

**The Annual Quality Assurance Report (AQAR) of the IQAC (2017-'18)**

**SUBMITTED**

**TO**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**By**



**ST. MARY'S**  
COLLEGE

**(A Christian Minority Institution)**

**Affiliated to Osmania University, Hyderabad**

The Annual Quality Assurance Report (AQAR) of the IQAC

*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

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

- Name of the Head of the Institution: Mr. J Mathew George
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 040-23545642, 040-23544300
- Mobile no.: +91 9849967801
- Registered e-mail: mathew@stmaryscollege.in
- Alternate e-mail: info@stmaryscollege.in
- Address : St Mary's College, Taher Villa, Yousufguda
- City/Town : Hyderabad
- State/UT : Telangana
- Pin Code : 500045

**2. Institutional status:**

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education
- Location : Urban:
- Financial Status: Self financing  
(please specify)

- Name of the Affiliating University: Osmania University
- Name of the IQAC Co-ordinator : J. Michael Preetham
- Phone no /Alternate phone no: 040-23545642, 040-23544300
- Mobile: +919849045689
- IQAC e-mail address: iqac@stmaryscollege.in
- Alternate Email address: michael@stmaryscollege.in

3. Website address: <http://www.stmaryscollege.in>

Web-link of the AQAR: (Previous Academic Year):  
<https://www.stmaryscollege.in/academics/iqac/aqar2016-2017/>

4. Whether Academic Calendar prepared during the year? Yes

if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <https://www.stmaryscollege.in/academic-calendar>

#### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	1 <sup>st</sup> Cycle	B	2.42	From September 16, 2008 to September 16 ,2013
2 <sup>nd</sup>	2 <sup>nd</sup> Cycle	B	2.52	February 21, 2014 to February 21, 2019
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				

6. Date of Establishment of IQAC: 10/12/2007

#### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year (2017-18) for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Proficiency test-1	Sept 2017, 30 mins	356
Proficiency Test-2	March 2018, 30 minutes	325
Staff Audit	6 November 2017	60
Guest Lecture-1'Teaching Learning and Evaluation' by Dr Uma Joseph	23rd of November 2017	60

Panel Discussion on the Topic 'Classrooms as Vibrant Knowledge Centers'	23 November 2017	60
<u>Academic Administrative Audit (AAA)</u>		
Audit-1	16th March 2018.	600
Audit-2	17 February 2017	600
Session on Interview Skills for all the Heads of Departments by Mr Abhirama Krishna- Group HR.	20th of March 2018	9
Session on KRA Settings for HODs by Mr Abhirama Krishna, Group Head- HR	8th of January 2018	60
Session on Consultancy by Mr Abhirama Krishna, Group Head- HR	13th October 2017	9
Session on Quality by Mr Abhirama Krishna, Group Head- HR	17th October 2017	60
5 Meetings of Internal Quality Assurance Cell (IQAC)		

**8.** Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

\*upload latest notification of formation of IQAC

**10.** No. of IQAC meetings held during the year: 5

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount:            Year:

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

\* Conducting Proficiency Tests both at the beginning and the end of the Academic Year in English, Commerce and Computing.

\*Regular audits of all stakeholders, especially students, staff and other Academic and Administrative departments by AAA.

\*Attending IQAC Workshops both in college and elsewhere, presenting papers in National and International Seminars on quality issues and conducting sessions related to quality sustenance on campus.

\*Regular interaction with stakeholders in order to improve quality. Following up with management on whether the recommendations have been considered and necessary changes made.

\*Contributing to quality of the institution through regular inputs from AAA Cell and recommending changes to be made, both in academic as well as administrative process.

**13.** 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
<p>1. To actively promote research on the campus and have a recognized research centre by the end of the term. In order to achieve this</p> <p>a) The College to provide all necessary infrastructure for research activities</p> <p>b) Efforts to be made to tie up with industry for region specific research</p> <p>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</p> <p>3. Counselling cell to be strengthened.</p> <p>4. More teachers to register for PhD and to recruit PhDs</p>	<p>1.Accomplished.</p> <p>a) Provided</p> <p>b) Tie-up in one department done.</p> <p>2. Considerable improvement in number of Consultancy sessions.</p> <p>3. Strengthened.</p> <p>4. 2 number have been admitted into PhD.</p>

<p>5. Gym to be refurbished.</p> <p>6. Departments should celebrate International Days.</p> <p>7. To get the orders for permanent affiliation.</p> <p>8. College to secure UGC recognition under Sec 12(f) and 2(b) by end of academic year</p> <p>9. College to apply for autonomy</p> <p>10. To establish skill development centre and start certificate courses.</p> <p>11. To have more collaborative linkages</p> <p>12. To establish an Incubation Centre</p> <p>13. Alumni to be involved in the affairs of the college</p> <p>14. Student projects – 10</p> <p>15. Certificate courses- 2</p> <p>16. To set up a Civil Services Study Circle</p> <p>17. Mock Parliament</p> <p>18. ISR - Swacch Bharat, Community Service Day</p> <p>19. Soft Skills training, Gender and Culture Sensitization</p> <p>20. Professional Upgradation</p> <p>21. Guest Lectures, Field visits</p> <p>22. Activity Sessions incorporated in the time table</p> <p>23. Strengthening the Club Activities</p> <p>24. Fortify the Foreign Students Cell.</p> <p>25. Student workshops and seminars</p> <p>26. Faculty Colloquium</p> <p>27. Research Methodology (To enhance the quality of projects) for BBA</p> <p>28. Seminars/workshops//publications etc.</p> <p>29. Peer Teaching and Learning</p>	<p>5. Not done yet.</p> <p>6. Accomplished</p> <p>7. In the Process. Inspection completed 4 years ago. Pending with University</p> <p>8. In the process.</p> <p>9. Not much progress as it is dependent on permanent affiliation</p> <p>10. Accomplished.</p> <p>11. Two linkages so far.</p> <p>12. Not accomplished.</p> <p>13. Accomplished</p> <p>14. Accomplished partially</p> <p>15. 4 Certificate Courses conducted.</p> <p>16. Accomplished.</p> <p>17. Conducted Mock Parliament.</p> <p>18. Accomplished</p> <p>19. Finishing School was conducted.</p> <p>20. Is very much in focus.</p> <p>21. Around 3 guest lectures per department.</p> <p>22. Incorporated.</p> <p>23. Strengthened the club activities.</p> <p>24. Accomplished.</p> <p>25. Conducted few. More could be done.</p> <p>26. A huge success story.</p> <p>27. Will be introduced in 2018-19</p> <p>28. A stark increase due to encouragement from the management.</p>
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<p style="text-align: center;">Soft Skills training for Undergraduate Students YES</p>	<p>29. Happens through Colloquiums and in house presentations before presenting papers in conferences. Teachers who attend workshops too need to present a gist of the outcomes in front of their peers.</p>
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**14.** Whether the AQAR was placed before statutory body? NO

