



YEARLY STATUS REPORT - 2020-2021

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.Sanathi George
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04936220246
• Mobile no	9447163512
• 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	Misha T Elias				
• Phone No.	9495669494				
• Alternate phone No.	9447854332				
• Mobile	9495258903				
• IQAC e-mail address	iqac@stmarysbathery.ac.in				
• Alternate Email address	iqac@stmarysbathery.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://stmarysbathery.ac.in/Uploads/Documents/AQAR2019-20.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%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.06	2012	21/04/2012	20/04/2017
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
RUSA	Institutional development	State/Central	2017, 9 years	6500000
ASAP	Skill Development	State	2020-21	19360
SSP	Remedial/Slow learners	State	2020-21	107000
ICSSR	International Seminar	Central	2020-21	87500
NSS	Social Service	State	2020-21	65745
IUCAA	Solar Workshop	IUCAA	2020-21	78372
KSCSTE	Seminar	State	2020-21	10000
Paaristhigam	Skill/Education	State	2020-21	36000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	15		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		

<ul style="list-style-type: none"> • If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
IQAC concentrated on programmes relating to Research Methodology, Gender Studies, and Intellectual Property Rights.	
Actions taken to provide services/programmes that benefit the non-teaching staff.	
Efforts were made to develop an in-house online attendance portal for faculty use during the lockdown period/online mode of instruction.	
IQAC and the College Management assisted the local self-government in combating the Covid pandemic by providing college space for the CFLTC (Covid First Line Treatment Centre), and a community kitchen was operated under the supervision of the hostel warden.	
Long-term collaboration with the Bathery Municipality to adopt six wards for tribal upliftment projects and the beautification of roads leading to the college with flowering plants and trees as part of the municipality's Poomaram scheme	
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
To promote research programs by launching research centers for PG departments	Sanctioned 3 Research Centers (Commerce and Management Studies, Chemistry, Physics)
To promote and maintain academic performance through online platform during Covid pandemic	Provide official email ids to all faculties, Updated academic portal to enter online class details, Conducted various webinars and training programmes for both teaching and non teaching staff
To fulfill social commitment during Covid pandemic	Collaborated with self-governing bodies to fight the covid pandemic by providing infrastructure facilities for treatment and rehabilitation center. The girls hostel functioned as community kitchen.

13.Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>College Council</td> <td>22/07/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	College Council	22/07/2022
Name	Date of meeting(s)				
College Council	22/07/2022				
14.Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>31/03/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2020-21	31/03/2022
Year	Date of Submission				
2020-21	31/03/2022				
15.Multidisciplinary / interdisciplinary					
16.Academic bank of credits (ABC):					
17.Skill development:					
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):					
20.Distance education/online education:					

Extended Profile

1.Programme

1.1

19

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

File Description	Documents
Data Template	View File

2.Student

2.1 1718

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 368

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

File Description	Documents
Data Template	View File

2.3 597

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 79

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 4

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	19
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1718
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	368
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	597
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	79
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	4
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	58
Total number of Classrooms and Seminar halls	
4.2	4494053.85
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	134
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 and syllabus which is a Choice Based Credit and Semester System. To effectively implement the same, an academic calendar is prepared at the beginning of each academic year.

Pre- academic Planning activities:

- A general timetable is prepared by the committee by allotting hours for the general papers like English and Languages. The rest of the hours are allotted to the respective departments.
- Advising the students on their elective choices by the departments.
- The preferences for teaching papers are taken from the faculties based on general consensus and are allotted to the faculties.
- Time table is prepared by the HODs of the individual

departments and copies are forwarded to the Principal/Office and faculties and students.

- Academic calendar is prepared by the committee comprising of the HODs, IQAC and Internal Examination cell.
- The teaching faculties are advised to prepare a teaching plan for each of the semesters.

Activities during the Academic year:

- Classrooms teaching, mentoring and internal assessments.
- External Examinations
- Internships, Project works

Post- academic Activities:

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stmarysbathery.ac.in/Uploads/Documents/Academic%20calendar%202020-21.pdf

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 the semesters. The Continuous Internal Evaluation is done through two unit tests as prescribed by the University for the Internal 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 the assessments, inclusive measures are taken for the students identified with low marks through and mentoring/peer support. Course-wise assignments are taken from the students. The internal marks are prepared based on the unit tests, assignments and seminars/viva which are then uploaded in the university website after considering all the

grievances of the students if any. The library and the departments maintain the semester-end question papers. The question papers are also uploaded in the college website for quick reference by the students. The Question Paper Workshops are conducted by the department faculties for helping the students understand the methodology of the question pattern and the answering techniques.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stmarysbathery.ac.in/Uploads/Documents/Academic%20calendar%202020-21.pdf

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 **A. All of the above**

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

File Description	Documents
Any additional information	No File Uploaded
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)

2

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

175

File Description	Documents
Any additional information	View File
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

Even though the affiliating University decides the syllabus, the College tries to integrate crosscutting issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability into the curriculum. Some of the programmes have papers related to these areas in their curriculum as prescribed by the University.

Professional Ethics and Human Values: Guidelines for ethics and values expected from the various stakeholders are given in the College diary.

On orientation programme is held for the first years to prepare them with value systems, ethics and for their future professional life. Human values are instilled through programmes run by the NSS, NCC and various clubs.

Gender: Every year a number of activities are planned by the Gender Sensitization cell and the Women's Cell for the girl students and faculties. The Gender Cell and the Women's Cell organize programs on Woman Empowerment, Laws for Woman, and Women's Day through programs like seminars, competitions and awareness programs through social media.

Environment and Sustainability: The NCC cadets planted a variety of fruit trees and other trees in the campus for the students and birds. Every year, NSS and NCC units undertakes a host of activities in the nearby villages during the special camps.

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

245

File Description	Documents
Any additional information	No File Uploaded
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	https://stmarysbathery.ac.in/igacdoc/FeedbackReport.pdf
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://stmarysbathery.ac.in/igacdoc/FeedbackReport.pdf

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

613

File Description	Documents
Any additional information	View File
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

368

File Description	Documents
Any additional information	View File
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

Assessment is made at different stages to identify the learning levels of the students.

I. At the time of admission The marks secured in the concerned subject in qualifying examination is used to measure the learning levels. II. During every semester Continuous evaluation by teachers through assignment, seminars, and written examination. Based on the performance, each student is identified as slow/average/advanced learners.

A. Slow learners 1. Peer learning groups of 4/5 students are formed by the concerned department in each class with average and advanced learners. A teacher is given charge. They plan the group activities and monitors the progress of each slow learner in the group.

2. Remedial classes are conducted by the teacher in charge of each subject.

3. Re-examination /viva are announced, and evaluation is done and suggestions were given.

B. Advanced learners

1. Students are encouraged for competitive examinations, Guidelines , Study materials and link to video classes are given and progress is monitored.
2. A discussion group of advanced learners in a class is formed with a Mentor in charge.
3. Made to involve in research activities/projects.
4. Encourage them to join for inter-disciplinary courses.
5. Encourage them to participate or present papers in Seminars and workshops.

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
1718	79

File Description	Documents
Any additional information	View File

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

Experiential learning

Project work- Each student has to undertake a project work as part of the curriculum towards the end of UG/PG programme - which helps them to get a real time exposure in the area of study.

Field visit- To better understand certain areas, field visits and surveys are proposed.

Industrial visit- industrial/company visits are organized to provide exposure to work culture to and existing/recent trends and technologies

Guest Lecture- by eminent experts from industry and academia is organized.

Seminar and Assignments- develops self confidence and improves the communication skills.

1.Participative learning-

. **Role play-** Role play is used for better understanding certain subjects like literature and humanities.

3.Team work- All departments/clubs , NSS and NCC organize activities to promote the spirit of teamwork.

Debates- Debates are followed in many of the subjects where the students are required to come with different thought process.

3. Problems solving Methodology
3.1 Case studies- is adopted in teaching-learning process to make students have logical thinking and practical knowledge in problem solving.
3.2. Analysis and Reasoning- Through solving problems, analysis and reasoning capacity of students are strengthened.

