

The Annual Quality Assurance Report (AQAR) of the IQAC (2015-'16)

SUBMITTED

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

By



(A Christian Minority Institution)

Affiliated to Osmania University, Hyderabad

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

Part – A

AQAR for the year (for example 2013-14)

2015-16

1. Details of the Institution

1.1 Name of the Institution

St. Mary's College

1.2 Address Line 1

Tahir Ville

Address Line 2

Yousufguda

City/Town

Hyderabad

State

Telangana

500045

Institution e-mail address

info@stmaryscollege.in

Contact Nos.

040-23545642, 040-23544300

Name of the Head of the Institution:

Mr. Mathew George

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.42	2008	Sep 2013
2	2 nd Cycle	B	2.52	2014	Feb 2019
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : 10/12/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2013-'14 submitted to NAAC on 23-07-2014
- ii. AQAR 2014-'15 submitted to NAAC on 16-10-2015
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University

Osmania University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other	<input type="text" value="-----"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="08"/>
2.11 No. of meetings with various stakeholders:	

Faculty Non-Teaching Staff

Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Teaching-Learning orientation in contemporary Education
2. Quality Improvement in Teaching

2.14 Significant Activities and contributions made by IQAC

- Preparation and submission of AQAR
- Periodic meetings were conducted to take stock of the quality initiatives and their implementation
- Preparation and implementation of Annual Plans
- Preparation of Action Plan for the institution setting goals and bench marks in order to enhance quality.

2.15 Plan of Action by IQAC/Outcome

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 *

Plan of Action	Achievements
To take all steps to get Permanent Affiliation	All efforts have been taken to get the Permanent Affiliation which is pending with the University for some administrative reasons
To establish a Research Centre	Steps have been taken to set up a centre. As a first step a committee was formed to workout the modalities
Departments of MSCs and Commerce and Management to organize national seminar	Organized
Heads of Departments to attend and present paper in at least one National/International Seminar/Workshop	5 out of 7 Heads could attend and present papers setting the tone for other members in the department
One ISR Initiative to be undertaken by the Department of II Languages	Swatch Bharat Abhiyan was launched as an ISR initiative

Every Department to implement two new quality initiatives	Various departments implemented quality initiatives like remedial classes, sessions on soft skills, Student projects, Study trip to Parliament , Certificate Courses etc.
Gender Audit and Green Audit to be undertaken	Committees were formed to carry out Gender Audit and Green Audit. Gender Audit Committee had an external person as a member. Both the committees have submitted their audit findings along with their recommendations.
To organize the annual inter collegiate cultural and literary fest “Prerna”	Organized Prerna –’15 with active participation of students from various college in the city. It also helped students to showcase their leadership and event management skills
To actively pursue with the NCC Directorate to establish an NCC unit	Waitlisted by the NCC Directorate. Follow up is being done.
One faculty member to be sent for the UGC Orientation/ Refresher Course	One faculty member attended a UGC Refresher course conducted by Academic Staff College, Osmania University
Steps are to be taken to introduce at least one PG course for the academic year 2015-16 to enable the College to apply for UGC recognition under Sec 12(f) and 2(b)	PG Course could not be introduced in the academic year because of certain administrative reasons
IQAC to arrange at least Two guest lectures/workshops for teachers on improving quality in academics by external experts of repute	IQAC arranged 2 guest lectures on 1. Teaching-Learning orientation in contemporary Education 2. Quality Improvement in Teaching
IQAC members to present Papers on Quality related issues (at least 2)	IQAC Coordinator attended and presented paper in two NAAC sponsored National Seminars. He also chaired panel discussion during the same seminars.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken:

The Management has approved the AQAR and the members of the Management felt constrained because of the non appointment of full time Vice Chancellor of the Osmania University. The college could not get the permanent affiliation orders because of the above mentioned fact though the inspection and other formalities were completed long ago.

Part – B

Criterion – I

1. 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	--	--	--	--
PG	--	--	--	--
UG	10	--	10	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate				
Others				--
Total				

Interdisciplinary	-----	-----	-----	----
Innovative	-----	-----	-----	----

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-----
Trimester	---
Annual	10

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

Mode of feedback : Online Manual Co-operating schools

**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 affiliating university has not revised/updated the syllabi.

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
	51	51	NA	NA	NA

2.2 No. of permanent faculty with Ph.D.

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
3	3	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty: 2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	72	----
Presented papers	03	46	---
Resource Persons	--	02	---

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

- Problem Solving and Project-Based Learning
- Case studies and Role play
- Demonstration using Models and Simulations
- Flipped Classroom
- Viewing and Discussion of Documentaries and Movies
- Soft Skills training programme
- Experiential Learning to Reinforce the Fundamentals of the Subject

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

180

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

As the college is an affiliated one, it is not in a position to initiate any reforms in examination / evaluation.

