



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

ST MARY'S COLLEGE

ST. MARYS COLLEGE, COLLEGE ROAD, CHEMBUKAVU, THRISSUR -680020
680020

<https://www.stmaryscollegethrissur.edu.in/>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Though St. Mary's College holds the unique status of being the first women's college of Thrissur district, it has never rested on its past laurels and has made giant strides to keep pace with the revolutionary changes taking place in the field of higher education in India and globally. The CMC nuns pioneered into the field of higher education and established St. Mary's College in 1946 with the objective of empowering the women of Kerala through education. The institution has moulded generations of women who are conscious of their privileged position and their duty to serve the society and the nation. The College has a chequered history from 1967 to 1979 as the College was bifurcated and St Mary's offered only Pre degree courses. The College regained its former glory with the introduction of UG and PG programmes since 1979 and now offers 12 UG, 2 BVoc, 10 PG and a Ph.D programme in Mathematics. Realizing the potential of digital learning the institution provides platforms for imparting digital skills to the students. The College also functions as a Community College offering opportunities for life-long learning. The progress of the institution in the field of research in the past five years has been phenomenal. The establishment of the Interdisciplinary Marian Research Centre and Incubation Centres has aided the rapid development of research facilities. It has overcome the main obstacle in its growth which is space constraint through maximum and effective utilization of the available space with the help of modern technology. The institution caters to the holistic development of students by providing opportunities for enhancing their talents and skills through curricular and extracurricular activities. The College was adjudged the Best Women's College in Sports in the University in 2018. The College has always been in the forefront in its commitment to the society especially the under privileged. The College has been a part of the MHRD programme -Unnath Bharat Abhiyan, and has adopted 5 villages. The College has initiated and internalized a number of healthy and best practices that have contributed to academic excellence and overall sterling performance 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 service to society and mould them as responsible citizens.

Mission

We envisage to realize our vision by:

- Imparting affordable, inclusive and quality education
- Nurturing research aptitude and inquisitiveness
- Enhancing intellectual, emotional and spiritual quotient
- Instilling social commitment and ensuring sustainable development
- Promoting gender equity and women empowerment
- Fostering and updating skills for employability

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- 75 years of Women Education
- Qualified & competent faculty
- Social extension initiatives
- Easy approachability
- Inter disciplinary research
- Incubation centres
- Activities under UBA
- Sports achievements
- Skill Enhancement, Certificate and value added courses
- Effective feedback system
- Swayam MOOC courses by faculty and student MOOC enrolment
- Swayam NPTEL Local Chapter
- Faculty Publications
- Student centred teachinglearning
- Value education
- Transparency in admission
- Inclusivity
- Continuous Evaluation
- Excellent library facilities
- Central computing facility with internet & intranet
- Registered and Vibrant alumnae Association
- Effective leadership by management
- Digital Library
- Good Academic performance
- Fund from RUSA, DST, KCSTE, UGC and Industry
- Spacious Health Hub
- Sports infrastructure.

Institutional Weakness

- Constraint of Space
- Large number of self - financing Programmes
- Less number of research centres and PhD guides
- Time constraint in organising more activities and programmes
- Financial constraints

Institutional Opportunity

- Fully Solar powered campus

- Campus recruitment drives
- Faculty and Student Exchange
- Innovative programmes in bio sciences
- Establish Animal Tissue Culture Lab
- Academic ERP
- Enhanced Collaborations
- Promotion of communication and leadership skills among all students

Institutional Challenge

- Funded projects by faculty
- Delay in end semester exams
- Increased demand for professional courses
- Socio- Economically backward students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College takes utmost care in delivering the curriculum in the most effective and systematic manner. An **Academic Calendar and an Action Plan** are prepared at the onset of the academic year based on the University Academic Calendar. The College offers 12 UG, 10 PG, 2 B Voc and a Ph.D Programme. In addition, two UGC Add On programmes and 159 Skill Enhancement, Certificate and Value Added courses were offered to equip the students with additional skills. A student is equipped with a minimum of 2 certificate courses at the time of graduation. Certificate courses are mandatory for I UG and III Sem UG. Some Departments also offer certificate courses for V UG and PG programmes. 1254 students have participated in various certificate courses in 2019-20. All UG and PG Programmes offered are based on CBCS/Elective Course system. Open, Electives and Complementary Courses give the students a wide range of options to choose from. Topics of current relevance like Gender, Environment, Human Values and Professional Ethics have become a part and parcel of the syllabus of all Programmes. Project work is mandatory for all Programmes and innovative projects are undertaken. Linkage with industries, field trips and internships help the students earn first-hand knowledge and practical training. Interdepartmental and Intercollegiate programmes, competitions and exhibitions are organized which echo the spirit of gender sensitization, environment protection, observation of human values and the like. Various programmes are organized to sensitize the students and make them responsible and responsive to social issues which form the broader part of the curriculum. College offers Value Education Courses certified by Institute of Christian Chair, University of Calicut. To improve the transaction of the curriculum, feedback on curriculum is taken at regular intervals from all students, faculty, alumnae and parents. Feedback is consolidated, evaluated and action is taken and displayed on College Website.

Faculty have served as question paper setters, and have participated in the evaluation process of the University of Calicut as well as various autonomous Colleges under the University. Faculty have also contributed towards curriculum designing as members of the various Boards of Studies.

Teaching-learning and Evaluation

The College has a transparent admission process. To encourage diversity in our student profile, students from backward communities, minorities etc. are admitted according to Government and University rules. Students with excellent academic credentials as well as first generation learners from disadvantaged sections of the society seek admission to the institution. There is a great demand for our programmes due to the disciplined atmosphere, good academic output and atmosphere conducive to learning that is prevalent in the campus. The average enrolment rate is 93.35.

Learning is made student-centric by making it experiential, participatory and interactive through group discussions, field survey/field visits, role play, peer teaching, research institution visits, capability enhancement initiatives like debates, quiz, and so on. Enrichment and Bridge Courses for bridging the gap in the subject knowledge of the newly admitted students. Slow and Advanced learners are identified through Entry Level Tests and Graduate Aptitude Tests and appropriate measures are taken. Walk with Scholar/ Be with Scholar and Scholar Support Programme/Scholar Assistance programme are initiatives which cater to the betterment of advanced and slow learners respectively. Tutorial and Mentoring address the academic and personal needs of the students. The Mentor Mentee ratio is 20:1. Evaluation is based on attainment of POs, PSOs and COs which is displayed on College Website and communicated to students by faculty. Evaluation is done in a time bound and transparent manner and the result is displayed on the student notice board. In case of any grievance students may approach the Grievance Redressal Cell. Grievances relating to University results are solved by intimating the University and remedial measures being taken. The average pass percent for UG and PG Programme during the period is 87.6.

The teachers are highly competent and adopts various innovative measures for effective curriculum delivery. 27.12 percent teachers are PhD holders and all teachers update themselves by attending seminars, workshops and conferences. College is well equipped for ICT based teaching-learning and a large percentage of the faculty have developed various e resources and have effectively transacted the curriculum online through Google meet, Marian Webisode, Blogs, D space and MOOC platforms.

Research, Innovations and Extension

Research, innovations and extension were given much importance during the post accreditation phase. Currently there are 6 research guides in various disciplines and 17 research scholars for Ph.D in Mathematics. Establishment of Marian Centre for Advanced Research fosters Research Support Services and Internship Programs. Inexpensive products to enhance agricultural outputs-SMCNPK18, MECSMC11, GEMS14, VERMITOL, VERMIQUIL and products developed for Yuva Mastermind Competition has won accolades from various agencies. 50 lakh FIST Research grant and 6 SWAYAM MOOC projects were sanctioned during the period. Grants were received for 24 projects. N LIST provides e-access to digital content. 109 UGC approved Journal publications, 131 Books, book chapters and conference proceeding, 318 Collaborations and 41 MoU and faculty membership in editorial board provides enriching research experience.

Innovative ecosystems like **Marian Agri Nursery, Udyammithra, Mushroom cultivation, Butterfly gardening, fish culture, Amity Media centre, Nisarga and Haritham, MIRTIC**, enables transfer of

knowledge. Annual Marian Monsoon Fest promoted student entrepreneurship and welfare

Extension programs facilitated cent percent involvement of students. Principal and faculty has won laurels for extension activities. Activities at Kolazhy Panchayat has earned National *Panchayat Award* 2019 for the Panchayath.

UBA initiative fostered lab to field programs in 5 Panchayaths, Know the plant, grow the plant, Home for Tender Wings and *Swastha Shudhi* program of KSCSTE could create a milestone effect.

Swatch Bharath Internship, *Karunardram*, Marian Community Employment Generation Program, **Flood relief activities** including distribution of 50000 litres of drinking water from own water source and Post traumatic counseling are commendable initiatives

Infrastructure and Learning Resources

The College is located in the heart of Thrissur City on 3.19 acres of land. In addition the College has a Sports land (1.86 acres) with multi games facility at a distance of 1.5 Km and an extension Centre of 0.167 acres within a distance of 1.4 Km. There are 67 well-furnished classrooms and 2 exam halls with sufficient resources. All classrooms are ICT enabled with Smart board facility in 17 classrooms

The College has two Auditoriums – Marian Auditorium with a seating capacity of 2000 and Jubilee Hall with a capacity of 910. In addition there 3 air-conditioned Seminar Halls/Audio Visual Rooms- St Chavara Theatre, St Joseph's and St Euphrasia Seminar Hall and a non a/c Leopold Seminar Hall providing ample space for various academic. For recreation and cultural activities there are an **Indoor Games Zone, Kalajyothi Open ground, Gandhi Park and Leisure Bower.**

There are 8 Labs for Biosciences, 3 for Physical Sciences and a Psychology Lab. A Research Lab with Computer facilities serves the Research scholars of Mathematics Department. College has 2 Computer Labs for Computer Science students and a Browsing centre and a Computer Centre to provide internet facilities to all students. Multimedia and Software Development Labs meet the requirements of BVoc programmes. All Departments are equipped with computers, printers and with internet and intranet facilities. There are 342 computers for teaching, learning, research and administration. Language lab facility enriches the language skills of students. Media Centre and Recording Room offers facilities for recording and e content development. Departments of History, Botany, Zoology, Computer Science and Vocational Studies have their own Museums. The modern, well-furnished, neat and comfortable Hostel of the College can accommodate 255 students

The College has a fully automated library with KOHA software and has wide collection of books (49007 (Print) and 91364 e-Books) and journals (6200 e journals and 108 (Print)). Library D Space is equipped with previous years question papers, model question banks and e content of the faculty. College is a member of NList for e books and Daisy Forum for audio books for the blind.

Student Support and Progression

The College has been catering to the needs and requirements of the students of different sections of the society

and with different abilities by offering scholarships, financial support and freships. Apart from Government aided scholarships and other financial support, the College has the institutional practice of offering scholarships, freships and financial support to the deserving. Academic endowments and prizes are given every year to the achievers at various levels.

The activities of 2 units of NSS, 1 unit of NCC, Department Associations, Clubs and Forums provide ample scope for students to participate in different curricular, co-curricular and extracurricular activities and develop their skills and talents. Our Sports stars are known for their glittering performance in International, National, Interuniversity, State and Intercollegiate competitions. Training and financial support is given to students to participate in various competitions at various levels. College has organised a number of extracurricular and sports events.

Career Guidance and Placement Cell and departments organizes competitive exam coaching, career guidance sessions, career counselling and placement initiatives. Competitive Exam coaching is given for all III sem UG students Capacity building and Skill Enhancement sessions are organised continuously. Daily morning Meditation sessions, English Speaking Day are practiced by all students and staff of the Campus.

34 percent of the UG students progress to post graduation and related programmes. Students are motivated and guided to write various competitive exams and placement within and outside the campus. College Union election is held in parliamentary mode and all students participate in the process. Students are represented in important academic and administrative bodies. There is a set of representatives from each class for different activities.

College has a transparent mechanism of settling the grievances. Students are free to voice their grievances through grievance Redressal Cell, Anti Ragging Cell and Internal Complaints Committee. SC –ST Cell, OBC Cell guides the students for the scholarships and other academic pursuits.

The Alumnae Association was registered in 2019 and College is proud of its active and vibrant alumnae who organize, support and participate in the activities of the College. They contribute extensively to the College academically, physically and financially.

Governance, Leadership and Management

The College is a missionary institution with a well-defined Vision and Mission of empowering young women. The decision making body of the institution is the Governing Body which is assisted by two other Committees, the Education Committee and the Local Management Committee. Internal coordination is effectively implemented by the Principal in consultation with Vice Principal, the College Council and IQAC. The Management ensures participatory management with involvement of all stakeholders.

Faculty is being given charge of the various committees for staff and student development. The systematically organized hierarchical structure of the CMC Management ensures effective leadership at all levels of administration. The Head of the Department coordinates the activities of the department and represents the department in the College Council. The IQAC spearheads the developmental activities of the institution and works for the enhancement of the quality of the college. The IQAC also acts as a meeting point for all the stakeholders as it consists of representatives of the management, teaching and ministerial staff, PTA, Alumnae and College Union.

Submission of AQARs, Academic audits, Faculty and student orientations, Monsoon Fest, Mahitha Award, Sr. Dr. Rani George Endowment Lecture and Paper presentation competition, Ignite and Spectrum Multidisciplinary paper and power point presentation competition, IQAC student interactions, Entry Level and Graduate Aptitude tests are some of activities of IQAC. Faculty Development Programmes are organized every year Faculty are motivated to attend Faculty Development Programmes conducted various HRDCs and other institutions of repute. Performance of the staff is evaluated every year. College has participated in NIRF ranking since 2017 and has been placed at 55th position All India in 2017 and in the band 150-200 in 2018. Staff is given due respect and various welfare measures are provided for their support and enrichment. College undertakes various activities in tune to its strategic plan 2015-2025. As part of Platinum Jubilee, College has brought out Vision 2021, plan of action for its Platinum Jubilee Year. College has clear cut policy in mobilising financial resources and these resources are utilised optimally and subject to audits by various agencies.

Institutional Values and Best Practices

College though in heart of the city is full of greenery with RET, Herbal, Butterfly, fern and vertical gardens. College has formulated a Green Policy to ensure a green campus. The College has organized a number of activities within the campus and outside as part of the urge to conserve and preserve nature. Green audit was done in the campus in 2019 to evaluate the measures undertaken by the College in protecting the environment and limiting the use of non-renewable resources

50 KW solar power panels in College, solar lights in College and Hostel, solar water heaters, biogas plants, use of LED bulbs and various energy saving devices, sensor based energy conservation limits energy consumption and look forward towards alternate energy source. Excess electricity is supplied to the grid during holidays. Rain water harvesting at College and Hostel, effective maintenance of water bodies and waste water recycling through using of water for watering plants helps conserve water resources. College has supplied large volume of water to people of different panchayats during massive flood of 2018.

