminar on Financial modelling at Government College, Nattakom	Nill	500
2018	Tony Francis	DST- SERB sponsored International conference on Advanced Functional Materials 9-10 October 2018, S B College	Nill	500
2019	Jilu Jose	IInd International Conference on Science, Engineering, Technology and Social Science from 18 - 19 January 2019	Nill	500
2018	Moideen C	Nill	Kerala History Congress	750
2018	Gigi Joseph	Nill	Kerala History Congress	4000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for

teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Workshop for Office staff on Quality Improvement in Administration	02/03/2019	02/03/2019	Nil	34
2018	Orientation program on revised NAAC accreditation	Nil	29/10/2018	29/10/2018	39	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC sponsored refresher course in Higher Education for Women managers	1	26/06/2018	16/07/2018	21
UGC sponsored 158th Orientation program	1	20/06/2018	17/07/2018	28
Training program in academic leadership conducted by Center for academic leadership education management, Aligarh Muslim University at MES College, Valancherry, Malapuram	1	16/07/2018	19/07/2018	4

Induction training program for teachers in Universities/colleges by PMM MNM for teachers	1	06/03/2019	05/04/2019	30
Short term course on TEW Measure Integration at Marthoma College, Tiruvalla organized by National Center for Mathematics	1	08/04/2019	13/04/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The formal welfare schemes for teaching non teaching staff include medical reimbursement, encashment of surrender leave, half pay leave, festival advance for NGO employees, FDP for eligible candidates as per UGC guidelines. The following welfare scheme of the Government of Kerala and Mahatma Gandhi University are implemented: 20 Medical/Half pay leave to employees in a calendar year, provision of maternity leave for six months, duty leave wherever applicable. Direct payment of premium of state life insurance and group insurance deducted from salary, monthly deduction and payment of income tax. • Motivational and capabilities enhancement.</p>	<p>The formal welfare schemes for teaching non teaching staff include medical reimbursement, encashment of surrender leave, half pay leave, festival advance for NGO employees, FDP for eligible candidates as per UGC guidelines. The following welfare scheme of the Government of Kerala and Mahatma Gandhi University are implemented: 20 Medical/Half pay leave to employees in a calendar year, provision of maternity leave for six months, duty leave wherever applicable. Direct payment of premium of state life insurance and group insurance deducted from salary, monthly deduction and payment of income tax. • Cooperative store. • Canteen and Gymnasium •</p>	<p>1. Proficiency prizes for toppers 2. Textbooks provided for needy students. 3. Health center with many gym equipment's for free use of students. 4. Shuttle court for usage of students</p>

- Free use of Wi Fi •
- Hostel facility for lady teachers on demand. •
- Cooperative store. •
- Canteen and Gymnasium •
- Free use of sports and infrastructure facilities for staff. •
- Retiring staff members are honored at farewell meeting.

Free use of sports and infrastructure facilities for staff.

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PTA	215000	Proficiency prizes, Textbooks for needy students, salary of library assistant.
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6.4.3 – Total corpus fund generated

11795867

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Not Applicable	Yes	Staff Council
Administrative	Yes	Various Government Departments	Yes	Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. PTA provides fund for buying books for economically weak students 2. Proficiency prizes for top scorers 3. PTA provides fund for repair of toilets

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

- Yoga Class organized for students and staff • A class on medicinal plants and their usage was organized • Free eye testing camp was organized for students,

teachers and supporting staff.