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

2	----	3
---	------	---

2.10 Average percentage of attendance of students

64%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com General	126	1	56	33	1	72
B.Com Comp	138	3	68	35	--	77
B.Com voc	51	--	7	28	--	69
B.Sc MSCs	33	--	2	1	--	9
B.Sc MECs	34	--	7	3	--	29
B.Sc Bt.Bc. Ch	38	--	13	4	--	46
BA Voc	70	--	10	35	6	72
BBA	57	26	12	15	--	93

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

IQAC with the help of Academic Audit Cell conduct periodic audit through interaction with Departments and suggest areas for improvement. The College promotes research, publications, paper presentations and participation in international/national/regional

workshops, conferences and symposia. Heads of departments along with IQAC make plans for the future of the institution and prepare a road map for quality assurance and enhancement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others(in house orientation conducted by external experts)	60

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	8	---	---	---
Technical Staff	9	1	1	---

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers to participate in International, National and State level seminars and present research papers and recommends to the Management for financial assistance for meeting registration and travelling expenses.
- 2 Fridays(3 hrs each) of the month OD permission is given for faculty members doing Research
- Recommends to the Departments to allow students to participate in various Seminars/ Workshops/Conferences in and out of the campus.
- Motivates faculty members to do certificate/diploma courses in the relevant fields.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	--	---
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	05	38	--

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	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (<i>other than compulsory by the University</i>)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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

ii) Without ISBN

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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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
--	--	--	--	--	--	--

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

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)

JRF SRF Project Fellows Any other

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 State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The College realizes its social responsibility and as part of this, it observes a Community Service Day every day. This year it was observed on the 25th July, 2015. As in the previous years this year also the students and staff visited a number of institutions which help the under privileged. Some of the places visited are: Good Samaritan Home for the abandoned, Home for the Disabled, Jeera, Thara Foundation, a home for street children, Lekadeep, a home for the mentally challenged etc. Funds were raised by students and staff to meet some of the needs of the above mentioned places. Students and staff spent the day with the residents of these institutions and also arranged some activities/programmes for them.
- A Medical camp and distribution of multi vitamin tablets for women sub staff
- Celebration of Independence Day by students at Karmika Nagar Government School
- A tree plantation drive was organized during teachers day to plant saplings in and around college campus
- Blood donation camp on the campus – 155 units of blood donated
- Students attended a rally organized by Osmania University on World Aids Day to create awareness
- Students participated in the Walk for Disabled on World Disable Day
- Swaach Bharat campaign on all working Saturdays

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 (in Sq yards)	3642sq.mts	--	--	3642sq.mts
Class rooms	30(600sft each)	--	--	30(600sft each)
Laboratories	9 (600sft each)	--	--	9 (600sft each)
Seminar Halls	1(3000sft)	--	--	1(3000sft)
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		--	--	
Value of the equipment purchased during the year (Rs. in Lakhs)		--	--	
Others		----	--	

4.2 Computerization of administration and library

The College is equipped with ICT and well connected computer network via the LAN with high speed internet connection supporting network printing. The Administrative office makes use of software packages for managing the admission process, accounts and payroll.

Student records like fee details, attendance, marks, etc. are computerised. An automated SMS is sent to the parents of students who were absent. The other updates like exam schedule, fee payment reminders, holidays etc are also sent through this system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,338	5,73,334	194	60,288.00	2532	6,33,622
Reference Books	643	2,81,286	27	16,542.00	670	2,97,828
e-Books	97,000	11,500.00			97,000	11,500.00
Journals						
e-Journals	6,000	1,100.00			6,000	1,100.00
Digital Database						
CD & Video	27	12,360.00			27	12,360.00
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	190	145	All systems	10	04	06	08	--
Added	--	--	--	--	--	--	--	
Total	190	145		10	04	06	08	

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

- Computer Aided Programme, a week long programme for office attenders on basics in computers skills like MS-Office, E-mail, browsing etc.
- A certificate course, one month, on DOT NET was conducted for students

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.64
ii) Campus Infrastructure and facilities	15.3
iii) Equipments	5.49
iv) Others	84.52
Total :	107

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC ensures that sufficient awareness is created among the students about different student support services like placement services, internships, various scholarships, and opportunities available to participate in seminars, competitions, sports and games, counselling etc through notices board, College website, Facebook page etc. Notices are also sent to the classrooms to convey information to students.

