

THE ANNUAL QUALITY ASSUARANCE REPORT

2017-18



ST MARY'S COLLEGE

MANARCAD, MAALAM P O

KOTTAYAM, KERALA

Accredited by NAAC at B level.

Affiliated to Mahatma Gandhi University

P D Hills, Kottayam, Kerala.

PART A

1		Details of the Institution				
1.1	Name of the Institution	ST MARY'S COLLEGE				
1.2	Address Line 1	MANARCAD				
	Address Line 2	MAALAM P O				
	City/Town	KOTTAYAM				
	State	KERALA				
	Pin Code	686010				
	Institution e-mail address	smc.manarcaud@gmail.com				
	Contact Nos.	0481 2374483 (Office), 0481 2373383 (Principal)				
	Name of the Head of the Institution:	DR PUNNEN KURIAN				
	Tel. No. with STD Code:	0481 2770509				
	Mobile:	9447077050				
	Name of the IQAC Co-ordinator:	SMT ANNA JOHN				
	Mobile:	9447807933				
	IQAC e-mail address:	IQAC.smcm@gmail.com				
1.3	NAAC Track ID	KLCOGN21286/2014				
1.4	NAAC Executive Committee No. & Date:	EC(SC)/13/A&A/55.1				
1.5	Website address:	www.stmaryscollege.ac.in				
	Web-link of the AQAR:					
1.6	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	B	2.71	2016	2016 - 2021
	2	2 nd Cycle				
	3	3 rd Cycle				
	4	4 th Cycle				
1.7	Date of Establishment of IQAC :	01/10/2014				

1.8	AQAR for the year	2017- 2018			
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (<i>for example AQAR 2010-11 submitted to NAAC on 12-10-2011</i>)	<i>AQAR 2016-17 submitted to NAAC on 21-12-2018</i>			
1.10	Institutional Status				
	University	State	Central	Deemed	Private
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Type of Institution	Co-education	Men		Women
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Urban	Rural	Tribal	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Financial Status	Grant-in-aid	UGC 2(f)	UGC 12B		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	Totally Self-financing			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
1.11	Type of Faculty/Programme	Arts	Science	Commerce	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		Law	PEI (Phys Edu)	Management	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	TEI (Edu)	Engineering	Health Science		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.12	Name of the Affiliating University (<i>for the Colleges</i>)	MAHATMA GANDHI UNIVERSITY, KOTTAYAM			

1.13	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc			
	Autonomy by State/Central Govt. / University		Nil	
	University with Potential for Excellence	Nil	UGC-CPE	Nil
	DST Star Scheme	Nil	UGC-CE	Nil
	UGC-Special Assistance Programme	Nil	DST-FIST	Nil
	UGC-Innovative PG programmes	Nil	Any other (<i>Specify</i>)	Nil
	UGC-COP Programmes	Nil		

II		IQAC Composition and Activities		
2.1	No. of Teachers	11		
2.2	No. of Administrative/Technical staff	1		
2.3	No. of students	1		
2.4	No. of Management representatives	1		
2.5	No. of Alumni	1		
2.6	No. of any other stakeholder and community representatives	1		
2.7	No. of Employers/ Industrialists	Nil		
2.8	No. of other External Experts	1		
2.9	Total No. of members	16		
2.10	No. of IQAC meetings held	2		
2.11	No. of meetings with various stakeholders:	No: 1	Faculty: 1	
		Non-Teaching Staff Students : Nil	Alumni:Nil	Others: Nil
2.12	Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	If yes, mention the amount	3,00,000		
2.13	Seminars and Conferences (only quality related)			
	i)No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
	Total Nos.	<input type="checkbox"/> Nil	International <input type="checkbox"/> Nil	National <input type="checkbox"/> Nil
		State <input type="checkbox"/> Nil	Institution Level <input type="checkbox"/> Nil	

	ii) Themes													
2.14	Significant Activities and contributions made by IQAC	<p>This academic year the IQAC made it compulsory for each class to conduct a parent teacher meeting before each semester exam.</p> <p>IQAC also arranged a class for parents on cyber crimes which was organised by the police department.</p>												
2.15	<p>Plan of Action by IQAC/Outcome</p> <p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achievements</th> </tr> </thead> <tbody> <tr> <td>Continue with the care and share activities of the adopted ward.</td> <td>Activities carried out by all departments of the college</td> </tr> <tr> <td>To introduce PSC coaching</td> <td>PSC coaching organized</td> </tr> <tr> <td>To introduce LAN with university and campus Wi Fi</td> <td>LAN and Wi Fi introduced</td> </tr> <tr> <td>To publish trimonthly newsletter</td> <td>Four quarterly newsletters published.</td> </tr> </tbody> </table> <p><i>* Attach the Academic Calendar of the year as Annexure.</i></p>	Plan of Action	Achievements	Continue with the care and share activities of the adopted ward.	Activities carried out by all departments of the college	To introduce PSC coaching	PSC coaching organized	To introduce LAN with university and campus Wi Fi	LAN and Wi Fi introduced	To publish trimonthly newsletter	Four quarterly newsletters published.			
Plan of Action	Achievements													
Continue with the care and share activities of the adopted ward.	Activities carried out by all departments of the college													
To introduce PSC coaching	PSC coaching organized													
To introduce LAN with university and campus Wi Fi	LAN and Wi Fi introduced													
To publish trimonthly newsletter	Four quarterly newsletters published.													
2.16	Whether the AQAR was placed in statutory body	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Yes</td> <td style="width: 33%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 33%;">No</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Syndicate</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Any other body</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Management	<input type="checkbox"/>	Syndicate	<input type="checkbox"/>			Any other body	<input checked="" type="checkbox"/>
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>											
Management	<input type="checkbox"/>	Syndicate	<input type="checkbox"/>											
		Any other body	<input checked="" type="checkbox"/>											