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

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

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation program on revised NAAC accreditation	29/10/2018	29/10/2018	29/10/2018	39
2019	Workshop for Office staff on Quality Improvement in Administration	02/03/2019	02/03/2019	02/03/2019	34
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self defense program for girl students	07/03/2019	08/03/2019	200	Nil
Women's Day Celebration-Flash Mob at Kottayam	08/03/2019	08/03/2019	10	Nil

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

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

5

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	400
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	26/05/2018	1	Jackfruit Festival	Utilization of local resource	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Campus Dairy	23/07/2018	The Campus diary is a handbook published at the beginning of each academic year which gives complete details of all rules and regulations as well correct behavior to be observed by all the students admitted to the college.
Code of Conduct for teachers	01/10/2018	A handbook was published for teachers a few years after the college was established in 1981. This code even included the correct dress code for teachers. This code was later revised and is available in the college website. In addition teachers are expected to observe the code of conduct of the

University while non teaching staff are expected to observe the code of conduct prescribed in the Kerala Government service rules. The management appointed staff are expected to accept and follow the code of conduct prescribed by the management.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Childrens day celebration	14/11/2018	14/11/2018	20
Food distribution to inmates of Snehaveedu Alms House	16/10/2018	16/10/2018	20
Sambharam – Special drink distribution to travelers at Manarcad Bus Stand	30/03/2019	30/03/2019	10
Food distribution on World Food Day	16/10/2018	16/10/2018	10
Hair Donation for Cancer patients	19/01/2019	19/01/2019	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. **Public Transport:** To bring down pollution levels, save money and resources, students and faculty members are encouraged to use public transport. Most of our students and about fifty percent of our staff use public transport. 2. **Paperless Office:** The attendance, internal marks and daily activities of the institution are recorded using the student management software and this avoids the use of paper. The campus is WiFi enabled making it easier for paperless activities. Even official information and circulars are mostly sent through mails and WhatsApp official groups 3. **Green Campus:** To reduce the carbon dioxide footprint the campus is surrounded by trees on all sides. Tree planting is a regular activity of NSS and Nature club. 4. **Public Address System:** Public Address System ensures that all information reach all the students effectively and on time. 5. **Disposable usage free campus:** The institution has completely stopped the use of disposable cups and plates in the campus. Instead steel cups and plates are used for serving tea/coffee and food in the canteen and at all meetings and functions in the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. **CARE, SHARE AND LEARN Objectives of the practice:** 1. To make the students sensitive to the needs of their respective communities. 2. To utilize their knowledge and skills for the empowerment of the community. 3. To improve their

social skills. Context: The presence of a higher education institution in this rural area satisfies the educational needs of the students in this locality. Their education becomes meaningful only when the society benefits from it. The

Practice: The Care, Share and Learn programme was envisioned as an ongoing programme, with each new batch of students admitted to the college becoming a part of this. Under the banner of this programme we have adopted a village - ward IX, Manarcad grama panchayath. The initial step was to conduct a survey of the adopted village by the students. The survey quantified the data regarding economic and educational background of the residents. Some of the programmes conducted for the residents are. The class organized by chemistry department enabled the women to be self sufficient in making soaps, detergents, cleaning lotion, toilet cleaning solution and fabric whiteners at home itself. As a part of making residents accessible to the science of astronomy the physics

department organized a sky watching programme on the occasion of the rare celestial event of blood moon, blue moon and super moon occurring together. To expose our budding generation to the world of entertainment and information a children's film fest was organized screening award winning animation films. The

History department introduced a very innovative and novel scheme - Defused museum. This endeavor involves preserving old artifacts present in local houses and their being kept for viewing at the premises itself. As a first step the

department staff and students visited local households to compile a list of artifacts in each house. The NSS unit and Women's cell together conducted classes on making cloth carry bags, table and door mats from waste cloth. A class on making arishtam and wine at home was another project and a regular yoga class for housewives The year long programmes and classes culminated with GRAMIKA a village fest for the students, teachers, nonteaching staff and the local residents on 27th January 2019. There were entertainment programs by the students, alumni, movie stars and the local residents. Food stalls, Games and stalls selling local homemade items were an added attraction of the event. The

fest was an extravaganza that everyone enjoyed. Evidence of success: 1. The changes in the lifestyle of the local community 2. The close bonds formed between the students, staff and community. 3. Amplified level of soft skills gained by the students. Problems encountered: Time constraints faced by the