5.2 Efforts made by the institution for tracking the progression

- Every class has a teacher as a mentor. The class mentors regularly monitor the progress of their students and take remedial action where it is needed. Personal guidance relating to non-academics is also given by the mentors.
- The teachers also keep a track of the progression of the students in the academics through slip tests, terminal examinations, class room interactions, quiz and other such activities.
- Departments conduct various competitions, assign projects/ assignments in order to help students progress in their areas of interest. This helps departments to evaluate the progress of their students.
- Few departments also keep track of the progression of their alumni

- The coordinator of Alumni Association, who is one of the faculty members, maintains information about the progress of the alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
638 (admitted in 2015-2016)	--	--	--

(b) No. of students outside the state

16

(c) No. of international students

29

No	%
533	85

Men

No	%
97	15

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
460	31	08	118	01	618	472	30	11	114	3	630

Demand ratio 1.3 : 1

Dropout % 0.3

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

The college doesn't have a structured programme for coaching students for competitive exams. However, the Library facilities including the internet are made available to students who prepare for various competitive exams. Faculty members help students on the individual basis as well.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The College counsellor counsels the students when approached on various issues. The class mentors also regularly interact with the students of their class and sometimes on an individual level. They counsel the students when ever there is a need. The difficult cases are referred to the college counsellor.

Career guidance support is provided by the departments as well as the Placement Cell. Various sessions on personality development, communication skills, soft skills, interview skills etc are regularly arranged.

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
10	250(Includes II and III year degree students for internships and fixed term placements)	94	--

5.8 Details of gender sensitization programmes

The teachers in the regular course of their teaching try to cover issues related to equality between genders

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	92	19,36,975/-
Financial support from government	52 Applied	Scholarship amount from Telengana State Government for the year 2015-16 is awaited
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

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

The institution was founded on the principles of values and moral supported by the strength of dedication and commitment.

The institution looks forward to growing and evolving into a premier institutions of global standards imparting quality education and offering a variety of courses and diverse programmes that attract students not only from different regions in India but also from abroad.

The aim of the institution is to enhance the academic experience of students from all walks of life by inspiring them, by tapping and channelising their potential, and by enlightening them to become productive citizens and individuals of integrity.

MISSION

- To meet higher education needs of the community adequately through various programs.
- To identify and recruit the right kind of human resources training and motivating them for better performance continuously.
- To develop meaningful educational plans, compatible to the goals of the students and prepare them well for the career advancement and employment.
- To provide a stimulating environment for work, study and scholarly enquiry for students & faculty.
- To make maximum use of the resources and infrastructure.

Communication to students, teachers and other stakeholders through:

- Display on the college campus, the College website and the prospectus.
- Student-Parent orientation program soon after admission
- Various academic, social and cultural activities conducted by the departments
- Staff orientation programme for the new teachers
- Reiteration of the core aspects of vision and mission in the regular staff meetings.

6.2 Does the Institution has a management Information System

The MIS is used in the general administration of staff and students and accounts. The following are the features of the MIS

- Daily absent report of students
- Daily attendance of all staff with their reporting time
- Bulk SMS to parents - information regarding attendance, date of payment of college fee, examination fee, receipt of fee payment, various examination dates etc
- Admission Management
- Fee management
- Accounts management

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

6.3.1 Curriculum Development

The college is affiliated to Osmania University and follows the curriculum prescribed by the Osmania University for all the courses offered and as such it has a limited role in the framing of the curriculum. Suggestions are made to the Board of Studies through the Department meetings convened by the various departments of the University. Contributions were also made through members of the departments of the college whenever they are made part of the BOS. The departments of the college also facilitate value added certificate programmes to go beyond the syllabus.

6.3.2 Teaching and Learning

The IQAC had monthly meetings with the Heads of the departments to evaluate the teaching learning process of the institution. In the meetings there were discussions about teaching methodologies, improvement of class room atmosphere, ways of improving the results of the annual exam etc. Targets were also set for each department viz number of student projects to be done, number of seminars/workshops to be attended by the faculty members and the number of papers to be presented etc. All these contributed to the improvement of quality in the teaching learning process.

6.3.3 Examination and Evaluation

The College has an Examination Cell which is headed by the Vice Principal of the College, which takes care of all work related to the examination, including the coordination with the affiliating university. The college follows the examination and evaluation system prescribed by the affiliating university.

