

*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

# NAAC

## 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

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. <i>Composition of the IQAC</i>	..... 5
7. The role of coordinator	..... 6
8. Operational Features of the IQAC	..... 6
9. Monitoring Mechanism	..... 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	..... 8
<b>Part – A</b>	
11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12
<b>Part – B</b>	
13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Consultancy and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 22
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Innovations and Best Practices	..... 27
20. Abbreviations	..... 29

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# Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

## 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](mailto: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:	Sr. Dr. Jacintha C.C
Tel. No. with STD Code:	0487 - 2333485
Mobile:	9446513485

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. MHC0GN 18879)

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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	1 <sup>st</sup> Cycle	B+	78.30	2004	2004-2009
2	2 <sup>nd</sup> Cycle	A	3.02	2010	2010-2015
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

15/02/2005

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

2013-2014

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

- i. AQAR \_\_\_\_\_ 2010-2011 \_\_\_\_\_ (10/04/2013)  
ii. AQAR \_\_\_\_\_ 2011-2012 \_\_\_\_\_ (28/09/2012)  
iii. AQAR \_\_\_\_\_ 2012-2013 \_\_\_\_\_ (27/06/2014)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution: NA 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

14

2.2 No. of Administrative/Technical staff

1

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

Nil

2.8 No. of other External Experts

2

2.9 Total No. of members

22

2.10 No. of IQAC meetings held

13

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

ICT aided Teaching, Research motivation, Personality development and motivation, Quality Enhancement in Higher Education, Women Empowerment, and Environment Conservation.

2.14 Significant Activities and contributions made by IQAC

- IQAC organized the first Dr. Sr. Rani George Endowment Lecture and Paper Presentation Competition to be held annually to encourage research aptitude among students
- Reorganization of the filing system in the departments
- Two day Workshop on Digital Age Pedagogy: Perspectives and Prospects was organized on 9,10 January 2014
- College website updated
- Skill enhancement programmes organized to enhance the employability of the students
- Rain water harvesting implemented
- Organised seminars on Research motivation, Personality development and motivation, Quality Enhancement in Higher Education, Women Empowerment, and Environment Conservation

## 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
Organize the first Dr Sr Rani George endowment lecture and a paper presentation competition to be held annually to encourage research aptitude among students	Organized first Dr Sr Rani George endowment lecture and a paper and poster presentation competition on 4/12/2013
Organize a workshop to enhance the ICT skills of the faculty	Organized Two day National Workshop on <i>Digital Age Pedagogy: Perspectives and Prospects</i> on 9,10 January 2014
Implement Rainwater harvesting	Rainwater harvesting implemented
Organise Seminars on, Research motivation, Personality development and motivation, Quality Enhancement in Higher Education, Women Empowerment, and Environment Conservation	<p><i>Daya Sparsham</i> to Honour Daya Bhai, the Social activist, organized on 31/12/2013</p> <p>Seminar on <i>Smart Classroom Pedagogy</i> organized on 27/01/2014 and 24/05/2014</p> <p>Sr. Dr. Rani George Endowment Lecture And Inter Collegiate Paper and Poster Presentation Competition conducted on 04/12/2014</p> <p>Seminar on <i>Research Motivation</i> by Vidhya Ramaswami organized on 11/12/2013</p> <p>Seminar on <i>Personality Development</i> by Sr. Grace Thomas held on 21/01/2014</p> <p>Talk on <i>Spiritual View Of Work</i> by Prof. George</p>

	<p>Alex conducted on 20/03/2014</p> <p>Seminar on <i>Teaching- A Vocation</i> by Fr. Sebastian C.J. held on 06/06/2014</p> <p><i>NAAC Orientation and Quality Enhancement</i> by Dr Rajan Varghese organized on 28/5/2014</p>
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\* 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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Regular P.G programme, M.Com, introduced</li> <li>• Rainwater harvesting implemented</li> </ul> |
|--|

## Part – B

### 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	7	1	5	2
UG	10		4	2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	10	2		11
Others				
<b>Total</b>	28	3	9	15
Interdisciplinary				
Innovative	2		2	2

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

All the existing UG and PG Programmes follow Choice Bared Credit Semester system. The following Table shows the Elective and Open options which enhance flexibility in the Curriculum

Dept.		Elective Papers		Open Courses	
		No.	Name of paper	No.	Name of Paper
<b>History</b>	U G	5	Principles and methods of Archaeology  History of Human Rights Movement  Intellectual History of the World  Discovery of Early India  Agriculture :Knowledge Dimensions	3	Historical Tourism  Heritage Studies  History of Ideas
	P	16	Archaeology: Theoretical Perspective,		



	G		Literature and Indian History Women History Environmental history of india Archival Studies and Documentation Epigraphy and history State in Early India Tamilakam in the early Historical Period Knowledge and Culture in Ancient India Agrarian Society in Medieval India Trade and Commerce in Medieval India Caste and Social Structure in Medieval India Ideology and practice of the National Movement Political and Social Struggles of Modern India Economic History of Modern India Social History of Modern India		
<b>Microbiology</b>	U G	2	Cell and Tissue Culture, Bioethics and Biosafety	2	Environmental Microbiology, Public Health and emerging microbial diseases
	P G	6	Virus and Virus related Diseases, Diagnostic Microbiology, Microbial Taxonomy, Microbial Biotechnology, Genetic Engineering, Biosafety, Bioethics and IPR		
<b>Polymer chemistry</b>	U G	1	Chemistry And Technology of Polymers	1	Environmental Chemistry
<b>BA Economics</b>	U G	3	Gender Economics, Health Economics, Economics of Business and Finance	3	Banking, International trade and Business,

					Basic Principles of Economics
	P G	6	Agriculture Economics, Population Studies, Security Analysis And Portfolio Management, Environmental Economics, Health Economics, Computer Application in Economic Analysis		
<b>Biotechnology</b>	U G	1	Medical Biotechnology	1	Food Microbiology & Biotechnology
	P G	3	Stem Cell Biology, Industrial Food Biotechnology, Nano Technology		
<b>Computer Science</b>	U G	2	Software Testing, Introduction to System Administration	1	Internet Programming
	P G	8	Principles of Compiler Designing, Parallel Processing, Simulation & Modeling, Numerical And Statistical Methods, Image Processing, Multimedia Systems, Web Technology, Data Warehousing And Mining		
<b>Mathematics</b>	U G	3	Linear Programming and Game Theory, Graph Theory, C programming for Mathematical Computing	3	Mathematics for Natural Sciences, Mathematics for Physical science, Mathematics for Social science
	P G	7	Operations Research, Computer Oriented Numerical Analysis, Probability Theory, Fluid Dynamics, Measure and integrations, Algebraic Number Theory, Commutative Algebra		
<b>BOTANY</b>	U G	3	Genetics and Crop Improvement, Biotechnology, Nanotechnology and Research Methodology,	3	Horticulture and Nursery Management, Biofertiliser Technology and organic

			Advances in flowering plant systematics		Farming, Plant Tissue Culture
<b>COMMERCE</b>	U G	3	E-Commerce, Human Resource Management, Basic Accounting	4	Finance, Banking And Insurance, Cooperation, Computer Application
	P G	4	Fundamentals Of Computers, Business Information Systems, Office Automation Tools, Computerised Accounting with Tally	4	Financial Market And Institutions, Security Analysis And Dort Dolio Management, Strategic Financial Management, Financial Derivatives
<b>English</b>	U G	3	World classic in Translation, Regional Literature in translation, Dalit Literature	3	Film Studies, Creative Writing in English, Applied Language Skills
<b>Psychology</b>	P G	4	Psychotherapeutics 1, Psychotherapeutics 2, Clinical psychology, Clinical neuro psychology	13	Learning and motivation, personality and personal growth, physiological psychology, Research methodology, psychopathology, health psychology, counselling psychology, experimental psychology, psychometry practical, neuro psychology, journal work, self-development techniques, dissertation, internship

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	
Annual	6

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.