students and staff due to the hectic academic schedule. 2. Water Conservation: JAL SAMRIDHI Objectives of the practice: 1. To conserve the rapidly declining

water resources of the college and surroundings. 2. To create an awareness of the importance of water among the students. The Context: Water is one of the most essential requirements of life. The decline of the water table in this

region forced us to think about ways and means to solve this problem. Kerala is a state which receives abundant rain and lack of water has never been a problem faced by the state except in some areas. The recent unusual pattern of abundant

rain but decline in water table as soon as the rain stops creates water scarcity. The institution and surrounding has always had abundant water and the source of water is a large well at the southern, lowermost part of the campus. For the past few years water shortage was encountered during the summer months.

The institution had to buy water from outside to meet its requirements. The Practice: The innovative practices implemented were A. . Rainwater harvesting

structures created/maintained 1. Rain water collection, filtration and recharging of a large open well (10 lakh litre). The college is located on a semi hill top with an average slope of 320 around the hill. As a result rain

water falling at the hill top flowed down to distant places, while it flows through the road side drainages. The road is at the eastern side and open well is at the southern end. Constructing a simple drainage (7 m long) at the front

side of the college where the road starts, water is trapped and directed to flow to a newly dug pond near to the open well, enabling recharging. The rain water trapped from the hill top flows through soil layers, thus becoming filtered while reaching the pond. The newly dug rain water harvesting pond filed with water during the first rain itself and overflowed, which made the

college self sufficient in its water needs. Besides, nearby Panchayath-owned community well which supplies drinking water for more than 60 houses around the campus also became perennial. The drainage line and the earthen pond were made at a cost of Rs.50000 only. 2. Rain water collection from the roof of Women's Hostel building in a tank: UGC sponsored Women's Hostel of the college is located inside the campus on the western side and has 48 girl occupants. The rain water falling on the roof is collected by pipes and stored in a huge furrow cement tank with a capacity of 50000 liter. 3. There is a natural drainage on the south western side of the college through which much of the rain water losing from the college land to the neighboring low lying areas. Students (College Union) made an earthen bund across the drainage and now it serves as a check dam that nourishes the open rain water harvesting pond (5.6.17). B. Innovative competitions organized: I. Interschool drawing competition on water conservation was conducted in the college on water conservation. 90 students from 7 schools were participated.. II. Quiz Competitions (29.8.17- Quiz club), Essay competitions (2.11.16 Library 26.6.18 Sahithyavedi 21.9.17), Elocution competitions (14.9.17 22.9.17- Hindi Parivar), Power point competition (23.1.17 Physics Association 6.6.18 NSS KSCSTE) were conducted on water conservation for students of the college. (8 programmes) ii. Cultural Programmes organised I. Street play as part of Nellipady programme: A unique campaign on water conservation covering 7 college campuses were conducted under the title "Nellipady".. A street play was performed by students of St. Mary's in all visited campuses. (27.02.2017). II. Bullet rally covering 7 colleges and a distance of 30 km. The most attractive and sensitizing programme of the Nellipadi event was the bike rally that started from MBC College, Peerumedu to Manarcaud (72 km) covering 7 campuses. III. World Water Day celebrations. Full day events were organized in the college. An inaugural meeting involving local leaders, representatives of local body, scientists from CWRDM/, seminar session and cultural programmes were conducted (22.3.18). IV. Rain Literature. A collection of literary events conducted during rains in order to sensitize youth with the richness of nature's blessing. Poster and painting competitions, recitation of rain poems, presentation of rain proverbs, rain song musical event, and speeches on rain and literature were conducted (8.8.18) iv. Awareness generated I. Seminar on world water day. A scientific seminar was conducted in the college on water resource management. Scientists from CWRDM delivered talks and an discussion forum held (22.3.17). II. Training programme for staff by Department of Soil conservation: The success of earthen rain water harvesting pond attracted media and social attention and Government of Kerala sent 25 senior staff of Soil Conservation Department to the campus in order to learn about the facility (19.8.17). III. Water quality analysis for community (neighboring households) by NSS unit. NSS unit of the college visited households and drinking water resources were tested using analysis kits. Those with poor water quality were provided with remedial measures too. IV. Master's Dissertation studies: Dissertation work of MSc Chemistry Zoology students were assigned with water quality related studies. This has generated scientific data on the topic. Two teachers also published paper in Journals on water related topics. V. Virtual classes for Ambrose University, Canada. College conducted a virtual class for the collaborating students at Ambrose University, Canada on the assigned topic "Water quality in Kerala: an Introduction". VI. Documentary film making by students on water. Students made a documentary film on water conservation - Vellam. VII. Publication of awareness pamphlet on water. A 24 page booklet was published on water conservation distributed among the college community, neighboring households. Evidence of success: 1. The scarcity of water was reduced considerably. 2. The institution is now self sufficient in meeting its water requirements. 3. Students are now aware of the importance of conserving water. 4. As a recognition of this the college received III prize in the educational institution category for conservation of water from the Ministry of water resources river management and Ganga rejuvenation . The award

