YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	ST.MARY'S COLLEGE, SULTHAN BATHERY
• Name of the Head of the institution	DR.ROY P C
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04936220246
• Mobile no	9539101861
• Registered e-mail	stmaryssby@gmail.com
• Alternate e-mail	iqac@stmarysbathery.ac.in
• Address	St.Mary's College, Kuppady P O, Sulthan Bathery, Wayanad, Kerala
• City/Town	Sulthan Bathery
• State/UT	Kerala
• Pin Code	673592

2.Institutional status

• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **University of Calicut**

- Name of the IQAC Coordinator   **Dr.Vijayakumar A R**

- Phone No.   **9495931017**

- Alternate phone No.   **9446514370**

- Mobile   **9495931017**

- IQAC e-mail address   **iqac@stmarysbathery.ac.in**

- Alternate Email address   **principal@stmarysbathery.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://stmarysbathery.ac.in/Uploads/Documents/AQAR21-22.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://stmarysbathery.ac.in/Uploads/Documents/Academic%20calendar%202022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	**A+**	**3.26**	**2022**	**07/12/2023**	**06/12/2028**
Cycle 3	**A**	**30.8**	**2017**	**30/10/2017**	**20/10/2022**
Cycle 2	**A**	**3.06**	**2012**	**21/04/2012**	**20/08/2017**
Cycle 1	**B+**	**77%**	**2006**	**01/06/2006**	**31/07/2011**

6.Date of Establishment of IQAC   **01/06/2004**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest   **Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC

No File Uploaded

9.No. of IQAC meetings held during the year   **22**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File]

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

Switched to the NECTTOS app, which automates the teaching and learning process, on a trial basis.

Suggestion to the management: enhance the campus's aesthetics and infrastructure

Initiated to start certificate programmes and collaborative work

Took steps to motivate faculty members to participate more in research

Several programs in the adopted tribal settlements as part of social commitment

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

Plan of Action	Achievements/Outcomes
Each department decided to provide a certificate program.	Registration for the same was done at the admissions time.
Suggested full automation software/application for academic features	Installed the NECTTOS app on a yearly trail basis.
Decided to provide a class on ethics and values and an orientation for the newcomers.	Led the ethics and orientation class.
Stress management class for the faculty members	Arranged a one-day excursion for the stress management class.
Decided to enhance the quantity of agreements or memorandums	Obtained several additional Memorandums of Understanding

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	22/03/2024

14.Whether institutional data submitted to AISHE

Part A

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4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://stmarysbathery.ac.in/Uploads/Documents/Academic%20calendar%202022-23.pdf

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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	No File Uploaded

IQAC		
9.No. of IQAC meetings held during the year	`22`	
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• If yes, mention the amount		

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

04-12-2024 10:59:29

Plan of Action	Achievements/Outcomes
Each department decided to provide a certificate program.	Registration for the same was done at the admissions time.
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Decided to enhance the quantity of agreements or memorandums	Obtained several additional Memorandums of Understanding

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	22/03/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	01/04/2024

15.Multidisciplinary / interdisciplinary

The college, an assisted arts and science college connected to the University of Calicut, provides a range of traditional and contemporary courses in accordance with the university's curriculum.The laws of the affiliated university govern the college's ability to choose courses and programs, leaving it with little flexibility. Despite this, the college offers a range of certificate programs and add-on courses provided by companies like Coursera, Swayam, and IIT Spoken Tutorial, to name a few, in an effort to give the student population a comprehensive and diverse education that will benefit them. The college intends to

apply for transdisciplinary and interdisciplinary courses in the future. The college's multidisciplinary research project came to fruition thanks to a state-of-the-art DST/FIST research facility that will serve students from surrounding states and districts. The college's research community is urged to explore initiatives and research topics/projects that are fundamentally multidisciplinary in nature in light of NEP 2020.

16.Academic bank of credits (ABC):

The University of Calicut, the affiliated university, is starting to implement NEP 2020. The college will register in the Academic Bank of Credits (ABC) after the associated university gives the go-ahead and the college is prepared to put it into practice. The institution currently uses a choice-based credit and semester structure that is determined by the preferences of the students.

17.Skill development:

As a required component of the college curriculum, the project work forces students to apply the knowledge they have gained in the classroom, strengthening their multifaceted cognitive abilities. The college provides a variety of 30-hour certificate programs each academic year and encourages students to take part in internships to help them acquire the necessary skills to be employed. Numerous departments also organize field trips to help students develop their observational, perceptual, and interpersonal abilities. Students' skill development is improved by the curriculum's inclusion of lab sessions. Lectures are taught to college students in order to provide them with a range of skills. College hold lectures to provide students with a variety of skills and to empower them. A range of activities are arranged by the placement cell, NSS, and NCC to expose students to soft skills. Participants learn the social skills and empathy needed for daily living in seminars on ethics and human values. Observation days are celebrated to promote optimism and respect for those who can act as role models and whose lives and deeds teach important lessons to impressionable and young minds.

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

It is important to educate the institution's incoming millennial generation about the rich history and culture of our country. The world has come to accept the old Indian knowledge systems, which include the patent-protected naturopathy, homeopathy, yoga, and the ayurvedic system of health preservation. HEIs are essential in teaching young people the importance of these systems. The

college offers regular yoga courses and credential programs in yoga through its yoga club. The club wants to encourage teachers and students to sign up for yoga courses at the graduate or diploma level that are offered via the IGNOU MOOC platform or the Swami portal. The yoga club also intends to raise awareness of this knowledge system in the community by inviting neighbors who may be interested in meditation and restorative yoga to the college's campus, which is one of Kerala's greenest. Under the department of Botany, the college maintains a medical garden with a variety of herbs and plants. The female hostel's tenants and the surrounding community make use of the plants in the separate medicinal garden that is located on the hostel's grounds. The facility features a fully operational farm with poultry, dairy, and other crops.There are also native Vechurs, a rare kind of cow whose milk has significant therapeutic significance. The faculty members who work for the college are fluent in Malayalam, the local tongue. The faculty members of the HEI teach all of the degree programs in two languages. There are plans to launch an interdisciplinary study magazine that will cover the whole spectrum of tribal literature and folklore. Due to the tourism club's connections to the district's archeological monuments, students are better able to comprehend art and culture as well as the value of maintaining them. The college's social equity club was established with the goal of advancing ST/SC students, and it has set aside seats for these indigenous Wayanad people during admissions.

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

The University of Calicut, which undertook significant steps to convert to OBE and where the CO, PO, and PSOs are specified in each course and program, created the curriculum that the institution uses. In order to fulfill these PO and CO requirements, the faculty creates the year's lesson plan and then starts the teaching-learning process. A variety of internal evaluation methods, including unit examinations, seminars, vivas, and assignments, are used to gauge the result. Students' abilities are evaluated through project work, internships, field trips, practicals, and other activities. At the moment, the affiliated university's ODL mode is not available for any courses provided by the institution. Nonetheless, the faculty is ready to offer blended learning, and the college has the tools needed. Since its establishment in 2000, the college has served hundreds of students from the surrounding states and the district through its IGNOU study center. The institution's faculty actively participates in the teaching-learning process for all of the

programs.	
20.Distance education/online education:	
At the moment, the affiliated university's ODL mode is not available for any courses provided by the institution. Nonetheless, the faculty is ready to offer blended learning, and the college has the tools needed. Since its establishment in 2000, the college has served hundreds of students from the surrounding states and the district through its IGNOU study center. The institution's faculty actively participates in the teaching-learning process for all of the programs. The state government's Sree Narayana Guru ODL is currently in talks to launch.	

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**20**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1582**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**111**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**508**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	**83**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2	**52**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**64**
Total number of Classrooms and Seminar halls	
4.2	**27,786,295.00**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**118**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College follows the University prescribed curriculum andsyllabus which is a Choice BasedCredit and Semester System. An academic calendar is prepared atthe beginning and before the start of each academic year forboth the semesters. The faculties are advised to have individualteaching plans for the papers they

handle.

Pre- academic Planning activities:

- A general timetable is prepared by the time table committee by allotting hours for thegeneral papers like English and Language. The rest of the hoursare allotted to therespective departments.
- Advising the students on their elective choices andrecording the same by thedepartments.
- Workload is calculated for the faculties.
- A time table is prepared by the HODs of the individualdepartments and copies areforwarded to the Principal, Office and the department facultiesand students.
- An Academic calendar is prepared for the college by thecommittee comprising of theHODs, IQAC and Internal Examination cell.
- The teaching faculties are advised to prepare a teachingplan for each of the semesters.