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** No

**16.** Whether institutional data submitted to AISHE: Yes/No: YES

Year:2017

Date of Submission: 30/01/2017

**17.** Does the Institution have Management Information System?

**Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

St. Mary's College has an integrated Institution Resource Planning (IRP) platform called MPower, which is based on Foradian Technologies Fedena software, which covers both ERP, Management Information System and partial Learning Management Platform (LMS). The platform has both web and app-based usage. From admissions to attendance to almost all aspects of academics are covered under the Academics Module. Finance, Inventory Management and HR are sub-modules under the Administration module. The third main module is meant for Collaboration, which is used for meeting planning, assignments, feedback collection and all such activities. The Communication Module allows for parents, teachers and students to communicate through multiple modes. The College has the option of broadcasting messages as well as sending SMSs. One-to-one messaging is possible as well. Almost all information related to resource management is worked out through this platform. This integrated platform greatly reduces the usage of paper as well. All major stakeholders of the College – members of the management and administration, staff, students and parents use the College app.

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

St Mary's College has introduced a system of course-handouts in 2017-18. The course-handouts go beyond the Osmania University syllabus by ensuring that a proper planning in terms of contemporary relevance is maintained and appropriate pedagogical tools are utilized keeping in mind the expected program, course and session outcomes. This calls for a major review of the entire academic process from an outcome perspective. Departments have reviewed program outcomes first and then, each course has been evaluated on the basis of possible outcomes. Where with incremental augmentations outcomes could be significantly improved, attempts have been made in that direction. Once outcomes have been listed, session plans are worked out keeping the big picture in mind and the sequence of sessions is planned accordingly. A session-wise plan is then made with relevant reading material listed. This document, which includes the entire course plan is uploaded on the IRP-cum-LMS platform on day one of the semester. With this, the teachers, the students and the parents know what is to be covered in each session and how. They also know how each part fits into the whole. For a student who misses a particular session, it then becomes easier to know what to catch-up. This approach also helps the teachers to improve their content and delivery with each passing semester. This is in addition to teaching diaries and other routine documents like attendance registers.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
1. Printed Circuit board Designing		22/1/18 to 15/3/18 (52 days)	Students can start their own small-scale industry. This will be useful for employability purpose too.	Using basic electronic components to construct a PCB.
2. A Certificate Course on , "Basics of Tally and GST Calculations", was conducted by NSIC, Kushaiguda for second Year B.Com students.		27th March to 29th March, 2018. (3 days)	Both Employability and Entrepreneurship.	Computer Accounting skills.
3. Course to Introductory French		16 January 2018 to March 2018	Being multilingual makes them eligible for jobs and entrepreneurship in a global world.	Conversational skills in French would help students cross the linguistic barrier and engage the francophone world



<b>4. Soft Skills - Finishing School Program</b>		19 March to 9 April 2018 (13 sessions)	Employability and Entrepreneurship.	Soft Skills and communication skills
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## 1.2 Academic Flexibility

### 1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	--	--	--

### 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
All courses already CBCS			2016-2017		
Already adopted in 2016-17 BA Vocational BCOM General BCOM Computers BCOM Vocational BSC MECS BSC MSCS BSC BT BBA	<b>All UG</b>				

### 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	102	---

## 1.3 Curriculum Enrichment

### 1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
<i>Same as Certificate courses</i>		

### 1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
1. Study Trip: MAMI Film Festival, Mumbai/ 16 – 25 Oct, 2017	<b>43</b>
2. 7 August 2017 / SN School of Communication, University of Hyderabad/ I & III students of BA	<b>65</b>
3. Study Trip: to the Deccan Development Society Zaheerabad to study the best practices in developmental communication/10 Jan, 2018	<b>47</b>
4. Field Trip to <b>Fever FM &amp; Radio Mirchi</b> , Hyderabad/ 13 March, 2018	<b>100</b>
5. Students of BSc BT went on an educational tour on 12th Dec'17 to IKP Knowledge Park, Shamirpet.	<b>25</b>