Revision of syllabus of Economics and English core papers

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

Nil

## 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.

21

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
0	2							0	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

34

7

6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	75	15
Presented papers	16	56	1
Resource Persons	-	-	18

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

Audio lessons for teaching Communicative English  
Four Smart Boards introduced for effective teaching

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

188

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

Spoken English Practical Test introduced  
Viva voce for V & VI Sem UG Programme

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

1		
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2.10 Average percentage of attendance of students

94.43
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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 %
BA History	55	15	45	22		90
BSc Microbiology	34	28	5			97.1
BSc Chemistry	35	45.71	28.57			74
BA Economics	52	36.53	46.15	5.76		88.6
BSc Biotechnology	34	61.76	38.24			100
BCA	34	25	7	1		97.1
BSc Maths	42	50	16.7	4.8	4.8	76.3
BSc Botany	27	15	7			81.48

**PG**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
History	15	47	33	20	Nil	100
Biotechnology		Result awaited				
Microbiology	9	33	66			90
Maths	15	20	73.33	6.67	0	100
Computer Science	9	44	55			100

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

- Suggests improvements in teaching and learning processes based on feedback from stakeholders
- Monitors teacher performance through annual performance appraisal report & feedback on teachers

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	1
HRD programmes	4
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	53
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	17	1	3	1
Technical Staff	2	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Research Committee monitors and encourages research activities
- A Research Forum functions in the college to promote research culture among students
- Research motivational seminars organized
- 5 research scholars carrying out research in Mathematics Research Centre and 1 research scholar in Botany Department
- 7 faculty working on UGC minor research projects
- 6 faculty pursuing research leading to PhD
- A research journal *Annals of Basic And Applied Sciences* published every year

#### 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	8	8
Outlay in Rs. Lakhs	.85	8.1	12.6	38

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	28	1	1
Non-Peer Review Journals			
e-Journals			
Conference proceedings	16	56	1



3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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	2yr	UGC	12.6 Lakhs	9.515 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	1yr	KSCSTE	1.75 Lakhs	.875 Lakhs
Total			14.35 Lakhs	10.390

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2	1		
Sponsoring agencies		UGC & Management	Management		

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency  From Management of University/College

Total

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
		1	1			

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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) : Nil

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="33"/>
National level	<input type="text" value="3"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="3"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="34"/>	
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="6"/>	Any other <input type="text"/>

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

- St. Mary's Square Outreach
- Green Thrissur Programme
- Blood Donation Camp
- Mental Hospital Cleaning
- Palliative Care Programme
- Medical Camp
- Common Well Cleaning in the scheduled caste colony of Thrissur
- Seedling Distribution
- *Saandhwana Sparsham* (Organ Donation Programme)
- ASAP (Additional Skill Acquisition Programme)
- Monsoon Disease Exhibition

## 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	831.943	-	-	
Class rooms	38	5	-	43
Laboratories	12	-	-	12
Seminar Halls	3	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	192	UGC,Mgmt,PD Account,Alumn ae	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	17.75		-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Upgradation of Libsoft
Online Availability of Library catalogue
College Website Upgradation

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	44126		410	220058	44536	
Reference Books	1834		38	152592	1872	
e-Books	107807				107807	
Journals	74		17	48450	91	
e-Journals	6103				6103	
Digital Database	01				01	
CD & Video	700		2	1000	702	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	210	102	Internet connectivity for all computers except in computer lab	25	50	10	13	10
Added	32			25	-1	4	2	2
Total	242	102		50	49	14	15	12

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

<ol style="list-style-type: none"> <li>1. National Skill Enhancement workshop for teachers on ‘Digital Age pedagogy: Perspectives and Prospects’</li> <li>2. Three Day Computer Training Workshop for Administrative staff</li> <li>3. Orientation and Demonstration on Smart Classroom Pedagogy</li> <li>4. Library Technology Orientation to Students and Staff</li> </ol>
--

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	2.77
ii) Campus Infrastructure and facilities	20.1
iii) Equipments	1.83
iv) Others	16.8
<b>Total:</b>	<b>41.5</b>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Organised Campus tour for I DC and I PG Students
- PowerPoint presentation on open courses, clubs and forums
- Organised interactive sessions with IQAC student representatives
- Directed Class Tutors to provide awareness programmes
- Provided awareness to parents through PTA Meeting
- Informed details of Student Support services through College Calendar and website
- Organised talks, seminars and presentations
- Maintained healthy relation with students through IQAC representatives

5.2 Efforts made by the institution for tracking the progression

- Interaction through Social Media
- Alumnae feedback
- Personal interaction with alumnae
- Alumnae gathering
- Employer feedback

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1122	181	5	

(b) No. of students outside the state

5
---

(c) No. of international students

Nil
-----

Men	No	%	Women	No	%
				1308	100

No	%
1308	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
663	150	8	369	2	1190	745	160	11	392	4	1308

Demand ratio 1:8.65      Dropout % 1.07

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

PSC and UPSC coaching classes  
NET orientation and coaching  
Soft Skill Enhancement Programme like ASAP

No. of students beneficiaries

858

5.5 No. of students qualified in these examinations

NET

SET/SLET

5

GATE

1

CAT

IAS/IPS etc.

State PSC

UPSC

Others

5

5.6 Details of student counselling and career guidance

- Periodical announcement of job opportunities through microphone
- Facility for Online application for government and other jobs
- Publicising the job opportunities and educational programmes on the notice board.
- Facilities for individual Career Counselling

No. of students benefitted

210

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	62	40	19

## 5.8 Details of gender sensitization programmes

Survey to explore the nature, patterns of eve-teasing /sexual harassment faced by female students

Exhibition on *Kerala Women Through The Ages*

Computer literacy workshop for *AMMA SANGAM*

Skit Entitled *Empower* in connection with World Population Day

*Our Own* - Exhibition cum sale of hand work

Meet the Entrepreneur

Elocution competition on the topic *Role of Civil Society in Ensuring Safety of Women*

A talk on Adolescence and Health issues

A talk on Role of Police in Providing Safety for Women

Talk on Gender Equality

Fink club – Financial Awareness Programme for Women

Femessionals 2014- Fair to promote Women Entrepreneurship

Wonder Woman Contest

Cook and book – A Programme to promote housekeeping skills

Debate on Perfect Age of Marriage

## 5.9 Students Activities

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

State/ University level

109

National level

35

International level



No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	322	307590
Financial support from government	484	2612477
Financial support from other sources		
Number of students who received International/ National recognitions	2	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

8

5.13 Major grievances of students (if any) redressed: : New class rooms

: Availability of hot and cold water

: Smart Classrooms

: Healthy food in the 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. The curriculum is designed by the Board of Studies. Choice Based Credit Semester system was introduced in both UG and PG programmes. Suggestions and issues regarding the curriculum are informed to the Board of Studies for necessary action. Crucial issues regarding the curriculum is intimated by the Principal to the University. The Departments have also initiated various innovative strategies 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:

- Remedial courses
- Peer teaching
- Student Projects
- Bridge Courses/Enrichment Courses
- Assignments and Seminars
- Debates and Discussions
- Seminars/Workshops to improve ICT skills of faculty

### 6.3.3 Examination and Evaluation

- Two internal examinations in each semester
- Continuous evaluation through periodic class tests, seminars and assignments
- Parents informed of the performance of the students through progress reports
- Model viva voce and practical exams

### 6.3.4 Research and Development

- Research motivational seminars for faculty and students
- 7 faculty have been sanctioned UGC minor research projects
- Research leading to Ph.D carried out in Mathematics Research Centre and Botany Department
- A research journal, *Annals of Basic And Applied Sciences*, is published every year
- Faculty act as guides for inter collegiate/inter disciplinary MSc projects

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Tissue culture lab established

Fern house set up

Extension of Botanical garden

Addition of equipments worth Rs.16,78,137 including UV Visible Spectrophotometer, SHIMADZU Imported Electronic Balance etc.

Language lab software installed in Multipurpose Computer Lab

### 6.3.6 Human Resource Management

Effective and efficient human resource management is achieved through a decentralised and participatory administration. Various committees work under the Principal to ensure smooth conduct of the institution.

### 6.3.7 Faculty and Staff recruitment

The college being an aided one, plans and recruits staff as per the Kerala Government Service norms .The management is vested with the authority to recruit staff in strict adherence to the norms stipulated by the university and the government. In 2013-14, three permanent administrative staff members were appointed. The vacancies that arise in the general merit quota as well as community merit quota are advertised sufficiently in advance separately in leading dailies. Vacancies of Self-financing lecturers and guest lectures are published in the leading dailies and appointment is based on merit and performance in personal interview.

### 6.3.8 Industry Interaction / Collaboration

The College promotes industry interaction through industrial visits and project work in industries.

The Department of Computer Science collaborated with Startup Village, Kochi in organizing a seminar Byteclix-13 and PG students of the department do their project work in firms in Startup Village

Herbal garden is maintained in the campus with support from Oushadhi, the largest ayurvedic medicine manufacturer in public sector.