Activities during the Academic year:

- Classrooms teaching, mentoring and internal assessmentsthrough exams.
- Others activities like laboratory works, seminars andworkshops.
- Internships
- Project works

Post- academic Activities:

- Feedback and assessment
- Submission of internal marks to the office for uploading in the university website.
- University examinations and valuation of papers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college adheres to the academic calendar which is prepared by a committee comprising of the Principal, HODs and the IQAC committee at the beginning of each academic year for both thesemesters. The Continuous Internal Evaluation (CIE) is done through two unit tests as prescribed by the University for theInternal Assessment of the student. The unit tests are conducted under the supervision of the Internal Examination Committee -one at the middle of the semester and other towards the end of the semester. The marks are recorded and displayed. Based on theassessments, inclusive measures are taken for the students identified with low marks through extra classes and class notes.Course-wise assignments are taken from the students. During the pandemic the assignments were submitted digitally in the Googleclassrooms. Seminars/viva is also conducted each semester coursewiseby the individual faculties. The internal marks areprepared based on the unit tests, assignments and seminars/viva which are then uploaded in the university website afterconsidering all the grievances of the students if there are any.The library and the departments maintain the semester-endquestion papers. The question papers are also uploaded in thecollege website for quick reference by the students. TheQuestion Paper Workshops are conducted by the departmentfaculties for helping the students understand the methodology ofthe question pattern and the answering techniques.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://drive.google.com/drive/u/1/folders/1sVG9vt2AavEsbLoAnpZQ2kRMtpKFKfBl

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

38

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

05

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

94

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

St. Mary's College envisions the transformation of youth towardsan enlightened society madepossible through the conscious efforts of integrating crosscutting issues relevant to Gender,Environment and Sustainability, Human Values and ProfessionalEthics into the curriculum.Development of socially responsible and ethical behaviour hasbeen stated in theProgramme/Course Outcomes of curriculum. Several courses in thesyllabus and selected valueaddedcourses specifically address professional ethics and ethical issues in the respectivedisciplines. PG programmes have compulsory audit course onProfessional Competency. Plagiarism Report is mandated for PG Project Reports. One orientation programme is held for the first years to prepare them with value systems, ethicsand for their future professional life. Human values areinstilled through programmes run by the NSS, NCC and various clubs.The Gender Cell and the Womens Cell along with variousdepartments plays the lead role inshaping the gender sensitive spirit of the college. More overthe institution promotes gender neutral games like korf ball.Environment and Sustainability: Green campus clean campus playsvital role in plastic freerejuvenation of campus and commands the strict adherence of green protocol in all activities.College is instrumental in ensuring students participationSwachh Bhart Abhiyan and UnnatBharat Abhiyan.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

18

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

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

489

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/drive/u/0/home

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

618

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

118

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The SMC assesses the learning levels of the students in two ways at the time ofcommencement of the programme. Students entrolled in various disciplines are identifiedas slow and advanced leaners based on their UG marks and a test conducted by eachdepartment .The College organize orientation programme /Induction programmes forfresher's both at the institutional level and departmental level. This process as a base formonitoring the future programmes of the students. Strategy adopted for slow learners and Advanced learners Remedial classes are conducted with the aim to improve the academic performance of theslow learners. Classes conducted through online mode. Group study system is also encouraged with the help of advanced learners Academic and Career counselling are given to the slow learners 10-20 students allotted to mentors who help through counselling at students and providesolution to his/her problems. Advanced learners are encouraged to opt for competitive exam likeGATE,JEST,NET,SET,JAM,MAT,K-MAT, PhD Entrance etcScholarship and financial aids for advanced learners.

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

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

Number of Students	Number of Teachers
1582	**83**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Student centric methods are used for enhancing learning experiences of the students for the teaching-learning process.

1. Experiential-learning The Syllabus includes project work which helps the students to actualize the skills that they have developed during the course of study. For real time exposure students are encouraged to participate at National and International level programmes.. Faculty encourages academically significant field visits/surveys. Departments organize industrial visits providing exposure to industrial work culture Lectures by experts from industry/academics supplement the teaching process.

2. Participative-learning Role play method is used in management/pg courses to supplement teaching The activites/camps of NSS/NCC, village adoption, Swatchh bharath and health-awareness camps help to learn social and community welfare. Debates are followed in many of the subjects Practicals/workshops are conducted.

3. Problem-solving Methodology Case study method in teaching-learning process helps to develop problem solving ability and is adopted in management programmes while teaching Business law . Discussion methods in subjects helps come up with the opinions & suggestions through Peer learning and question paper discussion developing self learning skills.

4. Collaborative-learning Collaborations through external agencies like Brahmagiri Development Society, MSSRF helps with research/internships. PSC/Civil service coaching is done through institutes like Dyuthi, Minerva

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT Tools:

1. 21 projectors are available in different classrooms/labs

2. Desktop/Laptops- Arranged at Computer Lab/departments.

3. Printers- Installed in Laboratories/departments.

4. Two Multifunction-Photostat machines are available .

5. 2 scanners are made available.

6. One seminar-hall is equipped with all digital facilities.

7. Auditorium- Equipped with sound-system/projectors.

8. Online Classes through Zoom, Google-Meet, Teachmint, Google-Classroom

9. MOODLE

10. Digital-Library resources (INFLIBNET-NLIST)

11.7 Android smart TV installed in classrooms.

Use of ICT by Faculty

A. Faculties use power-point presentations in their teaching and is equipped with digital libraries,online search engines and websites to prepare effective presentations.

B. Seminar/Conference room are digitally equipped where guest Lectures and various competitions are regularly organized for students. C. Faculties prepare online quiz for students after the completion of each unit with with the help of GOOGLE FORMS.

D. Students are counseled with the help of Zoom / Google meet.

E. Recording of video lectures is made available to students for future referencing.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

1:20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

25

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

680

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per affiliating University regulations the college conducts internal assessment based on internal examinations, attendance, assignments, seminar /viva. Every year an academic calendar is prepared with tentative dates of internal examinations which is strictly followed.Internal Exams are conducted in a separate exam hall, other than their classrooms. Separate answer sheets with college seal is given to avoid malpractice. Students are administered 3 types of coded question papers which are printed in the college office to ensure secrecy. 3 invigilators, who are not their subject tutors, supervise the students. Assignments given for the students are always application oriented so that students understand to use the theory practically. Topics for assignment are provided at the start of the semester. Every student must submit the assignment and viva within the stipulated time as prescribed in the academic calendar in online/ offline mode.

Attendance is marked through computerized system, NECTTOS. At the end of each semester, the attendance percentage secured by the students are published in the notice board and are available in the NECTOSS for students and parents.

After conduct of exams, marks are published in the notice board and updated in NECTTOS within a week, for viewing by parents and students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Students can submit their grievances within 3 days of publication of results to their tutors, and not to the subject tutors to avoid bias. Student grievances are filed in the respective departments and kept with Head of the Departments for monitoring and proper disposal. Students who are unable to attend the tests due to reasons as NCC/NSS camps, unavoidable medical necessities etc. are given another chance through retests conducted by the departments. Class tutors redress the grievances and reschedule exams within a week and finalize marks. Since the dates, the question pattern, the weightage and the timelines are all fixed in advance, there is hardly any scope for complaints or grievances related to internal examinations. If a student is unsatisfied with the resolution provided by the Head of the Department, he or she ought to approach the college's Grievance Redressal Cell. The meetings of the grievance cell are recorded in the minute's book.Before final submission in the university website, signature of the students is collected to validate the process. The final uploaded internal marks are also displayed on the notice board and the college website. A PTA meeting is held every semester where the marks are conveyed and overall feedback of the individual students are discussed. All grievances are met in pro- student manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

POs, PSOs and COs are developed by the Board of Studies of each of the Subjects by the affiliating University. This is then published in the University website and is forwarded to all the affiliating colleges. The college has clearly stated learning outcomes of the Programs and Courses.The College adopts Outcome based education rather than input oriented bell shaped curve of learning. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students and softcopy of the same is forwarded to the respective faculties through email and is also published in institutional website. Graduate attributes are described to the first year students at the commencement of the programme. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial meeting. The students are intimated that the COs are available in the website. During the discussion of the course, the outcomes of the course are also focused.. During the commencement of each unit and after the completion of the unit, the courseoutcomes are reviewed.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The programme outcomes and course outcomes are evaluated by the institution through a transparent mechanism with unit tests,seminars/viva voce,project work and surveys and these components are as per the university regulations. In each academic year the department wise pass percentage is calculated and toppers and rank holders are identified for felicitation. Based on the pass percentage, a result analysis is conducted to understand the levels of attainment of POs and COs. For this a department level course wise analysis is done and courses with marked variations are noted. Department level meetings are conducted to discuss the reasons for the variations and proactive measures are taken to

make improvements with the future teaching-learning process. Students who pass the competitive examinations (NET/JRF/CSIR/SET etc) and those who join higher studies in India /abroad and those who got placements are reckoned. An evaluation is made on the number of students progressing in the same stream and continues in the college for their higher education. Evaluation of the whole process is also carried out through a well organized feedback mechanism from the stakeholders. As part of this there was an active participation in college alumni registration.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

450

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/document/d/1mVLJ-fT_I7bzTM19qtyTVWW_UhuL1CbW/edit?usp=sharing&ouid=104751564272608515648&rtpof=true&sd=true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

St. Mary's College, Sulthan Bathery has created an ecosystem forinnovations/initiatives for the upliftment of its stakeholders. The institution provides both online and offline databases tothe stakeholders for the acquisition of knowledge and wisdom. The college has given access to Nlist and URKUND for research.The faculty members are encouraged to organize/participate in workshops, seminars, conferences, refresher/ orientation/shorttermcourses and publish research papers etc. The institution encourages PhD holders to apply for guideship and others toregister for PhD. To inculcate entrepreneurial skills among students, the college has created an ED Club which hosts manyactivities to activate entrepreneurial ideas and skills among students. The Young Innovators Programme under the KeralaDevelopment and Innovation Strategic Council is initiated in thecollege to empower future innovators to innovate new products/ services and to meet emerging requirements, unarticulated needs, or existing market needs of society more effectively. Thecollege motivates faculty members to sign more MoUs tostrengthen the institution in academic and research areas. Allthe students have to undergo compulsory project work as part oftheir curriculum with an aim to build a good research aptitudein them.

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

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	**No File Uploaded**

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

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

9

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

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

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

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

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

1.Wellness Programs: AYUSH HOMEO CLINIC A homeopathic clinic operates holistically on campus on every Fridays in collaboration with the Health department. 2. Holistic Fitness Classes: These classes incorporate a variety of physical activities such as yoga, Zumba, Classical dances to improve strength, flexibility, and overall fitness while also promoting relaxation and stress reduction. ST MARYS INSTITUTE FOR CLASSICAL DANCES 3. JEEVANI : This is a Holistic therapy program that offer counselling and therapy services that address mental, emotional, and spiritual well-being.Wellness Retreats: 6. Community-Based Health Promotion Programs: These programs engage local tribal communities in initiatives to improve overall health and well-being through creating awareness on hygiene and health. 7. Spiritual Wellness Programs: These programs focus on nurturing the spiritual aspect of health through practices such as prayer, mindfulness AND MEDITATION 3.Emotional Health HAPPINESS QUOTIENT SURVEY The happiness quotient is a measure of an individual's subjective well-being or overall happiness. It's a way to gauge how satisfied and fulfilled someone feels with their life, taking into account various factors such as personal achievements, relationships, health, and emotional statebased on their individual values, goals, and life circumstances.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

St.Mary's College is an eco friendly, learning friendly green campus that spreads over 32-acre campus with a Higher Secondary School and a High School. The built-up area of the college is 1,40,000 square feet. The college also has a green campus with multiple gardens and plantations.

