Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- ➢ *Contributing to National Development*
- ➢ *Fostering Global Competencies among Students*
- ➢ *Inculcating a Value System among Students*
- ➢ *Promoting the Use of Technology*
- ➢ *Quest for Excellence*

Contents

Part – A

Part – B

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) The relevance and quality of academic and research programmes;
   c) Equitable access to and affordability of academic programmes for various sections of society;
   d) Optimization and integration of modern methods of teaching and learning;
   e) The credibility of evaluation procedures;
   f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
   g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC
IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator
The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC
Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order

to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism
The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

| St. Mary's College |

1.2 Address Line 1

| St. Mary's College Road |

Address Line 2

| Thrissur 680020 |

City/Town

| Thrissur |

State

| Kerala |

Pin Code

| 680020 |

Institution e-mail address

| smctsr@gmail.com |

Contact Nos.

| 0487-2333485 |

Name of the Head of the Institution:

| Dr. Sr. Kochurani O.G |

Tel. No. with STD Code:

| 0487 - 2333485 |

Mobile:

| 09446513485 |

Name of the IQAC Co-ordinator:

Dr. Josepheni Joseph

Mobile:

08893752415

IQAC e-mail address:

iqacsmcseminar@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/52/RAR/60   dated: 28-3-2010

1.5 Website address:

http://www.stmaryscollegethrissur.edu.in/

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	78.30	2004	2004-2009
2	2nd Cycle	A	3.02	2010	2010-2015
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

15/02/2005

1.8 AQAR for the year *(for example 2010-11)*

2012-2013

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR _____2010-2011_____ _____ (10/04/2013)
   ii.   AQAR_____2011-2012_____ _____ (28/09/2012)
  iii.   AQAR_____ _____ (DD/MM/YYYY)
  iv.   AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

   University   State ☐ Central ☐ eemed ☐ Private ☐

   Affiliated College   Yes √ No ☐

   Constituent College   Yes ☐ No √

   Autonomous college of UGC   Yes ☐ No √

   Regulatory Agency approved Institution   Yes √ No ☐

   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ☐ Men ☐ Women √

                        Urban √ Rural ☐ Tribal ☐

   Financial Status   Grant-in-aid ☐ UGC 2(f) √ UGC 12B ☐

                      Grant-in-aid + Self Financing √ Totally Self-financing ☐

1.11 Type of Faculty/Programme

   Arts √ Science √ Commerce √ Law ☐ PEI (Phys Edu) ☐

   TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

   Others   (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)* | University of Calicut |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [ ]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [KSCSTE Assistance]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [11]

2.2 No. of Administrative/Technical staff [2]

2.3 No. of students [1]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [2]

2.6 No. of any other stakeholder and

   community representatives [1]

2.7 No. of Employers/ Industrialists [0]

2.8 No. of other External Experts [2]

2.9 Total No. of members [20]

2.10 No. of IQAC meetings held [5]

2.11 No. of meetings with various stakeholders: No. [6]   Faculty [6]

Non-Teaching Staff Students $\boxed{1}$ Alumni $\boxed{1}$ Others $\boxed{1}$

2.12 Has IQAC received any funding from UGC during the year?   Yes $\boxed{}$ No $\boxed{\surd}$

    If yes, mention the amount $\boxed{}$

2.13 Seminars and Conferences (only quality related)

  (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. $\boxed{8}$ International $\boxed{}$ National $\boxed{}$ State $\boxed{}$ Institution Level $\boxed{8}$

  (ii) Themes

Total Quality Management, Stress management, Time Management, Positive Life Management, Good Laboratory Practices, Effective Counselling, Self Esteem, Personality Development etc.

2.14 Significant Activities and contributions made by IQAC

- IQAC instituted an endowment lecture and a paper presentation competition to be held annually to encourage research aptitude among students

- Regularization of self-financing teachers with salary increment and ESI

- Career Guidance Cell strengthened to enhance student employability

- Paid Consultancy introduced in Microbiology Department

- Applied for 4 new academic and 1 add on course – M.Com, M A Applied Economics, BA English, B.com, Add on Communicative English

- Department certificate courses introduced to enhance the employability of students

- 5 new regular faculty appointed

- ICT enabled learning enhanced through student seminars in PPT and online correction of BSc and MSc projects

- New internet lab with 50 computers, Seminar Hall and Research Lab for Maths Research Centre set up.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Endowment Lecture and Paper Presentation Competition to be held every year on a topic of social relevance from scientific and humanities disciplines alternatively	IQAC instituted the endowment lecture to be held annually with the support of PTA, Alumnae and Staff
Introduction of new courses – B Com, BA English, MA Applied Economics, MSc Psychology and Add on courses	B Com, BA English, MA Applied Economics MSc Psychology and UGC sponsored Add on Course in Communicative English introduced
Revising UG programme in Polymer Chemistry to Chemistry and changing the complementary paper in UG Microbiology taken	UG programme in Polymer Chemistry was restructured to Chemistry
Motivate the faculty members to apply for research guide ships and take up research projects	Dr. Sr. Magie Jose and Dr. Parvathy KS, Department of Mathematics became research guides under Calicut University Dr. Reji Raphael, Department of Botany became a research guide under Bharathiar University 6 faculty members received UGC Minor research projects
Motivate departments to conduct national/international seminars, exhibitions and workshops	A Two Day Interdisciplinary National Seminar on 'Thrissur- A Kaleidoscopic View' in collaboration with

	Archaeological Survey of India, Kerala Police Academy, Thrissur Corporation organized
	UGC sponsored One day State Level Seminar organized by administrative staff on 'Tools and Techniques of E-Governance for Ensuring Efficient Administration' in collaboration with KILA
	An Exhibition 'ZEDONK 2012' on Waste Management organised by Science Forum

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Two new departments (Commerce, Psychology) and four new programmes (B.Com, MSc. Psychology, B.A English, M.A Applied Economics) were introduced

UGC sponsored one day seminar on 'Tools and Techniques of E-Governance for Ensuring Efficient Administration' in collaboration with KILA was organized

Initiatives taken for setting up Computer lab with internet access as part of Mathematics Research Centre

Five new permanent faculty were appointed.