Apart from that, projects and assignments were also given to the students in order to evaluate their capacity for research and enquiry. Language departments also conduct spoken tests to evaluate the proficiency of the learners. Procedures are also in place to communicate effectively to students about the university examination schedule, the pattern and scheme of examinations etc. The performance of students is also monitored by the class mentors and students were told about the areas in which they need to make improvements.

6.3.4 Research and Development

The Faculty members and students of the college are encouraged to attend international and national workshops/conferences and present research papers. Faculty members are also motivated and encouraged to offer their expert services as resource persons, subject experts and chairpersons. On-duty leave is provided to faculty members who attend workshops and seminars. Library and laboratory facilities are upgraded by adding new learning resources and instruments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library Committee which consists of faculty members assists the librarian in ensuring the development of the library by recommending books, journals, magazines etc. The library provides internet access to both the students and the staff members. It also extends reprographic services to students.

The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities.

To protect computers from sudden power shutdown and power supply mismatches, computers are connected to a 32 KV UPS.

The college is also equipped with a generator for uninterrupted power supply in case of power outages.

The security personnel are provided with walkie talkie sets for better security management on the campus.

6.3.6 Human Resource Management

The college has a well defined, fair, non-discriminatory HR policy for its employees. It accords top priority for staff development and organises orientation programme for them conducted by external resource persons at the beginning of every academic year. Regular training programmes/guest lectures are also organized for the teaching faculty on various subjects pertaining to teaching methodologies, classroom management, teacher development etc. All these help in enhancing the quality of teaching-learning process and in creating conducive atmosphere for team work.

Staff picnics and other get together programmes are organized both for teaching staff and other employees. This helps in bringing about integration, teamwork etc. This also boosts employees' morale and rejuvenates their spirit.

Training in using computers, basics of bank transactions and health awareness for the sub staff were conducted during the academic year.

Exit interviews are conducted when a member of the staff leaves the institution. It helps the institution in getting a more accurate picture of the working of the Management and helps it to make improvement in HR policies.

6.3.7 Faculty and Staff recruitment

The Principal takes stock of human resources requirements at the end of every academic year and the HR Department recruits personnel for the following academic year. The institution recruits faculty members and staff based on the guidelines provided by the University. The positions are advertised through newspapers and consultants and qualified candidates are called for an interview. Different kinds of interview are conducted depending on the requirements of a particular position. For teaching positions, the Head of the department concerned along with the senior members from the department and the Principal conducts the subject/skills interview. This is followed by a demonstration test. The short listed candidates are interviewed by the HR Department before the offer letter is issued. The candidates who join the institution are placed on probation for a full academic year. At the end of the academic year their performance is evaluated and if found satisfactory, they are continued in the institution. This is followed by sending of their names to the affiliating University for ratification.

6.3.8 Industry Interaction / Collaboration

The college has invited experts from the industry to deliver guest lectures and also has given projects to students which require interaction with the industry. Different departments have taken their students on industrial visits to give them a practical exposure. Some departments have also signed MOU's with some industries to help the students do projects, to have regular talks by experts and to have regular interaction.

The Placement Cell of the college facilitates internship and placement with the leading industries for students. The cell also arranges regular training sessions on interview skills, resume writing etc. by industry experts.

The college has also garnered industry support in the form of sponsorship for various events on the campus.

6.3.9 Admission of Students

Admission to various courses offered by the institution is according to the norms of the affiliating University. The college has an admission committee consisting of members from every department to help with the admission process. The students who seek admission are given a pre application form to be filled in. Then the applicant along with the parent/ guardian meets the admission counsellors who give them information about the courses offered, eligibility criteria, syllabus details, facilities available, future prospects etc. Once the counsellor approves the applicant's choice of the course, he/she is asked to buy the application form, fill and submit it with the requisite documents. Selection is based on merit and once the applicants are informed of their selection, they are asked to meet the Principal and confirm their admission by paying the fee. A notable feature of the admission process is that the Principal meets all the students along with their parents individually, without which the admission is not given. This helps the college in getting to know the parents and for the parents it is a kind of affirmation that they receive from the college.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	--

6.5 Total corpus fund generated

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	*AAA Cell
Administrative	No	--	Yes	*AAA Cell

*Academic and Administrative Cell of the College

6.8 Does the University/ Autonomous College declare 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?

The affiliating university has not made any changes to the existing examination system in the year 2014-2015.