<b>1.4 Feedback System</b>				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The feedback system is pretty robust and is handled by the AAA Cell, Alumni Coordinator and also the Principal at regular intervals. The student feedback is further analysed and used for the development of various facets of the institution and obviously all stakeholders do benefit from the action taken after the feedback is analysed. The AAA Cell has its own unique mechanism and in perfect tandem with the IQAC, comes out with its analysis of the feedback collected and presents it in a succinct manner to the Principal. The Principal immediately comes up with the changes that are supposed to be brought about. In the IQAC meetings which ensue after the feedback is taken, the action taken is presented to the members. This cycle of taking feedback from students is repeated each semester. There is also an excellent feedback mechanism which is used by the Principal to elicit response from students and he passes on the information to the HODs who share the inputs with their teams. This has led to a very positive outcome to engage effectively in the teaching learning process. As far as the feedback from parents is concerned, constant feedback is given to students who are doing well apart from students who need to work on their weak areas, with a healthy mentoring system in place to ensure the same. Parent teacher meetings are arranged occasionally. There is constant interaction with parents and with the parents too having access to the IRP, it is a seamless and transparent communication model auguring well to enhance a positive connect with them. Unstructured feedback taken from parents during the interactions with them and also, when they are contacted by the Class Mentors over phone are also of great use. An Alumni Meet is arranged in the month of December which provides a good option for direct interaction and feedback. However, there is also an effective database management and social media connect with the Alumni of the college. The feedback of all stakeholders is analysed at all levels and utility measures are employed. The Student in charges are also taken into confidence and they too partake in the smooth functioning of this system whereby, the institution benefits immensely through it. Thus, with an effective feedback process combined with relevant action to strengthen the teaching- learning process, the institution is growing in leaps and bounds in order to ensure that the best possible education in all spheres, customised to the needs, demands and aspirations of the stakeholders is put in place, although we look for every given opportunity to enhance this paradigm of quality furthermore.

**CRITERION II -TEACHING-LEARNING AND EVALUATION**

**2.1 Student Enrolment and Profile**

**2.1. 1 Demand Ratio during the year**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA (Voc)	60	92	60
BBA	120	211	130
BCom (Gen)	120	203	124
BCom (Comp)	120	212	120
BCom (Voc)	60	75	60
BSc (M/E/CS)	50	81	52
BSc (M/S/CS)	50	84	43
BSc (BT/BC/C)	40	77	40

**2.2 Catering to Student Diversity****2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full-time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	639	--	51	--	--

**2.3 Teaching - Learning Process****2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
51	51	IRP-cum-LMS, Wi-Fi campus	All classrooms are Wi-Fi enabled, 3 Labs, 2 Conference Rooms and 1 Seminar Hall have fixed LCD projectors. 3 Mobile projectors for other rooms.		Multimedia , PPT etc

**2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)**

In St Mary's College, there are Mentors who are in charge of sections and there are Mentors who are in charge of student clubs. Every section has a Mentor who is in charge of the students of that Class. The Mentors are provided access to the profile of the students and also to their contact details. Well-trained teachers who know the background of the students are made responsible. Generally, the Mentors provide encouragement, motivation and counselling support. Where the student requires additional help which is beyond the abilities of the Mentor, s/he guides the students to the right person.

Mentors help greatly in identifying diversity in terms of learning challenges as well. They provide first-hand support to the students with difficulties and gives relevant inputs to subject teachers to help the subject teachers be more effective in handling these students. The Class Mentor's contact details are shared with the parents/guardians. Similarly, the Mentor has the contact details of the parents/guardian. The Mentors also provide additional support in terms of providing career guidance. When students graduate and seek higher studies, almost always the students approach the Mentors for providing them with references.

Many Mentors also encourage students to collaborate with them in projects or in academic writing, especially when students share their academic interests. This, although less common, greatly helps the students in giving them an edge over their competitors elsewhere. Such Mentors also guide these students during their projects and internships. This is of immense benefit to the students involved.

Mentors who are in charge of student clubs generally work with students who share common curricular or extracurricular interests. Such Mentors are usually experts in a field and are passionate about the domains of their clubs. Their passion being contagious, students who are part of such clubs greatly thrive and excel in those domains.

All Mentors have direct access to the Principal. Mentors are authorized to report any challenge immediately and seek resources required. Mentors also maintain record about student progression. The Mentorship program at St Mary's College is where many teacher-student bonds for a lifetime gets developed. These mentors play the role of a caring adult and offer themselves as role models. Especially in the context of students who come from broken or conflicted families, the significance of the role played by these teachers, going way beyond what is their routine job as teachers, cannot be overstated.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1611	51	<b>31.6</b>

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	51	0	0	1

### 2.4.2 Honours and recognitions received by teachers

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	T Joseph Christadoss (Head, Dept of Social Sc, Mass Comm and Life Skills)		Telangana State Teacher Award for Meritorious Service.

## 2.5 Evaluation Process and Reforms

### 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last year- end examination	Date of declaration of results year- end examination by OSMANIA UNIVERSITY
BA (Voc)		<b>2017-18</b>	<b>18-04-2018</b>	<b>24-05-2018</b>
BBA		<b>2017-18</b>	<b>29-03-2018</b>	<b>24-05-2018</b>
BCom (Gen)		<b>2017-18</b>	<b>24-03-2018</b>	<b>24-05-2018</b>
BCom (Comp)		<b>2017-18</b>	<b>28-03-2018</b>	<b>24-05-2018</b>

BCom (Voc)		<b>2017-18</b>	<b>24-03-2018</b>	<b>24-05-2018</b>
BSc (M/E/CS)		<b>2017-18</b>	<b>16-04-2018</b>	<b>24-05-2018</b>
BSc (M/S/CS)		<b>2017-18</b>	<b>16-04-2018</b>	<b>24-05-2018</b>
BSc (BT/BC/C)		<b>2017-18</b>	<b>16-04-2018</b>	<b>24-05-2018</b>

**2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)**

Continuous Internal Evaluation is done by St Mary's College as prescribed Osmania University. The pattern and the dates for each subject/course is prescribed by the University and the College strictly adheres to it. The innovation attempted is only in the case of the 5 marks assignment that the University has provided for. For assignments, teachers give practical exercises which the students are expected to do over the course of the semester. During 2017-18, the final year batch was still in the annual system and those students did not have any internal assessment. As an affiliated College, the freedom of the College in aspects related to evaluation is negligible.