### 6.3.9 Admission of Students

Centralized admission process to UG programmes introduced by University of Calicut

PG admission by college in tune with rules and regulations of University of Calicut

Selection of candidates to management quota is decided by a committee and is based on cut off marks. Due consideration is given to the children and relatives of staff members, applications belonging to the catholic community and for the poor and marginalized

### 6.4 Welfare schemes for

Teaching	PF, SLI, GPAIS,ESI,GIS
Non-teaching	PF, SLI, GPAIS,ESI,GIS Financial support to deserving, Salary in advance, Children's Education Fund
Students	Fee concession, Free books, PTA endowments, Fourth child scholarship, Financial support and instalment facility to poor and deserving

6.5 Total corpus fund generated

Rs 180000

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	No	-	yes	IQAC
Administrative	yes	DD Office AG Office	yes	Private Chartered Accountants

6.8 Does the University/ Autonomous College declares results within 30 days? N.A

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

- Free medical camp and distribution of medicines
- Organised Gem of St Mary's contest to select the best outgoing student
- Contributed Rs.25000 for Dr. Sr. Rani George Endowment
- Contributed Rs 25000 for Sr Mary Leo Endowment Prize
- Contributed Rs 25000 for botanical garden maintenance
- Contributed Rs. 20000 towards Display Board
- Alumnae lecture series organized

#### 6.12 Activities and support from the Parent – Teacher Association

- Hot and Cool Drinking Water unit installed
- Contributed Rs. 40000 for Dr. Sr. Rani George Endowment
- Instituted Best NSS Volunteer Cash Prize in honour of retired Principal Dr. Sr. Rani George
- Instituted Best NCC Cadet Cash Prize in honour of retired Principal Dr. Sr. Rani George
- Awareness classes for parents organized
- Financial aid of Rs.10000/- per month to a deserving student.

#### 6.13 Development programmes for support staff

Computer skill enhancement Workshop  
Orientation on NAAC reaccreditation and Quality Enhancement  
Talks, seminars, workshops and other orientation programmes



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

- Rainwater harvesting implemented
- Students prepared pots and planted about 150 valuable medicinal plants as part of Environment Day Celebration
- Distribution of medicinal plants and vegetable seedlings to staff and students
- Departments encouraged to use eco-friendly products for seminars and other programmes
- Environment conservation programmes/ initiatives by all the departments
- IQAC initiative to reduce paper wastage by promoting use of both sides of A4 paper for assignments
- Innovative method of decorating table tops with potted flowering plants instead of plastic flowers and bouquets

## Criterion – VII

### 7. Innovations and Best Practices

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

- Computer literacy programme for different social communities
- Fink Club
- World Savings Day
- World Aids Day Awareness Programme.
- MOU with Chetana Media Institute for Audio Visual Communication extension classes
- Exhibition- “Taste of health: understanding antioxidants”
- “Know the plants, grow plants” project
- Seedling production and distribution of medicinal plants
- Weekly Economic Bulletin on the notice board
- Femessionals 2014- Fair to promote Women Entrepreneurship
- Literary Blog
- UGC Add-ons - Yoga And Health Management Science, Plant Tissue Culture
- Cancer Awareness Week
- *Santhwana Sparsham* - Organ donation programme
- Innovative Student Seminar Presentations
- Observing the Birthdays And Birth Anniversaries Of Economists
- Setting up of Fern garden in the campus
- Food fest as part of CSS
- Growing of Indoor Plants
- Surveys
- Drive to create savings bank account among students
- Training programme in Pain And Palliative Care
- Documentation of exhibition
- Laboratory waste disposal system introduced

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

<b>COMPUTER SCIENCE/COMPUTER APPLICATION</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>June</b>	Convocation of Samvad 2013	Convocation of Samvad organized on 28-06-2013
<b>July</b>	Bridge Course for the I DC Students	Bridge Course for the I DC Students given from 11-07-2013 to 20-07-2013
	Hardware Awareness Class	Hardware Awareness Class conducted on 26-07-2013
	State Level Seminar for I IDC ,II IDC and subsidiary students	State Level Seminar could not be conducted due to time constraint
	Commencement of e-vidya certificate course	e-vidya certificate course could not be conducted
<b>August</b>	Association Inauguration	Association was inaugurated on 07-08-2013
	Industrial Visit	An Industrial linkage with Start Up Village was established
	CSS Activity(Cleaning Computers in the BCA and Subsidiary Lab)	CSS Activity was done on 21-08-2013
	Add – on & Certificate Courses	Add – on & Certificate Courses commenced on 03-09-14
<b>October</b>	IT Companion talk by Industrialist	The IT Companion talk by Industrialist was organized on 10-10-2013
	PTA Meeting	PTA Meeting was organized on 03-10-2013
	Intra Departmental Seminar on Cloud computing	As the faculty had attended the seminar on the same topic in another college, a decision

		was taken to conduct it as UGC National Seminar and the proposal has been submitted.
	Departmental Alumnae Meeting	Could not coordinate this year. So arrangements are being made to have it next year.
	Byteclix – 2013 ( State Level Seminar on Startup Village & Entrepreneurship in Kerala)	Byteclix – 2013 ( State Level Seminar on Start Up Village & Entrepreneurship in Kerala) was organized on 10-10-2013
	Intercollegiate IT festival	State level seminar was conducted instead of IT festival
	Mock Interview and Group Discussion for III BCA	Mock Interview and Group Discussion for III BCA was organized from 25-11-2013 to 29-11-2013
<b>December</b>	World Computer Literacy Day Celebration	World Computer Literacy Day Celebrated on 02-12-2013
	Career Guidance Program for outgoing students	Career Guidance Programme for outgoing students was organized on 16-12-2013
<b>January</b>	Extension activity- I at BRC, Ollur	Extension activity- I at BRC, Ollur was organized from 22-01-2014
	Two day National Skill Enhancement Workshop on ‘Digital Age Pedagogy Perspectives and Prospects’	Two day National Skill Enhancement Workshop on ‘Digital Age Pedagogy Perspectives and Prospects’ was organized from 09-01-14 to 10-01-14
	Workshop on Hardware Assembly	Workshop on Hardware Assembly was not conducted for lack of time.
<b>February</b>	Inter Departmental IT Quiz Competition	Inter Departmental IT Quiz Competition was conducted on 17-02-14

	Computer Literacy Workshop for Amma Sangham, Lourde Forane Church	Computer Literacy Workshop for Amma Sangham was organized from 18-02-14 to 21-02-14
	MoU	Trying to accomplish it
	Inauguration of Hardware Museum	The project has not been realised due to space constraint
<b>May</b>	Computer Literacy Workshop for Non-Teaching Staff	Computer Literacy Workshop for Non-Teaching Staff was organized from 13-05-14 to 15-05-14
<b>BIOTECH</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>JULY</b>	Visit to Kerala Forest Research Institute (KFRI), Peechi.	Final year B. Sc. Students had their industrial visit to KFRI, to the Biotechnology laboratory, on 19 <sup>th</sup> of July, 2013
	Fresher's Day Celebrations	Fresher's Day was celebrated in the Jubilee Hall, on 25 <sup>th</sup> of July.
	93 <sup>rd</sup> Birthday Celebration of Rosalind Franklin	Celebrated the 93rd birthday of Rosalind Franklin on 26th of July, 2013, in the Seminar Hall
<b>SEPTEMBER</b>	Association Inauguration	Inaugurated by Dr .Manish Kumar, Scientist and Head, Department of the Biotechnology, Calicut University on 4 <sup>th</sup> September 2013. A talk on "DNA- Past And Present" was also organized
	Exhibition	An intercollegiate-multidisciplinary exhibition on the topic, "Taste of health: Understanding antioxidants" was organized on Tuesday, 10th of September, 2013
<b>DECEMBER</b>	CSS Camp at chiyaram ST.Marys Higher Secondary	The final year B. Sc. students and the faculty Ms. Neethu. R, went for the <b>Compulsory Social Service</b> to provide classes for camp

	School	students of 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> standard students of St. Mary's Higher Secondary school, Chiyaram on 7 <sup>th</sup> December, 2013
	World Aids Day Awareness Programme	World AIDS Day Awareness Programme, was organized on 2 <sup>nd</sup> December, 2013  On 3 <sup>rd</sup> December, our students did a " <b>Flash mob</b> ", carrying the message against discrimination towards the infected people.
<b>JANUARY</b>	Blood Donation Camp	The Department organized a Blood Donation Camp in the College Jubilee Hall on 28th January 2014, in collaboration with the <b>Indian Medical Association.</b>
<b>BOTANY</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>June</b>	Environment Day Celebration	Environment Day Celebration was held on 4-6-2013
	Distribution of medicinal plants to neighbouring schools	Distribution of medicinal plants to neighbouring schools was organized on 16-7-2013
	Inter departmental pencil drawing competition on the topic, <i>Light Pollution and Energy Conservation</i>	Inter departmental pencil drawing competition on the topic, <i>Light Pollution and Energy Conservation</i> was organized on 7-6-2013