College is kept clean and all waste generated is effectively managed., incinerators biogas plants, vermi composting, waste water recycling, upcycling of damaged machines, reuse of paper and so on are some of the waste management strategies and ensures for bio diversity conservation. Chemicals and other wastes from the laboratories are treated well before disposing to cause minimal harm.

College always ensures inclusive environment and has always stood for meeting the constitutional obligations through celebrating various days, orientations, talks, interactions and its extension activities.

Gender equity and sensitisation is assured by various programmes, interactions with eminent women, activities of internal complaints committee. 24 hours security and CCTV camera assure security.

Divangjans are ensured maximum support through Assistance for Differently Abled Cell which guides and provides counselling to the students. These students are given due support in assessment and evaluation process.

As the institution was started when women education was out of reach for large sections of society, various new initiatives are undertaken for realising its vision and mission and meeting the core values.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST MARY'S COLLEGE
Address	St. Marys College, College Road, Chembukavu, Thrissur -680020
City	Thrissur
State	Kerala
Pin	680020
Website	https://www.stmaryscollegethrissur.edu.in/

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sr Magie Jose	0487-2333485	7034522563	0487-2334785	smctsr@gmail.com
IQAC / CIQA coordinator	Julie P. Lazar	-	9497221177	-	julieraju204@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes MINORITY CERTIFICATE.pdf
If Yes, Specify minority status	
Religious	Yes
Linguistic	No
Any Other	No

Establishment Details				
Date of establishment of the college	07-07-1946			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	University Of Calicut	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	14-11-1983	View Document		
12B of UGC	14-11-1983	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1617180600.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	St. Marys College, College Road, Chembukavu, Thrissur -680020	Urban	5.06	15087.58

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,History	36	Plus Two	English	68	68
UG	BA,Economics	36	Plus Two	English	67	67
UG	BSc,Mathematics	36	Plus Two	English	48	48
UG	BSc,Botany	36	Plus Two	English	40	40
UG	BSc,Chemistry	36	Plus Two	English	48	47
UG	BSc,Biotechnology	36	Plus Two	English	40	40
UG	BSc,Microbiology	36	Plus Two	English	40	40
UG	BCA,Computer Science And Applications	36	Plus Two	English	48	21
UG	BA,English	36	Plus Two	English	60	55
UG	BCom,Commerce	36	Plus Two	English	62	62
UG	BSW,Social Work	36	Plus Two	English	60	52
UG	BBA,Management Studies	36	Plus Two	English	60	46
UG	BVoc,Vocational Studies Software Development	36	Plus Two	English	50	42
UG	BVoc,Vocational Studies Multimedia	36	Plus Two	English	50	45
PG	MA,History	24	Degree	English	27	27

PG	MA,Econom ics	24	Degree	English	25	15
PG	MSc,Mathe matics	24	Degree	English	25	25
PG	MSc,Botany	24	Degree	English	17	17
PG	MSc,Chemis try	24	Degree	English	16	16
PG	MSc,Biotech nology	24	Degree	English	16	11
PG	MSc,Microbi ology	24	Degree	English	16	14
PG	MSc,Comput er Science And Applications	24	Degree	English	20	11
PG	MCom,Com merce	24	Degree	English	27	27
PG	MSc,Psychol ogy	24	Degree	English	20	20
Doctoral (Ph.D)	PhD or DPhi l,Mathematic s	0	Degree	English	4	1

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				43			
Recruited	0	0	0	0	0	3	0	3	2	41	0	43
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				60			
Recruited	0	0	0	0	0	0	0	0	5	55	0	60
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				19
Recruited	1	16	0	17
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				30
Recruited	2	28	0	30
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	3	0	3	26	0	32
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	57	0	60

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	11	0	12

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	1	0	0	0	1
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	183	0	0	0	183
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	661	7	4	1	673
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	82	77	67	73
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	16	12	3	10
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	390	303	281	277
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	122	113	135	96
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	240	227	245	293
	Others	0	0	0	0
Total		850	732	731	749

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
423	423	419	401	401
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
25	25	25	25	25

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2142	2016	2025	1929	1736
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
547	454	471	452	434

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
698	686	702	584	512

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
106	104	103	104	98

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
106	104	103	104	98

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 73

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
459.26	276.06	367.87	278.01	254.21

4.3

Number of Computers

Response: 89

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

St. Mary's College is affiliated to University of Calicut and follows the syllabi of the University. Even though the curriculum is designed by the University, the College takes utmost care in delivering the curriculum in the most effective and systematic manner. The Management takes initiatives for uninterrupted execution of the teaching learning process.

An **Academic Calendar and an Action Plan** are prepared at the onset of the academic year based on the University Academic Calendar. **Annual academic plan** is designed taking into consideration the effective curriculum delivery and transaction. The departments prepare their timetable and action plan according to College Calendar. The **general time table** is prepared by the Time Table Committee based on which the departments prepare the time table for the academic year. The **Heads of the Department in consultation with the faculty divide the syllabus** and allots it to each faculty according to their respective areas of specialization. **Departments discuss and plan teaching strategies** for the effective implementation of curriculum. Faculty prepare monthly teaching plan to organize the teaching process. **Seminars, Workshops and Expert lectures by subject experts are organized** to supplement the curriculum transaction.

An **Orientation is given to the parents and first year students** on the opening day of the UG and PG Programmes. **Internal exam is conducted in accordance with rules and regulations of the University** and with dates set by Internal Examination Committee. **Seminars and assignments are evaluated and assessment** is ensured by the respective course faculty. The College also **conducts seminars, workshops and orientations and provides the faculty practical training in modern teaching pedagogy** and them to introduce innovative methods to diversify the curriculum. The institution also **organizes seminars and other training programmes** to give better exposure to students and teachers. **Projects and internships** within and outside the syllabi provide practical insight. **13 Science Labs and 4 computer labs** ensure practical application of theory classes in an effective manner. Computer / Browsing centre provides space for students to update with modern developments in the disciplines. **Library** facilitates acquisition of in-depth knowledge. **Formal and informal feedbacks** are obtained from all the stakeholders on different aspects of curriculum and its transaction and remedial measures are undertaken wherever necessary to ensure that the stated objectives of the curriculum are achieved.

UGC Add On courses, ASAP and Certificate Courses are designed by the departments to help the students to acquire additional skills and enhance their employability. **Enrichment and Bridge courses** are provided to students to enable to adapt them to new courses. **Walk with Scholar/ Be with Scholar and Scholar Support Programme/ Scholar Assistance Programme** are aimed at enriching advanced learners and uplifting slow learners. **Interaction with experts** from academia and industry, **visits to industries, eminent institutes** for academics and research promote quality enhancement in learning

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The University provides an academic calendar to the institution at the beginning of every academic year. It includes the number of working days, holidays, schedule of end semester, internal assessment schedule and so on. College prepares the academic calendar and action plan based on University academic calendar and under the supervision of College Council. General time table is prepared Time table Committee. The Timetable Committee prepares a general timetable for the entire College and assigns periods for core, common, complementary courses, value education, and tutorial and association activities along with the room number for these activities. Department timetable is prepared in accordance with College general timetable. The main agenda for the first Council meeting, Staff meeting, Departmental Staff meeting, IQAC and others is the setting of action plan for the year. At the Departmental level, the Head of the Department in consultation with the faculty chalks out a schedule of activities for the entire academic year and evaluates the activities, programmes and performance of the previous year. Activities of different departments, clubs, cell and forums are organised in tune with the action plan of the College. Internal exam schedule is set by Internal Exam Committee and the dates for submission of question papers, valued answer scripts are pre notified. The dates for submission of assignments, presentation of seminars for each semester is planned and informed to the students by the course faculty in accordance with the set academic plan. Any change in internal exam schedule on account of rescheduling of University exam is informed to the students as early as possible. College has prepared a policy of conducting continuous evaluation based on the regulation by the University and detailed calendar for internal assessment is provided to the faculty. The internal assessment tests are conducted twice each semester. One test is conducted department wise and other test is conducted at college level. Second Internal Examination is conducted according to the pattern set by University. Class tests, oral question answer session, classroom interaction form part of internal assessment.

Projects are evaluated and internal viva is held in the format prescribed by the University. Suggestions and guidance are given for successful completion of projects.

Internal exam schedule comprises of announcement of dates of exam, question paper submission, return of valued answer scripts, verification and display of consolidated internal mark sheet on notice board and verification by students before uploading to University website. The College functions effectively on basis of academic calendar and any change is approved by College Council and respective Committees.

File Description	Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 25

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 159

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
34	36	32	31	26

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 57.18

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1254	1269	1178	1033	915

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The College follows the syllabus of the university of Calicut hence has limited freedom in the choice of courses. However many courses in the programmes are linked directly or indirectly with the above area. **Elective courses** are chosen in the relevant areas whenever possible. 115 courses are taught in this period are related to gender, environment, human values and professional ethics.

The College offers **Certificate Programmes, Skill Enhancement Courses and Value added courses** to add skills and orient students towards Professional ethics. Most of **incubation centers** are closely associated with environment conservation and women empowerment.

All UG students are offered **course in Value education** certified by Institute of Christian Chair, University of Calicut. One hour is allotted for ethics session every week for UG and PG students. Value Education course and exam is conducted for PG students of college. **Three day annual Life Guidance Programme** is given to all final year UG and PG students.

Interaction with eminent women –entrepreneurs, social activists, educationalists, sports personalities literary figures and so on enlighten the students. **Various days of relevance** are observed to orient students towards issues of current relevance.

The various gardens, RET (Rare Endangered and Threatened Plant Garden), Fern , Butterfly Garden , Medicinal Plant Garden provide an enriching experience. **Nature camps and field visits** help students identify the realities behind environment conservation. Emphasis is given for various cross cutting issues in **UG and PG academic projects** which enables the academic community to get an insight on the real life practical situations.

Cultural events, talks, debates , discussions by Clubs, Cells and Forums are organized to enrich and empower students. Students are guided and motivated to **participate in various activities and academic competitions** within and outside campus on themes of gender, environment and human values.

College has partnered for a **short course -Learn to Design your own Solar Home System** as part of Energy Literacy Drive of Energy Swaraj Foundation. Of the 1517 participants, 995 were certified.

Environment Studies is offered as the audit course for I Semester UG students according to the revised UG Syllabus 2019. The College has prepared Question Banks and conducted sessions for giving awareness for the same.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 12

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
51	50	49	49	49

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 40.27

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 863

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 93.57

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
868	734	737	755	729

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
950	776	800	799	765

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 90.11

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
490	409	418	413	394

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Institution conducts **Entry Level Examination** and **Graduate Aptitude Test** to assess the learning level of students and to identify **advanced learners and slow learners**. College follows a **gift more and serve slow strategy** for the advanced learners and slow learners respectively.

For Slow learners

Scholar Support Programme (SSP)- initiated by Govt. of Kerala to uplift under-achievers by providing remedial classes, special training on life skills, external and internal mentoring.

Student Assistance Programme – are programmes designed to support and uplift the slow learners

Remedial Teaching - Slow learners are encouraged to overcome their academic drawbacks through measures like **simplified notes, personalized attention, attempting previous question papers and special classes** and **additional classes in vernacular languages**. **Retests, mock tests and viva** are conducted to make them feel at ease at assessment. **Models and useful animations** are used to simplify the concepts. **Mnemonic memory test** is conducted to sharpen their minds and inspirational video sessions are arranged for self- motivation.

Additional support and time provided for practical - To enable slow learners carry out the laboratory work at the same pace as regular students they are given additional support and time in the laboratory.

Peer Teaching- The peer leaders are selected from among the advanced learners and assigned a group of 4-5 students. They simplify difficult portions, provide study tips or points and monitor the slow learners by taking occasional test papers. Peer group competitions are conducted with mix of diverse categories of students.

For Advanced Learners

Walk with a Scholar (WWS) – funded by the Government of Kerala, arranges specialized internal and external mentoring programs for advanced learners and motivate them through visits to research institutions, talks by eminent personalities etc.

Be with a Scholar (BWS) - Various programmes to strengthen the advanced learners are included

Additional Online Certificate Course: Advanced learners are encouraged to acquire additional certification through courses offered by NPTEL, MOOC etc.

Learn Deep: Topics of contemporary relevance in and out of syllabus are assigned as seminars and assignments. Students are motivated to know about eminent personalities – historians, scientists and economists.

Guidance for higher education: Students are motivated and guided to attend various competitive exam both for employability and higher education. They are also provided with guidance for applying to various fellowships/scholarships.

Acquisition of Additional skill- Students are entrusted with organizing various programs of the College, conducting exhibitions, preparing question banks and making working models and supporting the junior students for client projects. Students are also involved in videotaping of current issues. Students are guided to maintain microorganism pure cultures and conducting experiments as part of consultancy works

Seminars, Workshop & Fellowship: Advanced learners are encouraged and guided to attend and present papers in Seminars, Webinars and Workshops. This creates awareness on latest developments in the field and promote research culture.

Research and Publications: Student are motivated to undertake research projects and internships outside the syllabus.

E content - Advanced Learners prepares e- content and audio notes for the class especially slow learners

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 20:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institution ensures that major part of teaching learning is student centric. Student centric methods that encourage independent learning skills and ensures direct practical experience.

Experiential Learning

Industrial visit / Field Trips/ Institution Visits/Economy visits are regularly conducted for hands on learning and direct experience

Students are taken on **Archeological Site Visits** and **Heritage Walks**

Visit and interactions with faculty at **Research Institutions** for developing research aptitude

Visit to the **Science Fairs and Heritage exhibitions** to develop scientific and historical temper

Opportunity to **visit IT companies /Banks** to understand the organizational structure and working

Visits to Television **channels** and to **watch selected movies.**

Students are encouraged to learn by working in the real world through **Internships**

Students are guided to do Projects based on primary survey

Participative Learning

Seminar presentations on topic in and out of syllabus to boost their confidence and inquisitiveness.

Paper and poster presentations are organized to encourage students

Students are encouraged to attend **Hands on Training Programme and Workshops** in various institutions

Real time demonstrations through certain **games** to enable students understand the concepts with clarity.