**2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

The Academic Calendar of an affiliated College is constrained by the Almanac prepared by the University, whether it is about assessments or about completion of the Course. However, the College has tried to introduce several additional aspects of learning including celebration of special days, introduction of certificate courses, celebrating the diversity of the student communities' talents and capabilities and skills in various ways. St Mary's College strictly adheres to the Almanac prepared by the University. However, our Academic Calendar goes way beyond the Almanac and ensures that the College's commitment to wholistic education and student experience are fulfilled through a well-planned year. In the year under consideration, there were two sets of Almanacs – one for the students of the final year, who were in the Annual System and one for the first and second year students who were in Semester system (CBCS).

## **2.6 Student Performance and Learning Outcomes**

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)**

***<https://www.stmaryscollege.in/academics/courses-offered/>***

**2.6.2 Pass percentage of students**

Programme Name	Programme code	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BA (Voc)		61	44	72
BBA		62	57	92
BCom (Gen)		122	75	61
BCom (Comp)		140	94	67
BCom (Voc)		59	25	42
BSc (M/E/CS)		32	5	15
BSc (M/S/CS)		32	2	6
BSc (BT/BC/C)		33	16	48

## **2.7 Student Satisfaction Survey**

**2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)**

***<https://www.stmaryscollege.in/academics/iqac/>***

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects ( <i>other than compulsory by the College</i> )				
International Projects				
Any other(Specify)				
Total				

**3.2 Innovation Ecosystem**

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	-	-

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

**3.3 Research Publications and Awards**

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
T. Joseph Christadoss, Head-Department of Social Sciences, Mass Communication and Life Skills received the State Best Teacher Award - 2017 on September 8th. He is the first lecturer from an unaided college to receive this award. St Mary's College felicitated him on achieving		

<p>this honour and added an increment as per College policy.</p>		
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3.3.2 Ph. Ds awarded during the year (*applicable for PG College, Research Center*)

Name of the Department	No. of Ph. Ds Awarded
NA	

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Commerce	10	<b>3</b>
	Management	2	
	English	1	
	Mass Comm	1	
International			

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Empirical Evaluation of Non-Performing Assets: A Study on PACS, SCARDBS and PCARDBS	Sri Sai Chilukuri	Journal of Advanced Research in Dynamical and Control Systems Vol. 9. Sp-18 / 2017, PP3204-3218	2017	6		St Mary's College
Trends In Non-Performing Assets: A Bird's Eye View On Asset Quality Of Andhra Bank	Sri Sai Chilukuri	Journal of Advanced Research in Dynamical and Control Systems Vol. 9. Sp-18 / 2017, PP3204-3218	2017	6		St Mary's College
Payments Bank: A Significant Step Towards Financial Inclusion and Digital India	D Jayalakhmi	Journal of Advanced Research in Dynamical and Control Systems Vol. 9. Sp-18 / 2017, PP3204-3218	2017	6		St Mary's College

### 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Seminars- Nil	9 25		
Presented papers	8	25	-	-
Resource Persons		2		

### 3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1.Help to Govt School, Karmiknagar.	NSS unit of ST. MARY'S	2	37 volunteers participated, Donated



			stationery items, fans ,books, to the poor students.
Independence Day celebrations	Akruthi foundation, an organisation working for deaf and dumb students	2	15, volunteers participated. Donated a weighing machine ,sought by the organisation.
Blood Donation Camp-2017	NSS unit of ST.MARY'S in collaboration with Lions club of Jubilee Hills and Hima Bhindu blood bank	3	15 volunteers assisted, 95 units of blood collected from 110 students reporting at the camp.
Swachtahi seva- 15 volunteers participated, 2018, 2 explained to students the	NSS Unit of St Mary's College / Govt School, Karmiknagar.	2 In daily life.	15 volunteers participated explained the importance of cleanliness.

### 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
<b>NIL</b>			

### 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
nil	nil	nil	nil	nil

## 3.5 Collaborations

### 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Student Exchange with Budapest Metropolitan University	<b>1. Akshat Thonagi</b> <b>2. Yashwant Gollapalli</b>	European Union, Erasmus+	One semester

### 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
The Chartered Institute for Securities and Investment (CISI), London	31/07/2017	Offering CISI qualifications in Finance	4 students / 1 teacher	
Amazon Development Centre India Pvt Ltd	14/11/2017	Internships and Work From University (WFU) Arrangements	22 students	
Stratadigm Education & Training Pvt Ltd	28/04/2018	Certificate courses and internships	21 students	
<b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>				
<b>4.1 Physical Facilities</b>				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
72 lakhs		76 lakhs		
4.1.2 Details of augmentation in infrastructure facilities during the year				
Facilities	Existing	Newly added		
Campus area	3642 Sqmtrs	--		
Class rooms	30 (600 Sft) each	--		
Laboratories	8 (600 Sft each)	02 Computer Labs 600 Sft each has been combined to one Lab of 1200 Sft.		
Seminar Halls	1 (3000 Sft)	--		
Classrooms with LCD facilities	3 movable LCD projectors with screens, 1 Theatrix, 2 Computer Labs and a Mass Communication Lab. 2			