	Cleaning of common well in SC colony at Mayilippadam, Thrissur	Cleaning of common well in SC colony at Mayilippadam, Thrissur was carried out on 23-4-2014
<b>July</b>	Botany Association Inauguration	Botany Association Inauguration was organized on 17-7-2013
	Invited talk	An Invited talk was conducted on 17-7-2013
	Poster Competition in connection with Vanamahotsava week celebration	Instead of Poster Competition students were taken to the herbal garden of Oushadhi in connection with Vanamahotsava week on 11-7-2013
	Visit to Oushadhi	Visit to Oushadhi was organized on 8-7-2013
<b>August</b>	Visit to central nursery, KAU, Mannuthy	Visit to Central Nursery, KAU, Mannuthy was organized on 4-7-2013
	Medicinal plant exhibition	Medicinal plant exhibition will be conducted next year
	Invited talk	Students attended a talk on “Medicinal Plants” by Dr. Sheela Karalan of Oushadhi during their Oushadhi Visit on 11-7-2013

<b>September</b>	Study tour and nature trip	Study tour and nature trip was organized from 24-9-2012 to 27-9-2013
	Invited talk	An invited talk was arranged on 12-9-2013
<b>October</b>	Invited talk	Instead of invited talk an essay writing competition was conducted for college and higher secondary students on the topic "Ozone: Its current status in the atmosphere and conservation strategies"
	Zoology seminar	Zoology seminar was organized on 28-2-2014
<b>November</b>	CSS visit	CSS visit was organized on 23-11-2013
	Environment Month Celebration	Environment month celebration was organized on 13-12-2013
	Food and Nutrition certificate course	Food and Nutrition certificate course was conducted from Jan 28 <sup>th</sup> 2014 to 11 <sup>th</sup> March 2014
<b>December</b>	Nature camp	Nature trip to Ooty and Coorg was organized from 24-9-2012 to 27-9-2013
	Photography competition	Instead of Photography competition International Mountain day celebration was conducted on 12-12-2013
<b>January</b>	Visit to KFRI	Visit to KFRI was arranged on 4-2-2014



	Invited talk	Invited talk was held on 13-12-2013
<b>February</b>	Invited talk on Toxicology of Cosmetics	Invited talk on Toxicology of Cosmetics was not conducted due to lack of time
<b>March</b>	Career Orientation talk	Career Orientation talk will be conducted next year
<b>HISTORY</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>JUNE</b>	Quiz Competition	A general quiz competition was conducted on 28/06/2013
<b>JULY</b>	Debate on any relevant topic	Debate on the topic 'The perfect age limit for marriage' was organized on 26/07/2013
<b>AUGUST</b>	Observe Hiroshima Day	A street play was conducted to observe Hiroshima day on 07/08/2013
<b>SEPTEMBER</b>	Exhibition on leading women of Kerala	Exhibition, 'Malayali sthrikal charithrathiloode', conducted on November 11,12/11/2013
<b>OCTOBER</b>	U.N Day Celebration	Site visit to Mysore Koorg was arranged from 2-5/10/2013  Organised debate for P.G students on 24/10/2013.,
<b>NOVEMBER</b>	Site visit to historical places	Site visit to historical places organised in October 2013
<b>DECEMBER</b>	X Mas Day Celebrations	'X' MAS DAY CELEBRATION ON 18/12/2013
<b>JANUARY</b>	C.D. Presentation On Institutional History Of St.Marys College	C .D. Presentation On Institutional History Of St.Mary's College in connection with the exhibition
<b>FEBRUARY</b>	Essay Writing	Essay writing competition conducted on 3/02/2014

<b>MARCH</b>	Talk on Women's Day	Documentation of the exhibition records 'KERALA WOMEN THROUGH THE AGES' was released on 13/03/2014
<b>MATHS</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>JUNE</b>	Visit to Pope Paul Mercy Home	The Students Visited St. Joseph Old age Home Pullazhi on 24/02/2014.
<b>JULY</b>	Association inauguration and Exhibition	Assosiation was inaugurated on 30/08/2013 by Dr. Sheela C, FISAT. Exhibition MAA FOCUS was organized on 26/11/2013
	UGC NET coaching	UGC NET coaching provided to two batches of students
<b>AUGUST</b>	PTA Meeting	PTA Meeting organized on 6-2-2014
	Tour of B. Sc students	Pleasure trip to Koorg, Ooty and Kodaikanal from (10-12 Dec. 2013)
	Visit- Ashrayabhavan	The Department was unable to conduct the visit
<b>SEPTEMBER</b>	A Talk in connection with International Peace Day	This could not be realised
<b>OCTOBER</b>	One day seminar on " Current trends in Mathematics"	Could not execute due to examinations
	Last week- first years PTA meeting	The meeting was organized on 6-2 -2014

	Second week- 2 <sup>nd</sup> years PTA meeting	The meeting was organized on 6-2 -2014
<b>NOVEMBER</b>	III Semester M. Sc tour	III Semester M. Sc tour was organized to Wonderla
<b>DECEMBER</b>	Ramanujan Day	Due to PG University examinations it was not possible to celebrate the day
	Christmas celebration	Christmas celebrated on 20-12-2013
<b>JANUARY</b>	Alumnae meeting	Alumnae meeting was organized on 26-01-2014
	Send off	Send off was organized on 31-03-2014
<b>FEBRUARY</b>	Initiation Of Research Scholars for Ph.D. Research	5 Research Scholars joined for Ph.D. Research
<b>MARCH</b>	Staff tour	Staff tour was organized on 01-04-2014
<b>MICROBIOLOGY</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>June</b>	Awareness Programme on Monsoon Diseases –Exhibition by students, Presentation competition for students, Awareness among school	Exhibition on the theme “Monsoon Diseases-Its prevention and Treatment” followed by an Inter-departmental Power Point Presentation Competition on the same theme was organized on 02-07-2013. An extension

	students	activity on theme “Monsoon Diseases-Its prevention and Treatment” was organized at Sacred Heart Higher Secondary School, Thrissur, by UG and PG students on the same day
<b>July</b>	Orientation about CCSS for parents and students of 1 <sup>st</sup> B.Sc	Orientation about CCSS system was organized on 08-07-2013
	Bridge course for 1st B.Sc Microbiology students	Bridge Course was conducted by the faculty for I B Sc from 09-07-2013 to 12-07-2013
	Association election	Microbiology Association election conducted and department representatives elected on 15/07/2013
	Association Inauguration	Formal inauguration of the Microbiology association by Dr Sheela Karlam, Special Officer, Oushadhi, Thrissur, followed by a talk on “Relevance of Microbiology in Ayurveda” on 31-07-2013
	Invited talk	Due to time constraint the invited talk could not be organized
	MSc. Project LCD presentation	MSc. Project LCD presentation by final M Sc students was done on 29 -08- 2013
<b>August</b>	Invited talk	An invited talk on Soft Skill Development by Mrs Sobha Menon, Vice Principal, Chinmaya Vidhya Mandir, Kolazhy, Trichur was organized on 30-09-2013

	Mushroom and Spawn production – Demonstration and Sale by students	A demonstration of mushroom cultivation on paddy straw by II DC students followed by a sale of mushroom spawn was organized on 10-09-2013
<b>September</b>	Industrial Visit	Industrial visit arranged on 19.1.2014
<b>October</b>	CSS Food Fest	As a part of CSS, Department of Microbiology conducted a food fest “The Fest of Tastes” on 28-11-2013
<b>November</b>	Medical camp in association with Elder Marians	Department of Microbiology in association with Botany Department and Alumni association of St. Mary’s College, Elder Marians, organized a free medical camp and distributed medicine on 27.10.2013
	World AIDS day –General Awareness programme by students	A drama on AIDS and the social stigma associated with it conducted by the students of our department in connection with AIDS day on 01-12-2013
<b>December</b>	Day celebration – (World Cancer Day)	A one week long Cancer Awareness programme from 30-01-2014 to 04-02-2014
<b>January &amp; February</b>	III B.Sc Tour	A study tour was conducted to Wayanad and Ooty for 3 days from 18.1.2014
	Invited Talk	Inauguration of “Cancer Awareness week (30-01-2014 to 04-02-2014)” by Dr V P Gangadharan, Senior Consultant and Oncologist, Division of Oncology, Lakeshore Hospital, Cochin. It was followed by talk on General Awareness of Cancer. Department also conducted Paper presentation competition and Poster making competition in connection with Cancer Awareness week.