- 62 Classrooms, out of which 21 has LCD projectors and 14 has Smart-TVs
- 12 science laboratories, 2 research laboratories, one DST/FIST laboratory with sophisticated equipments, 3 computer labs.
- Examination Facility:An examination office with a secured storeroom, computers with wi-fi and photocopying facilities.
- ICT Facility:116 computers, printers, wi-fi, projector.
- Divyangjan-Friendly:Ramps, sky-walk ways, tactile paths, and disable friendly washrooms.
- Cultural Facility:Amphitheatre, auditorium, seminar hall, jubilee hall, porticos and boulevards.
- Sports Facility:Volleyball, basketball, badminton court, cricket cages, and indoor games.
- Library Facility:

Floor Area: 6000 Sq. Ft

Total Seating Capacity: 170

Reading Hall

N-List & Magzter Subscription

Ouriginal Software to Check Plagiarism (Access Provided by University of Calicut 2019-2023)

E-learning Facility

- Hostels- 1 Boys Hostel, 2 Girls Hostel and 1 Sports Hostel

- Other Facilities:IGNOU center, NCC & NSS office, IQAC room,

canteen, Cooperative store, counseling centre, AYUSH Homeo clinic, Gymnasium, guest house, and separate parking area for staff and students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/criterion4_physical.php

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

The college offers comprehensive amenities to support the non-academic activities of the students

SPORTS AND GAMES:

The campus boasts a sprawling college ground spanning 6000 sq.ft, hosting various sporting activities.

Sporting facilities:

200-meter track with 8 lanes

Basketball court

2 volleyball courts

Volleyball academy with 2 reputed coaches

Football court (95m*57m)

Cricket-batting cages

Tennis court

Well-equipped gymnasium

Yoga and fitness center

Jumping pit

Korfball court

Recreation hall for indoor games like chess, caroms and table-tennis etc

Sports hostel

Regular football camps are conducted by the Parappur Football Academy.

The Wayanad Cricket Association collaborates with the college for cricket training camps, tournaments, and regular practice sessions.

The ground serves as a venue for physical examinations for governmental recruitment procedures.

Specific areas are allocated for NCC events and firing range practice for NCC cadets.

YOGA:

Weekly yoga sessions are conducted for women by yoga trainers from AYUSH, Ministry of India.

Gym training sessions are offered for women by AYUSH trainers.

FACILITIES FOR CULTURAL ACTIVITIES:

The college provides various venues for cultural and scholarly events, including an outdoor concert venue, Jubilee Basement Hall, Seminar Hall, Bamboo Garden, Natural Amphitheatre, Admin Garden, and Graffiti Walls (e.g., Freedom Wall).

Additionally, there is Zumba/dance training on weekly basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/criterion4_physical_sports.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

34

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/criterion4_physical_ICT_Facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

21734321

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Automated Library- Automated with an inhouse software called CMS (College Management system), integrated software with college office. Library automation done during 2005 and bar-coded in 2013. OPAC facility is available for searching bibliographic details of all the books such as Title, author, subject, Contents of book, Call Number

(Trial version of new software 'Necttos' integrated with college office, Library and students attendance is also running along with CMS, through this app students can access OPAC, Book Renewal, Previous year Question papers, e resources etc…) College Library has a collection of nearly 40000 books and 72 Periodicals

including 9 newspapers in print form and also includes 20 Braille materials, Encyclopedias, Dictionaries and yearbooks.

Provides open access system OPAC facility is available for searching bibliographic details of all the books such as Title, author, subject, Contents of book, Call Number Wi-Fi facility on demand E-learning facility with 5 computers (1 computer reserved for visually challenged. users serving with NVDA and ORKA screen reading supporting software) Subscribed UGC-INFLIBNET's N-LIST (National Library and Information services for scholarly content) from 2011 onwards Remote access of online resources are available through NLIST Similarity checking services for plagiarism using Ouriginal by Turnitin (formerly URKUND) – access provided by University of Calicut 2019 onwards CCTV

Special Collections: Braille Collection: Library has a special collection of 20 Braille materials help the students to aware about the Braille. There is a collection showcasing Wayanad writers and writings on Wayanad.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

417502

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

75

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college strives to provide cutting-edge technology, regularly updates its ICT facilities, and also purchases new equipment as necessary to ensure efficient operation. The college migrated to a full-featured software package to manage all of its operations, including the library's features. NECTTOS, a web and mobile application, was launched on a trial basis throughout the year to test its functionality. It is a complete automated solution for admissions, office administration, IQAC, Attendance and library. MOODLE was introduced for blended learning as part of the DIGICOL services of the government of Kerala. The Department staff rooms are equipped with computers/printers and wifi. The college has 125 computers for academic and administration purposes. The computers of the department laboratories are maintained properly and replaced if needed. The computers in the library are used for internet browsing where internet and wifi access is provided in the college at a speed of 100 Mbps. Majority of the classrooms are fitted with projector and smart TVs for enabled learning. Portable recharge speakers with neck band microphones are provided for the faculty. The college is fully under CCTV surveillance. There is a

dynamic college website which is maintained by the technical team of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/iqac_gallery/4.1.1/4.3.1%20IT%20Facilities.pdf

4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3613748

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

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.

The 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 regular cleaning and the maintenance of the classrooms, laboratories and other infrastructure will be done as per schedule. Any maintenance required should be informed to the bursar office through the intending form provided.

Library books and journals are acquired based on requests from the departments. The librarian, in consultation with the Library Advisory Committee submits it to the Purchase Committee along with a list of vendors. Books are purchased accordingly

The Physical education department makes regular note of the condition of the sports equipments and maintenance and additions is done as per the requirements.

For hostels and accompanying facilities, hostel warden with the consent of the Principal takes the necessary steps to carry out the repair/maintenance work. Separate hostel committees ensure cleanliness and facility upkeep.

Department heads assess syllabi annually to request necessary additions to labs and computers, with repairs and replacements as needed. Projectors and SMART TVs are regularly maintained

Each department maintains an annual stock register and undergone annual stock verification.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

781

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

106

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

50

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

50

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

36

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college has devised various cells and clubs for the smooth functioning of its activities involving the student communityandoverseen by the faculty coordinators. The various

clubs are NSS , NCC , Cultural Club ,MGOCSM ,Anti Drug ,Club Yoga & Fitness Club,Grievance Redressal Cell ,Club for differentlyabled ,Students Council ,Literary Club ,Red Ribbon ,Women's Club ,Gender equity cell ,ED club etc… Due to the covid pandemic, the election for the college student union which normally happens as per the university norms did not take place during the academic year. Majority of thecocurricular activities like sports and other cultural events had been suspended due to the restrictions and continuous examinations. Despite this, the student representatives conducted some programs like ODYSSEY, AKIRA- the ethnic day,HYDYAM celebrations, Kerala Piravi Celebrations, Christmas Celebrations,Holi celebrations. Apart from the regular NCC and NSS activities, activities to overcome the covid pandemic were conducted through awareness/campaigns-both online and offline.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

11

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college has an active alumniparticipating in various activities of the college. This year we registered our Alumni Association named "SASWATH – St. Mary's College Alumni Association" on 16th March, 2022 with registration noWYD/CA/63/2022. Also the Alumni students of our college tries to help the current students in every possible way by conducting seminars, NET coaching. The association holds regular meetings to plan yearly activities. The Alumni Association wishes to contribute more to the college in the coming years by organizing various student oriented activities and charity.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<u>View File</u>

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

St.Mary's College, the first higher educational institution in Wayanad has produced thousands of first generation learners and is locally administered by a Committee of Diocese Manager, Secretary, Principal and Bursar. The Management follows a hierarchy with the Principal, IQAC Coordinator, College Council, HODs, Office Superintendent and Coordinator of Cells and Clubs. The committees plan all the activities in accordance with the vision and mission of the college. It functions in compliance with the rules/regulations of Kerala Government, UGC, University of Calicut and by decisions of educational agency. The College ensures decentralized and participatory governance and does so by the theory of management by exception by collaborative administration incorporating all stakeholders. Policies related to academics, administration, finance, infrastructural development and

extracurricular activities are planned and executed with representations of stakeholders.