Regularization of self-financing teachers with salary increment and ESI

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	5	2	5	1
UG	8	2	4	2
PG Diploma	-	-	-	-
Advanced Diploma	1	-	-	1
Diploma	1	-	-	1
Certificate	8	4	-	12
Others	2	-	-	2
Total	26	8	9	19

Interdisciplinary	-	-	-	-
Innovative	-	2	2	2

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open Options

Elective Options and Open Courses

Dept.		Elective Papers		Open Courses	
		No.	Name of paper	No.	Name of Paper
History	U G	1	Principles and methods of Archaeology	1	Historical Tourism
	P G	2	Archaeology: Theoretical Perspective, Literature and Indian History		
Microbiology	U G	2	Cell and tissue culture, Bioethics and Biosafety	2	Environmental Microbiology, Public Health and emerging microbial diseases
	P G	7	Virus and Virus related Diseases, Diagnostic Microbiology, Microbial Taxonomy, Microbial Biotechnology, Genetic Engineering, Biosafety,		

			Bioethics and IPR		
Polymer chemistry	U G	1	Chemistry And Technology of Polymers	1	Environmental Chemistry
BA Economics	U G	1	Gender Economics	1	Banking
	P G	6	Agriculture Economics, Population Studies, Security Analysis And Portfolio Management, Environmental Economics, Health Economics, Computer Application in Economic Analysis		
Biotechnology	U G	1	Medical Biotechnology	1	Food Microbiology
	P G	3	Stem Cell Biology, Nano Biotechnology, Industrial Food Biotechnology		
Computer Science	U G	1	Software Testing	1	Internet Programming
	P G	2	Numerical And Statistical Methods, Data Warehousing And Mining		
Mathematics	U G	1	Linear Programming and Game Theory	1	Mathematics for Natural Sciences
	P G	2	Operations Research, Computer Oriented Numerical Analysis		
BOTANY	U G	1	Genetics and Crop Improvement	1	Horticulture and Nursery Management

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	

Annual	4

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers √   Students √
   (On all aspects)

     Mode of feedback :   Online ☐ Manual √ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> Department of Commerce started on 13.08.2012
>
> Department of Psychology started on 08.10.2012

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	29	11	-	-

2.2 No. of permanent faculty with Ph.D.

> 17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	-	-	-	-	-	-	-	5	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   21   6   6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	65	6
Presented papers	4	29	-
Resource Persons	1		1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Student seminars in PowerPoint
- Online correction of Student Projects
- Online submission of PG assignments

2.7 Total No. of actual teaching days
during this academic year

191

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

Photocopy of question paper is provided to each student for internal exams

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

1

2.10 Average percentage of attendance of students

93.86

2.11 Course/Programme wise distribution of pass percentage:

UG

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
History	58	41.37	22.41	32.75		96.53
Microbiology	34	82.35	17.65	-	-	100
Polymer Chemistry	30	60	36.66	3.44	-	100

BA Economics	52	50	38.46	5.76	-	94.22
Biotechnology	35	71.42	22.85	-	-	94.27
Computer Science	35	88.57	11.43	-	-	100
Mathematics	40	75	17.5	2.5	-	95
Botany	34	35	59	-	-	94

PG

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
History	17	23.52	47.05	11.76		82.33
Biotechnology	12	75	25	-	-	100
Microbiology	9	78	22	-	-	100
Maths	19	68.4	31.6	-	-	100
Computer Science	12	83.33	8.33	-	-	91.66

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC suggests improvements in Teaching and Learning processes based on feedback from stake holders

- IQAC monitors teacher performance through Annual Performance Appraisal Report and Feedback on Teachers

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	3
HRD programmes	1
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	

Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	14
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18+18*	-	-	
Technical Staff	2+1*	-	-	-

* In self-financing stream

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Promotes research culture among students and teachers.

- Research Committee monitors and encourages research activities

- Department of Mathematics has been recognized as Research Centre and two of the faculty members have been recognized as research guides

- Dr. Litty Mathew Irimpan got *"Leading Scientists of the world 2012"*, an award by International Biographical Centre, UK.

- Dr. Sr. Kochurani O.G was appointed as external examiner to conduct Ph.D. Public Viva Voce examination of Bharathiar University

- Dr. Reji Raphael, Department of Botany was recognized as research guide by Bharathiar University

- Sr. Jolly Varghese U, UGC librarian has been recognised as guide for MLIS program of IGNOU

3.2   Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	6	6	8
Outlay in Rs. Lakhs	0.5 Lakhs	8.1Lakhs	8.1Lakhs	14.72Lakhs

3.4   Details on research publications

	International	National	Others
Peer Review Journals	17	11	
Non-Peer Review Journals			

e-Journals			
Conference proceedings	4	29	

3.5 Details on Impact factor of publications:

Range [1-2]   Average [1.25]   h-index [41]   Nos. in SCOPUS [5]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	8.1lakhs	6.79lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [2]   Chapters in Edited Books [   ]

ii) Without ISBN No. [1]

3.8 No. of University Departments receiving funds from: NA

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [Rs.15, 000 KSCSTE]

3.10 Revenue generated through consultancy [Rs.80,000]

3.11 No. of conferences

Level	International	National	State	University	College
Number		1	1		
Sponsoring agencies		Management	UGC		

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons 15

3.13 No. of collaborations   International 1   National 4   Any other 6

3.14 No. of linkages created during this year   4

3.15 Total budget for research for current year in lakhs:

From Funding agency Rs.6.79 lakhs   From Management of University/College Rs.26,000

Total Rs.7.05 lakhs

3.16 No. of patents received this year: Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
3	1	2				

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3

-

3.19 No. of Ph.D. awarded by faculty from the Institution | - |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events:

University level | 40 | State level | 5 |

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

National level | 3 | International level [   ]

3.23 No. of Awards won in NSS:

University level [   ]   State level | 1 |

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC:

University level [   ]   State level [   ]

National level | 3 | International level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC | 1 | NSS | 12 | Any other [   ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- St. Mary's Outreach Sponsorship Project
- Creche, Nursery and Tailoring unit for local community at Nadathara
- Pain and Palliative Care Project
- Free Medical Camp
- Anti-Drugs Day observed
- Prevention and Control of Monsoon diseases
- Blood Donation Camp organized
- Silent procession through the city in protest against Delhi rape case
- Voters ID Camp organized
- Career Guidance Workshop
- 7 day Camp on Waste Management
- *Vatsalyam* –Serve the poor and needy

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	665.943 cent	166 cents	Management	831.943cents
Class rooms	34	4		38
Laboratories	12	-		12
Seminar Halls	3	-		3
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	85		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	312121	UGC	-
Others	-	Examination Halls (2)	Management	-

4.2 Computerization of administration and library

Softwares supporting the administrative activities

- Libsoft : Book keeping and management system in the Library
- Exam management software
- Accounting Software
- Fees Management System

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	43618		508	257348	44126	
Reference Books	1803		31	68321	1834	
e-Books	107807				107807	
Journals	74				74	
e-Journals	6103				6103	
Digital Database	01				01	
CD & Video	690		10		700	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	158	102	8	25		10	13	
Added	50				50			
Total	208	102	8	25	50	10	13	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

ICT Enabled Lecture Classes

ICT Enabled Seminar Presentations

Online Assignment Submission

4.6 Amount spent on maintenance in lakhs:

   i) ICT   `0.66`

   ii) Campus Infrastructure and facilities   `47.82`

   iii) Equipments   `0.35`

   iv) Others   `3.24`

   Total: `52.12`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Organised Campus tour for IDC and I PG Students
- Directed Class Tutors to provide awareness programme
- Provided awareness to parents through PTA Meeting
- Informed details of Student Support services through College Calendar
- Organised talks, seminars and presentations
- Maintained healthy relation with students through IQAC representatives

5.2 Efforts made by the institution for tracking the progression

- Alumnae feedback
- Personal interaction with alumnae
- Alumnae gathering
- Employer feedback

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1042	148	-	-

  (b) No. of students outside the state   `5`

  (c) No. of international students   `Nil`

	No	%			No	%
Men			`	Women	1190	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
608	127	8	376	2	1121	663	150	8	369	2	1190

Demand ratio 1:17.51   Dropout % 1.76

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Guidance and Placement Cell and Departments of the College have organised Coaching classes and Orientation programmes like PSC Coaching, NET Coaching, HACCP programme to prepare students for various competitive exams

No. of students beneficiaries   726

5.5 No. of students qualified in these examinations

NET 8   SET/SLET 2   GATE 1   CAT

IAS/IPS etc.   State PSC   UPSC   Others 6

5.6 Details of student counselling and career guidance

Career Guidance and Placement Cell   exists in the college   and provides information, training and orientation to the students.

Career Counselling is provided to the students by staff

No. of students benefitted   148

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	134	36	8

5.8 Details of gender sensitization programmes

- Debate on Perfect Age of marriage

- Quiz Programme on Women in National movement

- Talk on Sthreepaksha Niyamangal by Adv. Smitha Bharathan

- Silent procession in town in solidarity with girl who died as a result of Delhi gang rape

- Development of Women Entrepreneurship-Exhibition cum sale of Handicrafts

- Short term course on Handicraft making

- College magazine dedicated to marginalized women released

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   100   National level   24   International level   1

No. of students participated in cultural events

State/ University level   2   National level   International level

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [54]   National level [4]   International level [0]

Cultural: State/ University level [ ]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution	231	130855
Financial support from government	545	2364970
Financial support from other sources	12	24000
Number of students who received International/ National recognitions	5	

5.11   Student organised / initiatives

Fairs   : State/ University level [2]   National level [ ]   International level [ ]
Exhibition: State/ University level [2]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students   [5]

5.13 Major grievances of students (if any) redressed:
 ➢   Lack of Ventilated Classrooms
 ➢   Shortage of Seminar and   Examination Halls
 ➢   Lack of variety food in canteen

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Our Vision is the holistic development of young women through academic excellence, intellectual, moral and spiritual growth to equip them for the service of society and mould them as responsible citizens.

Mission

We envisage to groom young women as agents of love, justice and peace through love of God, pursuit of knowledge, moral integrity and social responsibility. We dedicate ourselves to inculcate in young Marians deep-rooted commitment to society and build a society which promotes faith, religious harmony and national integration

6.2 Does the Institution has a management Information System

Yes.

Management information system (MIS) is used for the collection and integration of all the academic and administrative aspects .This principle is used in governing work related to admission, fee collection, examination, preparation of salary bills ,financial transactions etc.. The college has internet and intranet facility with a centralised server which facilitates easy collection of data and information. The relevant   Information regarding the College is put up on the website

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

The College is an affiliated College under University of Calicut. There is limited flexibility regarding the development of UG and PG programmes. The programmes are based on Choice Based Credit Semester system introduced in 2009-10. However suggestions   and issues regarding the curriculum are informed to the Board of Studies   for necessary action. The Departments have also initiated various innovative programmes to enrich the curriculum.

