



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

1. Name of the Institution	ST MARY'S COLLEGE
Name of the head of the Institution	J Mathew George
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	040-23544300
Mobile no.	9849967801
Registered Email	info@stmaryscollege.in
Alternate Email	mathew@stmaryscollege.in
Address	8-3-229, Tahirville, Near Yousufguda Check Post
City/Town	Hyderabad
State/UT	Telangana
Pincode	500045

<b>2. Institutional Status</b>																															
Affiliated / Constituent			Affiliated																												
Type of Institution			Co-education																												
Location			Urban																												
Financial Status			Self financed																												
Name of the IQAC co-ordinator/Director			J.Michael Preetham																												
Phone no/Alternate Phone no.			04023545642																												
Mobile no.			9849045689																												
Registered Email			iqac@stmaryscollege.in																												
Alternate Email			michael@stmaryscollege.in																												
<b>3. Website Address</b>																															
Web-link of the AQAR: (Previous Academic Year)			<a href="https://www.stmaryscollege.in/academics/iqac/aqar-2018-2019/">https://www.stmaryscollege.in/academics/iqac/aqar-2018-2019/</a>																												
<b>4. Whether Academic Calendar prepared during the year</b>			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			<a href="https://www.stmaryscollege.in/connect/calendar/">https://www.stmaryscollege.in/connect/calendar/</a>																												
<b>5. Accrediation Details</b>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.42</td> <td>2008</td> <td>16-Sep-2008</td> <td>16-Sep-2013</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.52</td> <td>2014</td> <td>21-Feb-2014</td> <td>21-Feb-2019</td> </tr> <tr> <td>3</td> <td>B++</td> <td>2.83</td> <td>2019</td> <td>09-Aug-2019</td> <td>08-Aug-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.42	2008	16-Sep-2008	16-Sep-2013	2	B	2.52	2014	21-Feb-2014	21-Feb-2019	3	B++	2.83	2019	09-Aug-2019	08-Aug-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
				Period From	Period To																										
1	B	2.42	2008	16-Sep-2008	16-Sep-2013																										
2	B	2.52	2014	21-Feb-2014	21-Feb-2019																										
3	B++	2.83	2019	09-Aug-2019	08-Aug-2024																										
<b>6. Date of Establishment of IQAC</b>			10-Dec-2007																												
<b>7. Internal Quality Assurance System</b>																															
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture																									
Quality initiatives by IQAC during the year for promoting quality culture																															

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC MEETING	01-Aug-2019 1	11
IQAC MEETING	11-Feb-2020 1	13
IQAC Peer Team Visit- Preparedness' : A Session by Dr Sridevi, IQAC Coordinator and Dr Komala, IQAC Co-Coordinator of St Pious College, Hyderabad	01-Aug-2019 1	67
Audit On Minimum Assurance of Service by AAA Cell	23-Oct-2019 6	57
Understanding the NAAC Accreditation Process: A session at Villa Marie College, Hyderabad by Mr J. Michael Preetham, Coordinator- IQAC	10-Feb-2020 1	25
AAA audits for Academic Departments	02-Mar-2020 7	64
AAA audits for Stakeholders	02-Mar-2020 7	557
Proficiency Test for First Year Students in English	31-Jul-2019 1	398
Proficiency Test for First Year Students in Computers	31-Jul-2019 1	391
<a href="#">View File</a>		