The transparent nature is visible in the dynamic processes of decision making, policy framing, feedback appraisals and implementations. The students participate in the governance through effective representation through Student Council, advised by Staff Advisor. Grievances of the students are represented and resolved in the appropriate committees. There is a feedback system to evaluate faculties and the facilities of the college by various stakeholders. Appraisal mechanisms also assist in effective leadership

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The effective Leadership is reflected in various institutional practices such as decentralization and participative management as given below:

The Board of Trustees and Advisory Committee constitute the supreme body that formulates governance and general Policies and takes major Financial and Developmental Decisions Management and the Principal decided to take up the project after a meeting with the extended members. Owing to the limitations of various resources due to covid pandemic, the committee decided to hand over the project to the NCC,NSS and various clubs of the college. Governing Council formulates the Academic and Administrative Policies, approves New programmes and Annual Budget Academic Council is empowered for the design of Curriculum and Syllabi; and make regulations regarding Admission College Council is empowered to consider and report on cases of discipline referred to it by the principal The Heads of Departments are empowered to run regular functioning of the college exercising collegiality with the faculty of the department IQAC Coordinator is authorized to verify PBAS for faculty promotion and ensured the quality of various programmes conducted Students participate in governance of college through department. Participative Management In 2021-22, under the supervision of IQAC curriculum restructuring initiatives

were originated from Academic and Administrative Audit in a decentralized fashion IQAC collected Feedbacks on syllabus from students, faculty,alumni and employers, analyzed it and reports were availed to respective departments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

St Mary's college acknowledging it's part in higher education, building upon its strong foundations in the field of education since 1965, used to follow a well structured strategic plan with well defined motives. The college prepared the strategic plans after discussions held in the IQAC Meetings , Meetings of Management council and also from the valuable interactions with various departments in the college. For the successful implementation of the strategic plans adequate ad hoc committee was also established. Among the strategic plans that have been successfully implemented, an infrastructural development project , inorder to provide better academic facilities for students is quite noteworthy. Bearing in mind the need for additional class rooms for newly granted courses the college has strategically planned the construction of a new block. Research: With the vision of fostering socially relevant research in academic disciplines and also to contribute to the nation building process

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram of the institution mainly constitutes the educational agency which is headed by the Metropolitan Trustee of

the Church followed by the Local manager, and Governing Board Secretary and the Principal. Management follows the Principle of Management by Exception. The Principal is given functional autonomy and is supported by the College Council, IQAC, Department Heads, and the administrative team, which is led by the Superintendent. The Office of the Bursar examines the institution's financial issues and collaborates with the Principal. College-level quality assurance techniques and procedures are adopted based on the recommendations made by the IQAC committee. Student unions encourage greater participation from the student body in the process. Under the supervision of the Principal, the Head Warden oversees 4 UG/PG hostels, while the boys' and girls' hostels have separate wardens. A powerful PTA body actively participates in the operation of the institution to improve it. A group of ministerial employees maintains the cleanliness of the college's facilities. The Library functions with help of the library staff headed by the librarian. The conduct of the internal/external examinations is done smoothly with the examination cell headed by the chiefsuperintendent of examinations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

St. Mary's college has effective welfare measures for teaching and non- teaching staff. College guarantees career advancement and security to its employees by providing following statutory and voluntary facilities. 1. Financial Assistance Festival Bonus Salary Advancement Scheme. Salary advance for guest and permanent faculty awaiting government approval 2. Statutory Welfare Measures Provident Fund Group Insurance Scheme State Life Insurance Scheme Maternity Leave Paternity Leave Medical leave National Pension Scheme 3. Physical and Health Assistance Gym facilities Zumba classes for lady staff Yoga classes Audio enhancing system for teachers managing large class rooms 4. Awards and Acknowledgements Incentives and awards for completing PhD and guideship recognition Awards for outstanding Research Publications Awards for qualifying NET for faculty of self financing departments 5. Miscellaneous Welfare measures Daycare Centre, Car Parking, Canteen facility, staff Discussion Rooms Annual Staff Picnic, Ladies staff Tour, Non-Teaching Staff Tour

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

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

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

2

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

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

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

Performance Appraisal System for Teaching Staff The institution has an effective Feedback System for evaluating Teaching Staff, in which Principal collects the reports from the department wise feedback mechanism. The Principal takes Student feedback on academic staff separately and analyzed. The Self-Appraisal Report (SAR) of all teaching staff is taken on annual basis using structured questionnaire. Senior faculty members of the department groom the new recruits to help them to enhance their teaching and evaluation performance. The Feedback received from the above is communicated to the individual faculty members confidentially by the Principal and suggestions are given to each faculty for further improvement. Performance Appraisal System for non-teaching staff Based on the performance and the feedback, the principal takes personal interest in guiding the nonteaching Staff. The senior staff in the administrative section grooms the new recruits to help them to enhance their performance. The non-teaching Staff members have assigned to work in different capacities on rotation basis. The appraisal reports are analyzed and the working ability of individuals is assessed. The college organizes Academic Administrative Audit (AAA) annually and the output of the same is communicated to the Teaching and NonTeaching Staff with suggestions for improvisation.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

St. Mary's College has conducts external and internal audits forboth Government and Non-Government funds regularly. 1. Internal Audit is carried out annually by the internal auditingteam appointed by the management. Concurrent Auditing is also doneregularly for the self-finance accounts. 2. External Audit: (i). Statutory Audits by the Chartered Accountants are conductedannually by the CharteredAccountants. (ii). Government Audits: by the Accountant's General's Office,Trivandrum; by the Directorate of Collegiate Education, Governmentof Kerala (a). External Audit by Account General (AG) are conductedperiodically.

DCE, Govt of Kerala verify the utilization of fundsreceived from the Central and State government agencies likegrants from UGC, RUSA, CPE, Autonomy Grant, DST-FIST. (b). External Audit by Directorate of Collegiate Education (DCE),Govt of Kerala: conducts every year. They verify Cash Book,acquaintance of staff, SC/ST/OEC acquaintance, E-grants Account,Caution Deposit and Fee receipts. (c). External Audits for UGC Funds: The college conducts externalfinancial audit for all the grants received from UGC. Audit Objections and Rectifications: The audit objections are rectified by the accounts departmentandan Action Taken Report with explanation is submitted to theFinance Committee and also sent to the auditor for final approval.

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

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

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

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College has a well-functioning Planning Board having the responsibility for assessing, planning and fund raising activities of the college. A budget is prepared at the beginning of the financial year for infrastructure development and for academic/administrative activities. The major sources of funds : Mobilization of Funds: Earned income: Fee collected from students Central Government Funds: UGC, RUSA,DST-FIST, Scholarships etc.

State Government Funds: Grant-in-aid for salary, State government fund for NSS, ASAP, WWS, SSP. Non-Government Funds: 1. Endowment awards, 2. Management's Contributions,PTA funds, staff Contributions, Rents from external bodies. The College utilizes funds for: New Infrastructure Development and Infrastructure Maintenance Salary Procurement and maintenance of Equipments Conducting Seminars/ Workshops 5.Student Support (Scholarships, Fee Concessions and Freeships) Conducting Extension Activities Sports Promotion Activities Library Expenses Examination Expenses Seed money for Research. The Management and PTA funds are used to meet the developmental/ maintenance and academic needs. Management assistance includes financing for infrastructure developments, salary to selffinancing staff, scholarships for needy students. The purchase committee seeks quotations from vendors for various purchases. The quotations are scrutinized by the finance and purchase committee before a final decision is made. The intervention of the management is sought in case the expenditure exceeds the budget. Internal/external auditing is conducted to ensure utilization and proper accounting of funds. Accounts are maintained by Head Accountant and the Principal is accountable for all the financial transactions.

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

6.5 - Internal Quality Assurance System

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

Induction programs for faculties and students: IQAC has been conducting faculty induction programs for newly appointed teachers which include welcome to institutional family, exposureto academic culture of the institution, familiarization of infrastructure facilities. Student induction programs were conducted by ensuring the participation of parent community also, include orientations classes and department level meetings. Faculty enrichment programs: Different training programs to enhance teaching ability of faculties has been conducted, include training on Learning Management System (LMS) and learning software's like Teachmint. Professional development programs: IQAC promote research among faculties by organizing workshop on article writing and reference manager software like Mendeley. Faculties are provided with

orientation on different criteria's required for the professional advancement in different stages. Faculty boost-up programs: Stress management programs has been organized for the faculties including, stress management classes and leisure trips to acquire a work - life balance, to increase the overall efficiency of the institution.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Student satisfactory survey In every academic year a survey has been conducted among the students to study student satisfaction in various aspects including infrastructure, teaching learning process ec.. Feedbacks collected from the students were thoroughly scrutinised and measures have been taken to improve weak areas. Feedback analysis on syllabusThis feedback from teachers, students, alumni and employers investigates the depth of curriculum to meet the overall development of a student pursuing graduate and post graduate programs. Analysis on this data is utilized for the policy making of our institution and that of the University through the Syllabus revision comities. Feedback on online teaching from students & Teachers During the pandemic, from 2020 march to June 2021 mode of education was completely shifted to online platforms. This shift has brought many challenges and few advantages for students and teachers at the same time. This feedback on online teaching was collected from students and teachers to critically analyse this new way of learning process. Analysis on the data collected from both suggests, a blended learning approach with more weightage to physical learning being an option in the future for efficient knowledge acquisition.

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

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women Empowerment year 2022-2023 were organized in association with Internal Quality Assessment Cell (IQAC).The activities organized were unique with eminent personalities as chief guest such as Kerala State Women Commission Chairperson. Various programmes included Legal awareness class, talks on Gender equity and relations, Gender Equity in transgender perspective, Mental strengthening etc. A two week gender sensitization campaign through webinar series was also conducted which included 11 webinars. A medical Camp was also being arranged by the club. Detailed report of the activities with photos is attached.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://stmarysbathery.ac.in/iqacdoc/2021-22/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute's key operations has negligible impact on the environment as the college generates less waste and recycles it by passing through a system that enables its reuse ensuring less consumption of natural resources. For the separation of Solid Waste and its effective management, waste bins are placed separately for dry and wet waste at every corner of the Campus. The Green-colored dustbins are for biodegradable wastes. Blue dustbins are meant for wet waste, disposal of plastic wrappers, non-biodegradable wastes, papers and glass bottles. Broken glass wares are also collected separately and given to vendors.Cleaning or purging of the dustbins is done periodically. Food waste from campus and hostel is fed into biogas plant in the hostel.Pipe and vermin compost is also available for the same. The college canteen consciously makes an effort to reduce the use of plastic and uses the steel utensils for serving purposes. Free Bazar is organised periodically for reusing books ,clothes etc as a mission for attaining SDG. E-waste generated is given to the authorized dealers who purchase the scrap and reuse the useful components.