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	Nil	Nil	Nil
PG	4	Nil	2	Nil
UG	6	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	10		2	
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi of the degree course was revised. This revision was done by the Mahatma Gandhi University

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	13	15	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

9

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

22

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	Nil	4
Presented papers	2	1	3
Resource Persons	Nil	Nil	1

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

Virtual classroom organised for degree students of Ambrose University, Calgary, Canada which involved participation of students of this college as well

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

208

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

NIL

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

3

5

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc Chemistry	27	29.6	33.33	Nil	Nil	65.38
BSc Physics	18	5.5	33.33	Nil	Nil	38.8
B A English	16	Nil	50	Nil	Nil	50
B Com	40	17.5	47.5	Nil	Nil	65
BSc Zoology	24	8.33	16.66	Nil	Nil	25
B A History	24	Nil	4.2	8.33	Nil	12.5

Title of the programme	Total no of students appeared	Distinction%	I%	II %	III %	Pass %
MSc Chemistry	12	Nil	58.3	Nil	Nil	58.3
MSc Zoology	15	Nil	53.3	Nil	Nil	53.3
M A English	14	Nil	57.14	Nil	Nil	57.14
M Com	29	Nil	51.7	13.7	Nil	65

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

IQAC monitors the teaching & learning process by getting feed back from the students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	Nil	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Research methodology class organised for staff and students by the department of Commerce. Four faculty members are doing research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		Nil	Nil	
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		Nil	Nil	
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	
Non-Peer Review Journals	Nil	Nil	
e-Journals	Nil	Nil	
Conference proceedings	Nil	Nil	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects <i>(other than compulsory by the University)</i>	Nil			
Any other(Specify)	Nil			
Total	Nil			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	1	Nil	9
Sponsoring agencies					3 nos sponsored by KSCSTE & 6 by Management

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

NET SRF Project Fellows Any other

Note: Aswathy S B, Department of Zoology

3.21 No. of students Participated in NSS events: University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	2
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	12		
NCC	3	NSS	6	Any other	Nil

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

- The college has adopted a ward in Manarcad panchayath for facilitating its overall development This initiative is called CARE, SHARE and LEARN
- Commerce department conducted a class for seniors of the ward on basics of internet , a home accounting class for housewives and a computerised accounting class for Kudumbasree workers.
- Physics department organised a workshop on LED bulb assembling and home appliance repairing for inhabitants of the ward.
- Hindi parivar organised a hindi speaking class for housewives and hindi grammer class for students.
- Chemistry department held a half day workshop for housewives on making soaps, detergents, toilet cleaner and lotion at home.
- Zoology department organised a mushroom cultivation and bee keeping class for housewives.
- English department set up a mobile library for local students and a communication skill class for educationally challenged persons.
- History department documented all the rivulets and streams in the local area and documented local history in consultation with local seniors.
- Village film festival under the auspices of film club and dept of English.
- Cleaning of water canal in a nearby location by NSS students.
- A class on grow bag making from waste flex material along with Kudumbasree members and St Mary's HSS was organised by NSS students

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.8 acres	Nil		15.8 acres
Class rooms	24	Nil		24
Laboratories	12	Nil		12
Seminar Halls	2	Nil		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

This year the student management system was completely computerised Computerisation of library ongoing.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19802		309	106628	20111	
Reference Books			21	25,671		
e-Books	N-List					
Journals	24		4		28	34285
e-Journals	N-List					
Digital Database	Nil					
CD & Video	Nil					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	61	4		8			6	
Added		Nil		Nil			Nil	
Total		4		8			6	

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

Training was provided to teachers on usage of the newly computerised attendance and internal mark entry process

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,32,052
ii) Campus Infrastructure and facilities	40,70,358
iii) Equipments	69,128
iv) Others	62,20,103
Total :	105,91,641

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are informed about the facilities and coaching classes at the time of admission itself and by conducting orientation programme for the newly admitted students.
- Class wardens inform the students about all such support programmes.

5.2 Efforts made by the institution for tracking the progression

Regular council meetings and department meetings are organised to follow the progress and find solutions to the problems faced by the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
533	125	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	274	41.64		384	58.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
379	79	Nil	83	Nil	641	381	59	Nil	218	Nil	658

Demand ratio

Admission by Centralised Allotment Process.