6.3.2 Teaching and Learning

The College has adopted several measures to upgrade the quality of the teaching learning process:

➢ Promotion of I C T enabled teaching learning
➢ Remedial courses
➢ Peer teaching
➢ Student Projects
➢ Bridge Courses/Enrichment Courses
➢ Assignments and Seminars
➢ Debates and Discussions

6.3.3 Examination and Evaluation

➢ Entry level tests in select departments

➢ Two internal examinations are conducted during each semester

➢ Continuous evaluation through periodic class tests, seminars and assignments
➢ Parents are informed of the performance of the students through progress reports

6.3.4 Research and Development

➢ Research Committee and Research Forum inculcate research attitude among the faculty and students

➢ Faculty undertake research projects

➢ Faculty participate and present papers in Workshops, Seminars, Symposia and Conferences

➢ Faculty publish papers in National and International journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

• Initiatives taken for setting up Computer lab with internet access as part of Mathematics Research Centre

• Books and reference materials added

• Setting up of 2 Examination Halls

6.3.6 Human Resource Management

Recruitment of the staff is done when vacancies arise. The appointment of the staff is purely on merit; in accordance with the norms   stipulated by the university and the govt. Guest Faculties are appointed by the management for the self-financing programmes. Quality of the faculty   is ensured   by the authorities.

6.3.7 Faculty and Staff recruitment

The management is vested with the authority to recruit   staff in strict adherence to the norms stipulated by the university and the govt. The vacancies that arise in the general merit quota as well as community merit quota are advertised sufficiently in advance separately in leading dailies .The college being an aided one , plans and recruits staff as per the Kerala Government Service norms .

- In 2012-13 five permanent teaching faculty members were appointed

6.3.8 Industry Interaction / Collaboration

➢ The College promotes industry interactions by encouraging students to take up projects in industries.

➢ A Herbal garden was set up in the campus with the assistance of Oushadhi

6.3.9 Admission of Students

The admission of to all programmes is subject to the rules and regulations laid by the university, government and   management.

6.4 Welfare schemes for

Teaching	ESI
Non-teaching	ESI, Financial support to deserving, Children's Education Fund
Students	Financial support to deserving, Free Books, Free Uniforms, Free Food

6.5 Total corpus fund generated

Rs 20000

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	-	yes	IQAC
Administrative	yes	DD Office AG Office	yes	Private Chartered Accountants

6.8 Does the University/ Autonomous College declares results within 30 days? : NA

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Conducted a free medical camp for the public and distributed free medicines
- Conducted a cookery show
- Contributed Rs.28,000 to the college for the purchase of LCD.
- Short films of social importance were displayed to the students
- Organised GEM of St Mary's Contest to select the best student from UG and PG Programme
- Set up a corpus fund of Rs.20000 for prizes

6.12 Activities and support from the Parent – Teacher Association

- Organised classes for mothers on the topics' Effective Parenting For Adolescents', and 'Role of Parents and Teachers in Moulding Youth'.
- Short documentary films on the topics Mobile phones- Uses and Misuses, Road Safety, Waste Management and Human Values were screened for students
- An amount of Rs 4,60,000/- was given from the PTA fund towards the renovation work of the college

6.13 Development programmes for support staff

The support staff is encouraged to attend various programmes for their development. The administrative staff has organised a UGC Sponsored State Level Seminar on Tools and Techniques of E- Governance for Ensuring Efficient Administration'. They have attended talks, seminars and workshops within and outside the campus for enhancing their abilities. Four of the staff members have attended seminars organised by The Kerala State Higher Education Council.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Students prepared pots and planted about 150 valuable medicinal plants
- An exhibition ZEDONK 2012 on Waste Management organized by Science Forum
- A Herbal garden was set up in the campus with assistance of Oushadhi
- Nature club started Winter Vegetable Seedling Production on 21-08-2012 and the seedlings were distributed on 20-12-2012

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

UGC Add on Course in Communicative English introduced

Introduction of Short term course in Handicraft making

Innovative Competitions introduced- Best Journalist, Gifted hand, Best cook, Best Photographer, Best Reader, Best in Flower Arrangement, Best Web Designer

A well maintained Herbal Garden consisting of 300 medicinal plants with the assistance from Oushadi and an Orchid garden set up

Winter vegetables seedling production and distribution to students and staff of the college

Certificate Courses introduced- 'Good Laboratory Practices', Adobe Page Maker, Yoga, Hand Embroidery

Yoga training for Health Club members.

Motivational Classes for sports students

Competitions evoking green thoughts.–*Poo parikkan Porano* conducted

Individual Career Counselling introduced

Skill Development Cell and Consultancy Cell constituted

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Sl.no	Department	Action Taken	Date
1	History	Silent procession and Oath taking to maintain peace and unity in connection with Hiroshima day	09/08/2012
		Quiz on Kerala tourism	18/09/2012
		International Academic Extension Program with Davidson College, North Carolina USA and Madras Christian College	15/10/2012
		Association Inauguration by Prof. T.R Venugopalan, Retd. Prof, Govt. College, Pattambi	15.11.2012
		Pravasi Dhinacharanam	09/01/2013
		A Book Sale and C.D presentation on the life of Swami Vivekananda in connection with 150th birth anniversary of Swami Vivekananda	14.01.2013
2	Economics	Association Inauguration and Seminar on Euro Crisis and Market Failures by Dr. Susmita Raj, Tutor, Kings College, Oxford	31/07/2012
		Inauguration of MA Applied Economics and Orientation by Prof Mani K P, Head of the Dept. Of Economics, Calicut University	13/08/2012
		Exhibition *Nammude Keralam*	17/08/2012
		Talk on Career Opportunities in Insurance Sector by Sri.Georgy Oomen, Principal, LIC Divisional Training Center	16/01/2013
		Inter Departmental Elocution Competition	21/02/2013
		Exhibition cum Sale of Handicrafts	15/03/2013
		Gifted Hand Competition	