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

NIL

6.11 Activities and support from the Alumni Association

The college has a registered Alumni Association which meets from time to time. Few of the alumni were called for guest lectures and interactive sessions.

6.12 Activities and support from the Parent – Teacher Association

The college doesn't have a registered parent-teacher association. However, the college maintains contact with the parents through the Principal's office as well as class mentors. The IQAC takes a feedback from parents about various aspects of the college.

6.13 Development programmes for support staff

A computer literacy programme and a programme on the basics of bank transaction were done for the sub staff. An awareness programme on health issues was also conducted for sub staff.

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

The college has mechanism in place to minimise the use of electricity and air conditioners are used sparingly. A campaign is also on to remind people to switch off lights and fans when not needed and to save water. Students also collected saplings and planted them in the neighbourhood of the college. The use of plastic has also been regulated on the campus.

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.
- Use of smart phones in the class room as a learning aid.
 - E-delivery of learning material through google drive, E-mail etc
 - Daily health tip with benefits displayed on a notice board at the entry gate of the college.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
- All efforts are taken to get the Permanent Affiliation orders issued by the affiliating university.
 - Steps are taken to introduce a PG course in the next academic year.
 - Research Centre was established under the Research Committee to explore opportunities for research on the campus.
 - Gender and Green Audits were conducted on the campus and the findings and recommendations were submitted to the Management for further action.
 - One faculty member attended a UGC Refresher Course
- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice I

1. Title of the Practice: Graduation Day

2. Goal: This farewell programme for outgoing students was visualised by the College to be a unique occasion for the outgoing students to feel nostalgic about their study in college and to make their exit from college a memorable one.

3. The Context:

The idea of a farewell day for outgoing students was from the faculty members and the Leadership and the Management readily accepted the plan. With an over whelming support from the students and the Management, the Graduation Day could be launched.

4. The Practice:

The Graduation Day is planned to be held soon after the Pre-final Examinations of the College. A Coordination Committee consisting of some senior teachers and students are formed for the smooth conduct of this event. A dress code, usually a formal one, with a particular colour code is decided and all the outgoing students meticulously follow it. That is one of the highlights of the Programme. The Programme is arranged in the evening with the place tastefully decorated with colour lights and a suitable backdrop. The Graduation Day begins with the individual class photographs with the teachers and that is followed by a formal programme of farewell. All the members of the Management, the faculty members, and the invited Chief Guest grace the

occasion. The students are given a very short motivation talk by the Chief Guest. The highlight of the Day is the administration of oath by candle light by a senior faculty member to the outgoing students. The students promise to do their best to be good citizens of the country, to work hard and excel in their chosen fields and continue to bring laurels to their Alma matter.

5. Evidence of Success:

The Graduation Day has been successful in bringing in spirit of camaraderie among the outgoing students and in helping them to enhance their love for their Alma matter. This was beneficial in the later years as they could contribute to the development of the institution in the capacity of alumni. Many of them have come back to give a talk to the students in their area of expertise and have assisted students in the Placement Cell activities. A community spirit is also nurtured in them as they take oath to be model citizens and be of use to the society they live in. According to many of them it was also easily one memorable day in their lives as they cherish this experience for ever.

6. Problems Encountered and Resources Required:

Not many problems were encountered in organising this event. Whenever some problems related to coordination and other such issues, they were sorted out through discussion and by mutual agreement. The necessary funding for the event has been granted by the institution.

7. Notes (optional):

The Graduation Day of the College has become the talk of the town for its unique nature and has attracted wide coverage in the media. This is one event on the campus which the students, especially the outgoing ones eagerly look forward to.

Best Practice II

1. Title of the Practice: Thought for the Day

2. Goal: This practice was started at the beginning of the academic year in order to inculcate amongst the students a positive attitude, right sense of direction and motivation.

3. The Context: The present day students with all their technological know how and information at their finger tips need a positive attitude and drive to get ready for a challenge-filled real world scenario once they are out of college. This idea echoed the longing of most of the teaching faculty who want their students to be an inspired lot ready to face the test of the times.

4. The Practice:

Every single day a proverb or a famous saying/ quote would be placed at the entrance of the college on a notice board with the title 'Thought for the Day'. The board is strategically placed so that a majority of students read the thought for the day. The Placement Cell ensures that the quotes or proverbs which are selected have a moral, lesson, positivity and motivation attached to them, so that students benefit the maximum from the message conveyed.