3.3 Discussion - discussion methods are promoted which helps the students to think multidimensionally.

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

Teachers uses simulations, Animations, 3D images and videos, and Software for teaching complex concepts:

1. SPSS is used for data Analysis-SPSS is revolutionary software mainly used by research scientist which help them process critical data in simple steps. Working on data is a complex and time consuming process, but this software can easily handle and operate information with the help of some techniques. 2. Programming Languages-Python, Java are used for simulations. 3. Use of Power point Presentation- The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching learning process. 4. MOODLE (Learning Management system)-Teachers use Moodle for effectively managing online classes and students works like assignments, homework, examinations etc. In addition, they use online teaching platform- Google Class room, Teachmint, and Google meet for efficient delivery of online classes. 5. To teach Mathematical and Computer Science Subjects in online mode, teachers have used various online tools like white board in Microsoft teams, Jamboard in Google meet, OneNote with writing tablets etc. 6. Lab manuals and link for demonstration are mailed to students well in advance the experiment is performed. 7. Online quizzes and polls are regularly conducted to record the feedback of the students.

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

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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**

49

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	View File

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**

22

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

512

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 two tests, attendance, assignments, seminar /viva. Class tests are done periodically by the faculties for continuous evaluation.

Every year an academic calendar is prepared with tentative dates of internal examinations which are strictly followed. The unit tests are conducted in the same manner as the university external examinations. The evaluated papers are returned in the stipulated time as prescribed in the academic calendar. Remedies are suggested to prepare them for the external examinations.

Hourly attendance is strictly maintained in the attendance registers.

The university has suggested seminar or viva as an assessment component.

Seminar topics are given as group/individual in recent trends in the subject and ample time is provided before the presentation.

Assignments can be submitted in offline/online mode in prescribed time which is evaluated and the marks are returned.

The internal marks are calculated from the above components as per University norms and are displayed on the notice board for transparency. Grievances are met and resolved. 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.

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

Internal marks are calculated for theory and practical papers based on the various components as per University regulations and is displayed on the respective department notice boards.

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 .

A three day time interval is given for students to convey their grievances to their concerned teachers.

A PTA meeting is held every semester where the marks are conveyed and overall feedback of the individual students are discussed.

The feedback of parents are also considered before final submission of the internal marks.

Unresolved issues are discussed with the Class tutor and the department HOD. In most cases the problems are resolved in the department itself.

There is a college level Grievance redressal cell constituted as per university norms and comprises of members from various departments who take up the issues which are not solved in the department level and tries to resolve the issues raised by the students efficiently in a time bound way. All grievances are met in pro- student manner. The meetings of the grievance cell are recorded in the minute's book.

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 colleges forwarded the OBE based syllabus to the respective faculties through email and is also published in the college website.

During the department level orientation programme the students are introduced the syllabus and the POs and COs are familiarized.

COs are communicated to the students during the introduction class itself. 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 course outcomes are reviewed.

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

To evaluate the Attainment of Programme outcomes and course outcomes the institution has a transparent mechanism with unit tests, seminars/viva voce, project work and surveys and these components are as per the university regulations.

Every 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 of analysis is done course wise and courses with marked variations are noted.

A department meeting is convened 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 continue 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. The number of alumni registration is considered as positive outcome of the courses.

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

414

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://stmarysbathery.ac.in/igacdoc/SSSReport.pdf>

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)	No File Uploaded

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

4

File Description	Documents
Any additional information	No File Uploaded
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 has created an ecosystem for innovations/initiatives for the uplift of stakeholders. The institution caters both online and offline database to the stakeholders for gaining knowledge. College has given access to N-list and URKUND for research. Faculty members are encouraged to present/organize/participate workshops, research papers in reputed publications and conferences, to go for refresher/orientation/short-term courses, etc. The institute encourages PhD holders to apply for guideship and others to register for the same. To inculcate the entrepreneurial skill among students, College has created an ED Club which hosts many programs and activities to activate entrepreneurial ideas and skills among students. The Young Innovators Programme under Kerala Development and Innovation Strategic Council is initiated in the college to empower future innovators to innovate new product/ services to meet emerging requirements, unarticulated needs, or existing market needs of the society more effectively. College motivates faculties to sign more MoUs to strengthen the institute in academic and research areas. Botany Department gives opportunity to students for internships in their academic period. All the students have to undergo compulsory project work as part of their curriculum with an aim to build a good research insight in 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

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

0

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	View File

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

5

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

11

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

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

The academic year 2020-21 was affected by the pandemic which restricted the college community in the normal extension activities that it embarks upon.

The NCC cadets was assigned for sentinel surveillance at the inter-state border mini medical camp at Muthanga ,working from 7.30am to 9pm in 2 shifts. The faculty and non-teaching staff worked in the camps for the same surveillance.

Hand sanitizing awareness campaign was conducted and posters were shared online. Masks were distributed in the KSRTC depot.

A blood donation drive was conducted in the college where 50 members including teachers and students.

The NCC and college build a house for a student who had lost her parents and the teachers contributed the furniture towards this project.

The college joined hands with the municipality in its efforts to combat Covid by giving the college premises for functioning the CFLTC and a community kitchen functioned from the college hostel.

Saplings were planted near the college campus as part of the Kerala Haritha Mission and 'Tika Mahotsav' was conducted for promoting importance of vaccination against corona virus. Posters and videos about awareness were showcased by the NSS.

The students from the Political Science Department was involved in the election survey.

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

0

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

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

37

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

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**

2560

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)	View File

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 was established in 1965 has adequate teaching and learning resources to accomplish academic excellence in accordance with its mission and aspirations

Classrooms:

The college offers distinct, spacious, and well-ventilated classrooms. The class rooms, staff room and laboratories are segregated into a single unit for the different departments. LCD facilities are provided in the classrooms.

ICT facilities

The college has a total of 134computers.Every department is provided with computer and internet access.Wifi is available in all departments for use at a speed of 100Mbps.The seminar hall is also equipped with a projector and wifi connectivity

Laboratory facilities

All Science departments (Physics, Chemistry, Botany, Zoology) have well-equipped laboratories for hands-on experience and other experimental work based on the curriculum. Research scholars are also given access to the concerned laboratories.

FIST Funded Laboratory

The college was allotted a FIST funded laboratory, catering to the requirements of the science departments. The laboratory aims to

foster cutting-edge research for scholars.

Library facility

The college has a large ICT-enabled library. N-List is available for e-learning purposes. Plagiarism software tool, Urkund is available for the research scholars. NVDA and ORCA screen readers are available for the visually impaired.

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

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

The College endorses holistic development of its students and provides enough amenities to assist non-scholastic faculty.

FACILITIES FOR SPORTS

The College Ground

The college has a playground with a total area of 6000sqft..

Other than the Sports events and Annual sports meet conducted by the college, The Wayanad Cricket association conducts Cricket training camps and programmes here in collaboration with our college. Numerous physical examinations for governmental organization recruitment procedures are held on the College Grounds.

Sports and Games

The college features a volleyball court where students from the College receive training through a well-established Volleyball Academy.

The Institution operates a sports hostel where the athletes live and are well cared for.

Firing Range

The NCC Cadets have access to a firing range for practice, as well as a dedicated area for National Cadets Corps events.

Wellness Centre :Gymnasium, Fitness Centre and Yoga Space

The Institution features a well-equipped Gymnasium for the physical wellbeing of staff and students.

FACILITIES FOR CULTURAL ACTIVITIES

The college has a number of venues for cultural events and scholarly events.

1. Open-air Stage
2. Jubilee Basement Hall
3. Bamboo Garden.
4. Amphi Theatre and Admin Garden
5. Seminar Hall

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

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

33

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://stmarysbathery.ac.in/igacdoc/4.1.3.pdf
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)

11623839

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

The college uses an in-house LMS software. This was developed and introduced in the year 2005 as a part of the College Management System (CMS) which caters to the overall administrative, academic, management and library requirements. The software is annually updated.