3	**Mathematics**	A Talk on LaTeX by Sri. Pravas K, Asst. Prof, Govt. Polytechnic, Poorapuzha	05/06/2012
		Association Inauguration and a talk on Graph Theory by Dr. A Vijayakumar, Professor, CUSAT	19/09/2012
		Ramanujan Day- Talk on contributions of Ramanujan by Dr. R.S Shivaramakrishnan Retd.HOD, Dept. of Maths, Calicut University	19/12/2012
4	**Botany**	Association Inauguration and a talk on Bio Energy Plantations by Dr. Jose T. Puthoor, Asst. Prof, Dept. of Botany, University of Calicut	12/07/2012
		A well maintained Herbal Garden consisting of 300 medicinal plants with the assistance from Oushadi and an Orchid garden set up	
		Winter vegetables seedling production and distribution to students and staff of the college	
5	**Chemistry**	Association Inauguration and a talk on Pericyclic Reactions' by Dr. Joby Thomas, Assosiate Prof., Dept of Chemistry, St. Thomas College, Thrissur	6/07/2012
		National Science Day Theme- Genetically Modified Crops And Food Security Issues And Prospects	Feb-2013
		Started certificate course in 'Good Laboratory Practices'	
6	**Biotechnology**	Association Inauguration and a talk on "Production of Secondary Metabolites" by Dr. Jose Padikkala, Scientist, Amala Cancer Research Centre	30/7/2012
		Blood Donation Camp organized	24/09/2012
7	**Microbiology**	Association Inauguration by Dr. Denoj Sebastian, Associate Prof., University of Calicut	06/07/2012
		Conducted Certificate course in 'Mushroom Cultivation Techniques'	

		3-day Training Programme on "Hazard Analysis and Critical Control Point (HACCP) Concepts" by Dr. N. Anandavally, UN-FAO Consultant in HACCP	**20,22/09/ 2012**
		Journal Club conducts Journal seminars fortnightly	
8	**Computer Science**	Inter Departmental Paper presentation on Artificial Intelligence	21/08/2012
		Association Inauguration and Seminar on Modern Professionalism by Prof. Indhuchoodan, HOD, Computer Science Dept, Vidhya College of Engineering And Technology	21/08/2012
		Hardware Exhibition –Metalligence 2013	11/01/2013
		Invited Talk –Soft Computing for Intelligent Systems and Image Processing Using MATLAB by Dr.Lageesh V. L, HOD, Dept., Of Computer Science Calicut University	28/01/2013
		I T Training for mentally challenged students of B R C Ollur	1.2.2013
		Convocation of Certificate Course *SAMVAD* 2012	7/3/2013
9	**English**	Initiated UGC Add on- Communicative English	
		Inauguration of BA English and Orientation by Prof Mani K P, Head of the Dept. of Economics, Calicut University	13/08/2012
		Manuscript Magazine Competition	
		Best Journalist Competition	
		A Talk on Good Parenting for Parents	16/10/2012
		Christmas Message Competition	21/12/2012
		Departmental Certificate Course in Adobe PageMaker	
		Cookery Competition.	28/01/2013
		Association inauguration by Fr. Martin Kolambrath, Asst. Prof, Dept. of English, St. Thomas College, Thrissur	13/02/2013

10	**Commerce**	Introduction of B.Com	13/08/2012
		Seminar on General Awareness on Basic Accounting by Prof. C P Davis Rtd. HOD, St. Thomas College, Thrissur	10/09/2012
		Talk on Good Parenting by Dr. C R Sivadasan, Retd.Scientist, Spices Board	22/11/2012.
		Certificate Course in Yoga	2/01/2013
11	**Physical Education**	Sports Day	05/03/2013
12	**Language**	Celebrated *Vayanadinam*	17/06/2012
		Celebrated *Kerala Piravi* Day	01/11/2012
13	**Psychology**	Introduction of MSc. Psychology	8/10/2012

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Life Guidance Course

- St. Mary's Outreach Sponsorship Project

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

A well maintained Herbal Garden consisting of 300 medicinal plants with the assistance from Oushadi and an Orchid garden set up

Winter vegetables seedling production and distribution to students and staff of the college

Awareness Class on Ecofriendly food habits.

Vermi Composting

Conducted Awareness Programme on Monsoon diseases and its Prevention

Organized Competitions evoking green thoughts.

Poster Presentations on Environmental Hazards and Measures to Conserve Environment put up on Notice board

National Science Day Celebration

Theme of Science Day- Genetically Modified Crops and Food Security- Issues and Prospects

Making and distribution of Paper bags

7.5 Whether environmental audit was conducted?   Yes | √ | No | |

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength	Weakness	Opportunity	Challenges
Rich Heritage	Lack of permanent Teaching and Non-teaching staff in self-financing courses	Strategic location in the heart of Thrissur City	Self-financing Courses Preference of students for professional courses
Good Academic Ambience			
Adequate Infrastructure	Space constraint	Research and Career Oriented Programmes	Social convention of early marriage of girl child
Effective Leadership by Principal and Management		Social acceptance of the institution	
Community Extension Programmes			
Dedicated Faculty			
PTA and Alumnae support			
Effective coordination between staff and students			
Add-on Courses and Certificate Courses			

8. **Plans of institution for next year**

- Introduction of more number of UG and PG programmes, Add on and Certificate Courses

- Academic and Community Extension Programmes

- Gender Sensitization programmes

- Environment Conservation Programmes
  - S P P Project (KSCSTE)- "Know plants, Grow plants" – Distribution of 25 medicinal plants to 25 different schools of Thrissur

- MOUs, Collaborations and Linkages

- Seminars and Workshops

- Exhibitions

- Literary blog

- Student Entrepreneurship Programmes

- Day Celebrations

- Socio Economic Surveys

- Skill Enhancement Programmes

Name __Dr. Josephine Joseph_____   *Name _____Sr. Dr. Jacintha C.C_*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

ANNEXURE I

ACADEMIC CALENDAR 2012-13

JUNE 2012

DATE	ACTIVITY
1	Reopening Day
	Self Esteem Orientation class by Sr. Dalmatia
	Orientation class by Fr. Biju Panengadan to all teaching staff
2	Retreat for Catholic staff and Value Education session for non-Catholic staff
5	Environment Day Celebrated
6	Talk on LaTeX for MSc students
8	Essay competition for college and school students by Bhoomithrasena Club
11	3rd SEM classes begin
20	Common talk for 2nd DC by Mr.Biju Francis
	Vayanadinacharanam