5. Evidence of Success:

The biggest evidence of success was that students in most classes would take a snap of the proverb/quote and would discuss its significance and meaning with their teachers and peers in

class. In some classes, it was noticed that the same thought would appear on the notice board providing the much needed recall value to the same. There have been instances where students have come to the teachers mentioning that the thought has had a huge impact on the way they approached their careers and their future.

6. Problems Encountered and Resources Required:

There were few glitches on occasions in relation to putting up the thought for the day in time, but these were resolved, once the system fell in place. The resources in terms of the appropriate quote/ proverbs were available in abundance as the internet served as the storehouse for the same.

7. Notes (optional):

The department members and students wait in anticipation of the thought for the day, the first thing in the morning as soon as they arrive in college. The institution has benefited immensely through this practice and hopes to continue it in the future years too.

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

7.4 Contribution to environmental awareness / protection

- A task team of 20 students was formed to create awareness about energy conservation among students. The team was divided into groups covering all the floors to ensure electricity and water are not wasted.
- An essay competition on energy conservation was also organized to create awareness.
- Posters were displayed on the campus to inculcate the habits of energy conservation.
- A pep talk was also organized by an expert in the field of energy conservation.

7.5 Whether environmental audit was conducted? Yes No

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

<u>STRENGTHS:</u>	<u>WEAKNESS:</u>
<ol style="list-style-type: none"> 1. Excellent infrastructure, well ventilated class rooms, good maintenance and safe campus. 2. Well trained and qualified faculty members. 3. College Events and Project initiatives enhance the leadership qualities of students. 4. Discipline issues are proactively and promptly addressed. 5. Good HR policies that encourages faculty to attend training programs, seminars and publishing papers. 6. Very active Placement Cell providing Internships as well as final placement for the students. 7. Support staff with excellent work ethics 	<ol style="list-style-type: none"> 1. Absenteeism among students. 2. Lack of sports facilities for various games 3. Less consulting assignments undertaken by Faculty. 4. Entrepreneurial Cell not yet setup.

<p>and service orientation.</p> <p>8. Good IT Infrastructure that are upgraded periodically and the response time to complaint is reduced to less than 50% of the previous year.</p> <p>9. Student Counselor proving effective.</p>	
<p><u>OPPORTUNITIES:</u></p> <ol style="list-style-type: none"> 1. To obtain permanent affiliation so as to gain autonomous status in the future. 2. To offer value added certification programs in collaborative partnership with Foreign Universities. 3. Offer multiple pedagogies to enhance outcome based learning. 4. Counselors to provide career guidance to students based on their strengths and interest. 5. To increase the number of seats for BBA students. 6. Have regular positive interactions with parents who are an important stake holder. 7. Create a culture of coach and mentoring with the students. 8. Measures to save power and water usage. 	<p><u>CHALLENGES:</u></p> <ol style="list-style-type: none"> 1. Autonomous Colleges can attract better students and therefore deny some of them joining St. Mary's College. 2. Implement a new admission process to draw serious students in to the system.

8. **Plans of institution for next year**

Action Plan 2016-17

1. To actively promote research on the campus have a recognized research center by the end of the term. In order to achieve this
 - a) The College to provide all necessary infrastructure for research activities
 - b) Research projects by faculty are to be initiated
 - c) Efforts to be made to tie up with industry for region specific research
2. Consultancy to be strengthened and to have a full-fledged consultancy for the industry by all the departments by the end of the term
3. Counseling cell to be strengthened.
4. More teachers to register for PhD and to recruit PhDs
5. Gym to be refurbished.

6. To get the orders for permanent affiliation.
7. College to secure UGC recognition under Sec 12(f) and 2(b) by end of academic year
8. College to apply for autonomy by 2016-17
9. To establish skill development centre
10. To have more collaborative linkages
11. Centre for promotion of ethical values through Mother Teresa Studies.
12. To establish a Incubation Centre
13. Alumni to be involved in the affairs of the college
14. Student projects – 10
15. Certificate courses- 4
16. Mock Parliament
17. ISR - Swachh Bharat, Community Service Day
18. Soft Skills training, Gender and Culture Sensitization
19. Professional Upgradation
20. Guest Lectures, Field visits
21. Corporate Day for BBA
22. Student workshops and seminars
23. Faculty Colloquium
24. Research Methodology (To enhance the quality of projects) for BBA
25. Seminars/workshops//publications etc.
26. Peer Teaching – Dept of English
27. Soft Skills training for Undergraduate Students

T. Joseph Christadoss

Mathew George

Sd/-

Sd/-

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I – Calendar of events