**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
St MARYS COLLEGE	NA	UGC	2020 0	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. Constant interaction with Academic Non Academic Heads of Departments on measures to be taken to enhance quality based on NAAC Peer Team recommendations.  
 2. Conducted Audits through AAA Cell involving all stakeholders of the college.  
 3. Taking regular inputs from Members of the Student Councils in order to enhance comprehensive education and exceptional student experience. 4. Encouraged staff to publish papers only in UGC recognized Journals and in Conferences Seminars conducted by reputed Colleges Universities 5. Focused on holistic development of students through participation in activities, international days and also in department fests.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To increase the number of cultural activities/ celebrate International Days with greater fervour.	Accomplished
More computers per department. Wi-Fi facility in staff rooms.	More computers per department were allocated. Wi-Fi access was provided in staff rooms. Wi-Fi capacity was increased to 1024 MBPS.
Impetus on more student managed clubs and events	All clubs were managed by students in 2019-20 with only facilitatory role played by teachers.
More Scopus, Web of Sience, Peer Reviewed journal publications	2 papers were published in Scopus listed journals.
More involvement of Industry in the academic affairs of students	Accomplished through placement drives and also more Industry- Academia interaction. The Alumni of the college too were part of some sessions.
Structured feedback from all stakeholders.	Accomplished by the AAA Cell.
Increase in number of Certificate courses/ Finishing School	Accomplished- The entire final year batch benefitted from the Finishing School programmes. More Certificate Courses were successfully conducted.

Teacher Exceeder/ Preparation of Individual Course Videos/ E content Development	Accomplished - It was decided to encourage all teachers to create E-Content with the help of technical experts from the Department of Social Sciences and Mass Communication and many teachers were able to use the facility effectively. After March, 2020, teachers were encouraged to upload E-Content to MOODLE from their homes. Teachers attended webinars, online sessions to hone their presentation and video-making skills.				
Strengthening the LMS- MOODLE	Accomplished- All teachers uploaded their Course hand-outs, session plans. St Mary's College Learning Portal gave access to all students to access all courses from 2019 onwards.				
Ensuring Student Council plays a major role in ensuring quality sustenance.	Accomplished. Regular meetings with the Student Council and the Principal took place and student inputs were taken into account.				
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> </thead> <tbody> <tr> <td>Governing Council</td><td>30-Aug-2021</td></tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Council	30-Aug-2021
Name of Statutory Body	Meeting Date				
Governing Council	30-Aug-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				
Date of Submission	30-Jan-2020				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Management Information System at St Mary's College is primarily driven by an integrated Institutional Resource Planning (IRP) platform called MPower, which is powered by Fedena, the MIS software provided by Foradian Technologies. MPower access is provided on the web (irp.stmaryscollege.in), a				

link of which is made available on the College website and on the dedicated St Mary's College app (available on Apple App Store and Android App store). The College app is available for all staff, students and parents free of cost. Attendance is taken in every session and the attendance data is updated on the IRP, which can be accessed by teachers, students and parents. For every session that a student misses, in addition to the app notification, an SMS is triggered upon the attendance being marked. All internal exam scores are uploaded on the IRP and the students get to see the scores before the same is submitted to the University. The College Library is automated using an integrated Library Management System that is part of the MPower IRP. While books and resources can be borrowed and renewed only physically, all data is maintained digitally, and all staff members and students can see the details in their IRP account. The MIS helps all arms of the organization in maintaining and utilizing physical, academic and support facilities effectively. The HR module is operative on the IRP and all leave management, payroll management etc are done on the IRP in a transparent and effective manner. Similarly, every fee paid by a student immediately reflects on the IRP account (including app) of the parent and the student concerned, resulting in complete transparency. IRP also allows the payment of fees online using a Payment Gateway connected to it. Thanks to the IRP in place, a lot of processes including admissions are primarily paperless processes, thus also minimizing waste generation. All employees can see their own leave records, pay slips and employment details on their IRP. Any deductions on account of excess leave or Income Tax are also clear from their pay slips which are available to them on the IRP. The IRP ensures that real time data is with all stakeholders and this greatly helps them to improve the efficiency of resource utilization. The MPower IRP is more than the usual Management Information System in the sense that in addition to routine modules such as Academic Administration (Attendance,

Library, Examinations, Student Services etc), Human Resources, Finance, and Inventory Management in place, it also allows for collaboration and communication through options such as direct messaging, document sharing, surveys and polls, certificate issuing, task setting and creation of meetings, including Parent Teacher ones.