	Stamp Exhibition	A postal stamp exhibition was organized in association with Postal Division Office, Thrissur. An exhibition of stamps collected from various parts of the world based on the theme, the five senses- perfumed stamps, stamps with chocolate, gold, crystals or embedded with pearls, stamps with fluorescence, stamps in Braille for the blind, etc. were part of this
<b>March</b>	Valedictory function of Microbiology Association	Due to time constraint this was not organized
<b>PSYCHOLOGY</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>June 2013</b>	Intelligence Testing for college students	This could not be organized due to unavailability of test materials. But the Intelligence Test will be in the beginning of next academic year
<b>July 2013</b>	Visit to hospitals	The IInd MSc psychology students visited hospitals such as Amala medical college & V K Hospital to take case studies as part of journal work
<b>September 2013</b>	Association inauguration	The Psychology Association was inaugurated on 8 <sup>th</sup> October 2013 by Dr Monsy Edward , Associate professor , Prajyothi Nikethan College , Pudukkad.
<b>October 2013</b>	Workshop on Stress Management	The department conducted a one day workshop for the students on 29 <sup>th</sup> November 2013

<b>November 2013</b>	Class on exam stress to school students	This could not be fulfilled due to time constraint
<b>December 2013</b>	Visit to Autism, mental retardation schools	The faculty and students of psychology department visited CRADAC Thrissur on 6 <sup>th</sup> January 2014
<b>January 2014</b>	Research on socially relevant topic	The students of I <sup>st</sup> MSc Psychology conducted a survey to explore the nature, patterns of eve-teasing faced by female students and reaction to the same.
<b>February 2014</b>	Psychology film exhibition to students	This could not be organized due to time constraint
<b>March 2014</b>	Psychology film exhibition to students	This could not be organized due to time constraint
<b>CHEMISTRY</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>June</b>	Intensive training for Practical Examination	Coaching classes and model exams were conducted for practical examination on 15/06/13
<b>July</b>	Association inauguration	Association inaugurated by Prof. K.K. Bharathan on Aug. 5,2013
	Invited talk	Invited talk by Prof. K.K. Bharathan on the topic Symmetry and Group Theory on Aug 5,2013
<b>August</b>	CSS Visit to Amala Cancer Centre	Campus cleaning was arranged instead of visit to Amala Cancer Centre on 21/11/13
<b>September</b>	Study tour	Study tour was conducted to Hyderabad on Aug 23-28,2013
	Industrial visit	Industrial visit to MILMA, Thrissur on 27/11/13

<b>October</b>	Scientific Talks	Organized National Children Science congress and its scientific talks on 24/10/13
	CSS visit (I)	CSS visit to Christ villa, Ramavarnapuram on 28/11/13
	CSS activity Paper Bag Making and Soap Making	CSS activity by BSc students on Paper Bag Making and Soap making on 12/12/13
<b>November</b>	Examination Support Programme	Examination support Programme by faculty of Dept of Chemistry
<b>December</b>	Invited talk	Invited talk by Prof.K. Janardhanan on the topic '100 years of Bohr model of atom' on 9/12/13
	Chemistry exhibition	Chemistry exhibition conducted on 20/08/13
<b>January</b>	Departmental quiz competition	Departmental quiz competition could not be organized due to time constraint
	National / Intercollegiate seminar	National / Intercollegiate seminar could not be organized due to lack of time
<b>February</b>	National Science day celebrations	National Science day celebrated on 12-24 Feb 2014
	Invited talk	Invited talk by eminent scientists in connection with NSD celebrations
<b>March</b>	Examination Support Program	Examination support program arranged for slow learners by Faculties of Chemistry



	Invited talk Association closing ceremony	Association closing ceremony and invited talk could not be arranged due to time constraint
<b>ECONOMICS</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>June</b>	Breaking the ice	Welcome to fresher's organized on 09/07/2013
<b>July</b>	World Population day	Observed World Population Day on 11/07/2013. A PowerPoint presentation on Census India and A skit on women empowerment organized
	Alumnae lecture series	Three lectures organized  <i>Research Methodology</i> by Flowarin A.D on 07/08/2013  <i>Current trends in Indian Economy</i> by Sini Thomas M. on 12/08/2013  <i>Introduction to Environmental Economics</i> by Binitha K.M. on 27/08/2013
<b>August</b>	Poster exhibition	Organized Poster exhibition on Kerala Tourism – <i>Explore Kerala</i> on 04/09/2013
<b>September</b>	Inauguration of Economics association and Planning Forum and Seminar	Inauguration of Economics Association and Planning Forum and Talk on <i>World of Economics</i> by Prof. T.S Davis HOD, Dept. of Economics, St. Thomas College Thrissur on 11/09/2013
	Inter Collegiate Seminar on financial management	Not organized- will organize in the next academic year

<b>October</b>	Inter Departmental Elocution Competition	A. D. Shroff Memorial Elocution Competition was organized on 15/11/2013
<b>November</b>	General Quiz	Quiz competition on <i>India</i> - organized on 02/12/2013
<b>December</b>	Meet the entrepreneur	Interaction with Entrepreneur, Smt. Seena, Thejus Beauty Parlour, Thrissur on 04/12/2013
	Observation of Human Rights Day	Organized a procession and rally in the town in connection with Human Rights Day on 10/12/2013
	Xmas Card designing competition	Conducted Xmas card designing competition on 12/12/2013
	Exhibition cum sale of hand works	Organized <i>Our own</i> Exhibition cum sale of hand works on 10/01/2014
<b>January</b>	Tour programme	Organized Tour programme –Wagamon Final DC students on 30/01/2014  Organized tour programme – Wonderla final PG students on 31/01/2014
<b>March</b>	Budget evaluation	A discussion on the financial statement was organized on 5/03/2014
	Bridge course	Conducted Basic Maths Learning Programme for 2 <sup>nd</sup> semester BA Economics students from 24-28/03/2014
	Weekly economic news presentation on notice board	Presented Weekly economic news on notice board
	Observe the Birth days and birth anniversaries of economist	Observed Birthdays and birth anniversaries of economists -month wise

	Weekly Socio environmental news presentation on notice board	Presented Weekly Socio environmental news on notice board & organized discussions on the same in the classes.
	Weekly economics news presentation on notice board	Presented Weekly economics news presentation on notice board and organized discussions on the same in the classes.
<b>COMMERCE</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>JULY</b>	Talk for Parents.	Talk for Parents by Dr.Sivadasan.
	CSS (Either visiting St.Mary's school or cleaning).	CSS (cleaning)
	Student's house visit	Visit to a student's house arranged on 12/07/2013
<b>AUGUST</b>	Exhibition-"Business – An overall view".	The department organized a State Level Exhibition "COMMEX-2013" on 11/09/2013. It was inaugurated by Dr. C.K.Francis, Principal, ELIMS Institute of Management, Pongenamkadu
	Departmental Quiz competition.	Due to Association Inauguration and Internal examination departmental quiz competition could not be arranged.

<b>SEPTEMBER</b>	Seminar Talk and General Debate  Paper presentation regarding top 10 businessman.	Seminar talk, General Debate and Paper Presentation Could not be arranged due to time constraint. Instead the students together with faculties visited an informative exhibition “DEXTIRITY-2013” conducted by St.Aloysious College on 26.09.2013.
<b>OCTOBER</b>	Industrial visit.	The Department of Commerce arranged an industrial visit. We visited the Modern Food Industries, Edappilly, Cochin
<b>NOVEMBER</b>	Seminar Talk	Due to University Examination and Late coming of M.Com Batch, the talk could not be organized
	Departmental Paper presentation regarding Business	Was also not organized due to time constraint
	CSS(Either visiting Orphanage or Viyur Jail).	Department of Commerce organised a social activity by visiting an orphanage (Christ Villa) at Cheroor on 1 <sup>st</sup> March 2014.

	Day Celebration (Customer Day-Dec 22).	In connection with World Savings Day, Department of Commerce conducted Savings Day Celebration on 2nd January 2014 .The function was inaugurated by Sri.V.R. Ramachandran, Guest Faculty for Kerala Agricultural University
<b>JANUARY</b>	Departmental PTA Meeting with a talk for parents.  Departmental Debate.	Departmental PTA Meeting with a talk for parents was conducted on 01-03-2014  Instead of the Debate the Department had taken the initiative to establish a FINK Club on 23.01.2014, which works as a branch of Financial Literacy Centre, an undertaking of RBI across the country for providing counselling on banking, responsible borrowings and other financial matters.
<b>FEBRUARY</b>	General Quiz competition.	The general Quiz competition could not be organized due to the arrangements of Fink Club  A Certificate Course -LEAP started
<b>MARCH</b>	Career Guidance class.	Career Guidance class could not be arranged as the following major activities carried out <ul style="list-style-type: none"> <li>• Fink Club -Third Session held on 10<sup>th</sup></li> </ul>

		<p>March 2014</p> <ul style="list-style-type: none"> <li>• PTA Meeting organized on 01-03-2014.</li> <li>• The Department of Commerce organised an State level fair “Femessionals-2014” on 10-03-2014.</li> <li>• In connection with Eco friendly institution. The Department organized a program called ‘ACACIA- TAKING A GREEN OATH AND MAKING GREEN THUMP IMPRESSION’ ON 10<sup>th</sup> March 2014</li> </ul>
<b>ENGLISH</b>		
<b>Sl.No.</b>	<b>Action Plan</b>	<b>Action Taken Report</b>
<b>JUNE</b>	Establishment of Language Lab	Language Lab software installed in multipurpose lab in January 2014
	MOU with Chethana Institute of Culture and Communication for extension lectures on Journalism and Audiovisual Communication	Mr. Joe Challissery, script writer and film maker inaugurated the extension program. MOU signed on 06.02.2014
<b>JULY</b>	UGC Sponsored National Seminar on 25 <sup>th</sup> , 26 <sup>th</sup> July 2013	UGC sponsored National Seminar on Narratology of Harvesting: A Comparative Study was organized on 01.08.2013-02.08.2013
	Literary Club Inauguration	Literary Club was inaugurated on 07.10.2013 by Dr. Betsy Paul, Associate Professor Dept of English, St. Aloysius College, Elthuruth.