The obsolete electronic/electrical instruments are given to the students during the lab sessions to dismantle/ reassemble for application- oriented learning. Most of the chemicals are non-hazardous in our laboratories,output water from the lab is channelled to deep earth pits. Lab Incharges take care of the chemicals and safety measures are followed.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	<u>View File</u>

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	<u>View File</u>

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College provides affordable and quality education to every strata of the society in accordance with its Vision and Mission. Faculties and Students from various religions, caste and communities are admitted as part of inclusive nature. Students from Lakshadweep are also admitted to the rolls.One week induction programme is also organized by the institution to all the freshly joined students to have a feel of oneness. The College provides monetary assistance through institutional scholarships/ endowments, which also helps economically backward students to fight financial constraints.Admission is done through a single window system mandated by the University which also ensures inclusivity.Institution also conducts programmes through various clubs which caters inclusive environment.Gender equity club has conducted life skill training sessions , awareness class and webinars on topics related to gender relations and self actualisation.NSS and NCC has practices observance days such as Women's day,Teachers day,Voters day,world day against child labour,Reading day,Kargil Vijay Divas ,Yoga day independence day etc..Festivals like Holi,Christmas,Onam,etc are celebrated to evoke tolerance and harmony toward cultural and regional diversities.Programmes like Etnic day,hindi Diwas, fresher's day, farewell party, Valentines week, college day and condolence meet were also organized.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Every year the institution organizes a one week induction programme to newly admitted students to sensitize them to their duties, responsibilities and to hold on ethics and values in their life.Every year flag hoisting ceremony is done on Independence day and republic day. The institution conducted the 'Voters Day Pledge' on behalf of National Voters Day which is being celebrated on 25th January every year. This programmehelps to remind the newly eligible young voters to register in the electoral roll and to promote their electoral participation. In our college all the faculties, Non teaching staff and students took the pledge. Days of National and international Through various clubs like NCC ,NSS, Women development cell and Gender equity club various programmes were organized to make them feel responsible towards their duties and rights as a citizen of India.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness   **A. All of the above**

programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Vayana Kalari: World Reading Day The NSS Units (70&159) of St. Mary's College, Sulthan Bathery, organized a Vayana Kalari as part of World Reading Day, held on the 22nd of June 2022 at the Amphi Theatre of the college. World Population Day On the 11th of July 2022, the NSS Units (70&159) of St. Mary's College, Sulthan Bathery, marked World Population Day with thoughtful observations and activities. Jawan Smrithi 25th July On July 25th, 2022, a meaningful cleaning activity took place at Jawan Smrithi, where NCC cadets gathered to pay homage to the martyrs of the 1971 war.With solemn reverence, the cadets honored the memory of the fallen heroes, ensuring that the Jawan Smrithi remains a fitting tribute to their valor and sacrifice. Though attended by a modest number of 5 cadets, their heartfelt participation exemplified their unwavering commitment topreserving the memory of our courageous warriors.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice – 1 Title of the Practice- Parivarthan: Shaping Citizens for Future Best Practice -II ANANDAH : HOLISTIC HEATH, WELLNESS AND HAPPINESS

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	https://drive.google.com/file/d/1EdPV1YX_6 _HLDO907DCwZdIESPa08tfs/view?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

INSTITUTIONAL DISTINCTIVENESS MAN'RAM : INDIGENOUS KNOWLEDGE COLLECTION AND PRESERVATION MAN'RAM is an agenda for the assimilation, preservation and sustenance of indigenous knowledge is the distinct act of St Mary's College to conserve knowledge to the future generations. MAN'RAM is a tamil word that implies cultural organization to promote native languages, culture, heritage Collecting indigenous knowledge involves respectfully gathering, preserving, and utilizing the wisdom, traditions, practices, and beliefs of indigenous people.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College follows the University prescribed curriculum andsyllabus which is a Choice BasedCredit and Semester System. An academic calendar is prepared atthe beginning and before the start of each academic year forboth the semesters. The faculties are advised to have individualteaching plans for the papers they handle.

Pre- academic Planning activities:

- A general timetable is prepared by the time table committee by allotting hours for thegeneral papers like English and Language. The rest of the hoursare allotted to therespective departments.
- Advising the students on their elective choices andrecording the same by thedepartments.
- Workload is calculated for the faculties.
- A time table is prepared by the HODs of the individualdepartments and copies areforwarded to the Principal, Office and the department facultiesand students.
- An Academic calendar is prepared for the college by thecommittee comprising of theHODs, IQAC and Internal Examination cell.
- The teaching faculties are advised to prepare a teachingplan for each of the semesters.

Activities during the Academic year:

- Classrooms teaching, mentoring and internal assessmentsthrough exams.
- Others activities like laboratory works, seminars andworkshops.
- Internships
- Project works

Post- academic Activities:

- Feedback and assessment

- **Submission of internal marks to the office for uploading in the university website.**
- **University examinations and valuation of papers.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

The college adheres to the academic calendar which is prepared by a committee comprising of the Principal, HODs and the IQAC committee at the beginning of each academic year for both thesemesters. The Continuous Internal Evaluation (CIE) is done through two unit tests as prescribed by the University for theInternal Assessment of the student. The unit tests are conducted under the supervision of the Internal Examination Committee -one at the middle of the semester and other towards the end of the semester. The marks are recorded and displayed. Based on theassessments, inclusive measures are taken for the students identified with low marks through extra classes and class notes.Course-wise assignments are taken from the students. During the pandemic the assignments were submitted digitally in the Googleclassrooms. Seminars/viva is also conducted each semester coursewiseby the individual faculties. The internal marks areprepared based on the unit tests, assignments and seminars/viva which are then uploaded in the university website afterconsidering all the grievances of the students if there are any.The library and the departments maintain the semester-endquestion papers. The question papers are also uploaded in thecollege website for quick reference by the students. TheQuestion Paper Workshops are conducted by the departmentfaculties for helping the students understand the methodology ofthe question pattern and the answering techniques.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	https://drive.google.com/drive/u/1/folders/1sVG9vt2AavEsbLoAnpZQ2kRMtpKFKfBl

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

38

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

05

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

94

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

St. Mary's College envisions the transformation of youth towardsan enlightened society madepossible through the conscious efforts of integrating crosscutting issues relevant to Gender,Environment and Sustainability, Human Values and ProfessionalEthics into the curriculum.Development of socially responsible and ethical behaviour hasbeen stated in theProgramme/Course Outcomes of curriculum. Several courses in thesyllabus and selected valueaddedcourses specifically address professional ethics and ethical issues in the respectivedisciplines. PG programmes have compulsory audit course onProfessional Competency. Plagiarism Report is mandated for PG Project Reports. One orientation programme is held for the first years to prepare them with value systems, ethicsand for their future professional life. Human values areinstilled

through programmes run by the NSS, NCC and various clubs.The Gender Cell and the Womens Cell along with variousdepartments plays the lead role inshaping the gender sensitive spirit of the college. More overthe institution promotes gender neutral games like korf ball.Environment and Sustainability: Green campus clean campus playsvital role in plastic freerejuvenation of campus and commands the strict adherence of green protocol in all activities.College is instrumental in ensuring students participationSwachh Bhart Abhiyan and UnnatBharat Abhiyan.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

18

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

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

489

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File](#)
Any additional information	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://drive.google.com/drive/u/0/home

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

618

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

118

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The SMC assesses the learning levels of the students in two ways at the time ofcommencement of the programme. Students enrolled in various disciplines are identifiedas slow and advanced leaners based on their UG marks and a test conducted by eachdepartment .The College organize orientation programme /Induction programmes forfresher's both at the institutional level and departmental level. This process as a base formonitoring the future programmes of the students. Strategy adopted for slow learners and Advanced learners Remedial classes are conducted with the aim to improve the academic performance of theslow learners. Classes conducted through online mode. Group study system is also encouraged with the help of advanced learners Academic and Career counselling are given to the slow learners 10-20 students allotted to mentors who help through counselling at students and providesolution to his/her problems. Advanced learners are encouraged to opt for competitive exam likeGATE,JEST,NET,SET,JAM,MAT,K-MAT, PhD Entrance etcScholarship and financial aids for advanced learners.

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

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

Number of Students	Number of Teachers
1582	**83**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Student centric methods are used for enhancing learning experiences of the students for the teaching-learning process.

1. Experiential-learning The Syllabus includes project work which helps the students to actualize the skills that they have developed during the course of study. For real time exposure students are encouraged to participate at National and International level programmes.. Faculty encourages academically significant field visits/surveys. Departments organize industrial visits providing exposure to industrial work culture Lectures by experts from industry/academics supplement the teaching process.

2. Participative-learning Role play method is used in management/pg courses to supplement teaching The activites/camps of NSS/NCC, village adoption, Swatchh bharath and health-awareness camps help to learn social and community welfare. Debates are followed in many of the subjects Practicals/workshops are conducted.

3. Problem-solving Methodology Case study method in teaching-learning process helps to develop problem solving ability and is adopted in management programmes while teaching Business law . Discussion methods in subjects helps come up with the opinions & suggestions through Peer learning and question paper

discussion developing self learning skills.

4. Collaborative-learning Collaborations through external agencies like Brahmagiri Development Society, MSSRF helps with research/internships. PSC/Civil service coaching is done through institutes like Dyuthi, Minerva

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

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT Tools:

1. 21 projectors are available in different classrooms/labs

2. Desktop/Laptops- Arranged at Computer Lab/departments.

3. Printers- Installed in Laboratories/departments.

4. Two Multifunction-Photostat machines are available .

5. 2 scanners are made available.

6. One seminar-hall is equipped with all digital facilities.

7. Auditorium- Equipped with sound-system/projectors.

8. Online Classes through Zoom, Google-Meet, Teachmint, Google-Classroom

9. MOODLE

10. Digital-Library resources (INFLIBNET-NLIST)

11.7 Android smart TV installed in classrooms.

Use of ICT by Faculty

A. Faculties use power-point presentations in their teaching and is equipped with digital libraries,online search engines

and websites to prepare effective presentations.

B. Seminar/Conference room are digitally equipped where guest Lectures and various competitions are regularly organized for students. C. Faculties prepare online quiz for students after the completion of each unit with with the help of GOOGLE FORMS.