Students of Psychology visited various hospitals with Psychiatric Specialized wards and interacted with Psychiatrists, Clinical Psychologists, Social workers and Occupational Therapists

Various paper presentations and **exhibitions** are arranged in the campus

Students also organize quiz, group discussions and interactions.

Role Play/Drama, Historical Drama, debates, group discussion, round table discussions and Documentation

Students also **review articles, discuss contemporary economic issues** and make **economics news presentations**. Department of Economics conducts power point presentation **know an economist..** for students to get awareness of different economists.

Peer teaching enables a blend of individual and collaborative team work

Problem Solving

Students are encouraged to use their knowledge to solve problems they are expected to encounter in their life thus developing their problem solving skills. For example, students are trained in Fish farming, Fish breeding and rearing, Aquarium manufacture and sale, Food fish culture, Mushroom cultivation, rearing and release of butterflies, soap, bathroom cleaner, hand wash, pain balm etc. Students use a case study approach to thinking critically about issues, and devise and implement remedies for challenging management situations.

They also learn problem solving while carrying out research projects both within and outside the institution. For example, students of the Department of Microbiology carry out analysis of water samples and microbiological screening. Students of the Economics Department conduct surveys on socio-economic themes. Some departments of the College have an incubation centers.

ICT enabled Learning

To utilize online resources available, students are encouraged to participate in **Moodle** courses like **SWAYAM, NPTEL** etc. They also utilize our **college digital repository** for teaching learning process. For eg:- this gives students access to **E-Texts, Old Question Papers, Teaching Notes, Faculty Article, Research Papers, Thesis, Palm Leaf Collection etc., Subject extension video and additional websites** are also used. Subject related ICT enabled talks are also organized for students by experts in the field. Students also develop **e- content**. and present seminars using PowerPoint.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution ensures effective strategies to get tuned with the changing scenario in the teaching learning process. The advent of ICT has revolutionized academic community. Teachers today have to be equipped with for dealing with new generation of digital natives which necessitates the adoption of technology based teaching methods. The college ensures that its faculty adapt themselves to the changing needs. The college hones the professional skills of teachers through orientation programmes. The college has two computer labs, a Browsing Centre and a Computer Centre to provide internet facilities to all students.

The Wi-fi enabled campus provides an atmosphere conducive to virtual learning. All departments possess multiple desktops with printer and internet and intranet facilities. Smart board facilities are available in 17 classrooms and all classrooms are ICT enabled. The college has six ICT enabled seminar halls in which three are air conditioned. There are 342 computers for teaching learning, research and admiration. Language lab facility enriches communicative and soft skills of the students. E-content development and recording session are facilitated in media centre and recording room. The College has fully automated library with KOHA software and has a wide collection of books and journals (both print and e-text). The College is a member of NList for e-books and Daisy Forum for audio books for the blind. These facilities enrich the experience of teaching and learning.

Online platforms like MOOC, Moodle, YouTube Channels, Marian Webisode SWAYAM NPTEL, blogs, Google classrooms, Google Meet, WhatsApp, and Telegram are used by the faculties as modes of transaction of curriculum. E-contents Developed by faculties are made available at College Digital Library (D-Space) for students to refer. Students are introduced varied website like Pathshala, INFLIBNET, WordPress as additional Sources of information related to their curriculum. Class wise and Subject wise WhatsApp groups are created under the guidance of tutors and concerned faculty. These groups act as interactive platforms. A faculty coordinator, manages the overall functioning of ICT tools.

The college is the recognized Local chapter of SWAYAM NPTEL. Coursera Online Learning Initiative has been undertaken by the College since June 2020. Currently the Initiative offers over 2000+ Courses, offered by world renowned Universities and IITs, a candidate can study any number of courses at a time. Marian Webisode provides space for students and faculty to express their academic ideas and creative skills.

The College is enthusiastic in encouraging teachers to participate in various online courses which empower their teaching methodology with IT skills. Hundred percentage of teachers employ IT tools in teaching learning process.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed

academic year)

Response: 20:1

2.3.3.1 Number of mentors

Response: 106

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 27.12

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
33	31	27	26	23

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 4.99

2.4.3.1 Total experience of full-time teachers

Response: 529

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

As an affiliated college of the University of Calicut, the institution conducts the internal evaluation as per the guidelines provided by the university in a transparent and time bound manner. Internal assessment includes two internal tests, student seminars /viva voce/Assignment and attendance. Each of these components are assigned weightage in accordance with University regulations. All the students and their parents are made aware of the norms at the beginning of the academic year during the induction programme itself. These norms are also available in the college website.

Conduct of Examination: The Internal Exam Committee is responsible for the smooth conduct of the examination. In consultation with the College Council, the Internal Examination Committee sets the date for internal examinations. Any change in the conduct of the internal exam will be informed to the students at least one week prior to the schedule. The students are informed about the syllabus for internal tests by the respective course faculty. The Committee is also responsible for seating arrangements, invigilation duty, collection and distribution of question papers and answer sheets. All faculty members undertake invigilation and participate in the evaluation process.

CCTV cameras are installed in the examination halls and in selected class rooms to ensure transparency of the examination process.

Supplementary Examination/ Retest: In case a student is absent due to a valid reason or fails to obtain a minimum pass mark in an internal exam she will be given another chance to write the internal exam on a different date.

Evaluation & Declaration of Results: Internal exam results are provided to the students within 2 weeks for all core and complementary programmes and within 3 weeks for English and Language. The corrected answer scripts are also returned to the students to ensure fairness and transparency in the evaluation process. The students verify the results and sign against their respective marks. The results of the internal examination are also displayed on the student notice board for 5 working days before being uploaded on the university website on dates prescribed. The results of internal assessment are communicated to the parents during the Parents Teachers Meeting.

Assignments / Seminars are mandatory for all students. However, the type of Assessments is the discretion of the concerned faculty / departments. The **seminar** topic is assigned to the student well in advance so that they can prepare for their seminar in a timely manner. The marks for seminars are assigned based on their content, review work and presentation skills.

Grievance Redressal: In case of any grievance, students may approach the concerned faculty for clarification. If the student is not satisfied she can approach her Tutor or the Grievance Redressal Cell of Core department or the Principal for further clarification. Any common grievance relating to internal assessment may be forwarded to Internal Exam Grievance Redressal Cell at College level. They can also drop their complaints in the complaint box.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

College ensures that evaluation of a student is in a just and fair manner and no student is discriminated against. All the course faculty are involved in setting the question paper in accordance to University pattern, and participate in evaluation strictly following the norms. To ensure fairness and transparency, the corrected answer scripts are returned to the students so that they can verify personally that all the answers have been corrected and to cross check the totaling etc. Once the students are satisfied with the evaluation process, students sign against their respective marks. Internal assessment mark list are provided to the students within 2 weeks of conduct of exams for all core and complementary programmes and within 3 weeks for English and Language.

The consolidated results of the internal examination and assessment are also displayed on the student

notice board for 5 working days for verification before being uploaded on the University website. Stern action is taken against the department which fail to follow the above formalities and delay in timely uploading of internal marks. The results of internal assessment are communicated to the parents during the Parents Teachers Meeting.

Grievance redressal mechanism for internal assessment exam functions at three levels, Department level, at College level and at University level. In case of any grievance, students may approach the concerned faculty for clarification. If the student is not satisfied she can approach her Tutor or the Grievance Redressal Cell for further clarification. Any common grievance relating to internal assessment may be forwarded to Internal Exam Grievance Redressal Cell at College level. Students can also drop their complaints in the complaint box.

University examination related grievances like with old results, mass failures, non receipt of mark lists and so on are communicated through the Principal to the Controller of Examinations, University of Calicut

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Student centric learning is the order of the day and outcome based learning is designed for maximizing the knowledge and skills of students. Though the syllabi of the programmes are designed by University of Calicut, with preset outcomes, College has created various ways to enable students to familiarize and to attain the outcomes.

The College Council and IQAC has taken initiatives to set the POs, PSOs, and COs of various programmes offered at St. Mary's College, by imparting curriculum in an innovative way.

PG Programme Outcome

- Enables students to acquire and demonstrate skills in core disciplines
- Ensures competence to make a prospective career in industry and academia
- Motivates students to pursue research
- Effectively communicate scientific concepts, experimental results and analytical arguments with

- clarity and conciseness
- Groom students in various life skills
- Inculcate the analytical ability, research aptitude and skills for social and professional life
- Synthesis the acquired knowledge and experience for better understanding of core discipline

UG Programme Outcome

- Enhance ability for effective communication skills
- Develops critical thinking and problem solving skills
- Develop subjects specific skills including global skills and competences
- Provide sound academic base to develop advanced knowledge of core discipline
- Enhance ability to apply theory to daily life
- Develop scientific attitudes and values for rational reasoning
- Creates knowledge and understanding of major concepts, theoretical principles and practical knowledge
- Capable of self-paced and self-directed learning
- Develop national and international perspective for better career
- Develop holistic understandings of concepts and techniques of the core and complementary disciplines
- Generate employment and entrepreneurial skills

POs, PSOs and COs are displayed in the college website which facilitates the prospective students to have a view while seeking the admission to the programme. It also provides an awareness to the parents and employees.

POs, PSOs and COs are summarized to the students by the Head of the Department and concerned faculty during the initial week of the programme.

The outcomes are displayed on department notice board and a copy with description is given to all the students. A copy of syllabus and curriculum is also provided to the students.

Discussions on the outcomes are done periodically by class tutors in the tutorial hours. To realize the outcomes of the programmes, enrichment and bridge course are given.

New faculty is acquainted of outcomes and clarified of their queries during the department level staff meeting. Discussion are held to disseminate on the ways and means to enable to impart the curriculums, so as to achieve all the course outcomes.

Teaching plans are discussed and evaluated to impart subject matter and to evaluate the output, so that outcomes will be attained to the maximum. Feedback is collected at the end of the programme to assess to the attainment

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

Continuous evaluation is followed to analyse the attainment levels of POs, PSOs and COs both for UG and PG programmes.

EXTERNAL ASSESSMENTS

University End Semester Exam

Final attainment is evaluated on the basis of end semester examinations. Question papers are discussed prior the exams to get the students acquainted with the type and nature of questions. Review of results is done by the faculty to ensure the attainment of prescribed outcome. Level of outcome is classified on basis of grades scored by the student in various courses. Discussion with the students are done to identify the strength and weakness.

Project and Viva

Academic projects form part of University Syllabus for various Programmes. Projects are one of the effective means to reach and implement theory into real world scenario. The guidance from supervising faculty enables better performance. Viva is an integral part of project evaluation. It examines presentation skills, communication skills language proficiency and team work.

Internships

Internship form a part of curriculum for different programmes. Internships provide work experience, research experience and enables to put theory into practice

INTERNAL ASSESSMENTS

Class Tests /Oral Discussions

Class tests are conducted for continuous evaluation. Simplified portion enable students to learn well. Oral discussions also provide opportunities to identify their learning and memory skills and enhance confidence level.

Assignments

Innovative /out of the text assignments enhances inquisitiveness and enquiry. Assignments are evaluated on basis of rubrics which differs for different departments.

Seminars

It enhances presentation skills and bring forth innovative ideas in the relevant areas. ICT skills are also developed.

Internal Assessment Exams

Two internal exams are conducted in a semester in accordance with university exam blue print. Performance is evaluated in detail and suggestions provided. Verified answer scripts are provided to the students.

Classroom Participation

Consistency in learning process is analysed through classroom participation. Classroom interactions, discussions, debates, quizzing etc. inculcate spirit of enquiry and makes easier learning of concepts, current issues and advancements.

Internal Viva

Internal and Model Viva is conducted prior to External Viva. Students are guided on how to present their projects and answer questions effectively. This identifies the potential of the students in presentation of the projects

Student Progression

Class Tutors keep a record of student progression and this provides a report on how far students have attained the outcomes

Feedback on Curriculum

Feedback on curriculum from students enables to identify how far the outcomes are realised and what changes need to be incorporated in teaching learning to facilitate realisation of outcomes.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 87.29

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
606	600	593	513	460

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
698	686	702	584	512

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.65	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 77.77

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
70.596	1.57	3.8	1.8	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 5.66

3.1.2.1 Number of teachers recognized as research guides

Response: 6

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 11.43

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	2	1	0

3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
14	14	14	14	14

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The institution has consistently promoted ideas that visualize its vision and mission. Incubation hubs cater to the student firsthand experience, promote self-reliance, experimentation, innovation and entrepreneurship skills by providing infrastructure support, mentoring space and learning ecosystems.

The Entrepreneurship Development Club registered with Directorate of Industries and Commerce, Govt. of Kerala has initiated **Udhyaammithra** Centre. Students are trained in production and sale of Cloth bags, (**Bhumika Bags**-for a greener tomorrow), Liquid Toilet cleaner, (**Clean Wiz**), LED Bulbs and Fish Amino.

Department of Vocational Studies initiated **Amity**, an Incubation Centre, through which students undertake preparation of Brochures, posters, flyer, video editing, documentary production for College and other organizations. College Library Website, real time Software and web application for departmental activities were also developed.

Under **MIRTC initiative** of Department of Biochemistry, Easy to carry Emergency Water Purification Cartridge, Master Bin, Multipurpose Compost Bin, Biogenic Wound Healing Material, Herbal Mosquito Repellent, were developed in public interest and has won laurels in the State Level Yuva Mastermind Competition of Malayala Manorama Daily. **Go Green** initiative produces paper files and other valuable products.

Marian Agri Nursery, Herbal Garden initiated with support from Oushadhi, and Plant Conservation Center with QR code Gardens of Botany Department for propagating, popularizing and conserving source plant has received honors from Thrissur Horticulture Society.

Shalabha Centre for butterfly gardening of Zoology and Botany Departments, supported by KSCSTE promotes popularization of butterfly garden through extension classes, competitions, generation and distribution of butterfly plants for establishment of butterfly garden in State Museum and Zoo, Thrissur and various institutions

Alankara-Ornamental Fish Culture Unit of Zoology Department trains students in fish breeding, culture, aquarium manufacture and sale. **Samridhi** Food fish culture unit initiated with the seed money sponsored by PTA cultures food fish. **Sampoorna**, Mushroom cultivation unit of Microbiology Department provides training to students, and public on mushroom and spawn production. Chemistry Department trains students in production and sale of eco-friendly products like paper bags, sanitizers and Herbal Soap through **Haritham**.

The **Annual Marian Monsoon Fest** promotes student entrepreneurship. Home grown organic vegetables, ornamental fishes, traditional homemade delicacies, handmade ornaments and other decors are put for sale. Creative arts like Mehndi designing, nail art, promoted student skills and proceeds ensured funds for student welfare

Nisarga, initiative of Bhoomithrasena Club (Kerala state plan scheme) trains students in paper file and paper pen making for in-house use.