	Audio classes for 1 <sup>st</sup> DC students	Audio classes were given
<b>AUGUST</b>	UGC Add On Course, Communicative English for I DC students	Communicative English course was given for 1 <sup>st</sup> DC from 27.08.2013.
	Web Designing Certificate Course for II DC students	Web Designing Certificate Course not given as PSC coaching was extended to 2 <sup>nd</sup> DC during this time.
<b>SEPTEMBER</b>	Association Inauguration	English Association was inaugurated on 07.10.2013 by Dr. Betsy Paul, Associate Professor Dept of English, St. Aloysius college , Elthuruth.
	Manuscript Magazine competition	The competition was conducted on 05.09.2013 in which 8 Departments participated in the competition.
	CSS Programme	An Organ Donation Programme , <i>Santhwana Sparsham</i> was inaugurated on 21.02.2014.
<b>OCTOBER</b>	Extension lecture by external Resource person	Dr. Betsy Paul, Associate Professor, Dept of English, St. Aloysius College was invited to deliver lecture on English Language and Literature: An Overview on 07.10.2013
<b>NOVEMBER</b>	Meet the Author	Famous writer, Sarah Joseph was invited to our campus on 09.12.2013.A Vayana Programme and a discussion on novel ‘Aathi’ was conducted

	Best Journalist Competition	Due to lack of participation of students the competition was not conducted
<b>DECEMBER</b>	Christmas Message competition	Was not conducted
	Visit to AIR	I DC students of English were taken to AIR on 28.03.2014
<b>JANUARY</b>	Certificate course in communicative English	Communicative English Certificate Course was given from 27.08.2013.
<b>FEBRUARY</b>	Advertising Campaign for II DC	Due to time constraint the programme was not organized
<b>MARCH</b>	<p>Women's Day in Collaboration with Women Cell</p> <p>Paper presentation</p> <p>Stage Presentation</p> <p>Women's Day awareness during morning prayer</p>	Women's Day awareness was given during morning prayer on 13.03.2014. Stage presentation of famous women was conducted in the Jubilee Hall in which 8 Departments participated



Additional Action Plan and Action Taken Report

Action Plan	Action Taken Report
Orientation to IDC students and parents	Orientation to IDC students and parents by Dr C R Sivadasan on 8-7-2014
Celebrate Fresher's day	Fresher's Day Programmes on 25-7-2014
Celebrate Premchand Jayanthi	Celebrated Premchand Jayanthi on 30-7-2013
National sports Day	Celebrated National sports Day on 29-8-2013
Sadbhavana Diwas	Sadbhavana Diwas observed on 20-8-2013
Talk on mathematical Thinking	Talk on Mathematical Thinking And Opportunities by Prof C Vijayan, IIT ,Chennai on 30-8-2013
Union Inauguration	College students Union Inaugurated on 6-9-2013
Exhibition on Prolife	Exhibition on Prolife organized on 10-9-2013
Exhibition on Biosciences	Exhibition on Biosciences organized on 25—9-2013
NSS Special Camp	NSS Special Camp held at St Mary's School ,Chiyaram from 16-9-2013 to 22-9-2013
Exhibition on water conservation	Organised Splash on 9-10-2013
Observe Sanskrit day	Sanskrit day observed, talk by Dr Raji ,Faculty by SSUS Regional Centre, Thrissur on 21-10-2013
Kerala Piravi Celebrations	<i>Aayiram Kanthari Poothirangi and Kavyanjali</i> on 1-11-13
Organize Sr Rani George endowment Lecture	Organized Sr Rani George endowment Lecture Innovative practices in Environmental Conservation by Prof M K Prasad on 4-12-2013

	Organized paper presentation and poster presentation.
Fine Arts Competitions	Fine Arts Competitions from 5-12-2013
Organize Gem of St Mary's –best outgoing student	Conducted Gem of St Mary's –Best outgoing student on 9-12-2013
Organise Chess Tournament	Organised Simultaneous Chess Tournament on 19-12-2013
Honour Dayabhai-social activist	Organized Dayasparsham Honouring Dayabhai - on 31-12-2013
Alumni reunion day	Alumni reunion day on 26-1-2014
Celebrate Mother Tongue Day	Mother Tongue Day celebrated on 21-2-2014
Class for Mother's of Students	Organised a talk on Mother and Daughter Relationship on 6-2-2013 by Dr Asha P Rao ,Vimala College, Thrissur.
PTA General Body meeting	PTA General Body meeting on 3-3-2014
College Day	College Day celebrated on 6-3-2014
Observe world water day	Organised essay writing competition on topic Water water every were not any drop to drink on 21-3-2014
Conduct Science Quiz	Science Quiz conducted on 24-3-2014
Conduct Quiz programme on Women	Conducted Quiz programme on Women on 28-3-2014

- Retreats and other orientation programmes are organized every year for students, teaching and non-teaching staff.
- Career guidance programmes and coaching classes are conducted every year to different batches of students.
- Life guidance classes are arranged for final year students.

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

- Maintenance of RET Garden
- Blood Donation Camp

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

7.4 Contribution to environmental awareness / protection

- \*Sparrow day celebration
- \*Setting up of roof top garden
- \*World Environment Day Celebration and essay competition
- \*Seedling production in connection with Green Thrissur
- \*‘Acacia- Taking a Green Oath and Making Green Thump Impression’
- \*Vermin composting facility
- \*Water filtration
- \*Water analysis
- \*Greening the class room
- \*Weekly presentation of socio economic activities on notice board
- \*Growing of indoor plants
- \*Eco friendly initiative of minimizing paper wastage
- \*Splash- exhibition highlighting water conservation
- \*Waste Disposal awareness program
- \*Laboratory waste disposal system introduced
- \*Talk on Fostering scientific temper with special emphasis to environment by Dr. T.V Sajeew, KFRI
- \*Film show Eravikulam: A Slice to eternity
- \*Inter departmental pencil drawing competition on the topic Light Pollution and Energy Conservation

7.5 Whether environmental audit was conducted? Yes  No

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

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

## 8. Plans of institution for next year

- NAAC Reaccreditation 3<sup>rd</sup> cycle
- Introduction of M.Sc. Chemistry and Botany
- Initiation of BSW and BBA
- Introduction of skill oriented ASAP foundation course
- A mega fair involving all stake holders for constituting a student welfare fund
- Seminars and workshops
- Student entrepreneurship programme
- Academic extensions and Outreach programmes
- Conduct Entry level test
- Staff development programmes
- Student development programmes
- Introduction of online test
- Eco-friendly initiatives

Name \_\_\_\_ *Dr. Josephine Joseph* \_\_\_\_

Name \_\_\_\_\_ *Sr. Dr. Jacintha C.C* \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**ANNEXURE I**  
**ACADEMIC CALENDAR 2013-14**

DATE	ACTIVITY
	<b><u>JUNE 2013</u></b>
1	Orientation Programme for teachers
3	Reopening Day  Classes start for 3 <sup>rd</sup> and 5 <sup>th</sup> semester U.G, 2 <sup>nd</sup> and 4 <sup>th</sup> semester P.G
5	World Environment Day Celebration  IQAC Meeting  Awareness Programme on Waste Disposal
6	General Staff meeting
7	Interdepartmental Pencil Drawing Competition  Holy Mass
9	Retreat for III DC catholic students and Value Education Class for non-catholic students
10	IIIDC classes start
13	Feminine napkin vending machine installation
14	Joint meeting of Council & IQAC

19	Academic Audit of Department by IQAC
21	Catechism Orientation Session for catechism teachers and catholic students
24	Talk on Spatial Cognition in Climbing Perch
<b>JULY 2013</b>	
2	Exhibition on “Monsoon Diseases-Its prevention and Treatment”
3	St. Thomas Day, (Holiday)
4	Orientation Programme for students Inter-departmental Power Point Presentation Competition University practical exams start
9-12	Bridge Course for I B.Sc. students
11	Visit to Oushadhi and a Talk on Medicinal Plants for I DC Botany students
12	Essay and Speech competition for students in connection with the Feast of Blessed Eupharisa
15	Holly Mass Feast of Mother of Carmel