The Library module includes all type of searching facilities like Author Name, Title, Call Number, Publisher Name, Book Content and various others.

The main functions of the software are

- House Keeping Operations,
- Students Management,
- Book Circulation,
- Periodical Management etc...

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

File Description	Documents
Upload any additional information	View File
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)

286934

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

9

File Description	Documents
Any additional information	View File
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

To guarantee efficient operation, the college works to provide cutting-edge technology and update its ICT facilities on a regular basis.

- In the academic year 2020-21, extensive work was done to set up a Surveillance System of the college with 85 CCTV cameras and 3 DVR.
- Different software solutions to assist the faculty, IQAC and other stakeholders are developed and maintained by the college of which the administration, admission and library software are purchased from an external vendor.
- An attendance portal, the SMC-portal (an academic portal) and the college website was developed by the college in-house software team during the pandemic.
- The website is monitored and updated from time to time by the Web Coordinator of the college.
- The Labs and Library are provided with computers as per their requirements.
- All the 134 computers in the college including those in the laboratories and departments are maintained annually under the supervision of the technical assistant. They are formatted every year before the start of the academic year and peripherals are replaced when needed. Internet is made available in the college at a speed of 100Mbps and Wifi is available also at a speed of 100Mbps.

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

4.3.2 - Number of Computers

134

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	View File
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)

1178272

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 an established system and procedures for maintaining and utilizing all its physical, academic and other support facilities.

A stock register which is annually audited is maintained by the head of every department.

Classrooms and its associated assets including the furniture are managed with proper systems and procedures.

- The maintenance staffs clean the classrooms, restrooms, and campus on a daily basis.
- Plumbers, electricians, and carpenters are contracted on a need basis through a bursarial committee-managed intent system for electrical work and furniture upkeep.
- Maintenance of computers/lab equipment's and updating of software are done annually.
- A Purchase Committee reviews purchase requests and makes recommendations to the Principal and Management on purchases.
- The Department of Physical Education keeps track of all of the athletic and gymnasium equipments.
- The landscaping and the greenery are also maintained every year there are trees planted in the campus.
- There are separate Hostel committees for the ladies and the boys' hostel which oversees the upkeep of the facilities and the cleanliness of the environment in both the hostels.
- Library stock is checked and verified annually with requirements enlisted by each of the concerned departments.

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

356

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

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

36

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	https://stmarysbathery.com/smcportal/view.php?mod=admin&view=viewDeptAct
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

18

File Description	Documents
Self-attested list of students placed	View File
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

141

File Description	Documents
Upload supporting data for student/alumni	View File
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

10

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	No File Uploaded
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 community and overseen by the faculty coordinators. The various clubs are

- College students union
- NSS
- NCC
- Cultural Club
- MGOCSM
- Anti Drug Club
- Yoga & Fitness Club
- Grievance Redressal Cell
- Club for differently-abled
- Students Council
- Literary Club
- Red Ribbon
- Women's Club
- Gender equity cell
- ED club

to name a few.

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. All co-curricular activities like sports and other cultural events had been unable to carry out. Apart from the regular NCC and NSS activities, activities to overcome the covid pandemic were conducted through awareness/campaigns-both online and offline.

Anti drug club conducted several programmes online.

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

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Alumni Association 2020-21 Short Report

1. From June 2020, Fr Jins NB elected as the staff Coordinator of St Mary's College Sulthan Bathery.
2. For the Alumni our College decided to start FB pages
3. Every teaching departments has FB admins from their teaching faculty
4. For the coordination selected teachers from each Departments act as the Department Coordinators
5. On 17th July 2020 we started the initiation for an officially registered Alumni association
6. On 14th Sept 2020 executive meeting decided to formulate new memorandum of Association with laws and byelaws
7. On 12th January 2021 General body meeting decided the Name of the association as "SASWATH", elected various office bearers

President- Dr Santhi George

Vice president- 1. Rajan Thomas

2. Eliamma George

Executive Secretary- Fr Jins NB

General Secretary- Mathew Abraham

Joint Secretary - 1. Saleena PV

2. Sajitha CK

Treasurer -Abdul Nazar PA

Members - 1. Varghese KP

2. Firoz Babu KM

3. Usha VR

4. Jayasree PM

5. Sajeed Puthelath

Teaching members

6. Misha T Elias

7. Joby NG

8. Wilson MA

8. We started official executive Whats app Group and further steps for registration process .

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

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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 extra-curricular 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	No File Uploaded

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

An abode for a homeless student

The department came to know the woes of student who had been orphaned recently. The student living with her aging grandparents had no shelter of her own and relied on relatives for the same. The department felt the urgent need to do the needful for the student and a meeting was convened. This was intimated to the higher authorities of the college. 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 team of the college. Management supported the construction to great extend with cooperation of the college contractor. Funds were raised from various sources and the construction work progressed. The NCC team worked in unison for months helping the masons and the carpenters and the project was completed in a record time even during the pandemic. The teaching faculties also provided furniture needed for the same. The house warming was arranged in the presence of higher NCC personnel, Principal, management representative and the municipality officials. The dream project was fulfilled through the participative management.

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

The pandemic required the college to devise a strategic plan entirely different from the previous years. Different methods were

explored for content delivery as opposed to the conventional lecture method. A strategic plan was devised to cope with the situation.

A council meeting was held where opportunities and obstacles were deliberated upon. The teaching-learning process was decided to be done in an online mode. Majority of the faculties attended refresher/short-term courses related to online classroom teaching methods offered by UGC approved institutes.

The college committee entrusted the in-house development team to purchase the G-suite platform for education where individual login IDs were provided for the faculties. The platform was consequently used for conducting online classes. The faculties successfully delivered their lectures, shared e-content. The complete internal evaluation of the students could also be done.

Along with that, an extended college portal was developed by the college for attendance registry. Provisions are provided for uploading the personal static details and recording all activities done related to career-advancement of the faculty. The menu driven portal has facility for uploading the reports of the various club activities as well. Various feedback and data collections were done using Google forms.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Functional autonomy is granted to the Principal supported by College Council, IQAC and Heads of the departments and administrative staff headed by the superintendent. The Office of the Bursar, looks into the financial matters of the institution and works in tandem with the Principal.

The suggestions by the IQAC committee are implemented at college level for quality assurance strategies and processes. Student unions make the student community to be more involved in the process. 4 hostels for UG/PG function under the chief warden who is the Principal and independent wardens for Girls/boys hostels.

Strong PTA body actively involves in the working of the institution for its betterment. The college premises are kept clean by a contingent of ministerial staff. 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 chief- superintendent of examinations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://stmarysbathery.ac.in/iqacdoc/organogram.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user inter faces	View File
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

Teaching

EPF Scheme, Contributory PF, Gratuity Scheme, Maternity Leave, Medical Leave, Fee Concession to wards of faculty, Incentives and awards for completing PhD and guideship recognition , Awards for qualifying NET for faculty of self financing departments,Audio enhancing system for teachers managing large class rooms , Zumba classes for lady staff, Gym facilities , Coorperative society, Chit funds, Retirement incentives, Salary advance for guest and permanent faculty awaiting government approval,play school for children of staff

Non teaching

EPF Scheme, Gratuity, Maternity Leave, Festival Bonus, Cooperative society , fee concession to wards of employees, Chit funds, Retirement incentives, Salary advance, Gym Facilities,play school for children of staff

Students

Charity Fund, Scholarship, Food Token, Fee concession, concession for educational trips , canteen facilities at subsidized rate, FirstAid facilities, Career Guidance Classes, Leadership Training, Stationary at subsidized rate,awards for qualifying NET and other achievements , student aid fund, Entrepreneurship developments program like x-mas market, She Market, cake fest , yoga classes, construction of house for economically disadvantaged orphan student.

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

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

Nil

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

4

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

30

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The assessment is based on the biannual data procured from the feedback by the students on the academic performance of the faculties and an annual academic audit based on the following key indicators

1. participation in extracurricular activities
2. social involvement through government and NGO's
3. involvement in research, paper publications and book publications
4. collaborative works/project,
5. coordinators of international seminars,
6. Interaction among the students and colleagues.
7. Participation in FDPs, short term courses, seminars and workshops
8. Invigilation duties.