MCAR Incubation Initiatives, provides research assistance for students of the College and neighboring institutions. **MCAR initiative for sustainable agriculture** developed novel inexpensive products like SMCNPK18 - Bacterial consortium to enhance soil fertility after the deluge, MECSMC11-Microbially treated compost to lessen water requisite of plant, GEMS14 (Growth Enhancing Microbial Solution)- Flowering agent, VERMITOL-Advanced bio fertilizer developed using earth worm as an incubator for soil enriching bacteria. Institution innovation council and Innovative courses of ASAP inspires and moulds the youth for innovations.

MTIC of Computer Science Department ensures Computer Skills to the local community and vulnerable sections of the society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 87

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
18	34	12	10	13

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.33

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 8

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 6

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.42

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
10	15	5	8	5

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
19	43	20	38	4

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The institution promotes the participation and cent percent involvement of both the students and faculties in extension activities. The significance of social extension activities in student life is considered an important element to mould the student. Students will get an awareness about the community surrounding them and the role they have to play in moulding the future society. Faculty members provide dynamic leadership to these outreach programmes. Marian Corps, NCC/ NSS students, UBA, play a pivotal role in leading the departmental extension initiatives. Alumnae of St. Mary's College also contribute in devising extension activities. Taking up community based learning as a responsibility, each Department has specific extension activities every academic year in addition to the general extension activities undertaken by the College. College has general extension activities like Karunardram- providing food to the needy people through which every week packets of food is distributed by each departments, St. Mary's Square Outreach Program- providing overall development to the students of St. Mary's UP School Chiyaram and participation in developmental activities of Kolazhy gramapanchayath- Child friendly initiative. As part of Unnat Bharath Abhyan, college has adopted 5 nearby villages: Adatt, Kolazhy, Madakkathara,

Mulamkunnathkavu, Thekkumkara gramapanchayaths, and conducted surveys and awareness programs. College developed a microbial consortium as a solution to retain the productivity of soil in flood affected areas of these villages. During the Kerala flood of 2018 and 2019 college stood with the society by supplying food and essentials to the affected areas, cleaning of affected places and also providing a space as collection centre for essential commodities. Each and every student and faculty extended their hands of help during the flood to the affected areas. College also extended support to Okhi affected zones. This proved the humanitarian consideration of the St. Marians towards the fellow beings during crisis situations. Alumnae, NSS, NCC and departments regularly conducted free eye camps, blood donation camps, awareness programs on cancer, monsoon disease and AIDS. Awareness campaigns, social surveys, gender sensitisation programmes, Volunteering for Palliative care, old age homes and special schools in nearby places, providing computer literacy, employment generation programs like stitching classes, community college, free PSC coaching, donation of books, storytelling programs to anganvadies, Swachh Bharat initiatives to the neighbouring localities, Library management programs, awareness spreading mission, flash-mobs, street plays, anti-drug campaigns, environment initiatives, green initiatives, plastic free campaigns, butterfly garden establishment, popularisation of medicinal plants, establishment of biodiversity garden to schools and its popularisation, water quality analysis, E-waste clearance mission, heritage exhibitions are extension activities that had manifold impact. College also contributed Rs 1,221,100 to Chief Minister's Disaster Management Fund and provided financial support to Kerala social security mission for Sasneham sahapadikku program, and Chennai relief fund to Mathrubhumi daily. These programs deep rooted the importance of societal care and concern among the students.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 6

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	1	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 267**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
67	77	44	43	36

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response: 96.57****3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2102	1987	1955	1825	1650

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response: 339**

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
95	65	89	76	14

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 41

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13	7	7	5	9

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The College is located in the heart of Thrissur City on 3.19 acres of land with six fully facilitated blocks – Main Block, Jubilee Block, St. Joseph's Block, Marian Block, Kalajyothi Block and St Chavara & St Euphrasia Block. An extension Centre is located on 0.167 acres on land within a distance of 1.4 Km and a Sports land of 1.86 acres with multi games facility at a distance of 1.5 Km. The institution is striving to develop class infrastructure for meeting the requirements of 14 UG, 10 PG 1 PhD Programme and Community College and to match modern day academic standards. There are a total of 67 classrooms, well furnished with sufficient furniture, boards and connected with public address system. Smart board facility is available in 17 classrooms and all classrooms are wi fi enabled. Classrooms are allotted in accordance with student strength. Two exam halls with a capacity of 240 enable fair evaluation methods.

College has Two Auditoriums –State of Art Marian Auditorium with a seating capacity of 2000 and Jubilee Hall with a capacity of 910. Three air-conditioned Seminar Halls/Audio Visual Room- St Chavara Theatre, St Joseph's Seminar Hall and St Euphrasia Seminar Halls and a non a/c Leopold Seminar Hall provides space for various academic ventures

All Science departments have well set laboratories with modern equipments. There are a total of 8 Labs for Biosciences 3 for Physical Sciences and a Psychology Lab. The laboratories serve well for practical based learning for UG and PG Programmes. Research Room with Computer facilities meets the needs of Research scholars of Mathematics Department. Marian Centre for Advanced Research promotes interdisciplinary projects, internships and research initiatives among the academic community. The Centre also serves the academic needs of students from other institutions also

College has 2 computer labs to facilitate IT oriented practical of the curriculum. Browsing center and Computer Centre provide internet facilities to the Students. All Departments are equipped with computers, printers and with internet and intranet facilities. There are 326 computers for teaching learning research and administration. Multimedia Labs and Software Development Labs meet the requirements of B Voc programmes. Language lab facility enriches the language skills of students Media Centre and Recording Room offers facilities for recording and e content development for faculty and Students.

Specimen Museum of Departments of Botany and Zoology, Heritage Museum of History and Computer Science and Art Museum of Vocational Studies induce inquisitiveness and ensures formal and informal learning environments.

The College has a well maintained library with a wide range collection of 49007 Books (Print) and 91364 e Books and 6276 e journals and 108 Journals (Print). College Library D Space equipped with previous years' question papers, model question banks and e content of the faculty.

The 5 gardens- RET, Butterfly, Vertical, Medicinal and Fern ensure exposure to students on practical

botany. Marian Agri Nursery, Fish farming, Ornamental fish culture and Mushroom cultivation infrastructure initiatives promote lab to land interest and thereby an extension of regular classroom learning.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The college aims at holistic development and thereby promote participation of students in co-curricular and extra-curricular activities. Standard facilities are ensured by the college to enhance the competitive spirit among the students. Training, programmes and competitions are conducted for bringing out the best in cultural activities and sports.

The College has won many accolades in sports and was selected as Best Women's College in Sports in University of Calicut in 2017-18. Experts on various sports events train the students in Hockey, Kabaddi, Kho Kho, Swimming, Weight lifting, Power lifting, Whushu, Boxing, Judo, Sepak Takraw and Yoga.

Our sports stars have participated in International, National, Inter University, State, Intercollegiate and District level competitions and have secured titles. **St. Mary's Sports Land spread over 1.86 acres provides space for Hockey, Kabaddi and Kho Kho, Long Jump and Sepak Takraw training sessions and for conducting events including the Annual Sports Meet and Marian Cup- All Kerala Intercollegiate Hockey Tournament.** Power and Weight Lifters perform their workout sessions at **Health Hub**. Health Hub is well equipped with Multi Gym, Tread Mill, Gym Bar, Vibrator, Leg Curls, Orbitrek, Disc Rack, Dumbbells, Bench Press Stand, Air Walker, Abdomen Crunch, Gym Ball and Yoga Mats. Students and faculty can use the facilities of Health hub for physical fitness.

Games like Carroms, Chess, Yoga and Whushu are played in **Indoor Games Zone**. The **Kalajyothi Open ground** is a venue for cultural programmes and for Badminton. Various cultural programmes, competitions and events like Kabaddi and Yoga are held at **Marian Auditorium and Jubilee Hall**. The Fine Arts Festival, Marian Monsoon Fest Cultural extravaganza, College Day are conducted in **Kalajyothi Open Stage**. Cultural practices are held at **Gandhi Park and Leisure Bower**. Presentations

and film Shows are held at **Chavara Theatre**

To promote cultural activities among the students, opportunities are given through the programmes like Marian Fiesta, College Day, Association and Club Celebrations, College Annual Social, Principal's Day, Festival celebrations, Management Fests and Day celebrations.

Facility	Area/Size	Year Establishment	Of	Remarks	User Rate
Kalajyothi Open Stage & Open Ground	1077.12m ²	1978		Cultural Competitions and Programmes	As and when needed
St Mary's Sports land	1.86 acre	2011		Hockey, Kabaddi, Kho Kho, Long Jump and Sepak Takraw	Daily use (Except Sunday)
Health Hub	77.25m ²	2015		Work out sessions	Daily use (Except Sunday)
Indoor Game Zone	64.8m ²	2012		Carroms, Chess, Yoga, Whushu	Daily Use (only on work days)
Marian Auditorium	8976m ²	2017		Cultural Competitions, Practice sessions Yoga, Zumba, Kabaddi	As and when needed
Jubilee Hall	2109m ²	1966		Cultural Competitions and Programmes, Yoga, Zumba, Self Defense Classes	As and when needed
Chavara Theatre	106.862m ²	2015		Presentations and film Shows	As and when needed
Gandhi Park	48.51m ²	1998		Cultural programmes Practice	As and when needed
Leisure Bower	105.09m ²	2002		Cultural programmes Practice	As and when needed

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 73

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 3.49

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
10.71	10.22	27.92	0	9.75

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

College has a well furnished Library fully automated with KOHA open source Software, version 17.05.01.000 .The routine works of the library like accessioning, classification, cataloguing, circulation, report generation is being carried through this software. Access to the web OPAC that can be accessed from anywhere at any time.

The library functions in two storeys with diverse range of books in all major disciplines. There are separate sections for reference and other books and journals. Books for competitive exams- Civil service, NET, GATE, CAT, MAT, SSC etc are provided. Currently there are 46308 textbooks, 2699 reference books, 91364 e books, 108 journals, 6276 e journals, 3 digital databases and 833 CDs and DVDs.

The library functions from 8 am to 5pm on all days except Sundays and other office holidays. Computerised Gate Entry, Computerised Book Issue and Return, Bar coding of books are some of the highlights of the library. Library is equipped with 13 computers and 1 server for internet access, to search digital books from D Space and catalogue search from KOHA.

College Library is a subscribed member of N-LIST which provides access to e-resources to students, researchers and faculty and DELNET which promotes resource sharing among the libraries.

St. Mary's College has developed a digital library cum institutional repository using DSPACE an open source software for building digital resources. The project was backed with a support of Rs. 5, 50,000/- from MP Local Area Development Schemes recommended by Hon. MP Sri C.N. JAYADEVAN. The website was launched online on 11/11/2016 by Hon. MP Sri C.N. Jayadevan. The platform provides all the previous years' question papers, articles by faculty, faculty phd theses, teaching notes, college magazines, newspaper clippings related to St. Mary's college etc.

St. Mary's College is the Member of DAISY Sugamya Pusthakalaya, for audio books for the blind. Students and staff are trained to create audio books and upload the same to Sugamya Pusthakalaya. The project is named after 'SRAVYA' and was launched on 6 August 2019 in connection with three days training workshop conducted in collaboration with DAISY India.

Library Advisory Committee (LAC) meets regularly and discusses on the activities of the library, automation, purchase of books, conducting book fairs etc. To ensure the purchase and use of current titles, the librarian gets assistance from the Departments. They provide the latest and most urgent titles and the librarian makes it available in the library. Reprographic facility, bulk scanning are provided. Book loan facility for text books are provided through College Library.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 5.62

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.52	2.70	4.30	15.46	4.13

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 0

4.2.4.1 Number of teachers and students using library per day over last one year	
File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

College has two Computer labs for BCA and M.Sc. Computer Science and one subsidiary Computer Lab Centre and one Computer Centre for internet faculties for students. There are 342 computers for teaching, learning and administration. There is a well equipped research room for Mathematics with desktop computers and printer. Library is computerized with 13 Computers and one server for internet browsing and searching digital books and catalogues. Two labs serve the students of BVoc Multimedia and Software Development. Language Lab facility is offered for Language Development. All departments, Office, Principal's Room and Library is connected with Desktop Computer with printer, with Internet and intranet facilities. The entire Campus is WiFi enabled with server for data storage and user credential verification.

Students, departments, faculties and ministerial staff were provided with accounts in G-suite. All the machines are interconnected using LAN. Library entry and exit were recorded using digital gateway. Copier machines are setup at Library and Front Office. The Computer Center is decorated with High-Speed Multipurpose Laser Color Printer. A digital recording studio and Media Centre has built up so that the studio can be used by students and teachers. All the classrooms and seminar halls are ICT enabled. The Campus is secured with more than hundred IP Cameras and appropriate number of corresponding NVR's and storage facilities.