	Career Guidance class for Computer Science students
16	Vanamahotsava Week Celebration
25	Freshers' Day Celebration
26	Council Meeting  Debate on "The Perfect Age for marriage "  World Breast Feeding Week celebration  Hardware Awareness Class for IDC Computer Science students
27	Chetana Extension classes for UG English students
30	Hindi Day Celebration
31	Microbiology Association Inauguration
<b>AUGUST 2013</b>	
1& 2	UGC Sponsored National Seminar "Narratology of Harvesting: A Comparative Study"
5	Chemistry Association Inauguration
7	Street play in connection with Hiroshima day  Computer Science Association Inauguration and a Talk on Artificial Intelligence

11-15	Retreat for II DCatholic students
12	Send off to outgoing P.G students
13	Council meeting
14	Seminar for B.Sc. Chemistry students on “Career opportunities for science graduates”  General Staff Meeting  II <sup>nd</sup> semester MSc. university exams start
15	Independence Day Celebration
20	First internals start  Sadbhavana Day  Chem-Expo-2013
21	College Feast  Holy Mass
23	St. Mary’s Square Outreach Sponsorship Project Inauguration
26	Council meeting

27	Add on Course: Communicative English starts
28	National Sports Day Celebration
29	50 <sup>th</sup> Anniversary Celebration of Martin Luther King Jr.
30	IQAC Meeting  Association Inauguration of Commerce  Association inauguration of Mathematics and Talk on “ <i>Mathematical Thinking and Opportunities in IIT</i> ”
<b><u>SEPTEMBER 2013</u></b>	
1	Inauguration of “GREEN THRISSUR” Project
2	Magazine Release and Library Club Inauguration
3	Road and Safety Club Inauguration
5	Teachers day Celebration – <i>Gurudakshina</i>  College Union Election
10	Mushroom Cultivation Demonstration and Spawn Sale

11	Exhibition "COMMEX - 2013"
12	Onam Celebration  Inauguration of medicinal plant distribution to staff and students  College closes for Onam Holidays
17	Inauguration of N.S.S 7 Day Camp
23	College Reopens after Onam Vacation
25	1MSc. Classes start  Workshop for school teachers  Exhibition on BioScience
27,28	Calicut University Swimming Championship
28	National Sports Day
<b>OCTOBER 2013</b>	
1	Council Meeting
7	Inauguration of English Association and Literary club

8	Toppers Day Celebration  Psychology Association Inauguration
9	Splash 2013- Exhibition on Water Conservation
10	Council Meeting  State Level Seminar “Startup Village and Entrepreneurship in Kerala”
10,11	Calicut University Kabaddi Championship
17,18	Calicut University Kabaddi Championship
17	Cookery Show by Alumni  Value Education Programme for 1 <sup>st</sup> D.C students
19	Viva –voce for P G History students
21	Cleaning Day in connection with Gandhi Jayanthi  Sanskrit Day Celebration
22	Second internals start
24	District Level National Children’s Science Congress

	Debate on Human Rights in connection with U N day
27	Free Medical Camp by Elder St. Marians
28	Viva voce for IV Sem M A history
30	“Shoot an idea 2013” entertainment cum competition program by Kappa T.V
31	Calicut University Hockey Championship  PAN Card Service Camp  Rosary Procession
<b><u>NOVEMBER 2013</u></b>	
1	<i>Kerala Piravi Celebrations- Aayiram Kanthari Poothirangi</i>  IQAC meeting  Calicut University Hockey Championship
8	Quiz Competition
11	Exhibition on Kerala Women through the Ages
15	Inauguration of History Association  Skit Competition in connection with <i>Viswasa Varsha</i>

18	Medical Camp in association with Alumnae
21	Ankanam Sahithya Award Day
23	CSS visit to Mercy home and Peace home
25,26	Life guidance classes for III DC student's
26	<p><b>"MAA Focus"</b> - Inter collegiate Mathematics Exhibition</p> <p>'Rashtra Ekta Sandesh Yatra' Motor Cycle Rally</p> <p>College Literary Competitions</p>
27	<p>Industrial visit to MILMA, Thrissur Diary, Thrissur</p> <p>General Quiz Competition by Career Guidance Cell</p> <p>Orientation Program on Career Entrance in Multinationals</p>
28	<p>II &amp; IV sem classes begin</p> <p>Two day Workshop on "Enhancing Research Skill" for Computer Science researchers</p> <p>Interactive session on the topic 'Faith And Challenges ' with Dr. Paul Pulikkan Director, Christian Chair, Calicut university</p>

29	Workshop on Stress Management
30	Study holidays for III Sem begins
<b><u>DECEMBER 2013</u></b>	
1	Calicut University Athletics Championship  AIDS Awareness Programme
2	World AIDS Awareness Programme  Poster making, Collage competition  World Computer Literacy Day Celebration and Procession  Calicut University Athletics Championship
3	Flash mob-Message against Discrimination towards AIDS infected people  Model exam of III SEM  Calicut University Athletics Championship  Orientation Class for I DC students



	Life Guidance Classes for 1 <sup>st</sup> D.C  Council Meeting
4	Sr.Rani George Endowment Lecture and Inter Collegiate Paper Presentation and Poster Presentation Competition
6	Research Motivation Programme  Class for IIIDC on Research Methodology  Council Meeting
8	III SEM Exams begin
9	GEM of St. Mary's Contest  A Talk on "100 years of Bohr's Model of atom"
11	Research Motivation Seminar by Dr. Vidhya Ramaswami
12	World Mountain Day Celebration  IQAC meeting
13	Talk on Biodiversity of Western Ghats  Christmas Message

	Nelson Mandela Remembrance
18	Christmas Day Celebration
19	“Simultaneous Chess Competition”  Christmas Celebration of staff  General Staff Meeting
20	College closes for Christmas Holidays
30	College reopens after Christmas Holidays
31	DAYA SPARSHAM- Honouring Dayabhai, the Social Activist
<b><u>January 2014</u></b>	
1	Principal’s Feast
6	Talk on Bl. Chavara
8	General Staff Meeting
9	A Two day Workshop on “Digital Age Pedagogy -Perspectives and Prospects“  Talk on Employability Enhancement for BCA students
10	Ask the Doctor

	Exhibition and Sale of creative articles
13	Fine Arts Club Inauguration
17,18	College Fine Arts Festival
22	One-day IT Workshop for Differently abled children at BRC Ollukkara  Calicut University Judo Championship
23	"FINK CLUB" Inauguration  World Savings Day Celebration
26	Republic Day Celebration  Alumnae meeting
27	Calicut University Power Lifting Championship  Inauguration of Certificate Course on “Good Laboratory practices”  Orientation on Smart Class Room Pedagogy  “Gifted Hand” Competition

	A Talk on Interior Architecture and Design
28	Blood Donation Camp by Dept. of Biotechnology in collaboration with IMA  Calicut University Power Lifting Championship
30	Invited talk on Cancer Awareness by Dr. V.P Gangadharan
30-2	D-Zone Arts Festival
30-4	Cancer Awareness Week
<b>FEBRUARY 2014</b>	
1	Study holidays for II sem students begins  Career Guidance Programme
4	Calicut University Weight Lifting Championship  Council Meeting  Prathibha Day

5	General Staff Meeting
6	Exhibition on 'Cancer ' in connection with World Cancer Day
7	Calicut University Yoga Championship'  University Exam for 1st Sem MSc students start
10	Birth anniversary of Bl. Chavara Kuriakkose Elias
12	Inauguration of Department Certificate course "LEAP"  Inauguration of SAMVAD
12-24	National Science Day Celebration by Dept. of chemistry
13	IQAC meeting
14	Catechism Annual examination
17	Final Round of Cookery Competition  Career Guidance Class for B.C.A students
18	Second Sem MSc classes start  Homely Food Fest

	'MY STAMP' Exhibition
19	Sports Day Celebration  Food Fiesta
19	Inauguration of three day Computer literacy Workshop for <i>AMMA SANGAM</i>
21	Inauguration of Organ Donation Programme, Santhwana Sparsham  International Mother Tongue Day Celebration  Valedictory of Three day Computer literacy Workshop for <i>AMMA SANGAM</i>
24	Screening of Documentary film on Environment Awareness
26	IQAC meeting
28	Talk on ornamental fish
<b><u>MARCH 2014</u></b>	
1	PTA General Body Meeting
4	College Social  Prathibha day

6	College Day
7	College Send off
10	"ACACIA" Environmental Programme  "FEMESSIONALS - 2014" Inter departmental Fair
11	General staff meeting
13	Women's Day Celebration by Dept. of English
18	General Staff Meeting
20	World Sparrow Day Celebrations
21	Preliminary Round of Science Quiz on Water Conservation  Essay Writing Competition on the topic "Water water everywhere, not a single drop to drink"  Publication of 'Kerala women through the ages'  Postal Stamp Exhibition in association with Postal Division Office, Thrissur
24	Final Round Of Science Quiz on Water Conservation
31	College closes for Summer Holidays