1. Whether is a member of a renowned organization, committee or clubs?

Based on these indicators a proforma is to be filled by each faculty member which is assessed by HODs concerned and forwarded to the Principal for final assessment. The Principal makes sure that the HODs provide necessary directions for one's improvement.

Non teaching Staff

The key indicators for assessing non-teaching faculties are

1. Punctuality
2. Up-to-date knowledge in the area of their work
3. Behaviour towards students, colleagues and faculties
4. Timely submission of reports and completion of work

Based on these indicators Principal/IQAC Coordinator will assess each staff and give proper directions for improvement.

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

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

As an Aided Minority Institution and NAAC accredited with A grade, the college receives financial assistance from UGC and State Government agencies like RUSA/DST/FIST etc. The Institution adheres to all state and national policies in relation to all financial resources mobilized.

Utilization certificate issued by the state accredited agencies like NIRMITHI is produced to the state finance department on which the next installment is released. All financial transactions are audited by the DD towards the end of the tenure of each Principal. All funds utilized for the various projects and international seminars are privately audited and later government audited. AGs conduct random audits occasionally. For queries/objections, clarifications are rendered; and suggestions given with the new changes are implemented in the following years. Original documents and excess cash is remitted and settled within the stipulated period.

The physical up-gradation is handled by the management along with the funds from the State and UGC. The institution being a part of the MOSC educational agency, it is liable for the audits done by the central educational agency. The management and PTA funds are audited by an external agency annually.

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

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)

16919796.88

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 :

Central Government Funds

UGC, RUSA and DST-FIST

Non-Government Funds

Endowment awards by retired faculties

College-Union funds

Students fee from self-financing courses

PTA and

Funds from management

Central government funds are used for developmental activities and maintenance. State government funds are availed for workshops, seminars and for the activities of various clubs, women's cell and gender equity cell.

The Management and PTA funds are used to meet the developmental/ maintenance and academic needs. Management assistance includes financing for infrastructure developments, salary to self-financing 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

The pandemic brought the realization of the need for complete e-governance in terms of content delivery and administration of the college. IQAC took the initiative and the college purchased the G-Suite for education as a first step towards this. Using the facility, login IDs were provided for the individual departments using which the webinars were conducted online which was recorded in the drive. Google classrooms were utilized.

The presence of students in the online classes needed to be tracked for which a portal was designed by the in-house college team for attendance registry, Class details, time table etc. Provision for uploading the e-content and question paper was given in the website. The college switched to the online method of collecting feedback using Google forms.

Research being an inevitable component of higher education, IQAC exhorted the need for the promotion of the field. On the insistence from IQAC, the Principal personally met each faculty and suggested them to register for PhDs, Apply for Guideship and publish papers in reputed Journals. A committee was formed to work towards getting funds from DST/FIST to benefit the college as well as the district. Necessary physical facilities was asked from the management.

File Description	Documents
Paste link for additional information	https://stmarysbathery.com/smcportal/login.php
Upload any additional information	View File

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

Example 1: IQAC constantly plays a pivotal role in the maintaining/improving the quality of the teaching-learning process of the institution. As opposed to the preceding year's mode of teaching-learning process, the pandemic urged a complete shift from offline mode to online. The majority of the teachers joined courses to enable/equip them in the new methodology of teaching. The students never missed out on the classes as the G-suite for education was purchased enabling the faculties a delivery method of anytime-anywhere though there were some hindrances due to the internet availability. The outcomes were measured by the assignments, seminars and Class tests conducted using the same mode.

Example 2: IQAC oversaw the extensive bi-annual feedback mechanism used to collect the reviews of the various resources of which the teaching-learning process was a major criteria. The feedback collected was analyzed using statistical tools and measures were taken to overcome the deficiencies. Advanced learners were helped using the Walk with the Scholar programme. Remedial coaching and Student support programmes were conducted for slow learners. A mentor-mentee and peer group learning was also planned for the next academic years.

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)

C. Any 2 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)	View File

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

Webinar Title: Sanitising Us: A Gender Perspective in Covid Times was organized by IQAC and the Gender Cell on 7th October, 2020 at 2.00 pm to 3.30 pm The Resource Person was Aneeshiya George (Dublin, Ireland), M.Sc Psychology , M.A Addiction Studies. The programme was Coordinated by Mrs. Renie Mathews.

The webinar was conducted for the students to elaborate on the need for Gender Sensitivity. Registration was done using Google Form. 212 students registered for the webinar.

The welcome address was delivered by Mrs. Renie Mathews (IQAC

Member and Program Co-ordinator). Principal Dr. Santhi George spoke a few words after which Ms. Aneeshiya George handled the session on the importance of Gender sensitivity, the various gender roles performed etc. There was a deliberation on the topic at the end of the session. The webinar ended with the Vote of Thanks proposed by Mr. Rohith of D3 English.

Feedback from the students was collected and e-certificates were given for the attendees. A very positive feedback was given, though some of them mentioned that it could be more interactive. 162 feedback was collected. 48 male and 114 female.

The meeting was been recorded in Google Meet. The feedback excel sheet and responses were collected.

File Description	Documents
Annual gender sensitization action plan	https://stmarysbathery.ac.in/igacdoc/7.1.1.pdf
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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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. Cleaning or purging of the dustbins is done periodically.

The college canteen consciously makes an effort to reduce the use of plastic and uses the steel utensils for serving purposes.

E-waste generated is given to the authorized dealers who purchase the scrap and reuse the useful components. Apart from this, the electronic and electrical instruments under repair are given to the students during the lab sessions to dismantle and reassemble, which helps in application oriented learning.

Most of the chemicals are non-hazardous in our laboratories. In certain instances, hazardous chemicals are stored in preparation room, away from the reach of students. Lab In-charges take care of the chemicals and safety measures to be 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	View File
Any other relevant information	No File Uploaded

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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).

Due to covid pandemic we were not able to initiate events portraying harmony towards cultural, regional and linguistic diversities. However, cultural club of our college conducted few online programmes which portrayed harmony towards regional and cultural diversities. Students were encouraged to sing songs, draw

cartoons, play musical instruments, write poems or short stories and perform dance.

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

We have committed to the responsibility of moulding upright citizens with civic sense and social commitment which is evident in the mission of the college. In spite of being a Christian minority institution, its secular nature is revealed as students and faculties here belong to different social classes and communities. Inclusiveness is integral to the system of the college. The college has a club for differently-abled and a gender equity cell to promote and sensitize the students and staff about social justice.

The college commemorates days of national importance with due respect. Flag hoisting ceremonies is held on Independence Day and Republic Day every year. The Department of Political Science organized a webinar on National Constitution Day whereby the students learn constitutional obligations and grandeur of the Indian Constitution. The College Union organized an ethnic day on National Integration Day. All were encouraged to wear ethnic costumes of various states to promote a sense of national integration and unity in diversity. The importance of political participation was created by circulating posters through social media during election period and on National Voters' Day about their responsibility to vote. The college also instils patriotism among students by encouraging them to join NCC.

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.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Every year St.Mary's College organises various programmes as part of National and International Commemorative days. This is mainly done through NSS, NCC, and various clubs of the college. Even though the Covid pandemic was a major restriction in organizing events and festivals, the programmes in the current year was done taking care of Covid protocols. Several programmes were conducted online and through social media. A video making competition for Kargil day and Anti drug day was celebrated online. A Drill competition for the NCC cadets was also conducted. For Gandhi Jayathi an Inter college drawing competition was held. International day for bio diversity was celebrated by poster making competition. Tree saplings were planted all the participants house premises for World Environment day. World yoga day and world no tobacco day was celebrated. Poster and slogan making competition was organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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 - I

Title of the Practice

Attainment of sustainable development and biodiversity through green campus initiative.

Best Practice -II

Title of the Practice

Inculcating social awareness against substance abuse.