The College has subscribed Campus agreement with Microsoft. It allows the use of Microsoft products such as Windows Operating System and Microsoft office. For Financial accounting purposes, both to students and office, accounting package Tally has been licensed. Other software licenses include Oracle 12 C, Adobe Full package, Autodesk packages of 3D studio Max and Maya. For recording studio Pro Tools has been licensed. In order to provide data security, NAS box which will support data backup is installed. College has a digital notice board having 42" display.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 8:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 20.02

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
111.54	51.40	105.17	40.07	36.12

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

College has well established policy for maintaining and utilizing Physical, Academic and Support

Facilities. The policies are revised time to time and approved in the College Council. The subsections include – Infrastructure augmentation, Maintenance, Infrastructure Extension, Class room allotment, Laboratory Use, Computers and Computer Lab, Library, Health Hub, Sports Land and Hostel. Annual maintenance of all infrastructural facilities will be held every year during months of April and May. Request for infrastructure augmentation should be forwarded by College Council to the Education Committee. The work will be undertaken depending on availability of funds and Budget. The regular cleaning and the maintenance of the classrooms, laboratories and other infrastructure will be done as per schedule. Infrastructure is extended to the public for various programmes and extension activities with prior permission. College extends the facilities to SMART- Association of retired faculty and Elder Marian - the Alumnae Association for their meetings and for conducting extension activities. Students and faculty from neighbouring institutions can avail the facilities at the institution with prior sanction. Seminar halls, auditorium and common rooms are utilized for academic and extracurricular activities. The request should be made in the Register maintained in the Principal's Office. Class rooms are allotted to different batches in accordance to the timetable. Any maintenance required should be informed to the Maintenance Committee through complaint register maintained at the enquiry. Timely maintenance of classrooms is ensured by support staff. HODs should ensure that the classes are maintained well and there is no damage to the functioning of electronic and electrical equipments in the class. Laboratory rules and regulations are displayed at prominent places. The Computers are maintained and updated regularly by System Administrators. Softwares to prevent malwares are installed and updated. The ICT enabled class rooms are maintained and supervised periodically by Technical experts. Facility to utilize computers for learning and research is ensured in the computer lab subject to rules of the Computer labs and Browsing Centers. Students and Faculty can avail the facilities of Health Hub according to the time schedule and should strictly follow the rules and regulations. Canteen is open from 8.30am to 4.30 pm and the facility can be utilized by all staff and students. The rules of the Laboratories and Canteen should be adhered by all.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 30.98

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
838	422	402	766	613

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 19.49

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
405	489	304	400	322

File Description

Document

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the

following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 89.98

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1928	1814	1822	1736	1562

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 3.23

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
35	20	24	11	15

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 155.01

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 1082

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 47.22

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
19	11	13	7	3

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
168	50	26	9	4

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 164

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
40	60	28	12	24

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

College Union plays a significant role in supporting the Institution. **The election of the College Union is conducted on the parliamentary model as per para 6.2.4 of the J M Lyngdoh Commission Report and order passed by the supreme court of India SLP No. 24295/2004.** The College Union will have a Student's General Council and an Executive. All students are members of the Students General Council. **In order to conduct election to the Executive Council, an Electoral Council consisting of two elected representatives from each class will be formed. The Electoral Council will elect the Executive Committee consisting of the following office bearers: The Chair Person, Vice Chair Person, General Secretary, Joint Secretary, University Union Councilors, Arts Secretary and Student Editor. There will be a Sports Captain who will be nominated the committee consisting the Principal, the Head of the Department of Physical Education and the Staff Advisor of the Student's Council.** The Principal is the ex officio patron of the College Union. College Union discusses regularly with the Principal and Student Advisors to ensure productive participation for the welfare of the Institution.

College Union members organize and actively participate in various celebrations - Onam, Christmas, Teacher's Day, Sports Day, Principal's Day, Kerala Piravi, College Day, Fresher's Day, Annual Social and so on. Various intercollegiate level and collegiate level competitions are conducted by College Union. They arrange training and enable students to participate in various intercollegiate and state level cultural competitions. College Union members are represented in various clubs and forums and on various committees and bodies of the institution.

Students are represented in IQAC, Anti Ragging Cell and Grievance Redressal Cell. Students are represented in the **Committees for the conduct of seminars, workshops, lecture, other academic, co-curricular and extracurricular activities.** IQAC Student interactions enables the students to bring out suggestions for academic and personality development.

Marian Student Corps initiated in 2018-19 by IQAC, with two members from each class is an initiative to empower student community and encourage them to take up challenges, instill society values and develop leadership skills among the youth.

A set of representatives are elected from each class for various activities- Class Representative, Assistant Class Representative, Catholic Representative, Association Representative, Fine Arts Representative, Magazine Representative, Social Service Representative, Discipline Representative, Club Representative, NSS Representative, Science Forum Representative, English Speaking Representative

College has a unit of **NCC (Army Wing)** under 7 Kerala Girls Battalion with an annual strength of 56 cadets. These cadets participate and conduct activities for the service of society and nation at large. They serve as volunteers for various programmes and conduct activities to arouse spirit of national consciousness and patriotism. There are **two units of NSS** with total strength of 200 each year. NSS volunteers participate in camps and carries out productive activities for welfare of the society. Students are trained to become social leaders, efficient administrators, and persons with humane face. Through NCC and NSS units colleges promotes good citizenship.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 39.6

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
48	40	39	38	33

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

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

Response:

The College maintains very cordial relation with its Alumnae. Alumnae Association of the College exists from the time the first batch moved out from the institution. All students who have pursued various courses in the College and retired faculty of the institution are members of Elder Marian- Alumnae Association. **Elder Marian was registered under Societies Act 12, 1955, Reg. No TSR/TC/112/2019 in February 2019. Alumnae Annual Reunion and General Body is held every year on 26th January and variety programmes are organized. Alumnae Executive Committee is elected in the General Body and meets every second friday of the month.** Alumnae achievers are congratulated and senior members of the Alumnae are honored on the day. Department level alumnae gathering and meetings are arranged occasionally. Faculty and alumnae keeps a bond through social media also.

The support of the alumnae to the institution is worth mentioning. Alumnae contribute financially and otherwise for the progress of the College. **Elder Marian contributes financially towards the extension activities, scholarships, prizes and other free ships and for infrastructure augmentation and maintenance. Alumnae join hands with students and faculty in organizing different academic programmes, visit to poor homes and other extension activities every year.** For the welfare of the students, parents and local community, alumnae conducts free medical and eye camps at various government schools in semi urban and rural areas. Health cards for examining the gynecological health of our students are provided by Elder Marian. **Elder Marian members extends their academic and general knowledge to the student community by delivering talks, conducting co-curricular and extracurricular programmes. They take initiative to invite persons of repute to the Institution to provide worthy guidance to the students. Alumnae often serve as resource persons for expert lectures, judges for various competitions, mentor and guide advanced and slow learners. . College has a Book Bank contributed by Elder Marian.**

Alumnae is represented in IQAC and various committees. They actively participate in Marian Monsoon Fest- for Student Entrepreneurship and Welfare, Sr. Dr. Rani George Endowment Lecture, Sr. Dr. Chrislin Endowment Award Ceremony, College Day and so on.

The Association conducts Gem of St. Mary's to select the best outgoing student of the College every year. Reverie - Annual Newsletter with news and works of alumnae is released each year.

Formal and informal feedback on institution and on curriculum is collected from Alumnae for evaluating the performance of the institution and necessary changes are made.

SMART (St. Mary's Association of Retired teachers) also extends their support and guidance to the young Marians whenever required. They mentor the students and guide the faculty and also has contributed to endowments and free ships.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

St. Mary's College set up by CMC Management as the first Women's College of Thrissur district with the aim of uplifting the women of Kerala by empowering them through education. The Education Policy of the CMC Congregation has always been in tune with the times and has championed changes to suit the needs of the society. The College upholds its vision of the holistic development of young women through academic excellence, intellectual, moral and spiritual growth to equip them for service to society and mould them as responsible citizens. Mission statement is renewed to incorporate changing circumstances. Mission envisages imparting affordable, inclusive and quality education, nurturing research aptitude and inquisitiveness, enhancing intellectual, emotional and spiritual quotient, instilling social commitment and ensuring sustainable development, promoting gender equity and women empowerment and fostering and updating skills for employability. Quality policy and core values of academic excellence, research culture, inclusivity, moral integrity, environmental consciousness, employability and service to society are linked to its vision and mission.

The Management ensures participatory management with involvement of all stakeholders. Future Planning is done at various levels. The Governing Body meets thrice a year to plan and review long term development strategies. The Education Committee prepares an action plan at the beginning of every academic year and submits it to the Corporate Manager. This is followed by a monthly meeting to discuss the implementation of the plans. The Local Management Committee and the College Council review the plans of the Education Committee and implement the plans. Visionary planning keeping in sight future development, systematic administration, proper scheduling of work, close attention to minute details and the whole hearted and

zealous involvement of the Management has contributed to the evolution of a culture of excellence in these institutions. All major academic and administrative decisions are taken after discussion in the College Council. IQAC devises strategies for enhancing the quality and benchmarks the academic standards. Principal, Vice Principal and Staff advisors looks into the annual work allotment and after discussions with concerned faculty and ensures choice of the most eligible faculty for the activity. Various Committees, Forums and Cells are coordinated by a faculty and team with a pre-set action plan. Departments also draft an action plan at the beginning of every academic year and the collective work is distributed among the faculty. The feedback on the different criteria from the different stakeholders is analyzed and the suggestions for improvement are submitted for implementation Leadership trainings are organized every year and faculty are encouraged to attend leadership training programme in other institutions to equip the faculty with the necessary leadership skills. The well-knit coordination and effective team work from the top to bottom at all levels enables the institution to be up to the mark.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The well-organized hierarchical structure of the CMC Management ensures effective leadership at different levels of governance. The management has from the very beginning promoted participatory management in the administrative and academic activities of the college. Principal is the academic and administrative head of the Institution and briefs the Manager on the functioning of the institution. The Governing Body is the decision making body while the Education Committee and Local Management execute the decisions with the support of the College Council. All the stakeholders of the institution participate in the governance of the institution.

The Department is the lower most administrative unit. The Head of the Department coordinates the activities of the department and distributes the work to the faculty of the Department. The Head of the department is a member of the College Council, headed by the Principal and is actively involved in the decision making process of the institution. Members from each department is represented in the IQAC and the College developmental Plans are discussed and implemented by the IQAC. The IQAC acts as a meeting point for all the stakeholders as it consists of representatives of the management, teaching and ministerial staff, PTA, Alumnae and College Union. Student representation is ensured in majority of committees.

After the third cycle of NAAC reaccreditation in 2015, the team at St Mary's has been gearing up towards academic excellence and overall progress of the institution in various arenas. IQAC team was set up under new coordinator and various rounds of discussions and deliberations were held to keep up with the suggestions of peer team and the strategic plan of the Institution. All the Departments were asked to prepare an action plan and Heads of the Departments presented the action plan in the College Council. Reports are presented in IQAC. Committees were formed for different criteria to discuss and evaluate all possible methods to attain the best. Separate Committees with Coordinators were formed for various activities, events and initiatives. Feedbacks on curriculum and institution were taken from all stakeholders, suggestions are implemented where-ever possible. Review meetings are held and progress evaluated. Participation of students was instrumental in all the committees. The collaboration between Management, Staff, Students and other stakeholders proved of great worth in the functioning of the institution. IQAC meeting, IQAC student interactions, IQAC Alumnae and Parents meetings were a regular feature. AQAR was planned and sub committees for data collection and proof recording was in place right from beginning of each academic year. AQAR prepared was reviewed, consolidated and presented in IQAC meeting, College Council, Education Committee and Governing Body before uploading.

Towards the end of fourth year of re-accrreditation, Committees were functioning in full swing and collected all the details linked to each criterion. Sub Committees for report writing, data and proof consolidation, verification, worked hand in hand with the Coordinator to ensure that all the details are incorporated. Principal and Vice Principal also extended a helping hand and stood as strong pillars of

support.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

No institution can develop without long term planning and periodic additions and changes to the plan. The Governing Body which came into being at the inception of the College prepared the blueprint for the developmental plans of the college. From time to time according to the need of the times additions and revisions are made to this. College continuously does the SWOC analysis and makes every effort to turn its opportunities to its strengths. In 2015 College has initiated discussions on strategic plan with all its stakeholders. The Planning was initiated from the grass root level. Departments were asked to prepare department level action plans. The suggestions of faculty, students and alumnae were taken into account. The plans were consolidated in the College Council. The suggestions were discussed in Governing Body and Education Committee. The strategic plan was finalized by the Committee with representatives of Management, teaching and ministerial staff. The strategic plan from 2015-25 is divided into various heads- Quality Enhancement Initiatives, Curricular Aspects, Research, Infrastructure, Student Support, Entrepreneurship, Extension, Environment, Gender Equity and Inclusivity, Staff and Alumnae. In connection with Platinum Jubilee Year, the College has prepared Vision 2021, Plan of Action for the Jubilee Year.

In tune with the strategic plan, College has devised various Entrepreneurship Development Initiatives so that the students can utilize their talent and skills to make a better living. These students groups from the College level can join together to form their own units and become successful entrepreneurs of tomorrow. Different departments have initiated Incubation Centres- Nisarga Incubation Centre is an initiative of Bhoomithrasena Club to develop and promote an eco-friendly life style. The Centre mainly focuses on making of paper files and paper pens thereby reducing the use of plastic files and pen from the campus. Marian Agri Nursery, of Department of Botany was established with an intention to encourage gardening and family farming. With the notion of imparting knowledge of developing aquariums and culture ornamental fishes, the Department of Zoology has initiated an Ornamental Fish Culture Unit, Alankara. Department of Microbiology has initiated an Incubation Centre for Mushroom Cultivation- Sampoorana, and extends the services to public through training and guidance. Shalabha Centre for Butterfly Gardening, an initiative of Department of Zoology and Botany intends popularising conservation of butterflies and setting up of butterfly gardens in institutions. Under the Udhyanmithra Centre of Entrepreneurship

Development Club and Department of Economics, Bhumika Bags (Cloth bags) were launched. Samridhi Fish Culture Unit under Department of Zoology produces food Fish and supplies to the public. MIRTIC, under Department of Biochemistry has developed variety of environment friendly products and has won laurels. Chemistry Department trains students in production and sale of eco friendly products through Haritham. Department of vocational studies has initiated Amity Media Centre, MCAR has developed novel inexpensive products for sustainable agriculture. Go Green Centre by Management Studies produces paper files. All the activities are run by students mentored by faculty.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The Governing Body with Corporate Manager at the apex is the discussion making body. It meets twice a year to review, plan and implement its policies for the development of the College. The decision of governing body is executed by Principal after it is ratified by the Local Management Committee, Education Committee and College Council. Principal acts as a link between Management and staff.

Manager is the appointing authority and the appointment of the faculty is based on merit. Faculty for aided posts is recruited according to UGC norms subject to rules and regulation of the State Government. Vice Principal discharges the duties in the absence of Principal. After induction, faculty are groomed and trained to acquire leadership qualities and other skills required for ensuring holistic development of student community. FDPs, Orientation programmes are organized regularly. All support is extended by Management to the staff for putting their best in various aspects.

Staff promotion is forwarded to concerned authorities time to time by Principal in consultation

with IQAC. Faculty for Self-financing Programmes is recruited on basis of norms by the Management. Merit, Character and conduct are given due consideration.

College functions on the basis of several policies which are followed by all Committees. Representatives of the staff are present in all Committees and all major discussion are taken only after it is discussed and passed by College Council. Accountability and responsibility are the two qualities natured by the Management in the Staff.