	Conference Rooms	
Classrooms with Wi-Fi/ LAN	20	
Seminar halls with ICT facilities	Theatrix, Comp Labs ( 02 ) & Mass Comm	
Video Centre	Theatrix, Comp Labs ( 02 ) & Mass Comm	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		<ul style="list-style-type: none"> <li>- Replacement of Lift</li> <li>- Lab Material + Office equipments</li> <li>- Class benches (13)</li> <li>- CCTV (15)</li> <li>- Installation of safety equipment</li> <li>- Simpex light stand, with 500 w LED lights, ND-970 Batteries &amp; 400 LED</li> <li>- Electrical Cable &amp; wiring</li> <li>- Annual Sports Material</li> <li>- Printing &amp; Stationary</li> <li>- TT Boards</li> <li>- Office equipments</li> </ul>
Value of the equipment purchased during the year (Rs. in Lakhs)		31,60,367
Others		34,49,833

## 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
FEDENA	FULLY		2016

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No	Value	No.	Value
Text Books	2930	7,66,976.85	105	14853	3035	7,81,829.85
Reference Books	750	3,25,604.00	40	6750	790	3,32,354.00
e-Books	-	11,500.00	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals		1,100.00	-	-	-	1,100.00
Digital Database	-	-	-	-	-	-
CD & Video		12,360.00	-	-	-	12,360.00
Library automation			-	-	-	-
Weeding (Hard & Soft)			-	-	-	-
Others (specify)			-	-	-	-

### 4.3 IT Infrastructure

#### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	200	138	02 connections	11	10	13	28	400 MBPS	
Added	19	08	0	0	01	0	10		4g hotspot (1), SOPHOS-XG135 security Appliance (1)
Total	219	146	02 connections	11	11	13	38	400 MBPS	1

#### 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

400 MBPS /GBPS

#### 4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

#### 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

#### 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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**CRITERION V - STUDENT SUPPORT AND PROGRESSION****5.1 Student Support****5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	St Mary's Foundation Scholarships	100	15,26,970

**Financial support from other sources**

a) National / State	TS Govt – SC Schol	3	30,000
	TS Govt – BC Schol	5	52,000
	TS Govt – Minority	4	34,000
b) International			

**5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Finishing School	19/03/2018	13	
Conversational French	16/01/2018	17	

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017	Civil Service Circle	30			
2017	Career Guidance		40		21

**5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal

**5.2 Student Progression****5.2.1 Details of campus placement during the year**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
1. Amazon (Alexa)	175	71			
2. Synchron					

y Financial 3. Sutherland Global Solutions 4. Hinduja Global Services 5. Amazon (CS)					
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**5.2.2 Student progression to higher education in percentage during the year**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017 (Graduating year)	114	BBA (13) BA (18) BCom GEN (19) BCom COMP (33) BCom Advt (10) BSc MSC (4) BSc MECS (10) BSc BT (7)			Masters

**5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)**

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

**5.2.4 Sports and cultural activities / competitions organised at the institution level during the year**

Activity	Level	Participants
Yoga	University	6

**5.3 Student Participation and Activities**

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	2 Bronze Medals	Nationals	Table Tennis		6731	Ms Varuni Jaiswal
	3 Silver Medals	Nationals				
	1 Gold	South Zone				
	1 Silver	International (Oman)				

**5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)**

St. Mary's College in 2017-18 had a Council of Class Representatives, with each CR elected by the respective class. One or the other CRs represented the students in all academic and administrative bodies. However, St Mary's College has proposed to put in place a Student Council from 2018-19, to develop student initiative, responsibility, and leadership; to create an avenue for student representation, to encourage extracurricular activities, and to promote the general welfare of the College family and the wider community. The organization will formally be called The Student Council of St Mary's College and its four constituent organizations (Programme Councils) are called the BA Student Council, the BBA Student Council, the BCom Student Council and the BSc Student Council.

**5.3 Alumni Engagement**

**5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): Yes**

St Mary's College Alumni Association is registered under the Telangana Societies Act. The General Body of the Alumni Association meets at least once every year. The Office-bearers meet as often as they deem fit to do so. The annual gathering usually has about 100 alumni returning to their Alma Mater. Members of the Alumni continue to contribute to the College in terms of ideas and act as resource persons for various sessions. It is a matter of pride that many of the alumni have done extremely well in their fields (Eg. Sports persons like Sania Mirza, Ashwini Ponnappa, Film stars like Naga Chaitanya, Ram Charan Tej, Rana Daggubati) and some of them also continue to recruit students from the campus for their initiatives.

**5.3.2 No. of ~~registered~~ enrolled Alumni:**

**All graduating students are enrolled as members of the Alumni Association**

**5.3.3 Alumni contribution during the year (in Rupees) :**

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**5.3.4 Meetings/activities organized by Alumni Association :**