The best practices followed by the institution is displayed in the college website as per the prescribed format.

File Description	Documents
Best practices in the Institutional website	https://stmarysbathery.ac.in/igacdoc/7.2.1.pdf
Any other relevant information	Nil

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

Wayanad is one of the 100 most backward districts of the country with majority of tribal population. Right from the inception of the college, the institute has always worked for the betterment of the tribal community.

Even though there are effective social welfare schemes implemented by the Government of Kerala, these indigenous community is hesitant in many ways due to various inhibitions.

Due to the proximity of the college with the several colonies, the Municipality collaborated with the institute to extend their activities and for this they permitted to adopt 5 tribal colonies (wards 4,5,6,8 and 9).

Measures were taken to identify the problems/ requirements of the community and find solutions involving the students and various clubs including NCC/ NSS.

Through the visits conducted we identified many dropouts in higher secondary education and hence the hesitancy to enter HEIs. Health and hygiene are other issues to be focused on.

The pandemic has hampered the community initiatives that are regularly undertaken but the management contributed its premises for a fully functioning CFLTC and community kitchen. The institutional help mostly benefitted the tribal community to contain the spread of the virus. The institution has taken upon this as a long term project.

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 and syllabus which is a Choice Based Credit and Semester System. To effectively implement the same, an academic calendar is prepared at the beginning of each academic year.

Pre- academic Planning activities:

- A general timetable is prepared by the committee by allotting hours for the general papers like English and Languages. The rest of the hours are allotted to the respective departments.
- Advising the students on their elective choices by the departments.
- The preferences for teaching papers are taken from the faculties based on general consensus and are allotted to the faculties.
- Time table is prepared by the HODs of the individual departments and copies are forwarded to the Principal/Office and faculties and students.
- Academic calendar is prepared by the committee comprising of the HODs, IQAC and Internal Examination cell.
- The teaching faculties are advised to prepare a teaching plan for each of the semesters.

Activities during the Academic year:

- Classrooms teaching, mentoring and internal assessments.
- External Examinations
- Internships, Project works

Post- academic Activities:

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stmarysbathery.ac.in/Uploads/Documents/Academic%20calendar%202020-21.pdf

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 the semesters. The Continuous Internal Evaluation is done through two unit tests as prescribed by the University for the Internal 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 the assessments, inclusive measures are taken for the students identified with low marks through and mentoring/peer support. Course-wise assignments are taken from the students. The internal marks are prepared based on the unit tests, assignments and seminars/viva which are then uploaded in the university website after considering all the grievances of the students if any. The library and the departments maintain the semester-end question papers. The question papers are also uploaded in the college website for quick reference by the students. The Question Paper Workshops are conducted by the department faculties for helping the students understand the methodology of the question pattern and the answering techniques.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stmarysbathery.ac.in/Uploads/Documents/Academic%20calendar%202020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are

A. All of the above

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

35

File Description	Documents
Any additional information	No File Uploaded
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)

2

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

175

File Description	Documents
Any additional information	View File
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

Even though the affiliating University decides the syllabus, the College tries to integrate crosscutting issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability into the curriculum. Some of the programmes have papers related to these areas in their curriculum as prescribed by the University.

Professional Ethics and Human Values: Guidelines for ethics and values expected from the various stakeholders are given in the College diary.

On orientation programme is held for the first years to prepare them with value systems, ethics and for their future professional life. Human values are instilled through programmes run by the NSS, NCC and various clubs.

Gender: Every year a number of activities are planned by the Gender Sensitization cell and the Women's Cell for the girl students and faculties. The Gender Cell and the Women's Cell organize programs on Woman Empowerment, Laws for Woman, and Women's Day through programs like seminars, competitions and

awareness programs through social media.

Environment and Sustainability: The NCC cadets planted a variety of fruit trees and other trees in the campus for the students and birds. Every year, NSS and NCC units undertakes a host of activities in the nearby villages during the special camps.

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

245

File Description	Documents
Any additional information	No File Uploaded
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	https://stmarysbathery.ac.in/igacdoc/FeedbackReport.pdf
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://stmarysbathery.ac.in/igacdoc/FeedbackReport.pdf

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

613

File Description	Documents
Any additional information	View File
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

368

File Description	Documents
Any additional information	View File
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

Assessment is made at different stages to identify the learning levels of the students.

I. At the time of admission The marks secured in the concerned subject in qualifying examination is used to measure the learning levels. II. During every semester Continuous evaluation by teachers through assignment, seminars, and written examination. Based on the performance, each student is identified as slow/average/advanced learners.

A. Slow learners 1. Peer learning groups of 4/5 students are formed by the concerned department in each class with average and advanced learners. A teacher is given charge. They plan the group activities and monitors the progress of each slow learner in the group.

2. Remedial classes are conducted by the teacher in charge of each subject.

3. Re-examination /viva are announced, and evaluation is done

and suggestions were given.

B. Advanced learners

1. Students are encouraged for competitive examinations, Guidelines , Study materials and link to video classes are given and progress is monitored.
2. A discussion group of advanced learners in a class is formed with a Mentor in charge.
3. Made to involve in research activities/projects.
4. Encourage them to join for inter-disciplinary courses.
5. Encourage them to participate or present papers in Seminars and workshops.

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
1718	79

File Description	Documents
Any additional information	View File

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

Experiential learning

Project work- Each student has to undertake a project work as part of the curriculum towards the end of UG/PG programme - which helps them to get a real time exposure in the area of study.

Field visit- To better understand certain areas, field visits and surveys are proposed.

Industrial visit- industrial/company visits are organized to

provide exposure to work culture to and existing/recent trends and technologies

Guest Lecture- by eminent experts from industry and academia is organized.

Seminar and Assignments- develops self confidence and improves the communication skills.

1.Participative learning-

. Role play- Role play is used for better understanding certain subjects like literature and humanities.

3.Team work- All departments/clubs , NSS and NCC organize activities to promote the spirit of teamwork.

Debates- Debates are followed in many of the subjects where the students are required to come with different thought process.

3. Problems solving Methodology 3.1 Case studies- is adopted in teaching-learning process to make students have logical thinking and practical knowledge in problem solving. 3.2. Analysis and Reasoning- Through solving problems, analysis and reasoning capacity of students are strengthened.

3.3 Discussion - discussion methods are promoted which helps the students to think multidimensionally.

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

Teachers uses simulations, Animations, 3D images and videos, and Software for teaching complex concepts:

1. SPSS is used for data Analysis-SPSS is revolutionary software mainly used by research scientist which help them process critical data in simple steps. Working on data is a complex and time consuming process, but this software can

easily handle and operate information with the help of some techniques. 2. Programming Languages-Python, Java are used for simulations. 3. Use of Power point Presentation- The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching learning process. 4. MOODLE (Learning Management system)-Teachers use Moodle for effectively managing online classes and students works like assignments, homework, examinations etc. In addition, they use online teaching platform- Google Class room, Teachmint, and Google meet for efficient delivery of online classes. 5. To teach Mathematical and Computer Science Subjects in online mode, teachers have used various online tools like white board in Microsoft teams, Jamboard in Google meet, OneNote with writing tablets etc. 6. Lab manuals and link for demonstration are mailed to students well in advance the experiment is performed. 7. Online quizzes and polls are regularly conducted to record the feedback of the students.

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

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

49	
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	View File
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	
22	
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	
512	
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 two tests, attendance, assignments, seminar /viva. Class tests are done periodically by the faculties for continuous evaluation.

Every year an academic calendar is prepared with tentative dates of internal examinations which are strictly followed. The unit tests are conducted in the same manner as the university external examinations. The evaluated papers are returned in the stipulated time as prescribed in the academic calendar. Remedies are suggested to prepare them for the external examinations.

Hourly attendance is strictly maintained in the attendance registers.

The university has suggested seminar or viva as an assessment component.

Seminar topics are given as group/individual in recent trends in the subject and ample time is provided before the presentation.

Assignments can be submitted in offline/online mode in prescribed time which is evaluated and the marks are returned.