College council comprises Heads of all departments, Vice Principal, Superintendent and Librarian. Ministerial Staff is appointed on basis of rules of state government and Management appoints guest staff for self financing programmes and in the vacant posts. Superintendent is in charge of Ministerial Staff. Grievance Redressal Cell, Anti Ragging Cell, Internal Complaints Committee, Faculty Grievance Redressal Cell, Ministerial Staff Grievance Redressal Cell function effectively for the settlement of grievances. College Council and IQAC functions hand to hand for quality excellence. Various committees are entrusted with the conduct of various programmes – Curricular, Co-curricular and extra-curricular.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The Management has from the inception of the College evolved a friendly and cordial relationship with the staff. Employees are given due respect and support by the management. The Principal has a personal relationship with the staff and maintains a warm relationship with their family. The institution is like a big family and joys and sorrows are shared with each other.

ESI and PF Facilities - Guest Ministerial Staff are provided with ESI and PF facility and Asst. Professors on Contract are provided with ESI facility in accordance with the rules and regulations of government.

Advance Salary Facility - is provided to staff in need.

Support to Ministerial Staff at beginning of academic year -Rs 1000 is given to Guest Ministerial Staff with school/ college going children during the beginning of academic year

Fee Concession- is given to children of Ministerial Staff who are students of the College

Interest Free Loans- is provided to staff during financial contingencies

Non repayable financial support- is provided for medical treatment for self and family

Marriage Assistance Fund for self and children of ministerial staff - Financial Support and freships for marriage is given for self and children of ministerial staff

Principal and management representatives visit the houses of Staff. They also visit the houses in case of sickness or death of family members. Management keeps a close contact with family members of the staff.

Preference for admission is given to children of staff for various Programmes under Management quota

Canteen facility is provided to all staff. There is a separate enclosure for staff in canteen

Subsidized food and accommodation- is provided to guest ministerial staff.

Counselling facilities -To cope with personal and official stress, counselling facilities are provided to the staff.

Duty leave and Financial support to participate in academic ventures- Leave facility and financial support is given to attend and present papers in seminars, workshops and conferences

Felicitating teaching and non-teaching staff on their achievements-Staff are felicitated on their achievements or on commendable performance within and outside the campus, both on and off stage

No objection is given for all faculty to pursue research- Faculty is motivated to pursue research. Management always extends their helping hand for the staff to pursue research.

Staff Clubs- Separate Staff Clubs exist for teaching and ministerial staff. Various activities, festival

celebrations, retirement felicitations, get-togethers are organized. The clubs encourage staff to present their hobbies, talents and skills. Annual staff tour is organized under the initiative of the Staff Clubs

Staff Recreation Room- provides space for relaxing and to enjoy some leisure. Staff can read books, watch TV and chat with others

Gym facility- Facilities of Health Hub can be utilized by Staff.

Festival kits to Ministerial Staff- Kits containing food items are provided to staff on various occasions

Free Annual medical check Ups- are provided to staff and they can freely discuss their health issues and necessary guidance is given

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 20.75

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
51	16	19	11	11

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Performance appraisal of the Staff is mainly based on Self -appraisal and faculty evaluation by the students. At the end of each academic year the **staff makes a detailed report of self-assessment in the prescribed format. Ministerial staff lists out the administrative activities done and the support rendered for the promotion of academic and co-curricular activities of the institution.** The faculty appraisal comprises of teaching- schedule and pattern, continuous evaluation, role in co-curricular and extracurricular activities, academic and research achievements, community and academic extension. The report is forwarded to the Principal through the HODs, who comments on the performances of the faculty. **A confidential report can also be provided by the Head of the Department to the Principal. The appraisal of Ministerial Staff is forwarded to the Principal through the office Superintendent.** Principal comments on the performances and guides the person if needed. **Principal takes a confidential feedback of the faculty from the students, consolidates it and rates the faculty on basis of scores.** The feedback is provided to the faculty to have a review of the performances and opportunity is given for putting forward their comments on the score.

The promotion of the aided faculty is based on PBAS according to UGC norms. The IQAC verifies all the details regarding to the performance of the faculty and scores attained in various categories and recommends to the Principal for forwarding the request for subject experts for faculty promotion. Staff is congratulated and incentives are provided on their achievements- receipt of Award and prizes, Completion of Research Projects, Publication and Presentation.

The performances of the staff with respect to innovative teaching-learning, student support activities and community extension is given due recognition. **Assistant Professors on contract are provided with salary increment on basis of faculty performances.** Faculty and Ministerial Staff are evaluated and commended on successful conduct of various programmes in the College.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly**Response:**

The financial management of the institution is done in an effective and efficient manner. College has clear cut strategy for resource mobilisation and financial management.

Request for funds is forwarded to the concerned agency after discussion in the College Council. The fund utilisation is monitored by concerned Committees.

Various committees evaluate and examine the utilization of funds and assure that the funds are utilized for which it is granted and the income and expenditure are properly audited and filed.

For projects, seminars funded by UGC, KSCTE the utilization statements along with all details are certified by Chartered Accountants. This is further verified by College Level Committees.

The accounts of the Alumnae Association are filed separately and audited.

Internal audit of the College is carried out every year by Private Chartered Accountants. External audit is done annually by DD's office and AG's office.

DD audits were held on 15/06/2016 to 28/06/2016, 05/02/2018 to 09/02/2018, 18/03/2020 to 21/03/2020 and 22/03/2021 to 23/03/2021.

Due importance is given for maintaining the accounts with clarity and errors are minimized. Adhering to the suggestions of various auditing agencies, necessary changes are made.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**Response: 8.21**

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
2.523	2.78	1.23	0.88	0.8

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Governing Body monitors the functioning of the Institution and is supported by Management Committee, Education Committee and College Council. The Management has a well devised resource mobilization policy which aim effective mobilization and optimal allocation of resources to realize the vision and mission of the Institution. Complete transparency and accountability is ensured in the utilization of allotted funds. As the administration is systematic and well structured, financial management is also done in an effective and efficient manner. The Bursar is in charge of the financial transactions of the institution. The Bursar is supported by the Superintendent and administrative staff.

The major sources of funding for the institution are government grants, UGC grants, Government salary of staff and fee collected for self-financing Programmes.

The institution avails government grants and UGC grants through proper planning and application submissions on time.

Funds are applied from UGC, RUSA and State government for infrastructure development.

Institution avails the funds of UGC, KSCSTE, FIST and other bodies for conducting various academic activities and undertake projects.

Funds from various govt. agencies are applied for promotion of sports, entrepreneurship and environmental promotion.

Tuition fees and other fees are collected as per the orders of the Government.

The College has 15 self-financing Programmes and the financial management of these programmes is also effectively coordinated.

Twenty percent of salary of sister (nun) staff of the College is provided for scholarships and other developmental activities of the institution.

Faculty contributes towards College Development Fund and towards free ships and financial support of the deserving students.

Funds are also provided by well-wishers, non-government organizations, MP fund, MLA fund etc.

Contribution from Alumnae and PTA is utilized for Scholarships, academic prizes, Infrastructure development and augmentation.

Management ensures financial support for enhancing infrastructural facilities and for starting new programmes.

The funds are effectively utilized for the purpose for which it is granted and the income and expenditure are properly audited and filed. UGC grants do not always meet the expenses involved in infrastructure expansion and maintenance. The management contributes the deficit in the budget and caters to the development of the College.

The Governing Body meets twice a year to plan and review long term development strategies. The Education Committee prepares an action plan at the beginning of every academic year and submits it to the Corporate Manager. This is followed by a monthly meeting to discuss the implementation of the plans. The Local Management Committee and the College Council review the plans of the Education Committee and implement the plans. PTA Executive Committee meets every first Saturday and Alumnae Executive Committee meets once in two months to supplement the developmental strategies of the institution.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

For sustaining and enhancing the quality of the institution, the IQAC was constituted in 2005 after the first accreditation of the College by NAAC. The IQAC comprises of representatives of all stakeholders. The discussions at IQAC meeting has brought many changes in day today functioning of the College. The College has always stood for quality and academic excellence, IQAC has provided an impetus to the enhancement of quality in not just academic activities but in all the seven criteria for development specified by NAAC.

Feedback system

A multifaceted, comprehensive and well defined curriculum and the student support academic initiatives need to be updated with regular feedback from stakeholders. IQAC has initiated feedback appraisal to look into the strengths and weakness and look forward to undertake new initiatives and to strengthen its performance.

As a benchmarking measure feedbacks are collected each year and evaluated and results discussed in IQAC and College Council- Students feedback on Institution, Curriculum, Student Capability Enhancement Programmes and faculty, Parents feedback and Alumnae feedback.

Since 2017-18 student feedbacks, alumnae and parent feedbacks was collected separately- on institution and on curriculum. The feedback is consolidated by the heads of the departments and the data collected is assessed using Likert scale methodology and graded to best (100-66.66), moderate (66.66-33.33) and poor (0-33.33). The best measures are continued and upgraded to a higher level by introducing next level programmes and improvements are done in case of necessary parameters. The feedback is discussed in the IQAC and College Council and necessary action is taken and directives given. Faculty feedback is confidential and strengths and weakness are discussed by principal in private.

Performance Based Appraisal System of Faculty

Faculty plays a pivotal role in dissemination of curriculum in all its effectiveness, participation in assessment processes, student support initiatives- motivation and guidance to participate in various co-curricular and extra-curricular activities, as coordinators or members in various clubs, cells and forums, as tutors and mentors and so on, and organise and conduct various programmes and activities at different levels. Hence faculty performance appraisal plays a significant role. Annual self-appraisal by faculty and informal appraisal by students forms a part. IQAC takes initiative in collecting feedback of all faculty from the students.

Aided Faculty promotion to various stages is through UGC regulations and faculty requests the Principal to forward the promotion request to the University. Principal forwards the request to IQAC, and IQAC verifies the consolidated scores at various levels and then makes recommendation to Principal to forward the request for subject experts for the University. The interview process with the subject experts is scrutinized by IQAC. If scores are yet to be attained faculty is to wait till required marks in each section are obtained. IQAC reminds the faculty time to time on the duties and responsibilities apart from regular teaching process. The appraisal of self-financing faculty is done through annual self-appraisal by faculty and feedback of faculty by IQAC.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC is in complete charge of the quality related activities and has evolved diverse strategies for the progress of the College. The IQAC acts as the coordinating agency for assuring the quality of the academic and administrative activities of the institution and works hand in hand with College Council for implementation of various plans.

Yearly academic audit, compilation of AQAR and SSR, data for NIRF have paved the way for quality improvement in academic matters. Experts are invited to provide awareness on quality sustenance and enhancement which has led to the introduction of many quality related initiatives. Staff is encouraged to attend quality related Seminars and Training sessions conducted by Governmental and Non-Governmental institutions inside and outside the state. Faculties are also given Workshops on ICT enabled teaching-learning.

Attainment of Outcomes

The College always is in the path of providing the best to the students and IQAC encourages and guides faculty to introduce innovations in field of teaching and learning to bring in positive impact. College has designed a set of graduate attributes and POs, PSOs and COs in tune with the University curriculum. As the College is an affiliated one, only imparting the curriculum in an innovative way is the best possible means to enable students to attain the prescribed outcomes. IQAC ensures that students are ensured a choice for open courses in their V Sem UG programme and electives are chosen according to batch preference. College has devised its Internal Assessment Policy and conducts its internal assessment on its basis.

Regular assessment methods – Class tests, internal assessment exams, Seminars, assignments, projects, Internal model viva, classroom participation are done in such a manner that ensures students attain their prescribed outcomes.

IQAC gives necessary directives to internal Exam Committee and faculty to conduct and evaluate Internal assessment. As variety is the order of the day, innovations are encouraged in seminars, assignments and projects. Classroom participations through preparation of question banks by students, group discussions, debate on issues of contemporary relevance and so on are encouraged.

E learning/ICT Enabled learning

ICT enabled learning is the highlight of modern day. Recognising this, IQAC has initiated Course Era- a platform where students can learn and receive certifications from different universities around the world and Marian Webisode- where students and faculty can express their academic and co curricular interests. ICT skills of faculty are enhanced through orientation programmes. Guidance is given to the faculty to be involved in process of ICT based teaching which a prerequisite of this digital era. Online platforms like MOOC, Moodle, YouTube Channels, SWAYAM NPTEL, blogs, Google classrooms, Google Meet, WhatsApp, and Telegram are used by the faculties as modes of transaction of curriculum. E-contents developed by faculties are made available at College Digital Library (D-Space) for students to refer. Students are introduced to E PG Pathshala, N List, Word Press as additional sources of information related to their curriculum. Faculty of the College serves as curriculum developers for various MOOCs. College is an active local chapter of SWAYAM NPTEL

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The College was established at a time where gender inequity widely existed. Since then, the college has been promoting various initiatives for uplifting women, in tune to its vision and mission.

The College is in heart of Thrissur City and is easily approachable and students coming from far areas can stay safe in College Hostel. **The College and Hostel is under CCTV surveillance** and security staff posted both in College and Hostel 24hours ensures a safe and secure environment for women. College keeps in touch with **Pink Police** for supporting her students at times of need. The issues on road is dealt with all seriousness and matter is taken up with concerned authorities.

Women's Development Cell of the College and various departments, clubs and forums organize invited talks, discussions, debates and various competitions related to gender and empowerment. Academic projects, elective courses and seminars related to gender studies enrich students through curriculum. Action plan for gender equity, empowerment and awareness programmes is prepared in the beginning of academic year and programmes are organized.

Students are motivated and trained to participate in programmes and competitions outside the campus to make them competent and on par with opposite sex. Intercollegiate competitions are conducted in the campus to enable students capable of interacting and competing with the larger groups. **Opportunities for self-employment, skill development and empowerment are ensured through various incubation centers and certificate courses**

To enable students to meet and interact with eminent women personalities, College has organized a Women's Meet in 2016 wherein 7 eminent women were honored. Smt Ajitha Jayarajan, Mayor, Thrissur Corporation (Politics), Dr Sherly Vasu, Principal, Medical College, Thrissur, (Medicine), Smt Sreebala K. Menon, Film Director (Arts), Smt Sheeba Ameer, Founder, Solace(Social work), Smt Beena Kannan, Founder, Seematti Silks (Entrepreneur), Smt Najeema U, Teacher (Education) and Alphonsa Kurian, International athlete(Sports)

College has initiated to honour a **Woman of Achievement with 'Mahitha Award' each year.** Smt Jaya M. S. IAS, Director, Higher Secondary Education, Kerala, Dr P. Bhanumathi, Founder Association of Mentally Handicapped Adults (AMHA) and Smt Nalini Chandran, Educationalist were the recipients of the Award for different years.

An Endowment Lecture and Paper Presentation Competition is arranged for staff and students on themes related to gender sensitization every alternate year.

The students are made aware of their self and are sensitized on their rights and opportunities

during **the tutorial and mentoring sessions. Counselling** provides moral, psychological and academic support.