D. Students are counseled with the help of Zoom / Google meet.

E. Recording of video lectures is made available to students for future referencing.

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

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

2.3.3.1 - Number of mentors

1:20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

25

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	*View File*

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

2.4.3.1 - Total experience of full-time teachers

680

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	*View File*

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

As per affiliating University regulations the college conducts internal assessment based on internal examinations, attendance, assignments, seminar /viva. Every year an academic calendar is prepared with tentative dates of internal examinations which is strictly followed.Internal Exams are conducted in a separate exam hall, other than their classrooms. Separate answer sheets with college seal is given to avoid malpractice. Students are administered 3 types of coded question papers which are printed in the college office to ensure secrecy. 3 invigilators, who are not their subject tutors, supervise the students. Assignments given for the students are always application oriented so that students understand to use the theory practically. Topics for assignment are provided at the start of the semester. Every student must submit the assignment and viva within the stipulated time as prescribed in the academic calendar in online/ offline mode.

Attendance is marked through computerized system, NECTTOS. At the end of each semester, the attendance percentage secured by the students are published in the notice board and are available in the NECTOSS for students and parents.

After conduct of exams, marks are published in the notice board and updated in NECTTOS within a week, for viewing by parents and students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Students can submit their grievances within 3 days of publication of results to their tutors, and not to the subject tutors to avoid bias. Student grievances are filed in the respective departments and kept with Head of the Departments for monitoring and proper disposal. Students who are unable to attend the tests due to reasons as NCC/NSS camps, unavoidable medical necessities etc. are given another chance through retests conducted by the departments. Class tutors redress the grievances and reschedule exams within a week and finalize marks. Since the dates, the question pattern, the weightage and the timelines are all fixed in advance, there is hardly any

scope for complaints or grievances related to internal examinations. If a student is unsatisfied with the resolution provided by the Head of the Department, he or she ought to approach the college's Grievance Redressal Cell. The meetings of the grievance cell are recorded in the minute's book.Before final submission in the university website, signature of the students is collected to validate the process. The final uploaded internal marks are also displayed on the notice board and the college website. A PTA meeting is held every semester where the marks are conveyed and overall feedback of the individual students are discussed. All grievances are met in pro- student manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

POs, PSOs and COs are developed by the Board of Studies of each of the Subjects by the affiliating University. This is then published in the University website and is forwarded to all the affiliating colleges. The college has clearly stated learning outcomes of the Programs and Courses.The College adopts Outcome based education rather than input oriented bell shaped curve of learning. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students and softcopy of the same is forwarded to the respective faculties through email and is also published in institutional website. Graduate attributes are described to the first year students at the commencement of the programme. The students are also communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial meeting. The students are intimated that the COs are available in the website. During the discussion of the course, the outcomes of the course are also focused.. During the commencement of each unit and after the completion of the unit, the courseoutcomes are reviewed.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The programme outcoms and course outcomes are evaluated by the institution through a transparent mechanism with unit tests,seminars/viva voce,project work and surveys and these components are as per the university regulations. In each academic year the department wise pass percentage is calculated and toppers and rank holders are identified for felicitation. Based on the pass percentage, a result analysis is conducted to understand the levels of attainment of POs and COs. For this a department level course wise analysis is done and courses with marked variations are noted. Department level meetings are conducted to discuss the reasons for the variations and proactive measures are taken to make improvements with the future teaching-learning process. Students who pass the competitive examinations (NET/JRF/CSIR/SET etc) and those who join higher studies in India /abroad and those who got placements are reckoned. An evaluation is made on the number of students progressing in the same stream and continues in the college for their higher education. Evaluation of the whole process is also carried out through a well organized feedback mechanism from the stakeholders. As part of this there was an active participation in college alumni registration.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

450

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/document/d/1mVLJ-fT_I7bzTM19gtyTVWW_Uhu L1CbW/edit?usp=sharing&ouid=104751564272608515648&rtpof=true&sd =true

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	[View File]

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

St. Mary's College, Sulthan Bathery has created an ecosystem forinnovations/initiatives for the upliftment of its stakeholders. The institution provides both online and offline databases tothe stakeholders for the acquisition of knowledge and wisdom. The college has given access to Nlist and URKUND for research.The faculty members are encouraged to organize/participate in workshops, seminars, conferences, refresher/ orientation/shorttermcourses and publish research papers etc. The institution encourages PhD holders to apply for guideship and others toregister for PhD. To inculcate entrepreneurial skills among students, the college has created an ED Club which hosts manyactivities to activate entrepreneurial ideas and skills among students. The Young Innovators Programme under the KeralaDevelopment and Innovation

Strategic Council is initiated in thecollege to empower future innovators to innovate new products/ services and to meet emerging requirements, unarticulated needs, or existing market needs of society more effectively. Thecollege motivates faculty members to sign more MoUs tostrengthen the institution in academic and research areas. Allthe students have to undergo compulsory project work as part oftheir curriculum with an aim to build a good research aptitudein them.

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

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

9

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

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

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

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

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

1.Wellness Programs: AYUSH HOMEO CLINIC A homeopathic clinic operates holistically on campus on every Fridays in

collaboration with the Health department. 2. Holistic Fitness Classes: These classes incorporate a variety of physical activities such as yoga, Zumba, Classical dances to improve strength, flexibility, and overall fitness while also promoting relaxation and stress reduction. ST MARYS INSTITUTE FOR CLASSICAL DANCES 3. JEEVANI : This is a Holistic therapy program that offer counselling and therapy services that address mental, emotional, and spiritual well-being.Wellness Retreats: 6. Community-Based Health Promotion Programs: These programs engage local tribal communities in initiatives to improve overall health and well-being through creating awareness on hygiene and health. 7. Spiritual Wellness Programs: These programs focus on nurturing the spiritual aspect of health through practices such as prayer, mindfulness AND MEDITATION 3.Emotional Health HAPPINESS QUOTIENT SURVEY The happiness quotient is a measure of an individual's subjective well-being or overall happiness. It's a way to gauge how satisfied and fulfilled someone feels with their life, taking into account various factors such as personal achievements, relationships, health, and emotional statebased on their individual values, goals, and life circumstances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

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

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

St.Mary's College is an eco friendly, learning friendly green campus that spreads over 32-acre campus with a Higher Secondary School and a High School. The built-up area of the college is 1,40,000 square feet. The college also has a green campus with multiple gardens and plantations.

- **62 Classrooms, out of which 21 has LCD projectors and 14 has Smart-TVs**
- **12 science laboratories, 2 research laboratories, one DST/FIST laboratory with sophisticated equipments, 3 computer labs.**
- **Examination Facility:An examination office with a secured**

- storeroom, computers with wi-fi and photocopying facilities.
  - ICT Facility:116 computers, printers, wi-fi, projector.
  - Divyangjan-Friendly:Ramps, sky-walk ways, tactile paths, and disable friendly washrooms.
  - Cultural Facility:Amphitheatre, auditorium, seminar hall, jubilee hall, porticos and boulevards.
  - Sports Facility:Volleyball, basketball, badminton court, cricket cages, and indoor games.
  - Library Facility:

Floor Area: 6000 Sq. Ft

Total Seating Capacity: 170

Reading Hall

N-List & Magzter Subscription

Ouriginal Software to Check Plagiarism (Access Provided by University of Calicut 2019-2023)

E-learning Facility

  - Hostels- 1 Boys Hostel, 2 Girls Hostel and 1 Sports Hostel

  - Other Facilities:IGNOU center, NCC & NSS office, IQAC room, canteen, Cooperative store, counseling centre, AYUSH Homeo clinic, Gymnasium, guest house, and separate parking area for staff and students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/criterion4_physical.php

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

The college offers comprehensive amenities to support the non-

academic activities of the students

SPORTS AND GAMES:

The campus boasts a sprawling college ground spanning 6000 sq.ft, hosting various sporting activities.

Sporting facilities:

200-meter track with 8 lanes

Basketball court

2 volleyball courts

Volleyball academy with 2 reputed coaches

Football court (95m*57m)

Cricket-batting cages

Tennis court

Well-equipped gymnasium

Yoga and fitness center

Jumping pit

Korfball court

Recreation hall for indoor games like chess, caroms and table-tennis etc

Sports hostel

Regular football camps are conducted by the Parappur Football Academy.

The Wayanad Cricket Association collaborates with the college for cricket training camps, tournaments, and regular practice sessions.

The ground serves as a venue for physical examinations for governmental recruitment procedures.

Specific areas are allocated for NCC events and firing range practice for NCC cadets.

YOGA:

Weekly yoga sessions are conducted for women by yoga trainers from AYUSH, Ministry of India.

Gym training sessions are offered for women by AYUSH trainers.

FACILITIES FOR CULTURAL ACTIVITIES:

The college provides various venues for cultural and scholarly events, including an outdoor concert venue, Jubilee Basement Hall, Seminar Hall, Bamboo Garden, Natural Amphitheatre, Admin Garden, and Graffiti Walls (e.g., Freedom Wall).

Additionally, there is Zumba/dance training on weekly basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/criterion4_physical_sports.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/criterion4_physical_ICT_Facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

21734321

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Automated Library- Automated with an inhouse software called CMS (College Management system), integrated software with college office. Library automation done during 2005 and bar-coded in 2013. OPAC facility is available for searching bibliographic details of all the books such as Title, author, subject, Contents of book, Call Number

(Trial version of new software 'Necttos' integrated with college office, Library and students attendance is also running along with CMS, through this app students can access OPAC, Book Renewal, Previous year Question papers, e resources etc…) College Library has a collection of nearly 40000 books and 72 Periodicals including 9 newspapers in print form and also includes 20 Braille materials, Encyclopedias, Dictionaries and yearbooks.