The internal marks are calculated from the above components as per University norms and are displayed on the notice board for transparency. Grievances are met and resolved. 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.

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

Internal marks are calculated for theory and practical papers based on the various components as per University regulations

and is displayed on the respective department notice boards.

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 .

A three day time interval is given for students to convey their grievances to their concerned teachers.

A PTA meeting is held every semester where the marks are conveyed and overall feedback of the individual students are discussed.

The feedback of parents are also considered before final submission of the internal marks.

Unresolved issues are discussed with the Class tutor and the department HOD. In most cases the problems are resolved in the department itself.

There is a college level Grievance redressal cell constituted as per university norms and comprises of members from various departments who take up the issues which are not solved in the department level and tries to resolve the issues raised by the students efficiently in a time bound way. All grievances are met in pro- student manner. The meetings of the grievance cell are recorded in the minute's book.

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 colleges forwarded the OBE based syllabus to the respective faculties through email and is also

published in the college website.

During the department level orientation programme the students are introduced the syllabus and the POs and COs are familiarized.

COs are communicated to the students during the introduction class itself. 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 course outcomes are reviewed.

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

To evaluate the Attainment of Programme outcomes and course outcomes the institution has a transparent mechanism with unit tests, seminars/viva voce, project work and surveys and these components are as per the university regulations.

Every 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 of analysis is done course wise and courses with marked variations are noted.

A department meeting is convened 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 continue 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. The number of alumni registration is considered as positive outcome of the courses.

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

414

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://stmarysbathery.ac.in/igacd/doc/SSSReport.pdf>

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)	No File Uploaded

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**

4

File Description	Documents
Any additional information	No File Uploaded
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 has created an ecosystem for innovations/initiatives for the uplift of stakeholders. The institution caters both online and offline database to the stakeholders for gaining knowledge. College has given access to N-list and URKUND for research. Faculty members are encouraged to present/organize/participate workshops, research papers in reputed publications and conferences, to go for refresher/orientation/short-term courses, etc. The institute encourages PhD holders to apply for guideship and others to register for the same. To inculcate the entrepreneurial skill among students, College has created an ED Club which hosts many programs and activities to activate entrepreneurial ideas and skills among students. The Young Innovators Programme under Kerala Development and Innovation Strategic Council is initiated in the college to empower future innovators to innovate new product/ services to meet emerging requirements, unarticulated needs, or existing market needs of the society more effectively. College motivates faculties to sign more MoUs to strengthen the institute in academic and research areas. Botany Department gives opportunity to students for internships in their academic period. All the students have to undergo compulsory project work as part of their curriculum with an aim to build a good research insight in 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

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

0

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	View File

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

5

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

11

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

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

The academic year 2020-21 was affected by the pandemic which restricted the college community in the normal extension activities that it embarks upon.

The NCC cadets was assigned for sentinel surveillance at the inter-state border mini medical camp at Muthanga ,working from 7.30am to 9pm in 2 shifts. The faculty and non-teaching staff worked in the camps for the same surveillance.

Hand sanitizing awareness campaign was conducted and posters were shared online. Masks were distributed in the KSRTC depot.

A blood donation drive was conducted in the college where 50 members including teachers and students.

The NCC and college build a house for a student who had lost her parents and the teachers contributed the furniture towards

this project.

The college joined hands with the municipality in its efforts to combat Covid by giving the college premises for functioning the CFLTC and a community kitchen functioned from the college hostel.

Saplings were planted near the college campus as part of the Kerala Haritha Mission and 'Tika Mahotsav' was conducted for promoting importance of vaccination against corona virus. Posters and videos about awareness were showcased by the NSS.

The students from the Political Science Department was involved in the election survey.

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

0

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

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

37	
File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

2560

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)	View File

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 was established in 1965 has adequate teaching and learning resources to accomplish academic excellence in accordance with its mission and aspirations

Classrooms:

The college offers distinct, spacious, and well-ventilated classrooms. The class rooms, staff room and laboratories are segregated into a single unit for the different departments. LCD facilities are provided in the classrooms.

ICT facilities

The college has a total of 134 computers. Every department is provided with computer and internet access. Wifi is available in all departments for use at a speed of 100Mbps. The seminar hall is also equipped with a projector and wifi connectivity

Laboratory facilities

All Science departments (Physics, Chemistry, Botany, Zoology)

have well-equipped laboratories for hands-on experience and other experimental work based on the curriculum. Research scholars are also given access to the concerned laboratories.

FIST Funded Laboratory

The college was allotted a FIST funded laboratory, catering to the requirements of the science departments. The laboratory aims to foster cutting-edge research for scholars.

Library facility

The college has a large ICT-enabled library. N-List is available for e-learning purposes. Plagiarism software tool, Urkund is available for the research scholars. NVDA and ORCA screen readers are available for the visually impaired.

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

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

The College endorses holistic development of its students and provides enough amenities to assist non-scholastic faculty.

FACILITIES FOR SPORTS

The College Ground

The college has a playground with a total area of 6000sqft..

Other than the Sports events and Annual sports meet conducted by the college, The Wayanad Cricket association conducts Cricket training camps and programmes here in collaboration with our college. Numerous physical examinations for governmental organization recruitment procedures are held on the College Grounds.

Sports and Games

The college features a volleyball court where students from the

College receive training through a well-established Volleyball Academy.

The Institution operates a sports hostel where the athletes live and are well cared for.

Firing Range

The NCC Cadets have access to a firing range for practice, as well as a dedicated area for National Cadets Corps events.

Wellness Centre :Gymnasium, Fitness Centre and Yoga Space

The Institution features a well-equipped Gymnasium for the physical wellbeing of staff and students.

FACILITIES FOR CULTURAL ACTIVITIES

The college has a number of venues for cultural events and scholarly events.

1. Open-air Stage
2. Jubilee Basement Hall
3. Bamboo Garden.
4. Amphi Theatre and Admin Garden
5. Seminar Hall

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

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

33

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://stmarysbathery.ac.in/igacdoc/4.1.3.pdf
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)

11623839

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
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)

The college uses an in-house LMS software. This was developed and introduced in the year 2005 as a part of the College Management System (CMS) which caters to the overall administrative, academic, management and library requirements. The software is annually updated.

The Library module includes all type of searching facilities like Author Name, Title, Call Number, Publisher Name, Book Content and various others.

The main functions of the software are

- House Keeping Operations,

- Students Management ,
- Book Circulation ,
- Periodical Management etc...

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	View File
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)

286934

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

9

File Description	Documents
Any additional information	View File
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**

To guarantee efficient operation, the college works to provide cutting-edge technology and update its ICT facilities on a regular basis.

- In the academic year 2020-21, extensive work was done to set up a Surveillance System of the college with 85 CCTV cameras and 3 DVR.
- Different software solutions to assist the faculty, IQAC and other stakeholders are developed and maintained by the college of which the administration, admission and library software are purchased from an external vendor.
- An attendance portal, the SMC-portal (an academic portal) and the college website was developed by the college in-house software team during the pandemic.
- The website is monitored and updated from time to time by the Web Coordinator of the college.
- The Labs and Library are provided with computers as per their requirements.
- All the 134 computers in the college including those in the laboratories and departments are maintained annually under the supervision of the technical assistant. They are formatted every year before the start of the academic year and peripherals are replaced when needed. Internet is made available in the college at a speed of 100Mbps and Wifi is available also at a speed of 100Mbps.

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

4.3.2 - Number of Computers

134

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	View File
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)

1178272

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 an established system and procedures for maintaining and utilizing all its physical, academic and other support facilities.

A stock register which is annually audited is maintained by the head of every department.

Classrooms and its associated assets including the furniture are managed with proper systems and procedures.