<b><u>APRIL 2014</u></b>	
4	Practical Model
7	Practical Model
8	Project Viva Model
24	University Practical Exam
25	University Practical Exam
30	University Project Viva  Inauguration of 21 day ASAP Residential Training Programme
<b><u>MAY 2014</u></b>	
20	Valedictory of 21 Day ASAP Residential Training Programme



**ANNEXURE- II**  
**FEEDBACK ANALYSIS**

Feedback is taken from all the stakeholders- students, parents, alumni, employers and teachers- annually and it is analysed 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, programme and curriculum is maintained in the departments. The feedback is evaluated and necessary action is taken by the Heads of the Departments. 60.2 percent of the students have marked the institution, programmes and curriculum as very effective. A feedback on the office and infrastructure is also taken from the teachers. Parent, alumni and employer feedback are also taken and analysed annually. The main suggestions put forward by the stakeholders

- Infrastructure expansion to get additional classrooms
- Additional skill acquisition short term & degree courses to be introduced
- Constitution of a Student Welfare Fund

Suggestions implemented

- A Student Welfare fund is being constituted under the initiative of all the stakeholders of the college
- Two B.Voc degree courses are being introduced

## ANNEXURE III

### **Best Practice- I**

#### **Title of the Practice**

Maintenance of RET Garden

#### **Goal**

The aim of maintaining a RET Garden is to conserve and protect rare, endangered and threatened plants

#### **The context**

Plants are a vital part of the world's biological diversity and an essential resource for human well-being. Besides the crop plants that provide our basic food and fibres, many thousands of wild plants have great economic and cultural importance and potential, providing food, medicine, fuel, clothing and shelter for vast numbers of people throughout the world. Plants also play a key role in maintaining basic ecosystem functions and are essential for the survival of the world's animal life. Plants are endangered by a combination of factors: over-collecting, unsustainable agriculture and forestry practices, urbanisation, pollution, land use changes, and the spread of invasive alien species and climate change. It is estimated that between 60,000 to 100,000 plant species are threatened worldwide. When a species is lost entire genome is lost. So it is high time to adopt measures for the preservation of endangered plant species.

#### **Practice**

RET Garden established in the College in the year 2009, in collaboration with M.S. Swaminathan Research Foundation, Wayanad, initially contained 16 species of woody climbers belonging to rare, endangered and threatened status. The garden is expanding every year with addition of new species facing the threat of extinction. The garden now contains about 96 red listed plants from South India that include herbs, shrubs and trees.

#### **List of plants in RET garden**

1. <i>Erycibe paniculata</i>	25. <i>Ficus recemosa</i>
2. <i>Sarcostigma kleinii</i>	26. <i>Alangium salvifolium</i>
3. <i>Gymnema sylvestre</i>	27. <i>Gloriosa superba</i>
4. <i>Hippocratea obtusifolia</i>	28. <i>Coscinicum fenestratum</i>
5. <i>Spatholobus parviflorus</i>	29. <i>Premna latifolia</i>
6. <i>Connarus monocarpus</i>	30. <i>Pogostemon pacholi</i>
7. <i>Aspidopterys canarensis</i>	31. <i>Aristolochia indica</i>
8. <i>Bauhinia phoenicea</i>	33. <i>Woodfordia fruticosa</i>
9. <i>Beaumontia jerdoniana</i>	34. <i>Vitis quadrangularis</i>
10. <i>Caesalpinia spicata</i>	35. <i>Datura stramonium</i>
11. <i>Derris brevipis</i>	36. <i>Tinospora cordifolia</i>
12. <i>Kunstleria karalensis</i>	37. <i>Calophyllum inophyllum</i>
13. <i>Salacia beddomei</i>	38. <i>Couripita guinensis</i>
14. <i>Spatholobus purpureus</i>	39. <i>Aporosa lindleyana</i>
15. <i>Strophanthus wightianus</i>	40. <i>Strychnos nux vomica</i>
16. <i>Decalepis hamiltonii</i>	41. <i>Anthocephalus kadamba</i>
17. <i>Terminalia chebula</i>	42. <i>Creteva religiosa</i>
18. <i>Pterocharpus santalaum</i>	43. <i>Puthranjiva roxburghii</i>
19. <i>Kaemferia rotunda</i>	44. <i>Operculina turpethum</i>
20. <i>Gmelina arborea</i>	45. <i>Cymbopogon flexuosus</i>
21. <i>Cinnamomum camphora</i>	46. <i>Quassia indica</i>
22. <i>Oroxylum indicum</i>	47. <i>Antiaris toxicaria</i>
23. <i>Pterocarpus marsupium</i>	48. <i>Adenanthera pavonia</i>
24. <i>Syzygium cumini</i>	49. <i>Hiducarpus laurifolia</i>

50. Citrus medica	77. Coclospormum religiosum
51. Sali teresperma	78. Curcuma caesia
52. Sapindus tripholiate	79. Aphanamixis polystachya
55. Acacia instia	80. Comiphora mukil
56. Ipomoea mauritiana	81. Adenia hondala
57. Adena hondala	82. Kamferia rotunda
58. Millingtenia hortensis	83. Prunus roxburgi
59. Embelia ribes	84. Curcuma aromatic
60. Mentha gravensis	85. Acorus calamus
61. Hopea parviflora	86. Steriospermum colais
62. Thottea siliquosa	87. Tylophora indica
63. Strophanthus wightianus	88. Kigellia pinnata
64. Ficus carica	89. Pittosporcum tetraspermum
65. Acacia leucocephala	90. Croton tiglium
66. Oscimum zeylanicum	91. Holoslemma adakodiem
67. Nervilia anagona	92. Wichania somnifera
68. Thespesia populnea	93. Ruta graveolens.
69. Ficus mysorensis	94. Pimenta officinalis
70. Heliclerus isora	95. Aegle marmelos
71. Feronia limonia	96. Trichopus zeylanicus
72. Piper bettle	
73. Calophyllum tanentosum	
74. Symplocos recemosa	
75. Piper chaba	
76. Curculigo orchioides	

**Evidence of success**

Established in the year 2009, RET garden is maintained in good condition and is expanding every year with the addition of new plants. Teachers and students from the neighbouring institutions visit the garden as part of their curriculum. Garden is providing material for the project work of faculty, students and research scholars from both inside and outside the college.

**Problems encountered and resources required**

Since the Institution is situated in the centre of Thrissur town, the major constraint faced in the implementation of the practice is lack of space.

**Resources required**

Plants for the initial setting up of RET garden were provided by M.S.Swaminathan Research Foundation, Wayanad. For further expansion of the garden, plants were collected from different nurseries, and also from wild and local places. Expense for the programme is met from the association fund and fund from Oushadhi. A portion of fund released by KSCSTE for the execution of “Know plants and Grow plants” project is also utilized for the maintenance and expansion of the garden. Manpower for the implementation of the programme is provided by the gardener and students of the department.

## **Best Practice- II**

### **Title**

Blood Donation Camp

### **Goal**

The goal of this practice is to create awareness among the staff and students, as well as the public about the importance of blood donation. Our motto is “Give blood and save lives”

### **The Context**

The importance of availability of blood for accident victims and in times of emergency medical situations is very great. Sometimes the blood donated can save the life of a patient. So it is very essential to teach the younger generation the importance of blood donation.

### **The Practice**

Every year the Department of Biotechnology organizes a Blood Donation Camp in collaboration with IMA. A team of doctors and support staff from the IMA are present in the campus throughout the day for the process. An awareness talk on “Anaemia and Related Issues in Women” is given to the staff and students two weeks before the camp. This gives them an awareness on diseases in women, their symptoms and the ways to increase haemoglobin count. The haemoglobin count of the donor is checked and only the blood of those who have a haemoglobin count of 12 and above is collected. Blood group identification is also carried out. Talks on blood related topics like genetic diseases, AIDS and social issues regarding blood donation are also organized in connection with the Blood Donation Camp.

### **Evidence of Success**

The number of donors has been increasing every year. Students with rare blood group were identified and their help sought during emergencies. Even the alumnae have been called upon to donate blood to accident victims.

### **Problems Encountered and Resources Required**

One of the challenges faced was that most of the blood donors, especially our students, were found to be anemic and with less haemoglobin count. So it was difficult to get a good number of donors. Another problem encountered is the lukewarm participation of public. To improve this practise the department needs more revenue and resources for publicity as well as modern quick and accurate test methods like biosensors and the facility to include more types of free blood tests.

### **Notes**

This practice has been an eye opener as it has revealed undoubtedly the anemic condition of the students of the college. The College and the Department of Biotechnology have been organizing Awareness Talks on the importance of a good diet which includes minerals like iron and calcium. The College Canteen has been asked to provide healthy food and minimise the fast and junk foods offered.

**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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