Provides open access system OPAC facility is available for searching bibliographic details of all the books such as Title, author, subject, Contents of book, Call Number Wi-Fi facility on demand E-learning facility with 5 computers (1 computer reserved for visually challenged. users serving with NVDA and ORKA screen reading supporting software) Subscribed UGC-INFLIBNET's N-LIST (National Library and Information services for scholarly content) from 2011 onwards Remote access of online resources are available through NLIST Similarity checking services for plagiarism using Ouriginal by Turnitin (formerly URKUND) – access provided by University of Calicut

2019 onwards CCTV

Special Collections: Braille Collection: Library has a special collection of 20 Braille materials help the students to aware about the Braille. There is a collection showcasing Wayanad writers and writings on Wayanad.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

417502

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

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

75

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college strives to provide cutting-edge technology, regularly updates its ICT facilities, and also purchases new equipment as necessary to ensure efficient operation. The college migrated to a full-featured software package to manage all of its operations, including the library's features. NECTTOS, a web and mobile application, was launched on a trial basis throughout the year to test its functionality. It is a complete automated solution for admissions, office administration, IQAC, Attendance and library. MOODLE was introduced for blended learning as part of the DIGICOL services of the government of Kerala. The Department staff rooms are equipped with computers/printers and wifi. The college has 125 computers for academic and administration purposes. The computers of the department laboratories are maintained properly and replaced if needed. The computers in the library are used for internet browsing where internet and wifi access is provided in the college at a speed of 100 Mbps. Majority of the classrooms are fitted with projector and smart TVs for enabled learning. Portable recharge speakers with neck band microphones are provided for the faculty. The college is fully under CCTV surveillance. There is a dynamic college website which is maintained by the technical team of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stmarysbathery.ac.in/Pages/Article/iqac_gallery/4.1.1/4.3.1%20IT%20Facilities.pdf

4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3613748

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

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.

The 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 regular cleaning and the maintenance of the classrooms, laboratories and other infrastructure will be done as per schedule. Any maintenance required should be informed to the bursar office through the intending form provided.

Library books and journals are acquired based on requests from the departments. The librarian, in consultation with the Library Advisory Committee submits it to the Purchase Committee along with a list of vendors. Books are purchased accordingly

The Physical education department makes regular note of the condition of the sports equipments and maintenance and additions is done as per the requirements.

For hostels and accompanying facilities, hostel warden with the consent of the Principal takes the necessary steps to carry out the repair/maintenance work. Separate hostel committees ensure cleanliness and facility upkeep.

Department heads assess syllabi annually to request necessary additions to labs and computers, with repairs and replacements as needed. Projectors and SMART TVs are regularly maintained

Each department maintains an annual stock register and undergone annual stock verification.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

781

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

106

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

50

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

50

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

36

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college has devised various cells and clubs for the smooth functioning of its activities involving the student

communityandoverseen by the faculty coordinators. The various clubs are NSS , NCC , Cultural Club ,MGOCSM ,Anti Drug ,Club Yoga & Fitness Club,Grievance Redressal Cell ,Club for differentlyabled ,Students Council ,Literary Club ,Red Ribbon ,Women's Club ,Gender equity cell ,ED club etc… Due to the covid pandemic, the election for the college student union which normally happens as per the university norms did not take place during the academic year. Majority of thecocurricular activities like sports and other cultural events had been suspended due to the restrictions and continuous examinations. Despite this, the student representatives conducted some programs like ODYSSEY, AKIRA- the ethnic day,HYDYAM celebrations, Kerala Piravi Celebrations, Christmas Celebrations,Holi celebrations. Apart from the regular NCC and NSS activities, activities to overcome the covid pandemic were conducted through awareness/campaigns-both online and offline.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

11

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The college has an active alumniparticipating in various activities of the college. This year we registered our Alumni Association named "SASWATH – St. Mary's College Alumni Association" on 16th March, 2022 with registration noWYD/CA/63/2022. Also the Alumni students of our college tries to help the current students in every possible way by conducting seminars, NET coaching. The association holds regular meetings to plan yearly activities. The Alumni Association wishes to contribute more to the college in the coming years by organizing various student oriented activities and charity.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

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

St.Mary's College, the first higher educational institution in Wayanad has produced thousands of first generation learners and is locally administered by a Committee of Diocese Manager, Secretary, Principal and Bursar. The Management follows a hierarchy with the Principal, IQAC Coordinator, College Council, HODs, Office Superintendent and Coordinator of Cells and Clubs. The committees plan all the activities in accordance with the vision and mission of the college. It functions in compliance with the rules/regulations of Kerala Government, UGC, University of Calicut and by decisions of educational agency. The College ensures decentralized and participatory

governance and does so by the theory of management by exception
by collaborative administration incorporating all stakeholders.
Policies related to academics, administration, finance,
infrastructural development and extracurricular activities are
planned and executed with representations of stakeholders.

The transparent nature is visible in the dynamic processes of
decision making, policy framing, feedback appraisals and
implementations. The students participate in the governance
through effective representation through Student Council,
advised by Staff Advisor. Grievances of the students are
represented and resolved in the appropriate committees. There
is a feedback system to evaluate faculties and the facilities
of the college by various stakeholders. Appraisal mechanisms
also assist in effective leadership

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The effective Leadership is reflected in various institutional
practices such as decentralization and participative management
as given below:

The Board of Trustees and Advisory Committee constitute the
supreme body that formulates governance and general Policies
and takes major Financial and Developmental Decisions
Management and the Principal decided to take up the project
after a meeting with the extended members. Owing to the
limitations of various resources due to covid pandemic, the
committee decided to hand over the project to the NCC,NSS and
various clubs of the college. Governing Council formulates the
Academic and Administrative Policies, approves New programmes
and Annual Budget Academic Council is empowered for the design
of Curriculum and Syllabi; and make regulations regarding
Admission College Council is empowered to consider and report
on cases of discipline referred to it by the principal The
Heads of Departments are empowered to run regular functioning
of the college exercising collegiality with the faculty of the
department IQAC Coordinator is authorized to verify PBAS for

faculty promotion and ensured the quality of various programmes conducted Students participate in governance of college through department. Participative Management In 2021-22, under the supervision of IQAC curriculum restructuring initiatives were originated from Academic and Administrative Audit in a decentralized fashion IQAC collected Feedbacks on syllabus from students, faculty,alumni and employers, analyzed it and reports were availed to respective departments

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

St Mary's college acknowledging it's part in higher education, building upon its strong foundations in the field of education since 1965, used to follow a well structured strategic plan with well defined motives. The college prepared the strategic plans after discussions held in the IQAC Meetings , Meetings of Management council and also from the valuable interactions with various departments in the college. For the successful implementation of the strategic plans adequate ad hoc committee was also established. Among the strategic plans that have been successfully implemented, an infrastructural development project , inorder to provide better academic facilities for students is quite noteworthy. Bearing in mind the need for additional class rooms for newly granted courses the college has strategically planned the construction of a new block. Research: With the vision of fostering socially relevant research in academic disciplines and also to contribute to the nation building process

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organogram of the institution mainly constitutes the educational agency which is headed by the Metropolitan Trustee of the Church followed by the Local manager, and Governing Board Secretary and the Principal. Management follows the Principle of Management by Exception. The Principal is given functional autonomy and is supported by the College Council, IQAC, Department Heads, and the administrative team, which is led by the Superintendent. The Office of the Bursar examines the institution's financial issues and collaborates with the Principal. College-level quality assurance techniques and procedures are adopted based on the recommendations made by the IQAC committee. Student unions encourage greater participation from the student body in the process. Under the supervision of the Principal, the Head Warden oversees 4 UG/PG hostels, while the boys' and girls' hostels have separate wardens. A powerful PTA body actively participates in the operation of the institution to improve it. A group of ministerial employees maintains the cleanliness of the college's facilities. The Library functions with help of the library staff headed by the librarian. The conduct of the internal/external examinations is done smoothly with the examination cell headed by the chiefsuperintendent of examinations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

St. Mary's college has effective welfare measures for teaching and non- teaching staff. College guarantees career advancement and security to its employees by providing following statutory and voluntary facilities. 1. Financial Assistance Festival Bonus Salary Advancement Scheme. Salary advance for guest and permanent faculty awaiting government approval 2. Statutory Welfare Measures Provident Fund Group Insurance Scheme State Life Insurance Scheme Maternity Leave Paternity Leave Medical leave National Pension Scheme 3. Physical and Health Assistance Gym facilities Zumba classes for lady staff Yoga classes Audio enhancing system for teachers managing large class rooms 4. Awards and Acknowledgements Incentives and awards for completing PhD and guideship recognition Awards for outstanding Research Publications Awards for qualifying NET for faculty of self financing departments 5. Miscellaneous Welfare measures Daycare Centre, Car Parking, Canteen facility, staff Discussion Rooms Annual Staff Picnic, Ladies staff Tour, Non-Teaching Staff Tour

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

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

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

year

2

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

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

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

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

Performance Appraisal System for Teaching Staff The institution has an effective Feedback System for evaluating Teaching Staff, in which Principal collects the reports from the department wise feedback mechanism. The Principal takes Student feedback on academic staff separately and analyzed. The Self-Appraisal Report (SAR) of all teaching staff is taken on annual basis using structured questionnaire. Senior faculty members of the department groom the new recruits to help them to enhance their teaching and evaluation performance. The Feedback received from the above is communicated to the individual faculty members confidentially by the Principal and suggestions are given to each faculty for further improvement. Performance Appraisal System for non-teaching staff Based on the performance and the feedback, the principal takes personal interest in guiding the nonteaching Staff. The senior staff in the administrative section grooms the new recruits to help them to enhance their performance. The non-teaching Staff members have assigned to work in different capacities on rotation basis. The appraisal reports are analyzed and the working ability of individuals is assessed. The college organizes Academic Administrative Audit (AAA) annually and the output of the same is communicated to the Teaching and NonTeaching Staff with suggestions for improvisation.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

St. Mary's College has conducts external and internal audits forboth Government and Non-Government funds regularly. 1. Internal Audit is carried out annually by the internal auditingteam appointed by the management. Concurrent Auditing is also doneregularly for the self-finance accounts. 2. External Audit: (i). Statutory Audits by the Chartered Accountants are conductedannually by the CharteredAccountants. (ii). Government Audits: by the Accountant's General's Office,Trivandrum; by the Directorate of Collegiate Education, Governmentof Kerala (a). External Audit by Account General (AG) are conductedperiodically. DCE, Govt of Kerala verify the utilization of fundsreceived from the Central and State government agencies likegrants from UGC, RUSA, CPE, Autonomy Grant, DST-FIST. (b). External Audit by Directorate of Collegiate Education (DCE),Govt of Kerala: conducts every year. They verify Cash Book,acquaintance of staff, SC/ST/OEC acquaintance, E-grants Account,Caution Deposit and Fee receipts. (c). External Audits for UGC Funds: The college conducts externalfinancial audit for all the grants received from UGC. Audit Objections and Rectifications: The audit objections are rectified by the accounts departmentandan Action Taken Report with explanation is submitted to theFinance Committee and also sent to the auditor for final approval.

