



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

1. INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website. When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis. This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC. In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

1. Kindly provide the details of the institution

Name of Institution: **St. Mary's College**

Year of Establishment of the Institution: **1 July, 1965**

Address Line 1: **St. Mary's College, Sulthan Bathery, Wayanad District, Kerala, Pin 673592**

City/Town: **Sulthan Bathery**

State: **Kerala**

Postal Code: **673592**

Email Address: **stmaryssby@gmail.com**

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation: **2005-2006 Academic Year**

Reaccreditation: **2011-2012 Academic Year**

Current Grade: **A**

CGPA: **3.06**

3. Institutional Status: **Affiliated Permanent**

4. Contact Person Details

Name of Head of Institution: **Prof. Sunny Mathew**

Contact Phone: **04936-222055, 09447204856**

Email: **stmaryssby@gmail.com**

Website URL: **www.stmaryssby.org**

Name of IQAC Co-ordinator: **Dr. George Mathew**

Email: **gmathew7@gmail.com**

3. SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number; 0 for nil) **Total: 15**

Undergraduate (BA/B.Sc./B.Com etc.) **TOTAL – 9 UG programmes**

BA (English, Economics and Politics) –Total: 3, B.Sc. (Physics, Chemistry, Botany) - Total -3

B.Com – 1, BBA-1, BCA – 1

Post Graduate (MA/M.Sc./M.Com etc.) **MA Politics, M.Sc. Physics, M.Sc. Chemistry and M.Sc. Botany,**

Total : 04

Number of review committee recommendation under implementation: **Nil**

Number of NAAC peer team recommendations under implementation: **08**

Number of UGC/ any other expert committee recommendations under implementation: **Nil**

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes: **60**

Total faculty on rolls: 47

Faculty added during the year: **07**

Faculty positions vacant: 06

Faculty left during the year: **03**

Total number of visiting Faculty: **Nil**

Total number of guest Faculty: **14**

8. Qualification of Faculty

Ph.D. and Above: **10**

M.Phil: **13**

Masters: **33**

Any other (Specify): **Nil**

9. Faculty qualification improvement

PhD awarded to existing faculty: **01**

M.Phil. awarded to existing faculty: **Nil**

Any other degree awarded to existing faculty: **Nil**

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned): **28**

Administrative staff (Actual sanctioned strength): **28**

Added during the year of reporting: **03**

Left during the year: **02**

Number of posts vacant: **02**

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength): **14**

Technical Support Staff (Actual strength): **14**

Added during the year: **Nil**

Number of Management Representatives: **02**

Number of External experts in IQAC: **02**

Number of any other stakeholder and community representatives: **01**

14. IQAC Meetings

Number of IQAC meetings held during the year: **04**

15. Whether Calendar of activities of IQAC formulated for the academic year: **Yes**

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed: **13**

Number of value added programmes proposed: **14**

Number of skill oriented programmes proposed: **01**

Number of faculty competency and development programmes proposed: **Nil**

Number of other staff development programmes proposed: **Nil**

Number of student mentoring programmes proposed: **08**

Number of co-curricular activities proposed: **Nil**

Number of inter departmental cooperative schemes proposed: **05**

Number of community extension programmes proposed: **06**

Any other programmes proposed (Specify): **01**

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented: **Nil**

Number of value added programmes implemented: **Nil**

Number of skill oriented programmes implemented: **01**

Number of faculty competency and development programmes implemented: **Nil**

Number of other staff development programmes implemented: **Nil**

Number of student mentoring programmes implemented: **08**

Number of co-curricular activities implemented: **Nil**

Number of inter departmental cooperative programs implemented: **Nil**

Number of community extension programmes implemented: **06**

Any other programmes suggested that are implemented (Specify): **01**

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution: **Nil**

- Identification of the defects of the college systems, suggestion of modifications and rectification, prevention strategies, internalisation, institutionalization and extension activities to enable access of the facilities to all stakeholders.
- Orienting the activities of the college for the maintenance of equity of opportunities for all students, access of its resources to all students and inclusion of all students in its creative activities.
- Liaison works were carried out between the teaching staff, administrative staff, students, public, PTA, Alumni etc. and other stake holders of the institution for better performance and achievement of excellence
- Directions for quality sustenance and improvement in services
- Documentation of activities.
- Formulating the plan of actions and implementation of these plans.
- Formulation and assistance of the various systems for the proper planning of the future activities of the departments and office for the overall development of the College

5. SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty: **Nil**

Number of faculty members involved in curriculum restructuring/revision/syllabus development: **13**

Number of programmes in which evaluation process reformation taken up and implemented: **Nil**

Number of active teaching days during the current academic year: **196**

Average percentage of attendance of students: **87 %**

Percentage of classes engaged by guest faculty and temporary teachers: **20 %**

Number of self financed programmes offered: **01**

Number of aided programmes offered: **12**

Number of programmes discontinued during the year: **Nil**

23. Whether any systematic student feedback mechanism is in place? **Yes**

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken: **86 %**

25. Is feedback for improvement provided to the faculty? **Yes**

Number of books (single authored) published: **Nil**

Number of books (coauthored) published: **Nil**

Numbers of conferences attended by faculty

Number of international conferences attended: **Nil**

Number of national conferences attended: **02**

Number of papers presented in conferences: **Nil**

Number of papers presented in international conferences: **Nil**

Number of papers presented in national conferences: **Nil**

Number of conferences organized by the institution: **08**

Number of faculty acted as experts resource persons: **Nil**

Number of faculty acted as experts resource persons - international: **Nil**

Number of faculty acted as experts resource persons - national: **Nil**

Number of collaborations with international institutions: **Nil**

Number of collaborations with national institutions: **Nil**

Number of linkages created during the year: **25**

Total budget for research for current year as a percentage of total institution budget: **6 %**

Amount of external research funding received in the year: **Nil**

Number of patents received in the year: **Nil**

Number of patents applied for in the year: **Nil**

Number of research awards/recognitions received by faculty and research fellows of the institute in the year:

Nil

Number of PhDs awarded during the year: **01**

Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other sig

nificant research activities: **6 %**

5. SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes studen

t activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned): **440**

Actual enrollment during the year: **436**

MSc Botany – 100 %

Average Percentage: %

Number of academic distinctions in the final examination and percentage: 20, 1.7 %

Number of students who got admitted to institutions of national importance: **03**

Number of students admitted to institutions abroad: Nil

Number of students qualified in UGC NET/ SET: **08**

Number of students qualified GATE/ CAT/ other examination: **01 (GATE)**

(Specify)

28. Does student support mechanism exist for coaching for competitive examinations? **Yes**

29. Student participation, if response is yes to Qn. 27

Number of students participated: **203**

30. Does student counselling and guidance service exist? **Yes**

31. Student participation, if answer to Qn. 29 is yes

Number of students participated: **15**

32. Career Guidance

Number of career guidance programmes organized: **05**

Percentage of students participated in career guidance programmes: $(824/1156) 100 = 71 \%$

33. Is there provision for campus placement? **Yes**

34. If yes to Qn. 32

Number of students participated in campus selection programmes: **300**

Number of students selected for placement during the year: 42

35. Does gender sensitization program exist? **Yes**

36. If Answer is Yes to Qn 34

Number of programmes organized: **02**

37. Student activities

Number of students participated in external cultural events: **83**

Number of prizes won by students in external cultural events: **17**

Number of cultural events conducted by the institute for the students: **02**

Number of students participated in international sports and games events: **Nil**

Number of students participated in national level sports and games events: **01**

Amount disbursed as financial support from the institution: **Rs.73314.00**

Number of students awarded scholarship from the institution: 49

Number of students received notable national/international achievements/recognition: **01**

40. Student initiatives

Number of community upliftment programmes initiated by students: 11

Number of literary programmes initiated by students: **02**

Number of social action initiatives based on science / environment initiated by students: **01**

Number of student research initiatives: **03**

7. SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created? **Yes**

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored? **Yes**

43. Whether benchmarking is created for institutional quality management efforts? **Yes**

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of

development in bullet format

- Awareness regarding the higher education scenario, social commitments, value setting, achievements in sports, confidence building, and extension activities.
- Pedagogical paradigms in learning
- Increasing the awareness of students regarding the job providers and chances around.
- Appropriate guidance for the college

45. Is a Management Information System (MIS) in place? **Yes**

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance

The efficiency of the office administration is improved by using office automation software.