includes a cash prize of rupees one lakh and a citation. Problems encountered: The expenses for the construction work was more than that estimated, even then it was possible to complete it within the allotted budget.

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

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

7.3 – Institutional Distinctiveness

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

Vision: Service to the society through improvement in the quality of life
Priority: Including the community in our growth so that we can grow together.
Thrust: Ingrain this service mentality in our students. This institution is built upon the realization that education is the key factor that will act as a catalyst which will provide financial independence to our students from the rural community. After three decades we are happy to realize that this aim has been fulfilled to a large extent. Our alumni spreads across different continents and earns a permanent sustainable income thus being a support not only for their families but also their community. It is now the turn of the institution to give back to the community which has supported and nurtured its growth. Our distinctiveness is that we are closely bonded to our local community and have a symbiotic relationship with them. Our students are trained to utilize their skills for the benefit of the community. Our Care, Share and Learn program was specially designed with this view. The water conservation project was also completed with this aim to make the community self sufficient in its water requirements. The activities of all the clubs, NSS unit as well as all the departments are all designed to utilize their skills and knowledge to benefit the rural community. There were numerous programs for the residents throughout the academic year. These programs culminated in a grand village fest 'GRAMIKA' on 27th January 2019. GRAMIKA was primarily aimed as a get together of the community. It was organized to achieve different goals. To provide a platform to showcase the cultural diversity of our community in performative arts, cookery and handicrafts .A special stall was created for exhibiting the products made by the differently abled children of the local community. It was a progression of the year long community support programs as well as its annual culmination. It was a means of expressing our gratitude for the cooperation and support received from them.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

As we are moving into the next decade of the twenty first century, gradually and inevitably many changes are taking place around us. To keep up with these changes the institution plans to make improvements and changes in many aspects of its field of work. Some of the ambitious plans envisaged for the institution are • To have a research center so that the institution attracts talented students to do meaningful research. • To make the institution more eco friendly by further reducing the use of paper. This has already been implemented but we plan to extend this to all aspects of the institution. • To build a separate and spacious library building and to increase e- network facilities in the institution. • To build a separate building for housing all the self financing courses in the college. • To increase the usage of ICT tools by the teaching staff. • To improve the sports infrastructure in the campus. To complete the construction of the football ground in the campus. • To ensure the participation of more students in the University Arts Festival. • To increase the activities of all the

associations in the college. • To invite eminent personalities in different fields to conduct talks in the college. • To further increase community related extension activities. • To organize workshops and seminars on latest technologies and developments in science. • To conduct more programmes to promote gender equity. • To conduct more certificate courses. • To introduce add on courses. • To conduct skill development courses particularly those programmes that empower the girl students and local women. • To improve campus placement of students. • To ensure more students and teachers join for online courses like Swayam. • To ensure that more teachers are involved in research and there are more paper publications in reputed journals. All these plans represent the dreams and hopes of the community of stakeholders of the institution.