	Orientation program for 3rd SEM students On "English-un tie your knot"
26	LAHARI VIRUDHA Seminar for NSS Students

Anti-Drug Day

A talk on Harmful Effects of Drug Consumption by Dr. C.R. Sivadasan

MSc Model Practical Examination begins |
| 28 | 1st DC classes start, Orientation class for parents and students |
| 29 | Orientation program for 1st Sem degree students by Sr. Grace Thomas |

JULY 2012

1	Orientation classes for 1st DC students
2	Council Meeting

Seminar on 'Positive Life Management' for 1st D.C by Sri.Roy Chacko |
| 5 | Talk on Time Management for first Sem students By DR. C.R. Sivdasan |
| 6 | Association Inauguration of Department of Chemistry

Microbiology Association Inauguration |

	Talk on "Stress management" to fifth Semester students by Sri. Roy Chacko
7	Council Meeting
	Fresher's Day Program
	General Staff Meeting
	Discussion on Add-on Course for First Years
	2nd year B.Sc. Microbiology students' Industrial visit
10	MS-Office, Multimedia courses commence
	PSC Coaching for III SEM students
	Visit to Oushadhi by 1st SEM Botany Students
	Poster making competition in connection with Blood Donation Awareness Campaign at DMO, Thrissur
11	Hardware Awareness class for 1st BCA, Students
	Mathematics class for Competitive Exams
12	Botany Association inauguration and talk on Bioenergy Plantation by Dr. Jos T. Puthur
13	"Prevention of Monsoon Diseases through Homeo medicines" by a team of Homeo Doctors
15	Motivational talk for sports students by Dr. C.R Sivadasan

22	Talk on, "Career Potentials and Prospects in Indian Scenario "by Career Guidance Cell
23	IT Quiz Preliminaries
24	IT Quiz finals
26	Talk on Spiritual Orientation for Positive Life Management by Roy Chacko for 2nd and 3rd DC non-Catholic students
26-29	Retreat for 2nd and 3rd Semester Catholic students and Value Education session for non-Catholic students
30	Association inauguration of Dept. of Biotechnology
31	1st Internal Exam starts Inauguration of Economics Association and Planning Forum by Dr. Susmitha Raj and Seminar on Euro Crisis and Market failures
	AUGUST 2012
1	1st internal exam begins for 3rd DC students Council Meeting Send off for 4th SEM. PG students
1-7	First internal exam for fifth SEM BSc students
2	HOLYMASS and Confession
3	IQAC Meeting

4	Reception to National Award winner Alumnae, Smt. Leela Varghese
6	1st Internal Exams for 3rd SEM students
7	Industrial visit of BCA students to UST Global Kakkanad

First Internal exam for 5th SEM students |
| 9 | Silent procession in connection with Hiroshima- Nagasaki day

Zoology model practical examination |
| 13 | Interdepartmental quiz competition on Nature and Environment by

Bhoomithrasena Club

Inauguration of the new U.G course in English and P.G in Applied Economics by Dr. K P Mani, Professor of Calicut University |
| 14 | Industrial visit of BCA students to UST Global Kakkanad

65th Independence Day Celebration-C D presentation on Indian National Movement and Wagh Border |
| 15 | 66th Independence Day Celebrations |
| 16 | Demonstration class on Vegetable Carving |
| 17 | Intercollegiate quiz competition on Nature and Environment

Exhibition *Nammude Keralam*

1st Internal exam- 1st DC Students |

21	Association Inauguration of Dept. of Computer Science
	Winter vegetable seedling production-work starts in Dept. of Botany
	First Internal assessment exam –1st SEM BA
22	Onam Celebration
	College Feast
	Inauguration of the Diamond Jubilee Of Our Grotto
24	College closes for Onam Holidays
	Onam celebration for teachers
	Inauguration of 7day N.S.S Camp
	Gen.Staff Meeting
	N.C.C, A.T.C camp at UC college Aluva
	SEPTEMBER 2012
4	College Reopens after Onam Holidays
5	Teachers Day Celebration

7	Holy Mass
10-12	Nature Camp at AINH Kodaikkanal for 3rd DC
10-14	1st internal exam for 1st SEM BSc students
10-15	Study tour of 3rd DC Botany to Kodaikkanal, Mysore and Ooty
11	Career Guidance meeting Staff Meeting Calicut University Swimming Championship starts
12	HOD Meeting
14	IQAC Meeting "ZEDONK - 2012"- Exhibition on Waste Management
15-24	Aadhar enrolment
17	Interdepartmental Poster Presentation Competition on Save Ozone: Ozone Friendly Planet Our Target
18	Interdepartmental Quiz Competition on Kerala Tourism by Tourism club

19	Association Inauguration of Dept. of Mathematics
20-22	3-Day Training Program on "Hazard Analysis and Critical Control Point(HACCP) Concepts" by Dr. N. Anandavally, UN-FAO Consultant in HACCP for UG and PG students
24	Model Practical Examination for 5th SEM BCA Blood Donation Camp
26	1st Internal Exams for 1st SEM English and B.Com students Aqua fest 2012
27	First internals start
28	Model Practical Examination for 5th SEM BSc Chemistry HOD meeting Model Practical exam for practical paper 1 (Botany) Fish Sale
	OCTOBER 2012
1	1ST SEM MSc classes start, Principal's Feast
3-9	2nd internal for 1st, 3rd and 5th SEM B.Sc. students
10,11	Calicut University Kho Kho Championship
11	Seminar on Vermicomposting Techniques Physics University Practical Exam