Students are trained to participate in various sports events- Athletics, Hockey, Kabbadi, Kho Kho Sepak Takraw, Powerlifting Weight Lifting, Judo, Yoga, Wushu, Boxing and they have won laurels for the University and at National and International Levels.

Self-defense classes and stress relieving sessions are given to students to ensure self-discipline and physical conditioning. **Health cards provided by Alumnae and gynecological health orientations** ensure better awareness among students and enables to sort out health issues at the earliest.

Sexual Harassment Prevention Cell/Internal Complaints Committee equips students to face challenges and speak out against atrocities faced.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:**Solid waste**

Wastes are segregated at the outset into recyclable waste, non-recyclable waste and biodegradable waste. **Biodegradable wastes are put either to green or vermi compost pits and microbial enhanced manure, Vermi wash, Vermi compost so developed are sold under brand names MECSMC11, Vermiquil and Vermitol. There are two incinerators –one in the College and other in the hostel. and open burning is not done. Glass wastes are collected in glass pit The recyclable wastes, plastics and glass items are sold off to the local traders.** A box is maintained in all floors to drop in used pens and pens are sold to scrap dealers. **A small BSF Larvae Unit for food waste management is also set up.** Department of Biotechnology funded by KSCSTE organized *Swastha Shudhi*- a campaign for effective remediation of solid waste and its management.

Hazardous waste management

Efficient management is ensured in handling hazardous wastes from the laboratories. **Toxic wastes like Ethidium bromide are disposed only after treating with activated charcoal.** Aqueous solutions containing $<10\mu\text{g/ml}$ EtBr can be released to the drain while aqueous solutions containing $>10\mu\text{g/ml}$ EtBr should be filtered or deactivated using charcoal and then the filtrate can be drained down. College plans to replace human mutagen, Ethidium bromide is replaced by SYBR green.

Liquid waste

The acidic and alkaline effluents are first diluted and mixed well. Then the pH is checked. To maintain neutral pH and if needed, further treatment is done. Then the neutral effluent which is discharged is less harmful. Students are trained to handle strong acids and other harmful chemicals to prevent any untoward incidents. **Waste water is cleansed using charcoal, sand and brick powder and used to recycle ground water.**

Waste recycling

Enriched water from *Samrudhi* Fish Culture Unit is **utilized for organic farming.** Food waste is collected and processed as manure. **Damaged machineries are upgraded to articles of use such as tables. Food waste from College and Hostel is utilized as input for biogas unit. Unused pages of assignment books are rebound into new books and distributed to the deserving. Paper pens and other utility articles are made from used papers.**

Bio medical wastes

Microbial cultures are treated with bleach or 70 percent alcohol and then decontaminated Acidic and basic wastes are neutralized before disposing. **Blood/ Pus test samples are destroyed under aseptic conditions** in controlled environment.

E-waste management

The damaged electronic products and other **e waste is collected are sold off to the local traders for recycling**. Upgradation to useful products ensures minimization of E waste. **Best out of e Waste competitions are conducted** to promote awareness to minimize e waste and develop utility articles. The computers and other items are upgraded to the maximum possible level and exchanged for new ones if not possible. The use of rewritable USB devices, additional hard disks to store excess data and use of e mails are promoted to regulate the waste. The College has a centralized intranet connection for dissemination of information and data transfer.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit**
- 2.Energy audit**
- 3.Environment audit**
- 4.Clean and green campus recognitions / awards**
- 5.Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Disabled-friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Inclusivity is one of the core values on which the institution stands. College takes all efforts to contain students from different backgrounds with due respect and dignity. College follows all the norms by the University to **admit students from all categories to its UG and PG programmes**. College takes earnest efforts to accommodate students from different strata and ensure that **no discrimination is made on basis of caste, creed and socio economic status**. Institution has students from **different parts of the state and country**. They all are treated well both at College and Hostel, so that they enjoy a homely atmosphere though away from home. The **common college uniform** indicates that all are same in the campus and there is no differentiation based on socio economic status.

The institution has students not only from diverse backgrounds but students also with different talents, skills and abilities. All students are given the opportunity to learn in the way where they would be able to showcase their talents. The College believes that diversity can enable students to perform better in the globalized society. Students are given **opportunities to interact with each other so they can build friendships and have a sense of community life**. The **tutorial and mentoring sessions ensures one to one relationships** and helps maintain a close bond among teachers and students and among students themselves. **Personality development, life guidance and value education sessions are organized regularly to inculcate equity, self-consciousness, love, compassion and tolerance**. Various events, programmes and competitions are organized to uphold the spirit of unity in diversity.

Celebrating festivals of Onam and Christmas with all its grandeur brings in sense of oneness and love. The cultural extravaganza and grand feast of Onam is remarkable. The gift exchange during Christmas shows the love, care and concern among marian community. **Dances and art forms from different places and regions** are organized to enrich the students. Students are guided and motivated to partake in variety cultural programmes within and outside the campus. **Literary competitions in Malayalam, English, Hindi, Tamil, Arabic and Urdu** are conducted for the students to overcome linguistic barriers. **Various days of cultural and social relevance are conducted** to enrich students on the broader themes. Cultural programmes by villagers of Dhanu, Maharashtra at the campus provided a great insight to the students on life and culture of north Indian Rural Village.

Under the initiative **Eka Bharat Shrestha Bharat**, **number of programmes are conducted on the allotted state Himachal Pradesh- their language, literature, arts, costume and cuisine**.

The **common prayer room** provides space for students of all religions to communicate with God. Various

days of socio economic relevance are organized to arouse care and concern among fellow being. The **food fests, fairs and competitions during Monsoon Fest conducted annually gives a glimpse into the culture, art and cuisine of different regions.**

Scholarships and free ships are also provided by College for the different sections to enable them successfully attain the goal of higher education.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The staff and students of the institution are trained guided and motivated to be good and committed citizens. Staff share the major responsibility of moulding the youngsters keeping their spirits high. Variety programmes and activities are taken to ensure that Marian's truly abide by constitutional obligations

Preamble of Indian Constitution is displayed in prominence in Institution. Students are made aware of Indian constitution through orientation sessions and competitions. Legal awareness classes are provided to students to make them of aware of country's laws. Students are given awareness on how to have self respect and respect for other sections of society irrespective of caste and creed.

College Union elections are held in Parliamentary Model, in a free and fair mode and all students are members of General Council.

The celebration of Independence and Republic days, Gandhi Jayanthi, Kargil Vijay Diwas, Constitutional Day, Rastriya Ektha Divas instill sense of patriotism and also create awareness on the sacrifice of lakhs for the motherland.

Observation of Youth Day, Women's Day, Girl Child Day, Old Age Day, Human Rights Day creates an awareness on need for respecting diverse groups and ensure their strength.

Through the activities of NSS and NCC, students are moulded for serving the society and are inspired to be committed citizens of tomorrow. NCC and NSS camps inculcate sense of integrity and fraternity. Cadets have participated in Tal Sainik Camp , National Integration Camp and Republic Day. The thought provoking sessions are rendered by NCC and NSS volunteers to other students. They have served as volunteers in various initiatives by the government.

"Karunardaram"- serving the food to the needy on the streets, creates a sense of caring and sharing and nurture respect for the lives of the less privileged.Social Extension activities, Blood and Hair donation

camps, Medical camps helps Marians to recognize and serve the need of different strata of society

Through gender sensitisation programmes students are made aware of their self and also to guide other women to meet the challenges of life.

The grand Onam, Christmas and Holi celebrations signify love, unity, oneness and secularist character of the country.

Pan Service Camps, Electoral Literacy Campaigns, Bank Account Camps, Digital Literacy Initiatives create awareness on attaining national goals. Staff has served as officials for Local body and State Elections time to time

The various programmes organized at 5 adopted Villages under Unnath Bharat Abhiyan reflects the commitment of the students and staff to the society.

The College functioned as flood relief collection centre in 2018 and 2019 and stakeholders generously contributed financially to the flood affected. The volunteering of students and staff for cleanliness drives, water distribution, water testing, and counseling is a testimony to the spirit of Marians during Natural disasters. Students and Staff have rendered commendable services during Okhi cyclone in 2017.

The distribution of free masks and sanitizers during Covid -19 highlights the obligation of the stakeholders in reducing the spread of the pandemics

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Various national and international days are observed to educate the academic community on issues of concern, to mobilize power and resources to address various issues and to celebrate the achievements and contribution of renowned.

World Environment day, world wild life day, habitat day, world Wetland day, Ozone Day are celebrated to create an awareness on need for environment conservation, preserve nature and wild life and protect the environment for future generation

Republic Day, Independence Day, Rastriya Ekta Divas, Kargil Vijay Divas, Constitutional Day are celebrated to create national consciousness and patriotism in the minds of students. This

Kerala Piravi is celebrated as a tribute to the state and spread its traditional values and culture

World Population Day is observed to create awareness on the impact of increasing population and how the population can be turned to a resource

Human Rights Day, Youth Day, Girl Child Day, Women's Day, World Day Against Child Labour etc are observed to make students aware of the rights of various sections of society. These days are celebrated to empower the students and keep the spirit of all sections of the society high. These days creates awareness on the inequalities and indifferences faced by various sections of the society.

Onam and Christmas is celebrated with all its grandeur to inculcate sense of love, oneness and communal harmony

Alzheimer Day, Cancer Day, Rabies Day, Mental Health Day, Hepatitis Day, Aids Day and so on are observed to create awareness on various health issues, their prevention and care.

International yoga day is observed to highlight how yoga can bring peace and happiness to body and mind

Reading week is observed to highlight the relevance of reading in the era of digital media

Teachers day, non teaching staff day is celebrated to recognize their efforts. Blood Donar's Day reminds the love and concern for fellow beings

Pi day, Ramanujan Day are observed in remembrance of contributions of famous Mathematicians

National Science Week is celebrated to develop scientific temper.

Hindi Day is celebrated as a tribute to our National Language.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

The Title of the Practice- Marian Centre for Advanced Research

Objectives of the Practice-

To carry out scientific research with ethical considerations and creative ideas

To bring forward science and research to address societal needs, education and service

Take the research problems from the society and find solutions in the lab

To carry out sponsored research projects, sponsored fellowships/ assistantships

To promote the college-industry interaction by collaborations and MoUs.

The Context

The idea of a common research Centre under the banner of St. Mary's College was conceived during late 2017 and was materialized in 2018. The major objective of such research facility was to coordinate and conduct inter disciplinary research projects. Marian Centre for Advanced Research was thereby initiated. It works with its major objective, that of promoting science into day today life, bridging the gap between academia and society. MCAR emphasizes on the research activities focusing on the current issues in the field of life sciences.

The Practice

Marian Centre for Advanced Research provides an excellent opportunity for aspirants in the field of science research. The centre is equipped with experienced faculty members specialized in various domains of biotechnology carrying out domain specific and multidisciplinary research. The areas of focus are computational biology, toxicology, biochemistry, nanotechnology, plant biotechnology, physiology and molecular biology. The division has unique facilities with respect to research activities and with the state-of-the-art laboratories. The research projects carried out are outcome-based, addressing the current challenges and problems faced by the society. The activities at MCAR, is directed towards Research and Development which is a key ingredient in the all round development of students. Keeping this in mind, the College has been providing state of the art laboratories and instruments for the students to sharpen their research skills. The faculty constantly strives to inculcate a research oriented approach in students. This begins with the planning aspect of doing research and culminates in the successful completion of the research projects.

MCAR support research community providing a platform to exchange their views and interact for a more productive futuristic development in their fields. MCAR- Research Support Services (RSS) provides students of our college and neighbouring institutions with personalized assistance and consultation throughout the complete cycle of their research efforts. RSS at MCAR helps researchers navigate the breadth of internal and external resources to maximize the collective potential.

MCAR offer needed support for Scientists, Researchers, Scholars and industrialists in their individual or institutional academic/scientific spheres. Scientific events are hosted throughout the year by ourselves as well as in association with other scientific societies or institutions. MCAR –Internship Program offers students with research interest to get involved in internship in Plant Biotechnology, Pharmacology, Nanotechnology, Bioinformatics, Applied Microbiology and Silico drug development in our facility. MCAR has facilitated interns from all over India for two to twelve weeks' period.

MCAR initiative for development of sustainable agriculture products develops new low cost supplementary products for organic farming, such as enhanced compost, flowering enhancers and microbial bio fertilizer.

The links established with other institutions enables transfer of technological skills and development of research aptitude in the participants and the extensive popularization of new products is a novel venture to enhance agricultural outputs.

The primary objective was devoted to strengthen practical knowledge in academics and research cadres thereby bridging the gap between academics, industries and society.

Evidence of Success

140 students have successfully completed their academic projects at MCAR. During 2019-2020 around 50 students did their academic projects in association with MCAR. In current academic year 2020-2021, 70 students are doing their academic projects at MCAR.

The bacterial based bio-fertilizer SMCNPK18 was developed and successfully distributed to 5000 farmers in various Panchayats through Unnat Bharat Abhiyan Scheme. MECSMC11-Microbially treated compost that reduce the required water for the growth of a plant, GEMS14 (Growth Enhancing Microbial Solution)- a flowering agent, to ensure economic viability by organic farming, VERMITOL - advanced bio fertilizer developed using earth worm as an incubator for soil enriching bacteria are some of the other products developed through the venture.

Problems Encountered and Resources required

Shortage of research funding for advanced research.

Purchase of equipment's of high value is a deterring fact

Notes

The facilities of MCAR are extended to students and faculty from various institutions. A multidisciplinary research centre can be initiated by 2 or more departments to enhance research and development facility of the institution.

Title of the Practice - Student Capability Enhancement Programme

Objectives of the Practice

To facilitate skill development and employability potential

To enable students to get additional certifications during the period of study

The Context

The need for skill enhancement among the student community is widely discussed all over the country. To keep pace with the requirements of the industry, service and academia, the College has introduced various programmes. College aims that through various Skill Enhancement Programmes and certificate Programmes students, student upliftment can be ensured. As only two UGC sponsored Add ons are offered since 2015, College has initiated a number of number of courses.