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

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

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

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College has a well-functioning Planning Board having the responsibility for assessing, planning and fund raising activities of the college. A budget is prepared at the beginning of the financial year for infrastructure development and for academic/administrative activities. The major sources of funds : Mobilization of Funds: Earned income: Fee collected from students Central Government Funds: UGC, RUSA,DST-FIST, Scholarships etc. State Government Funds: Grant-in-aid for salary, State government fund for NSS, ASAP, WWS, SSP. Non-Government Funds: 1. Endowment awards, 2. Management's Contributions,PTA funds, staff Contributions, Rents from external bodies. The College utilizes funds for: New Infrastructure Development and Infrastructure Maintenance Salary Procurement and maintenance of Equipments Conducting Seminars/ Workshops 5.Student Support (Scholarships, Fee Concessions and Freeships) Conducting Extension Activities Sports Promotion Activities Library Expenses Examination Expenses Seed money for Research. The Management and PTA funds are used to meet the developmental/ maintenance and academic needs. Management assistance includes financing for infrastructure developments, salary to selffinancing staff, scholarships for needy students. The purchase committee seeks quotations from vendors for various purchases. The quotations are scrutinized by the finance and purchase committee before a final decision is made. The intervention of the management is sought in case the expenditure exceeds the budget. Internal/external auditing is conducted to ensure utilization and proper accounting of funds. Accounts are maintained by Head

Accountant and the Principal is accountable for all the financial transactions.

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

6.5 - Internal Quality Assurance System

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

Induction programs for faculties and students: IQAC has been conducting faculty induction programs for newly appointed teachers which include welcome to institutional family, exposureto academic culture of the institution, familiarization of infrastructure facilities. Student induction programs were conducted by ensuring the participation of parent community also, include orientations classes and department level meetings. Faculty enrichment programs: Different training programs to enhance teaching ability of faculties has been conducted, include training on Learning Management System (LMS) and learning software's like Teachmint. Professional development programs: IQAC promote research among faculties by organizing workshop on article writing and reference manager software like Mendeley. Faculties are provided with orientation on different criteria's required for the professional advancement in different stages. Faculty boost-up programs: Stress management programs has been organized for the faculties including, stress management classes and leisure trips to acquire a work – life balance, to increase the overall efficiency of the institution.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Student satisfactory survey In every academic year a survey has been conducted among the students to study student satisfaction in various aspects including infrastructure, teaching learning process ec.. Feedbacks collected from the students were thoroughly scrutinised and measures have been taken to improve weak areas. Feedback analysis on syllabusThis feedback from teachers, students, alumni and employers investigates the depth of curriculum to meet the overall development of a student pursuing graduate and post graduate programs. Analysis on this data is utilized for the policy making of our institution and that of the University through the Syllabus revision comities. Feedback on online teaching from students & Teachers During the pandemic, from 2020 march to June 2021 mode of education was completely shifted to online platforms. This shift has brought many challenges and few advantages for students and teachers at the same time. This feedback on online teaching was collected from students and teachers to critically analyse this new way of learning process. Analysis on the data collected from both suggests, a blended learning approach with more weightage to physical learning being an option in the future for efficient knowledge acquisition.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Women Empowerment year 2022-2023 were organized in association with Internal Quality Assessment Cell (IQAC).The activities organized were unique with eminent personalities as chief guest such as Kerala State Women Commission Chairperson. Various programmes included Legal awareness class, talks on Gender equity and relations, Gender Equity in transgender perspective, Mental strengthening etc. A two week gender sensitization campaign through webinar series was also conducted which included 11 webinars. A medical Camp was also being arranged by the club. Detailed report of the activities with photos is attached.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://stmarysbathery.ac.in/iqacdoc/2021-22/7.1.1.pdf
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the	**A. 4 or All of the above**

**Grid Sensor-based energy conservation
Use of LED bulbs/ power efficient
equipment**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institute's key operations has negligible impact on the environment as the college generates less waste and recycles it by passing through a system that enables its reuse ensuring less consumption of natural resources. For the separation of Solid Waste and its effective management, waste bins are placed separately for dry and wet waste at every corner of the Campus. The Green-colored dustbins are for biodegradable wastes. Blue dustbins are meant for wet waste, disposal of plastic wrappers, non-biodegradable wastes, papers and glass bottles. Broken glass wares are also collected separately and given to vendors.Cleaning or purging of the dustbins is done periodically. Food waste from campus and hostel is fed into biogas plant in the hostel.Pipe and vermin compost is also available for the same. The college canteen consciously makes an effort to reduce the use of plastic and uses the steel utensils for serving purposes. Free Bazar is organised periodically for reusing books ,clothes etc as a mission for attaining SDG. E-waste generated is given to the authorized dealers who purchase the scrap and reuse the useful components. The obsolete electronic/electrical instruments are given to the students during the lab sessions to dismantle/ reassemble for application- oriented learning. Most of the chemicals are non-hazardous in our laboratories,output water from the lab is channelled to deep earth pits. Lab Incharges take care of the chemicals and safety measures are followed.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College provides affordable and quality education to every strata of the society in accordance with its Vision and Mission. Faculties and Students from various religions, caste and communities are admitted as part of inclusive nature. Students from Lakshadweep are also admitted to the rolls.One week induction programme is also organized by the institution to all the freshly joined students to have a feel of oneness. The College provides monetary assistance through institutional scholarships/ endowments, which also helps economically backward students to fight financial constraints.Admission is done through a single window system mandated by the University which also ensures inclusivity.Institution also conducts programmes through various clubs which caters inclusive environment.Gender equity club has conducted life skill training sessions , awareness class and webinars on topics related to gender relations and self actualisation.NSS and NCC has practices observance days such as Women's day,Teachers day,Voters day,world day against child labour,Reading day,Kargil Vijay Divas ,Yoga day independence day etc..Festivals like Holi,Christmas,Onam,etc are celebrated to evoke tolerance and harmony toward cultural and regional diversities.Programmes like Etnic day,hindi Diwas, fresher's day, farewell party, Valentines week, college day and condolence meet were also organized.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Every year the institution organizes a one week induction programme to newly admitted students to sensitize them to their duties, responsibilities and to hold on ethics and values in their life.Every year flag hoisting ceremony is done on Independence day and republic day. The institution conducted the 'Voters Day Pledge' on behalf of National Voters Day which

is being celebrated on 25th January every year. This programmehelps to remind the newly eligible young voters to register in the electoral roll and to promote their electoral participation. In our college all the faculties, Non teaching staff and students took the pledge. Days of National and international Through various clubs like NCC ,NSS, Women development cell and Gender equity club various programmes were organized to make them feel responsible towards their duties and rights as a citizen of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

events and festivals

Vayana Kalari: World Reading Day The NSS Units (70&159) of St. Mary's College, Sulthan Bathery, organized a Vayana Kalari as part of World Reading Day, held on the 22nd of June 2022 at the Amphi Theatre of the college. World Population Day On the 11th of July 2022, the NSS Units (70&159) of St. Mary's College, Sulthan Bathery, marked World Population Day with thoughtful observations and activities. Jawan Smrithi 25th July On July 25th, 2022, a meaningful cleaning activity took place at Jawan Smrithi, where NCC cadets gathered to pay homage to the martyrs of the 1971 war.With solemn reverence, the cadets honored the memory of the fallen heroes, ensuring that the Jawan Smrithi remains a fitting tribute to their valor and sacrifice. Though attended by a modest number of 5 cadets, their heartfelt participation exemplified their unwavering commitment topreserving the memory of our courageous warriors.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice – 1 Title of the Practice- Parivarthan: Shaping Citizens for Future Best Practice -II ANANDAH : HOLISTIC HEATH, WELLNESS AND HAPPINESS

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	https://drive.google.com/file/d/1EdPV1YX_6_HLDO907DCwZdIESPa08tfs/view?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

INSTITUTIONAL DISTINCTIVENESS MAN'RAM : INDIGENOUS KNOWLEDGE COLLECTION AND PRESERVATION MAN'RAM is an agenda for the assimilation, preservation and sustenance of indigenous knowledge is the distinct act of St Mary's College to conserve knowledge to the future generations. MAN'RAM is a tamil word that implies cultural organization to promote native languages, culture, heritage Collecting indigenous knowledge involves respectfully gathering, preserving, and utilizing the wisdom, traditions, practices, and beliefs of indigenous people.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Strengthening student-centric learning: The college will focus on strengthening studentcentered learning by providing opportunities to engage in research, experiential learning, field-based learning, peer-learning and community service through outreach. 2. Enhancement of teaching and learning resources: The college will invest in new teaching and learning resources such as technology, equipment, and materials to enhance the quality of education. Budgetary allocations for books will be provided both to strengthen the Central Library as well as the Departmental Libraries. 3. Promotion of professional development: The college will promote professional development for students, faculty and staff to keep them updated with the latest teaching and learning practices through MoUs with other institutions and collaborations. 4. Strengthen ties with the community: The college will strengthen its ties with the local community by engaging in community service, outreach programs, and partnerships with local businesses, entrepreneurs and organizations. 5. Focus on skill development: The college will focus on skill development by providing training and workshops on soft skills, communication, leadership, and problem-solving.