12	Merit day and Magazine Release
15	Visit of Foreign students-An Exhibition and a talk on Kerala culture and Identity
17	Devotional songs Competition by Goodness T.V
18	Inter Departmental General Quiz Competition by Quiz Club
19	Viva –voce of P G History students Study holidays of IIIDC begins A talk cum presentation on the Importance of Youth in Banking Sector by Sri. T.V Thomas, G.M, S.B.T by Career Guidance Cell
21	Retreat for 1ST SEM P.G Catholic students and Value Education programmes for 1st SEM P.G non-Catholic students Free medical Camp for the public by Elder St. Marians
22	IQAC meeting Orientation Program for 1st SEM PG 2nd Internal assessment exam for 5th SEM UG begins
29	2nd Internal exam for 3rd SEM UG students
30	Effective Counseling Class for Teachers Talk on parenting by Ms.Thressiamma

	NOVOMBER 2012
1	*Kerala Piravi* Day Celebrations
2	All Souls Day
5	Internal exam for 2nd MSc
7,8	Calicut University Hockey Championship
9	Revision Holidays for 3rd SEM students begin
11	IQAC Meeting
12	Board meeting of MSc practical Examination
	Half day Seminar on Nano chemistry by Dr. Santosh Paul,
	6th SEM UG classes start
14,15	University Practical Examination
	Inauguration of History Association
16,17	University Practical Examination

20	PTA meeting	
21	Fine Arts Meeting	
23	IQAC Meeting	
27	General Staff Meeting	
29	Staff Tour	
30	Farewell to Office Supdt. Sr. Tressa John	
	DECEMBER 2012	
2	Cookery Show by Alumni for 3rd DC	
3	Fine Arts Committee Meeting	
5	1st Internal Assessment Exam for 1st SEM PG begins HOLY MASS	
10	Human Rights Day observation Career awareness program on Career Improvements in the Field of Management and Industry	
11	CSS visit to Abhayasadanam, Mariyapuram	

12	Fine Arts Literary Competitions begin
13	University Valuation Camp Calicut University Kabaddi Championship Fine Arts Literary Competitions
14	Calicut University Kabaddi Championship
15	IMS quiz competition One day State Level Seminar on 'Tools and Techniques of E-Governance for Ensuring Efficient Administration' by Administrative staff in collaboration with KILA
17	College Arts festival
17,18	Calicut University Judo Championship
18	IQAC Meeting College Arts festival
19	Ramanujan Day Celebration

20	College Union Election
	Christmas Card Designing Competition
	1st Internal Assessment exam 1st SEM MA Applied Economics
21	Christmas Celebration
	College closes for Christmas Vacation
	College Union Inauguration and Oath Taking
	Carole competition
	Gen. Staff meeting
	JANUARY 2013
1	College Reopens after Christmas Vacation
	2014 New Year Celebrations
	Calicut University Athletic Championship
	Council Meeting
2	Certificate course for 1st SEM B.Com begins
2-8	1st internal exam for 2nd Sem, 4th Sem and 6th Sem students begin

3	Calicut University Athletic Championship	
	Feast of Blessed Kuriakose Elias Chavara	
5	General Staff Meeting	
	Council meeting	
9	Pravasi Dinacharanam	
10	Ask to Doctor program for 1st DC students	
11	Hardware exhibition "METTALLIGENCE"	
14	Certificate Course in Management *SAMVAD* begins	
	C.D. presentation and sale of books of Swami Vivekananda	
15	Fine Arts Committee Meeting	
	Medical Check-up for 3rd BCA and1st MSc	
	Departmental Add-on Course on Photoshop for 2nd SEM BCA starts	
	Council Meeting	
	Interdepartmental Science Quiz by Quiz Club	

16	A Talk on Career Opportunities in Insurance Sector by Georgy Oomen 1st internal for 2nd and 4th Sem begins
17	College Fine Arts Club Inauguration Class on Good Laboratory Practices by Dr.C.R.Sivadasan
19	A training program on Good Laboratory Practices for the staff of Science Departments by Dr. C.R Sivadasan
21	Preliminary round of Cookery competition
22	Talk on Waste Management by Prof. Jagadish Kumar, Coordinator of Lalur Model Project for Solid Waste Management
23	Calicut University Weight Lifting Championship
26	Republic Day Celebration Alumnae meeting and Release of 5th volume of 'Reverie'
28	Regional Seminar on "Soft Computing and Image Processing using MATLAB" Interdepartmental Flower Arrangement competition by Dept. of Botany Final round of Cookery Competition
31	Preliminary Round of Science Quiz on Waste Management

	FEBRUARY 2013
1	Computer Literacy Workshop for Differently Abled Children at BRC Ollur
1-4	3rd B.Sc. Microbiology Study Tour
2	NET coaching for Feb- June Batch starts
4	2nd Internal Assessment exam I SEM MA Applied Economics begins Bridge Course –Basic Maths Learning Program for II SEM B.A. Economics students Interaction with Cini Artist Reema Kallingal
5	Calicut University Yoga Championship Final round of Science Quiz on Waste Management 2nd Internal assessment exam for 6th SEM BA N.C.C Valedictory
6	Essay Writing Competition on Waste Management organized by Science Forum 2nd Internal assessment exam for 6th SEM BA

	Free computerized Hearing Test by Blue Senso Hearing Center
8	Council meeting
	Best Web Designer Competition
	2nd Internal Assessment exam 1st SEM MA Applied Economics ends
	1st Internal assessment exam –4th SEM BA
	Calicut University Power Lifting Championship
11	IQAC Meeting
	D-zone Competitions
	Feast of Our Lady of Lourdes
	Rosary in Grotto
12	General staff meeting
	Principal's Lunch
	Exam preparation talk for 3rd D.C and 2nd D.C students
13	English Association Inauguration
14	Inauguration of Inter Disciplinary National Seminar on "Thrissur-A Kaleidoscopic

	View"
15	Best Project Award competition
15-19	National Science Day Celebration by Dept. of Chemistry
16	General PTA Meeting
17	1st internal Examination- 4th SEM BA
18	2nd internal assessment exam –6th SEM BA begins
21	A D Shroff Memorial Elocution Competition
22	2nd internal assessment exam –6th SEM BA ends
25-27	Centralized Valuation Camp of 5th SEM University examination
25-29	2nd internal for 4th and 6th SEM students
	MARCH 2013
3	Legion of Mary – One Day program
4	College Social and Prathibha day
5	Sports Day celebration