The Practice

The College has rescheduled and extended its working hours by an hour to provide the students the opportunity to partake in various UGC Add on programmes and Certificate course since 2009. Apart from 2 UGC Add on programmes held since 2015 the College has started various skill enhancement programmes for I and II Semester UG students, and certificate course for III and IV Semester UG students respectively. Certain departments offered certificate courses for V sem UG and PG students. The departments offer one interdisciplinary Skill Enhancement Programmes and a Value Added Certificate Course. The course syllabus is reviewed and decided after discussion with stakeholders and in tune with the requirements of modern times. New courses replace the redundant ones. All the students are expected to join these programmes. 26 courses were offered in 2015-16 with 9 skill enhancement programmes, 14 certificate programmes and 3 UGC Add On programmes, 31 were offered in 2016-17 with 11 skill enhancement programmes, 13 certificate programmes, 6 UGC Add On programmes and an ASAP certificate programme. 32 programmes were offered in 2017-18 with 13 skill enhancement programmes, 13 certificate programmes and 5 UGC Add On programmes and an ASAP certificate programme. In 2018-19, the 36 programmes included 17 certificate programmes, 12 skill enhancement programmes, 6 UGC Add On programmes and an ASAP certificate programme. In 2019-20, 12 skill enhancement programmes, 15 certificate programmes, 6 UGC Add On programmes and an ASAP certificate programme was offered. The Duration of each programme is 30 hours. Evaluation is held after successful completion of 30 hour programme and certificates are provided to the successful students. Certain programmes are conducted with support of external faculty and also in collaboration with different agencies. Practical and theory sessions are held for certain programmes

Evidence of success – Student capability Enhancement Programmes could reduce the skill gap/employability gap. The College aims to conduct new generation programmes in the years to come. College has prepared plans to conduct online programmes so that students learn more courses and acquire additional certifications at their own pace. The student feedback is an indicator of the success of the programme. The students are showing keen interest in the programmes and all the students appear for exams.

Problems encountered and resources required -The lack of proper scheduling of University exams poses difficulty in the timely completion of programmes. Separate programmes for I and II Semester UG students could not be conducted due to lags in University admission schedule. Paucity of time restricts field visits and more industry oriented practical sessions and also increase in duration of programmes.

Notes- There is good scope for Colleges to provide various certificate courses along with regular UG and PG Programmes. Colleges can also introduce diploma programmes also. This helps students save time and also receive certifications during their period of regular study.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The Congregation of Mother of Carmel pioneered into the field of Higher Education inspired by the educational vision of its founder, Saint Kuriakose Elias Chavara, in the pre-independence period, with the aim of uplifting the women of Kerala by empowering them through education. St. Mary's College, first Women's College in Thrissur District of Kerala was established in 1946 with the aim of imparting knowledge to young women and make them empowered and responsible citizens. In the rapidly changing world, the institution has been transforming and adapting itself to meet the global requirements keeping up to its vision and mission. The Institution currently offers 12 UG, 10 PG and 2 B Voc and a PhD Programme and UGC sponsored Community College. The College has made giant strides towards excellence since the three accreditations which provided the College with an impetus to introspect, analyze and fortify the strengths and rectify the weaknesses. The College was accredited with B+ grade in 2004 and with 'A' grade in 2010 and 2015.

Besides the institution caters to the student requirements for skill development and employability through Certificate, Value added and Skill Enhancement programmes. Individual and institutional support is ensured to the students in a variety of ways to ensure holistic development. Over these years, College has initiated and arranged a large number of healthy practices to contribute to quality enhancement and research aptitude.

The College has adopted and internalized modern and innovative pedagogical strategies to enhance the effectiveness of the teaching learning process. The institution has always has risen to the current need and has introduced ICT in governance, day to day administration and teaching-learning.

College has promoted e - learning and ICT based teaching learning as the priority of present day. The students have secured several ranks in all the years and have maintained high pass percentage in all disciplines. A good of students continue with higher studies and the College has good record of student progression. The launch of Marian Centre for Advanced Research provides an impetus for enhancing facilities for multidisciplinary research. The Incubation Centres promote entrepreneurial skills and provide a base for students to start new ventures in the future.

Apart from academic excellence the College has been continuously giving priority to inculcate moral and ethical values. Value education Course certified by institute of Christian Chair, University of Calicut is offered to students. Three day annual life guidance course is provided to the outgoing students. In conformity to its motto the College has given top priority to discipline and has worked for the internalization of a culture of discipline in the lives of her students. Students with excellent academic credentials as well as first generation learners from disadvantaged sections of the society seek admission to the institution and are given equal opportunities for development and enrichment. Special Support and guidance is given to diverse categories of students-WWS/ BWS for advanced learners and SSP/SAP for slow learners. Differently abled students are treated on par with others and counselling and other facilities are ensured through Assistance for Differently abled Cell

Tutorial and Mentoring sessions addresses problems related to stress, anxiety, examination phobia, peer

pressure, personal issues etc. Interaction with eminent women personalities, activities of Women Cell, gender sensitisation programmes by departments, Women of achievement awards promote women empowerment. The clubs, cells and forums provides support for co-curricular and extra-curricular activities.

The College has been in the forefront in its commitment to the society from the very beginning. One of the first steps in the path of service to the society was the establishment of the Social Service League in 1951. In 1955 Smt. Indira Gandhi visited the College for collecting the Assam Flood Relief Fund. In 1962 the College was awarded the Chief Minister's Trophy for the collection of the highest amount for the Defence Fund in the state. In 1971 the Society for St Mary's College Jubilee Memorial Kudumbakshema Paddhathi was registered with the objective of promoting the welfare of families by making them self-reliant and helping them to live as decent and useful citizens. As part of the Silver Jubilee Celebration 25 houses and as part of Golden Jubilee Celebration 7 houses were constructed for the poor and the needy. A crèche, nursery and a tailoring unit were established at Nadathara for the benefit of local people. The adoption and holistic development of 40 under privileged children of St Mary's Convent U.P. School Chiyaram, adoption of 5 Villages under Unnath Bharat Abhiyan Programme, Services rendered during Kerala Floods in 2018 and 2019, Marian Community Employment Generation Programme, Karunardram- serving the Food to the needy on streets etc. are milestone activities in the area of community extension. College has undertaken several social, community and academic extension activities and participation rate is almost cent percent. College has won commendations from various agencies for its contribution for various extension activities.

Students are trained and guided to participate in various co-curricular, extracurricular activities within and outside the campus at various levels. Our sports performers has made glittering performances over the years. Players have represented and won laurels in international levels – Swimming, Weight Lifting, Powerlifting, Basket Ball, Kabbadi, Khurash and Sepak Takraw. The College has won the Best Women's College title in University of Calicut in 2017-18 and is the third Best College (Women) and Fourth Best in Aggregate Men and Women (combined) in University of Calicut in 2019-20.

The College can legitimately feel proud of her alumnae who are serving the society and the nation in various capacities. They have made noteworthy contributions in the progress of the institution.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The College caters to diverse learners especially from lower socio economic background and first generation college goers. Value additions are given through Invited lectures, seminars, workshops, paper presentations, discussions and through the conduct of skill enhancement and certificate programmes. Innovative teaching learning strategies are incorporated in all programmes to unleash the maximum potential of the students. Emphasis is laid on e- learning in tune with digital advancements of the modern day. The colleges realises its mission of providing affordable and quality education to all sections by providing scholarships and freeships to the students. Earnest efforts are taken by the College for enhancing the research quality and aptitude among the faculty and students. Holistic development is ensured by providing programmes for academic development at the same time giving value based sessions, life guidance and personality development programmes. Social commitment is the hallmark of Marians and all of them actively participate in various social extension initiatives. The college was started at a time when women education was limited to a small section of the society, the sincere efforts of the Management has brought lights to the homes of many. Women Cell functions and organises programmes on the theme enrich and empower. Inclusivity is ensured through day celebrations, competitions and College code of conduct. Yoga and meditation are practiced daily for maintaining a fit body and mind.

Concluding Remarks :

St. Mary's College, Thrissur is striving its best towards excellence and has undertaken various innovative programmes during this period for overall quality enhancement. The excellent rapport between the management, faculty, student, alumnae and parents is the strength of the institution. The Motto of the College, Knowledge and Discipline is clearly obliged with. The College has incorporated modernity at the same time without compromising on traditional values. In this long journey since inception, College has taken efforts to contribute effectively to the society – in terms of academics, research, extension, women empowerment, sports, environment sustainability, patriotism and so on. The girls, who moved out of this abode of knowledge all these years have made their mark in different spheres. To continue with its journey of excellence, St Mary's has designed and initiated a Platinum Jubilee Year plan of action, Vision 2021-Marian Infrastructure Development Initiative, Marian Academic Initiative, Marian Students Support Scheme, Marian Environment Conservation Programme and Marian Rural Development Scheme.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 24 Answer after DVV Verification: 25</p>																																								
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>856</td> <td>735</td> <td>737</td> <td>755</td> <td>729</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>868</td> <td>734</td> <td>737</td> <td>755</td> <td>729</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>950</td> <td>776</td> <td>800</td> <td>799</td> <td>765</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>950</td> <td>776</td> <td>800</td> <td>799</td> <td>765</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report of admitted students by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	856	735	737	755	729	2019-20	2018-19	2017-18	2016-17	2015-16	868	734	737	755	729	2019-20	2018-19	2017-18	2016-17	2015-16	950	776	800	799	765	2019-20	2018-19	2017-18	2016-17	2015-16	950	776	800	799	765
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950	776	800	799	765																																					
2.1.2	<p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>490</td> <td>409</td> <td>418</td> <td>413</td> <td>394</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	490	409	418	413	394																														
2019-20	2018-19	2017-18	2016-17	2015-16																																					
490	409	418	413	394																																					

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
490	409	418	413	394

2.6.3 Average pass percentage of Students during last five years

2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
606	600	593	513	477

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
606	600	593	513	460

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
698	686	702	584	511

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
698	686	702	584	512

Remark : DVV has made the changes as per shared report of appeared and passed students by HEI.

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
70.596	1.57	3.915	1.895	0.08

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

70.596	1.57	3.8	1.8	0
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Remark : DVV has made the changes as per shared e-copies of research projects by HEI.

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	3	2	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	2	1	0

3.1.3.2. Number of departments offering academic programmes

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
14	14	14	14	14

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
14	14	14	14	14

Remark : DVV has made the changes as per e-copies of research projects shared by HEI.

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years

Answer before DVV Verification : 17

Answer after DVV Verification: 8

3.3.1.2. Number of teachers recognized as guides during the last five years

Answer before DVV Verification : 6

Answer after DVV Verification: 6

Remark : DVV has made the changes as per shared Ph.D registration letter by HEI. Unsigned letter has not considered.

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

last five years**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
24	39	18	13	15

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
10	15	5	8	5

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
19	43	20	38	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
19	43	20	38	4

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	9	8	5	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	1	0

3.5.1	<p>Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year</p> <p>3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>110</td> <td>87</td> <td>105</td> <td>93</td> <td>23</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>95</td> <td>65</td> <td>89</td> <td>76</td> <td>14</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per pro-rata basis of shared corroboration letter by HEI</p>	2019-20	2018-19	2017-18	2016-17	2015-16	110	87	105	93	23	2019-20	2018-19	2017-18	2016-17	2015-16	95	65	89	76	14
2019-20	2018-19	2017-18	2016-17	2015-16																	
110	87	105	93	23																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
95	65	89	76	14																	
4.1.4	<p>Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)</p> <p>4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1095 1046 1229"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>97.25</td> <td>24.87</td> <td>161.12</td> <td>89.17</td> <td>112.3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1308 1046 1442"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>10.71</td> <td>10.22</td> <td>27.92</td> <td>0</td> <td>9.75</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per addition of fixed assets excluding library and vehicle duly signed by CA.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	97.25	24.87	161.12	89.17	112.3	2019-20	2018-19	2017-18	2016-17	2015-16	10.71	10.22	27.92	0	9.75
2019-20	2018-19	2017-18	2016-17	2015-16																	
97.25	24.87	161.12	89.17	112.3																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
10.71	10.22	27.92	0	9.75																	
4.2.3	<p>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</p> <p>4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1841 1046 1975"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>1.84</td> <td>2.75</td> <td>5.37</td> <td>16.71</td> <td>5.33</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2019-20	2018-19	2017-18	2016-17	2015-16	1.84	2.75	5.37	16.71	5.33										
2019-20	2018-19	2017-18	2016-17	2015-16																	
1.84	2.75	5.37	16.71	5.33																	

2019-20	2018-19	2017-18	2016-17	2015-16
1.52	2.70	4.30	15.46	4.13

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 363

Answer after DVV Verification: 0

Remark : HEI has not provided the log book details. Only computer generated data given which has not considered.

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
83.80	63.70	18.58	39.19	34.84

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
111.54	51.40	105.17	40.07	36.12

Remark : DVV has made the changes as per Repair and maintenance, Lab expense, Computer Lab Expense, repair and maintenance and Electrical Consumption duly signed by CA.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
74	41	24	22	15

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
35	20	24	11	15

Remark : DVV has made the changes as per pro-rata basis of shared offer letter by HEI. Mail letter has not considered. Offer letter without signed has not considered.

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
81	127	55	29	45

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
40	60	28	12	24

Remark : DVV has made the changes as per pro-rata basis of shared awards letters by HEI. Participation certificate not considered by HEI.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
86	94	84	74	58

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
48	40	39	38	33

Remark : DVV has made the changes as per pro-rata basis of provided report and certificates of sports and cultural activities. Provided some unsigned report has not considered. Provided report for the year 2020-21 has not considered.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	5	5	2	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Without proof of payment on financial support for faculty development, claim has not considered.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	10	2	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : DVV has not considered one day program on this metric.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per shared bill of LED, Solar Plant and Wheeling to the Grid by HEI.

7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above Remark : DVV has select D.1 of the above as per shared Rain water Harvesting expenditure by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has select B. 3 of the above as per shared photos of SI 3 and 5 and Report of SI 1 by HEI.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per shared report of Code of conduct and minutes of committee member by HEI.</p>

2.Extended Profile Deviations

ID	Extended Questions														
1.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="193 1995 986 2080"> <thead> <tr> <th data-bbox="193 1995 352 2080">2019-20</th> <th data-bbox="352 1995 512 2080">2018-19</th> <th data-bbox="512 1995 671 2080">2017-18</th> <th data-bbox="671 1995 831 2080">2016-17</th> <th data-bbox="831 1995 986 2080">2015-16</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					2019-20	2018-19	2017-18	2016-17	2015-16					
2019-20	2018-19	2017-18	2016-17	2015-16											

2143	2016	2025	1929	1736
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Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2142	2016	2025	1929	1736

1.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
698	687	702	585	511

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
698	686	702	584	512

2.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
244.31	171.6	240.93	202.08	196.06

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
459.26	276.06	367.87	278.01	254.21

2.3 **Number of Computers**

Answer before DVV Verification : 276

Answer after DVV Verification : 89