- The maintenance staffs clean the classrooms, restrooms, and campus on a daily basis.
- Plumbers, electricians, and carpenters are contracted on a need basis through a bursarial committee-managed intent system for electrical work and furniture upkeep.
- Maintenance of computers/lab equipment's and updating of software are done annually.
- A Purchase Committee reviews purchase requests and makes recommendations to the Principal and Management on purchases.
- The Department of Physical Education keeps track of all of the athletic and gymnasium equipments.
- The landscaping and the greenery are also maintained every year there are trees planted in the campus.
- There are separate Hostel committees for the ladies and the boys' hostel which oversees the upkeep of the facilities and the cleanliness of the environment in both the hostels.
- Library stock is checked and verified annually with requirements enlisted by each of the concerned departments.

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

356

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

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

36

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

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	C. 2 of the above
File Description	Documents
Link to Institutional website	https://stmarysbathery.com/smcportal/view.php?mod=admin&view=viewDeptAct
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
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	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

18

File Description	Documents
Self-attested list of students placed	View File
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

141

File Description	Documents
Upload supporting data for student/alumni	View File
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

10

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	No File Uploaded
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 community

and overseen by the faculty coordinators. The various clubs are

- College students union
- NSS
- NCC
- Cultural Club
- MGOCSM
- Anti Drug Club
- Yoga & Fitness Club
- Grievance Redressal Cell
- Club for differently-abled
- Students Council
- Literary Club
- Red Ribbon
- Women's Club
- Gender equity cell
- ED club

to name a few.

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. All co-curricular activities like sports and other cultural events had been unable to carry out. Apart from the regular NCC and NSS activities, activities to overcome the covid pandemic were conducted through awareness/campaigns-both online and offline.

Anti drug club conducted several programmes online.

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

12

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

Alumni Association 2020-21 Short Report

1. From June 2020, Fr Jins NB elected as the staff Coordinator of St Mary's College Sulthan Bathery.
 2. For the Alumni our College decided to start FB pages
 3. Every teaching departments has FB admins from their teaching faculty
 4. For the coordination selected teachers from each Departments act as the Department Coordinators
 5. On 17th July 2020 we started the initiation for an officially registered Alumni association
 6. On 14th Sept 2020 executive meeting decided to formulate new memorandum of Association with laws and byelaws
 7. On 12th January 2021 General body meeting decided the Name of the association as "SASWATH", elected various office bearers
- President- Dr Santhi George
- Vice president- 1. Rajan Thomas
2. Eliamma George

Executive Secretary- Fr Jins NB

General Secretary- Mathew Abraham

Joint Secretary - 1. Saleena PV

2. Sajitha CK

Treasurer -Abdul Nazar PA

Members - 1. Varghese KP

2. Firoz Babu KM

3. Usha VR

4. Jayasree PM

5. Sajeed Puthelath

Teaching members

6. Misha T Elias

7. Joby NG

8. Wilson MA

8. We started official executive Whats app Group and further steps for registration process .

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

5.4.2 - Alumni contribution during the year

E. <1Lakhs

(INR in Lakhs)	
File Description	Documents
Upload any additional information	No File Uploaded
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	
<p>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.</p> <p>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 extra-curricular 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.</p> <p>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.</p>	

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

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

An abode for a homeless student

The department came to know the woes of student who had been orphaned recently. The student living with her aging grandparents had no shelter of her own and relied on relatives for the same. The department felt the urgent need to do the needful for the student and a meeting was convened. This was intimated to the higher authorities of the college. 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 team of the college. Management supported the construction to great extend with cooperation of the college contractor. Funds were raised from various sources and the construction work progressed. The NCC team worked in unison for months helping the masons and the carpenters and the project was completed in a record time even during the pandemic. The teaching faculties also provided furniture needed for the same. The house warming was arranged in the presence of higher NCC personnel, Principal, management representative and the municipality officials. The dream project was fulfilled through the participative management.

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

The pandemic required the college to devise a strategic plan

entirely different from the previous years. Different methods were explored for content delivery as opposed to the conventional lecture method. A strategic plan was devised to cope with the situation.

A council meeting was held where opportunities and obstacles were deliberated upon. The teaching-learning process was decided to be done in an online mode. Majority of the faculties attended refresher/short-term courses related to online classroom teaching methods offered by UGC approved institutes.

The college committee entrusted the in-house development team to purchase the G-suite platform for education where individual login IDs were provided for the faculties. The platform was consequently used for conducting online classes. The faculties successfully delivered their lectures, shared e-content. The complete internal evaluation of the students could also be done.

Along with that, an extended college portal was developed by the college for attendance registry. Provisions are provided for uploading the personal static details and recording all activities done related to career-advancement of the faculty. The menu driven portal has facility for uploading the reports of the various club activities as well. Various feedback and data collections were done using Google forms.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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. Functional autonomy is granted to the Principal supported by College Council, IQAC and Heads of the departments and administrative staff headed by the superintendent. The Office of the Bursar, looks into the financial matters of the institution and works in tandem with the Principal.

The suggestions by the IQAC committee are implemented at college level for quality assurance strategies and processes. Student unions make the student community to be more involved in the process. 4 hostels for UG/PG function under the chief warden who is the Principal and independent wardens for Girls/boys hostels.

Strong PTA body actively involves in the working of the institution for its betterment. The college premises are kept clean by a contingent of ministerial staff. 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 chief-superintendent of examinations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://stmarysbathery.ac.in/igacdoc/organogram.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
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

Teaching

EPF Scheme, Contributory PF, Gratuity Scheme, Maternity Leave, Medical Leave, Fee Concession to wards of faculty, Incentives and awards for completing PhD and guideship recognition , Awards for qualifying NET for faculty of self financing departments, Audio enhancing system for teachers managing large class rooms , Zumba classes for lady staff, Gym facilities , Cooperative society, Chit funds, Retirement incentives, Salary advance for guest and permanent faculty awaiting government approval, play school for children of staff

Non teaching

EPF Scheme, Gratuity, Maternity Leave, Festival Bonus, Cooperative society , fee concession to wards of employees, Chit funds, Retirement incentives, Salary advance, Gym Facilities, play school for children of staff

Students

Charity Fund, Scholarship, Food Token, Fee concession, concession for educational trips , canteen facilities at subsidized rate, FirstAid facilities, Career Guidance Classes, Leadership Training, Stationary at subsidized rate, awards for qualifying NET and other achievements , student aid fund, Entrepreneurship developments program like x-mas market, She Market, cake fest , yoga classes, construction of house for economically disadvantaged orphan student.

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

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

Nil

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

4

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

30

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The assessment is based on the biannual data procured from the feedback by the students on the academic performance of the faculties and an annual academic audit based on the following

key indicators

1. participation in extracurricular activities
 2. social involvement through government and NGO's
 3. involvement in research, paper publications and book publications
 4. collaborative works/project,
 5. coordinators of international seminars,
 6. Interaction among the students and colleagues.
 7. Participation in FDPs, short term courses, seminars and workshops
 8. Invigilation duties.
1. Whether is a member of a renowned organization, committee or clubs?

Based on these indicators a proforma is to be filled by each faculty member which is assessed by HODs concerned and forwarded to the Principal for final assessment. The Principal makes sure that the HODs provide necessary directions for one's improvement.

Non teaching Staff

The key indicators for assessing non-teaching faculties are

1. Punctuality
2. Up-to-date knowledge in the area of their work
3. Behaviour towards students, colleagues and faculties
4. Timely submission of reports and completion of work

Based on these indicators Principal/IQAC Coordinator will assess each staff and give proper directions for improvement.

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

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

As an Aided Minority Institution and NAAC accredited with A grade, the college receives financial assistance from UGC and State Government agencies like RUSA/DST/FIST etc. The Institution adheres to all state and national policies in relation to all financial resources mobilized.

Utilization certificate issued by the state accredited agencies like NIRMITHI is produced to the state finance department on which the next installment is released. All financial transactions are audited by the DD towards the end of the tenure of each Principal. All funds utilized for the various projects and international seminars are privately audited and later government audited. AGs conduct random audits occasionally. For queries/objections, clarifications are rendered; and suggestions given with the new changes are implemented in the following years. Original documents and excess cash is remitted and settled within the stipulated period.

The physical up-gradation is handled by the management along with the funds from the State and UGC. The institution being a part of the MOSC educational agency, it is liable for the audits done by the central educational agency. The management and PTA funds are audited by an external agency annually.