**General Body Meeting – 1; Office-bearers meeting - multiple**

**CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 Institutional Vision and Leadership**

**6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)**

St Mary's College has introduced the concept of Leadership Circles in the year 2016-17 and has innovated upon it in order to make it more effective. To empower all the employees and students this novel idea was conceptualised by the management. The leadership concept permeates from the Principal to the students who also take up this important responsibility so that the entire process works like a circle with the individual onus on each working to the institutions advantage. The Head of the Institution has a circle of leadership with him, referred to as the Principal's Leadership Circle (PLC). The PLC is responsible for providing strategic leadership and tactical guidance including budgeting and resource planning. All the Heads of Teaching Departments and Departments like Examinations, Student Activities etc form the Principal's Leadership Circle. The group provides operational direction to the College. The College doesn't



have a designated Vice Principal and in the absence of the Principal, members of the PLC take charge of the Principal's office by rotation. Each of the heads, in turn, have their Leadership Circles, comprising members of the department. These Leadership Circles are responsible for planning and execution at the department levels. When a Head is absent, the charge is taken by one of the members of the Leadership Circle by rotation. Each teacher forms a leadership circle with student leaders in the Class which s/he is in-charge of as a mentor. Similarly, in the Student Activities Department, Faculty Mentors in charge of student clubs have the office bearers of these clubs in their leadership circle. In turn, these student leaders have other students in their circle. Each Leadership Circle functions with a high degree of independence. Yet, they are also interdependent collaborative units, which support each other to deliver value to our stakeholders. Any member of the College can share her feedback, idea or opinion on critical issues with the respective Leadership Circles and this helps problems to be addressed at the lowest possible level. A second practice is the conduct of Open Houses by the Director and Principal, during which all stakeholders are free to publicly ask any questions or articulate any concerns. These sessions are held at least twice during a year.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

**Yes**

## **6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

### ❖ Curriculum Development

The college is affiliated to Osmania University and follows the curricula prescribed by the Osmania University for all the courses offered and as such it has a limited role in the framing of the curricula. However, with the introduction of the CBCS, the college is playing a proactive role in presenting its recommendations for syllabus revision. There are two faculty members who are on the BOS. Suggestions are made to the Board of Studies through the Department meetings convened by the various departments of the University. The departments of the college also facilitate value added certificate programmes to go beyond the syllabus. Even regular courses have additional components introduced by the College and mentioned in the Course Handouts.

### ❖ Teaching and Learning

The IQAC has frequent interactions with Heads of the Departments to evaluate the teaching learning process of the institution. The AAA Cell also provides inputs to improve this based on the routine audits. The attempt is to constantly improve teaching methodologies, class room atmosphere, and exam results. Targets are also set for each department on the 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.

### ❖ Examination and Evaluation

Headed by a Coordinator, the College Examination Cell 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. 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 are told about the areas in which they need to make improvements, thereby emphasizing on the aspect of leadership at all levels. Internal exams are conducted as per schedule and minimum attendance requirements are strictly enforced.

### ❖ Research and Development

Research Committee, headed by a Coordinator, administers the promotion and operation of research activities in the College. The Faculty members and students of the college are encouraged to attend international and national workshops/conferences and present research papers. Certain financial support is provided for such activities.

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.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

The Library Committee which consists of faculty members assists the Librarians 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. The students have access to Wi-Fi.

❖ **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. There is provision for Bereavement leave in case of the demise of a family member. Leaves which have not been availed of up to 6 in a year are fully refundable in whichever year the employee claims a refund according to the basic pay percentage of that year.

❖ **Industry Interaction / Collaboration**

The College has a Work From University (WFU) arrangement with Amazon India. 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. 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.

❖ **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 college has a totally paperless admission system through an online admission procedure. 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 can fill and submit the form 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. The college boasts of an improved demand ratio in the academic year 2017-18.

**6.2.2 : Implementation of e-governance in areas of operations:**

❖ **Planning and Development**

The Institute Resource Planning (IRP) platform helps in implementing e-governance in all aspects. With the entire leadership having access to all aspects of the College, planning becomes easier and data accuracy is cross-checked and verified

❖ Administration

Administration module of the IRP includes indenting and management of inventories. Not only that, all aspects of Management Control is enabled through real-time monitoring of flows. Security, house-keeping and all aspects of administration are covered by the IRP system

❖ Finance and Accounts

The IRP has a Finance module which is Tally integrated. All finance, both revenue and expenditure, is handled by the same platform. All salary payments are through online transfers and all accounts are maintained online. Students are allowed to pay their fees online through the Eazypay system of the ICICI Bank. All records are reflected on the students and parents' mobile apps, providing full transparency. The College has moved significantly in the direction of a cashless and paperless system in 2017-18.

❖ Student Admission and Support

The entire admission process is online. Students can apply to their chosen course from anywhere in the world. However, students are expected to meet the Admission Counsellors and the Principal in person in order to ensure that they get proper guidance. All students can reach their teachers through the mobile apps. Almost all relevant documents are placed on the online system as well. Circulars and other communication also happens through the IRP communication module.

❖ Examination

Considering that the College is an affiliated College, we have not been able to implement much of e-governance in the area of Examinations due to the requirement of paperwork from the affiliated University. However, we do use the IRP platform for announcement of dates and other minor aspects related to Examinations.

**6.3 Faculty Empowerment Strategies**

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	Mr Amresh Kumar Awasthi	International Conference organized by the Dept of Commerce, SRM University, Chennai		2800/
	Mr M. Bikshapathi	International Conference on Taxation, Accounting, Finance & Insurance at Bhavans Vivekananda College, Hyderabad.		2000/
	Ms G. Durga Vaidehi	Global Opportunities & Challenges held at St. Joseph's Degree and PG College in collaboration with ISDC		2000/