	Digital Language lab Software Demonstration Class
6	Send-off for 3rd year students

1st Semester University Exams start |
| 7 | Convocation of Departmental Certificate Course SAMVAD |
| 8 | 2nd Internal for 2nd and 4th SEM

Women's Day Celebration

Council Meeting |
11	Recruitment for ASAP program
14	College Day
15	Exhibition cum sale of Handicrafts
21	Talk on "Different Methods of Home Waste Management" by U Najima, Thrissur Corporation Waste Disposal Project Manager
22	General Staff Meeting,

Send off meeting for Principal, Sr. Dr. Rani George |
| 24 | General Staff Meeting |

25	Centralized Valuation camp at. St. Thomas College 1st Internal assessment exam for 1st SEM BA History
	MAY 2013
30,31	Orientation for Teachers

ANNEXURE- II

FEEDBACK ANALYSIS

Feedback is taken from all the stakeholders- students, parents, alumni, employers and teachers- annually and it is analyzed and appropriate action is taken. Two feedbacks are taken from the final year students, one on the teachers and the other on the institution, programme and curriculum. The feedback on the teachers is evaluated by the management and suggestions for improvements are given to the teachers concerned. The overall feedback on the institution, program and curriculum is maintained in the departments. The feedback is evaluated and necessary actions are taken by the Heads of the Departments. 58% of the students have marked that the institution, programs and curriculum is very effective. A feedback on the office and infrastructure is taken from the teachers. Parent, alumni and employer feedback are also taken annually. A number of suggestions were put forward by different stakeholders and based on the suggestions, the following actions were initiated

- Certificate and skill enhancement programs were introduced
- Career Oriented Courses were introduced
- Career Guidance Programs were organized
- Inter disciplinary, Research oriented programs were conducted
- Environment Conscientisation programs were organized

ANNEXURE III

Best Practice- I

1. **Title of the Practice**
   Life Guidance Course

2. **Goal**
   The objective of the course is to equip the students to take up the responsibilities of an adult in the family, society and the nation through a sociological and psychological approach

3. **The Context**
   This course has been internalised by the institution and has been a best practice of the institution for more than 30 years. But in the midst of final year project and examination, it is very difficult to find time for this 3 day program

4. **The Practice**
   Every year a 3 day Life Guidance Course is offered to final year undergraduate students of the college. As a college established in the pre-independent era with the objective of empowering Indian women, the college is very particular about imparting holistic education to the students. The basic unit of a society is the family and women have a very important role in the prosperity and development of a family. Hence it is very essential to give final year students, who will go out into the wide world after graduation, the basic facts of marital life and the crucial role of women in the character formation of the children of the family. As the proverb goes "When you educate a man you educate a single person but when you educate a woman you educate a whole society". Eminent psychologists are invited to speak and interact with the students on marriage, man-woman relationship, marital problems and social and national responsibilities of an adult Indian citizen. Sex education is also an important part of the program.

5. **Evidence of Success**
   The feedback from the students and the alumni point to the great success of the program. Students have commended on the relevance of this course in their practical lives and alumni have many times come back to the alma mater to acknowledge with gratitude, the usefulness of this course in their married lives.

6. **Problems Encountered and Resources Required**
   A residential programme with good resource persons and innovative methods would enhance the effectiveness of the course. This involves the need for more financial support.

7. **Notes**
   Life Guidance Course is a must in every institution as it is of great practical use in the personal life of the students.

Best Practices- II

1. Title of the Practice

St. Mary's Outreach Sponsorship Project

2. **Goal**

A project promoting partnership of educational institutions with the aim of uplifting the under privileged children of a locality through financial, educational, moral and cultural support and sponsorship.

3. **The Context**

Identifying the community and the children in need of educational sponsorship was a challenging issue. As the college is situated in the heart of Thrissur city, the localities nearby are usually urban and developed. Hence it was decided that the children of Nadathara Panchayath, which is a village already adopted by the college for social service activities can be taken as the target community. The college has a creche and tailoring unit already at the village for the benefit of the local community. Identification of the chosen 50 children was done through a socio economic survey conducted by NSS volunteers of the college at Nadathara.

4. **The Practice**

This is a collaborative venture between two educational institutions for the upliftment of unprivileged children of a local community. In 2003 an MOU was signed by the college with Rajagiri College of Social Science for a period of 8 years for the upliftment of 50 children in the 11th Ward of Nadathara, the adopted village of St. Mary's college, Thrissur. The project envisions not only financial assistance but also the development of a whole community through education. Hence awareness classes are conducted for the parents as well. Identification of the needy children was done through a socio-economic survey conducted by NSS volunteers of the college at Nadathara. Fifty children below the age of 12 were selected. The amount for the project is contributed by the departments in proportion to their student strength. At the beginning of every academic year study materials are distributed. Students are given awareness classes on study techniques, stress management etc. Students monitor the development of the children by regularly conducting parent's and children's meetings, tuitions, awareness classes on health and hygiene, adolescent problems, alcoholism, career guidance and leadership training. During the summer vacation a 3 day "*Souhrdam* Camp" is organized for the students In 2012-13 the target group was the children of Myleepadam, Kundupara and Kovilakathu padam.

5. **Problems Encountered And Resources Required**

As the target community was around 10 k.m away from the college it was difficult for the staff and students to go to the place for the activities. So it is better to identify a target group near the college premises. Another problem was the lack of finance for the project. To really make a difference in the lives of these children is a huge financial commitment. The collection of such a huge amount of money is a problem and the college has to find a way to collect the same through the co-operation of all the departments.

6.	**NOTES**

- An MOU should be signed by the collaborating institutions.
- Parents and local community members should be allowed to participate and contribute to the project

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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