The recruitment of teachers is made as per the norms of the Government of Kerala for the aided/affiliated private colleges. As per the requirement, new teaching positions are created when vacancy arises. Correct procedures such as giving notifications in the newspapers, calling of applications etc. are followed. Interviews are held in the presence of government nominees and management committee before they are finally selected.

The management conducts academic audits every year for the multidimensional development of the staff.

AQAR, regular meetings of IQAC, IQAC cell seminars etc. are properly and promptly carried out. More number of teachers are motivated and supported for quality improvement and research programmes. UGC cell is constituted for filing the resource mobilization from UGC. A Language lab was set up for the students and the public. English coaching is given to the children in the nearby schools and adopted colonies. An initiative to execute seminars in various fields is taken. Research initiatives for PG and UG, enhancement of public relation programmes, visit of eminent personalities in various fields, Civil Service and Leadership Academy, display of sitemaps and slogans, technology upgradation infrastructural development and more accessibility of internet upgradation like ICT, smart room, inflibnet etc. are noteworthy.

2. Student admission

Student application details are input in to this software and the rank list is generated. Then interview is conducted on the basis of the rank list and the data of the selected students is entered in the software.

3. Student records

The same software is used for the storage of attendance, university and institution wise mark details. It is also used for the library, hostel, management of accounts and PTA.

4. Evaluation and examination procedures

Feed back questionnaires are administered among the students and parents. The feedback obtained from them are processed and discussed in the management committees and staff councils and in the departmental meetings.

For the performance assessment of faculty and staff, a self-appraisal method and comprehensive evaluation by students and peers are used. The evaluations are used to improve the teaching and service of the faculty by others. The essence of the valuations is communicated to the respective committees, which on the annual visit of the management team to the college discussed with the teaching staff.

5. Research administration

Common meetings are conducted where the teachers can share their knowledge and experiences and new suggestions are invited. This also helps developing a rapport among them.

The members of the faculty are encouraged and deputed to participate in seminars, conferences, workshops etc. They are also encouraged to be selected in the board of studies, academic councils etc.

5. Others

50. Is delegation of authority practiced: **Yes**

51. Does grievance redressal cell exist? **Yes**

Faculty **Yes**

Students: **Yes**

Staff: **Yes**

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received: **Nil**

Number of grievances resolved: **Nil**

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received: **04**

Number of grievances resolved: **04**

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received: **Nil**

Number of grievances resolved: **Nil**

55. Has the institution conducted any SWOT analysis during the year: **No**

56. The SWOT analysis was done by internal or by external agency: **NA**

Internal **NA**

External **NA**

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format): **NA**

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format): **NA**

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format): **NA**

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format): **NA**

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format):

- Career Guidance Coachings for better Placements
- NSS, NCC- Leadership development
- Advanced Soft skill trainings such as ASAP (Additional Skill Acquisition Programme)

- The internal quality assurance system is coordinated effectively by the IQAC team under the chairmanship of the principal and coordinators.
- The IQAC keeps a very healthy relationship with all the teachers and non-teaching staff and the students in the college and takes suggestions and give directions for the improved functioning of the college.
- The IQAC takes care of the academic and nonacademic matters and the infrastructure development of the college.
- The proper preparation and uploading of the AQARs, RAR etc. is carried out very effectively.
- IQAC effectively disseminated information on various quality parameters of higher education. After the consultation with the management, principal, senior teachers and the office staff, made the plan of action and ensured the proper implementation of those plans.

3. CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.