Ms. Kavitha Thakur	International Conference on “Innovations in Commerce & Science” held at Nizam College, Hyderabad		2000/
Ms. Kavitha Thakur	4th International Conference on Science Technology and Management, Pune (ICSTM-2017)		2000/
Mr Sri Sai Chilukuri	18th International Business Horizon-INBUSH ERA-2018		3495/
Mr Sri Sai Chilukuri	ICIRST Conference		500/
Mr Sri Sai Chilukuri	Department of Commerce, Osmania University		
Mr. M. Bobby	5 days Workshop on “Entrepreneurship Educator Program” at the MLR Institute of Technology, Hyderabad		2500/
Ms Shivani Mehrotra	Presented a Research paper at ICBM, Hyderabad		3000/
Ms Himanshee Singh	Presented a paper at ICBM College		3000/
Ms Shivani Mehrotra	Presented a paper at Nizam College, Hyderabad		2400/
Ms Shivani Mehrotra	Presented a paper at Step HBTI		1000/
Ms Shivani Mehrotra	Presented a paper at St. Joseph’s College, Hyderabad		2000/
Ms Himanshee Singh	Paper presented National conference SIBM		2500/
Ms Shivani Mehrotra	Presented Paper Osmania Uni		1000/
Ms Kusuma Reddy	Presented a Paper in National Seminar, Christ University Bangalore		4000/
Mr J. Vidyasagar	Workshop – OU		2000/

M/s Sarvari ,Ms. Sowjanya	Presented a paper in an International Conference, OU		3000/
Ms Anu Victor			2000/
Ms. Varalakshmi & Ms Manasa	international conference, conducted by Dept, of Genetics, O.U.		2000/
Ms. Manasa	a national conference at S.V. University, Tirupathi		4980/
Mr T. Joseph Christadoss	Paper Presented AV College, Hyderabad		500/
Ms. AksharaSingh	Workshop on UNICODE at Bhavan'sVivekananadaCollege		
Mr J.Michael Preetham	presented a paper in the International Conference on Indian Literature as World Literature from 18th to 20th January, 2018 at EFLU, Hyderabad,		1500/
Mr J.Michael Preetham, Ms Jaimole Cross	Learning and Evaluation on February 6th,2018 at A.V. College		600/
Ms Olivia Lazarus	St Anns College, Hyderabad,		1500/
Ms. Akshara Singh	presented a paper in the International Conference on ICT and Language Learning at St Anns College, Hyderabad, titled, 'BhashaVikasmein ICT kiBhumika'		1500/

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	Orientation Programs	Orientation Programs	June 2-3	51	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)	
<b>Faculty Development Programmes</b>	<b>5</b>		
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
10 Permanent/Full-time			
6.3.5 Welfare schemes for			
Teaching		2	
Non teaching		2	
Students		1	
<b>6.4 Financial Management and Resource Mobilization</b>			
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) The management conducts frequent internal audits. External financial audit is done on St Mary's Educational Society's accounts by its auditors.			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)			
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.		Purpose
6.4.2 Total corpus fund generated 9.5 lakhs			
<b>6.5 Internal Quality Assurance System</b>			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	No	Agency	Yes Authority
Academic			YES AAA
Administrative			YES AAA
6.5.2 Activities and support from the Parent – Teacher Association (at least three) While the parents have been very supportive of the initiatives of the College, 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.			
6.5.3 Development programmes for support staff (at least three) A two-day orientation programme for the support staff is held every year in the month of June. The program includes guest lectures on motivation and attitude as well as several workshops. In addition, two training programs – one on digital payments and another on women's health were organized for the support staff.			
6.5.4 Post Accreditation initiative(s) (mention at least three) - Incentive scheme for promotion of research and attending conferences and workshops - Course-handouts in all courses - IRP-cum-LMS			
<b>6.5.5</b>			
a. Submission of Data for AISHE portal : (Yes /No) YES			
b. Participation in NIRF : (Yes /No) No			
c. ISO Certification : (Yes /No) No			

d. NBA or any other quality audit : (Yes /No) No				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
	Proficiency Test	Sept, 2017, 30 minutes for each paper  March, 2018, 30 minutes for each paper		356 325
	Panel Discussion on the Topic 'Classrooms as Vibrant Knowledge Centers'	23 November, 2017		60

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
CLAPP ( Community led Action Plan with Police ) , a PCVC initiative is based on the philosophy of community policing and aims to reduce harassment of women in public places.	2016-2018	Female	Male
		6	4

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes, Wheel chair	2
Provision for lift	Yes, Lift	
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination	Yes	2
Special skill development for differently abled students		
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> <li>- <b>Digitization and reduced paper-use due to IRP-cum-LMS</b></li> <li>- <b>Increased of LED lighting</b></li> <li>- <b>Solar fencing</b></li> <li>- <b>Student-adopted green initiatives</b></li> <li>- <b>Installation of water-saving faucets in toilets.</b></li> </ul>		
7.2 Best Practices		
<p>Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p> <p><b>Best Practice I</b></p> <p><b>1. Title of the Practice:</b> Celebrating international Days.</p> <p><b>2. Goal:</b> St. Mary's College, and its parent body, the St. Mary's Educational Society aims to foster highest standards in student- holistic development.</p> <p><b>3. The Context:</b> To prepare students to be part of the international community, the college celebrated a host of international days with an array of cultural, social and diverse themes. This was to enable them to experience and understand the world community better and also for deeper insights into the world at large.</p> <p><b>4. The Practice:</b> At the time of preparation of the Academic Calendar itself the Heads of departments in unison decided to promote cultural, social and global ambience in the institution by listing 8 international days which would be celebrated as part of department initiatives. The Department of English and Languages decided to celebrate the 'French National Day' and 'International Mother Language Day'. The Department of Commerce celebrated the 'International Day for the Girl Child'. The Counselling Cell celebrated 'Suicide Prevention Day' and the Department of Management celebrated 'World Food Day' The Foreign Students Cell organised the 'Foreign Students Day' and the male staff organised 'International Womens Day'. 'The World Statistics Day' was celebrated by The Department of Sciences. This led to the institution being decked up in varied hues, festive atmosphere and lot of fun element on each of these occasions. These days were a sight to behold and the media coverage of most of these events is a clear indicator of the impact it had on the students, teachers and also the society at large.</p> <p><b>5. Evidence of Success:</b> A clear indication of the success of these days is the huge participation for each of the events. Furthermore, the gusto displayed by the organising committee and the participants was evident in abundant measure by all. The sense of belongingness, camaraderie, team work and excitement werean integral part of all the international day celebrations.</p>		



**6. Problems Encountered and Resources Required:** Managing the crowd on some of these days was tough, but the departments used the student volunteers who put in a tremendous show to avert any untoward incidents. Apart from these whatever minor hurdles which existed were overcome by the enthusiasm of the participants.