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

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)

16919796.88

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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 :

Central Government Funds

UGC, RUSA and DST-FIST

Non-Government Funds

Endowment awards by retired faculties

College-Union funds

Students fee from self-financing courses

PTA and

Funds from management

Central government funds are used for developmental activities and maintenance. State government funds are availed for workshops, seminars and for the activities of various clubs, women's cell and gender equity cell.

The Management and PTA funds are used to meet the developmental/ maintenance and academic needs. Management assistance includes financing for infrastructure developments,

salary to self-financing 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

The pandemic brought the realization of the need for complete e-governance in terms of content delivery and administration of the college. IQAC took the initiative and the college purchased the G-Suite for education as a first step towards this. Using the facility, login IDs were provided for the individual departments using which the webinars were conducted online which was recorded in the drive. Google classrooms were utilized.

The presence of students in the online classes needed to be tracked for which a portal was designed by the in-house college team for attendance registry, Class details, time table etc. Provision for uploading the e-content and question paper was given in the website. The college switched to the online method of collecting feedback using Google forms.

Research being an inevitable component of higher education, IQAC exhorted the need for the promotion of the field. On the insistence from IQAC, the Principal personally met each faculty and suggested them to register for PhDs, Apply for Guideship

and publish papers in reputed Journals. A committee was formed to work towards getting funds from DST/FIST to benefit the college as well as the district. Necessary physical facilities was asked from the management.

File Description	Documents
Paste link for additional information	https://stmarysbathery.com/smcportal/login.php
Upload any additional information	View File

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

Example 1: IQAC constantly plays a pivotal role in the maintaining/improving the quality of the teaching-learning process of the institution. As opposed to the preceding year's mode of teaching-learning process, the pandemic urged a complete shift from offline mode to online. The majority of the teachers joined courses to enable/equip them in the new methodology of teaching. The students never missed out on the classes as the G-suite for education was purchased enabling the faculties a delivery method of anytime-anywhere though there were some hindrances due to the internet availability. The outcomes were measured by the assignments, seminars and Class tests conducted using the same mode.

Example 2: IQAC oversaw the extensive bi-annual feedback mechanism used to collect the reviews of the various resources of which the teaching-learning process was a major criteria. The feedback collected was analyzed using statistical tools and measures were taken to overcome the deficiencies. Advanced learners were helped using the Walk with the Scholar programme. Remedial coaching and Student support programmes were conducted for slow learners. A mentor-mentee and peer group learning was also planned for the next academic years.

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)

C. Any 2 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)	View File

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

Webinar Title: Sanitising Us: A Gender Perspective in Covid Times was organized by IQAC and the Gender Cell on 7th October, 2020 at 2.00 pm to 3.30 pm The Resource Person was Aneeshiya George (Dublin, Ireland), M.Sc Psychology , M.A Addiction Studies. The programme was Coordinated by Mrs. Renie Mathews.

The webinar was conducted for the students to elaborate on the need for Gender Sensitivity. Registration was done using Google Form. 212 students registered for the webinar.

The welcome address was delivered by Mrs. Renie Mathews (IQAC Member and Program Co-ordinator). Principal Dr. Santhi George spoke a few words after which Ms. Aneeshiya George handled the session on the importance of Gender sensitivity, the various gender roles performed etc. There was a deliberation on the topic at the end of the session. The webinar ended with the Vote of Thanks proposed by Mr. Rohith of D3 English.

Feedback from the students was collected and e-certificates were given for the attendees. A very positive feedback was given, though some of them mentioned that it could be more interactive. 162 feedback was collected. 48 male and 114 female.

The meeting was been recorded in Google Meet. The feedback excel sheet and responses were collected.

File Description	Documents
Annual gender sensitization action plan	https://stmarysbathery.ac.in/igacdoc/7.1.1.pdf
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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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. Cleaning or purging of the dustbins is done periodically.

The college canteen consciously makes an effort to reduce the use of plastic and uses the steel utensils for serving purposes.

E-waste generated is given to the authorized dealers who purchase the scrap and reuse the useful components. Apart from this, the electronic and electrical instruments under repair are given to the students during the lab sessions to dismantle and reassemble, which helps in application oriented learning.

Most of the chemicals are non-hazardous in our laboratories. In certain instances, hazardous chemicals are stored in preparation room, away from the reach of students. Lab In-charges take care of the chemicals and safety measures to be 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

A. Any 4 or all of the above

campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
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	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	No File Uploaded

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).

Due to covid pandemic we were not able to initiate events portraying harmony towards cultural, regional and linguistic diversities. However, cultural club of our college conducted few online programmes which portrayed harmony towards regional

and cultural diversities. Students were encouraged to sing songs, draw cartoons, play musical instruments, write poems or short stories and perform dance.

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

We have committed to the responsibility of moulding upright citizens with civic sense and social commitment which is evident in the mission of the college. In spite of being a Christian minority institution, its secular nature is revealed as students and faculties here belong to different social classes and communities. Inclusiveness is integral to the system of the college. The college has a club for differently-abled and a gender equity cell to promote and sensitize the students and staff about social justice.

The college commemorates days of national importance with due respect. Flag hoisting ceremonies is held on Independence Day and Republic Day every year. The Department of Political Science organized a webinar on National Constitution Day whereby the students learn constitutional obligations and grandeur of the Indian Constitution. The College Union organized an ethnic day on National Integration Day. All were encouraged to wear ethnic costumes of various states to promote a sense of national integration and unity in diversity. The importance of political participation was created by circulating posters through social media during election period and on National Voters' Day about their responsibility to vote. The college also instils patriotism among students by encouraging them to join NCC.

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Every year St.Mary's College organises various programmes as part of National and International Commemorative days. This is mainly done through NSS, NCC, and various clubs of the college. Even though the Covid pandemic was a major restriction in organizing events and festivals, the programmes in the current year was done taking care of Covid protocols. Several programmes were conducted online and through social media. A video making competition for Kargil day and Anti drug day was

celebrated online. A Drill competition for the NCC cadets was also conducted. For Gandhi Jayathi an Inter college drawing competition was held. International day for bio diversity was celebrated by poster making competition. Tree saplings were planted all the participants house premises for World Environment day. World yoga day and world no tobacco day was celebrated. Poster and slogan making competition was organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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 - I

Title of the Practice

Attainment of sustainable development and biodiversity through green campus initiative.

Best Practice -II

Title of the Practice

Inculcating social awareness against substance abuse.

The best practices followed by the institution is displayed in the college website as per the prescribed format.

File Description	Documents
Best practices in the Institutional website	https://stmarysbathery.ac.in/igacdoc/7.2.1.pdf
Any other relevant information	Nil

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

Wayanad is one of the 100 most backward districts of the country with majority of tribal population. Right from the inception of the college, the institute has always worked for the betterment of the tribal community.

Even though there are effective social welfare schemes implemented by the Government of Kerala, these indigenous community is hesitant in many ways due to various inhibitions.

Due to the proximity of the college with the several colonies, the Municipality collaborated with the institute to extend their activities and for this they permitted to adopt 5 tribal colonies (wards 4,5,6,8 and 9).

Measures were taken to identify the problems/ requirements of the community and find solutions involving the students and various clubs including NCC/ NSS.

Through the visits conducted we identified many dropouts in higher secondary education and hence the hesitancy to enter HEIs. Health and hygiene are other issues to be focused on.

The pandemic has hampered the community initiatives that are regularly undertaken but the management contributed its premises for a fully functioning CFLTC and community kitchen. The institutional help mostly benefitted the tribal community to contain the spread of the virus. The institution has taken upon this as a long term project.

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

7.3.2 - Plan of action for the next academic year

- To apply for more new generation interdisciplinary courses to equip the student fraternity in the job market
- Development /additions to infrastructure
- Making the campus more green and accessible for differently abled
- Infrastructure and purchase of lab equipments to promote research
- To do research and publish research papers with high impact factor
- To promote faculties to undertake research work
- Planned to conduct induction/orientation programme for one week