Dropout % <1%

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

PSC coaching provided to students.

No. of students beneficiaries

40

5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text" value="Nil"/>	GATE	<input type="text" value="Nil"/>	CAT	<input type="text" value="Nil"/>
IAS/IPS etc	<input type="text" value="Nil"/>	State PSC	<input type="text" value="Nil"/>	UPSC	<input type="text" value="Nil"/>	Others	<input type="text" value="Nil"/>

Sreemol T G final year MCom student cleared NET Exam of Dec 2017. and Aswathy S B of Department of Zoology.

5.6 Details of student counselling and career guidance

The college has started a PSC coaching centre in the campus.
The classes are on Saturdays and Sundays

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	80	Nil	1

5.8 Details of gender sensitization programmes

A National seminar on Libertas on politics of gender was organized by the college on 13th and 14th December 2017.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	444	4,44,000
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

Service to the society through improvement in the quality of life

MISSION

To produce intellectually well trained, socially committed, morally upright, emotionally competent and spiritually inspired citizens.

To produce value based quality education.

To promote higher education in the adjoining economically and socially backward area.

6.2 Does the Institution has a management Information System

The institution has a Two Tier system of management information system:

1 Policy and financial (infrastructure etc) decisions are taken by the Governing Body of the Educational Agency. Principal communicates the decisions to the college community.

2. College staff council takes the decisions (academic, student related matters etc) and communicates it through the Head of departments.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum is designed by the University

6.3.2 Teaching and Learning

In addition to regular teaching students are also exposed to different environments when they take part in the CARE, SHARE and LEARN programme. This promotes a more all round development of the students.

6.3.3 Examination and Evaluation

Class tests, internal exams and model exams are conducted. PTA meetings are organised regularly.

6.3.4 Research and Development

Four teachers are actively involved in research and regularly attend conferences and make paper presentations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The facilities of the library has been automated for students with internet facility provided. Health centre with many equipments is also available for the students use.

6.3.6 Human Resource Management

The human resource of this college which includes teaching and ministerial staff is utilized for the maximum benefit of the students.

6.3.7 Faculty and Staff recruitment

Any vacancy in staff is filled as soon as possible so that the students do not suffer.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is strictly as per University guidelines and centralised allotment process.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

Note: The college has a Cooperative society which runs a student amenities centre. The profit is used for the welfare of teachers, nonteaching staff and students

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	College Council
Administrative	Yes	AG's Office	Yes	Management and Governing body

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

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

PG question paper printing was made online by the University

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

- Providing books, fees for students
- Providing infrastructure facilities.

6.13 Development programmes for support staff

Nil

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

As part of environment day celebrations the college hostel inmates planted saplings around the hostel premises

NSS unit conducted a workshop on how to use used flex banners to make grow bags. The grow bags were then used for planting vegetable saplings.

Criterion – VII

7. Innovations and Best Practices

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

Online attendance and internal mark system was introduced.

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

All activities that were planned at the first IQAC meeting was implemented

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

1. CARE, SHARE AND LEARN

Objective: To adopt a ward of the Manarcad grama panchayath and provide the families with resources and for the utilization of the knowledge and skill pool of the college towards their empowerment.

Context and Practice: Many of the women members of the panchayath were active and there was active participation in all the classes arranged by the college. There were workshops on LED bulb assembling, soap and detergent making, cake baking, yoga classes as well as basic computer classes.

Evidence of success: There was active participation in most of the classes organized in the college.

2. PEER TEACHING

Objective: To help the weak students to improve their marks in subjects that they find to be difficult.

Context and Practice: Since most of the students are from economically weak backgrounds they find it difficult to afford extra coaching. So bright students were assigned to a group of weak students to help them clear their doubts and get a better understanding of the subject. This method was especially useful for students studying maths.

Evidence of success: There was a considerable improvement in University results with very few failures in maths.

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

7.4 Contribution to environmental awareness / protection

A Fish pond is made in the college for consuming food waste by the students.

Environment day is celebrated each year by the financial support of KSCSTE.

Different plantation drives are conducted in the college organized by Nature Club and NSS.

Organic Vegetable farming is introduced in the college roof by NSS. Grow bags made from flex waste is used, which is made by the students.

Nature trips and nature camps are organized by NSS and Nature club to create environmental awareness among students.

7.5 Whether environmental audit was conducted? Yes No

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

As the college is situated in a rural environment, most of the students who are admitted come from a economically weak background with poor communication skills as well. The goal of education of this institution is to make the student competent to get a job in a more urban environment where there are better opportunities.

8. Plans of institution for next year

ACADEMIC PLANS

- To further improve the results of the students
- To provide more exposure to students by conducting seminars, workshops

CAREER GUIDANCE

- To organize campus selection and placement programmes for students
- To provide coaching for students for writing competitive exams.

COCURRICULAR

- To ensure greater participation of students in University Arts Festival.

Name: **Anna John P**

Signature of the Coordinator, IQAC

Name: **Dr. Punnen Kurian**

Signature of the Chairperson, IQAC