All in all, these international days created a positive atmosphere in the college and the resultant congeniality and camaraderie among students was a sight to behold.

## **Best Practice-2**

**1. Title of the Practice:** Colloquiums

**2. Goal:** Healthy exchange of ideas, information and scope for learning through inter-disciplinary presentations once every fortnight is what is being done through the conduct of Colloquiums.

**3. The Context:** Colloquiums are arranged once every fortnight to enable individuals from different department to express their ideas on a concept. Most of the topics for presentation are chosen to appeal to other members from different departments and the relevance of these topics and the content presented is always beyond the constricts of that particular field of study.

**4. The Practice:** Teachers from all departments know of the Colloquium dates and approach the HODs presenting their willingness to do a session on a particular topic. The HOD then discusses the proposal presented with the teacher and helps in customising it to the needs of everyone on the campus. There is healthy exchange of ideas, questions and suggestions in the question answer hour. The presentation itself spans 30 to 45 minutes followed by question answer session following which the IQAC takes a feedback of the session and it is analysed and results sent to the presenter by mail.

**5. Evidence of Success:** Evidence of success of this practice is gauged by the healthy interaction which occurs both during, after and beyond the date of presentation as well. There are professional disagreements too across departmental limits and it augurs well for this knowledge community which sometimes is starved of this aspect. Despite the busy schedules of teachers caught up in club activities and other mentoring and research roles, this specific time of Colloquiums is eagerly awaited by teachers. Discussions ensue in the cafeteria where teachers interact and the ambience of the college changes dramatically with learning and exchange of thoughts becoming the prime focus.

**6. Problems Encountered and Resources Required:** There are occasions where there were strong disagreements among members on particular areas of presentation, but it all changes the following day as professionalism scores heavily over personal differences.

Thus the best practice of organising Colloquiums has been a big plus for all the members of staff and we wish to continue doing this in the future as well.

## **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

St Mary's College's vision, '*To be an institution acclaimed globally for comprehensive education and exceptional student experience*' is something the institution adheres to in its truest sense. The institution thrives on exceptional classroom experience and does everything it can to ensure that students get the best of the learning ambience, which is a priority here. The classes are interactive with a constant endeavour to train students for the global challenges which lay ahead of them. It's not just the use of technology which is the focus, but a

clear analysis and understanding of the outcomes of the teaching -learning process which takes precedence here. This gives the teachers a clear idea of how, where and when the entire process is heading and how the students are going to benefit from it. The feedback mechanisms, constant brainstorming among colleagues to improve the class quality, inputs from the Student Council and individual students, parent inputs and alumni interaction too go a long way in ensuring that only the best education model is available to students. The right mix of experience and youth among the teachers and absolute parity when it comes to a blend of male and female teachers imparting top notch education, makes the college the ideal choice for more than one and a half thousand students who study here. Student experience is of paramount importance to every member of the teaching fraternity and the college management too shares the same viewpoint. The students would vouch for the fact that there is an adequate mix of rules with fun, freedom with restriction and congeniality with control. Preparing students for the future involves equipping them with the knowledge, know-how, skills and attitude to be winners. Student experience is also about helping them to understand their peers better, working together in teams and having the sensitivity to understand others. To accomplish our vision with every advancing semester we earnestly aim to raise the bar and set high standards for ourselves , so that our students have the best possible holistic experience with us. The Counselling Cell, the Placement Cell and a host of club activities with a healthy Mentor-Mentee ratio, Study Circles, Foreign Language training, Finishing School, Certificate Programmes, Cultural Events and International Day Celebrations, all combine to make the institution an ideal place to pursue their undergraduate studies.

## 8. Future Plans of action for next academic year (500 words)

On the basis of constant interaction with all stakeholders and deliberations among the IQAC members the following are the components of the Action Plan for the next academic year:

1. Course Handout roll out in all courses.
2. Increased cut off Percentage for admission
3. Increase Pass percentage in all programmes.
4. Increase in cut off percentage for eligibility for internals from 60% to 65%
5. More certificate courses (At least 1 by each department in a year).
6. Effective Feedback mechanism with AAA Cell donning the prime role.
7. Mentoring system to be strengthened .
8. Rolling out of Activity Clubs (At least 8)
9. Colloquiums (every fortnight), FDPs(at least 2 departments), Workshops (at least 2 departments)
10. Establishment of Student Council.
11. Collection of feedback from participants for Colloquiums, FDPs and Orientation.
12. Proficiency test to study student progression.
13. Consultancy (at least 2 overall).
14. Community Service and Institutional Social Responsibility.
15. Upgradation of Library software.
16. Fire safety measures.
17. Counseling, Mentoring and self-help groups.
18. More number of student scholarships.
19. Student/Faculty exchange programs.
20. Permanent affiliation.
21. Fostering environmental consciousness.

Name *J Michael Preetham*



Signature of the Coordinator, IQAC

Name *J Mathew George*



Signature of the Chairperson, IQAC

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## Annexure I

### Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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