## 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 follows the curricula prescribed by the Osmania University to which the college is affiliated. The College however has redefined the programme outcomes and programme-specific outcomes and has attempted to enrich the curricula by adding practical aspects as well as current developments in the field based on the inputs provided especially by the industry, especially by the external members of the IQAC. There are numerous resources for students prepared by teachers on Moodle and the college was ready with a hybrid mode of teaching, much before the other colleges thought of implementing one. Every student has access to a course handout, which describes the expected course outcomes, what is beyond the University syllabi, the detailed session plan and the list of additional resources to be used. The session plan also refers to the pedagogical tools the teacher plans to use in each session. One of the first steps in ensuring effective curriculum delivery at St Mary's College is defining the minimum number of sessions per course in a semester. This is done as per the prescribed norms and all course handouts. This is excluding the time used for internal exams and evaluation of any kind. When unplanned leaves or holidays happen, the teachers take extra classes or adjust classes from other teachers who are ahead. The second most important step the College has taken is to sequence the syllabi from foundational knowledge to application, and then use appropriate methodology to teach each part. Our teachers take all possible efforts to make classes interesting and course handouts ensure that they plan for the full course keeping in mind the complete picture instead of taking lesson plans one day at a time. This also helps them in spending longer time on parts of the syllabus which are foundational or more critical. Of course, where visual aids or multi-media can be used, attempts are made to use them in order to make learning more effective. Where possible, pre-recorded video lectures are uploaded on to the Learning Portal, thus ensuring that students who miss a particular class can catch up before they turn up for the subsequent session. In the academic year 2019-20, there have been special arrangements made through the Department of Social Sciences and Communication to train and prepare teachers to create audio visual lessons for upload on Moodle. During the beginning of 2020 when the pandemic struck, the institution was already geared up with different modes of online delivery of lessons. Guest lectures by practitioners are added to this mix. Attendance is taken in every session and the attendance data is updated on the IRP (both web and the app), which can be accessed by teachers, students and parents. For every session that a student misses, an SMS is triggered upon the attendance being marked. More importantly, teachers share ideas with each other on what is effective and what is not. This institutionalized process has been extremely successful.

### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Digital Marketing	NIL	01/08/2019	30	Employability	Marketing Skills
Data analytics with R	NIL	03/02/2020	30	Employability	Analytical skills
Entrepreneurship	NIL	27/09/2019	30	Entrepreneurship	Entrepreneurial skills
Certificate Course in Conversational Spanish (Level-I)	NIL	20/01/2020	30	Employability	Foreign Language
	NIL	20/01/2020	40	Employability	Foreign Language
	NIL	01/06/2020	40	Entrepreneurship	Entrepreneurial skills
Finishing School Certificate Programme	NIL	18/05/2020	30	Employability and Entrepreneurship	Communication and Soft Skills
Finishing School Certificate Programme for BBA Final Year Students	NIL	18/05/2020	30	Employability and Entrepreneurship	Communication and Soft Skills

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	01/08/2019
No file uploaded.		

### 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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	VOCATIONAL	01/07/2019
BBA	NA	01/07/2019



BCom	GENERAL, COMPUTER APPLICATIONS, VOCATIONAL	01/07/2019
BSc	MECS, MSCS, BIOTECHNOLOGY	01/07/2019

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

	Certificate	Diploma Course
Number of Students	274	Nil

### 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
Environmental Studies	01/07/2019	546
Leadership Life Skills Module-I	01/07/2019	546
Basic Computer Skills	20/12/2019	406
Leadership Life Skills Module-II	20/12/2019	546
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	General, Computers and Advertising (final year students)	50
BCom	Computers (final year students)	30
BBA	NA	120
BA	VOCATIONAL	80
BCom	Computers	2
BCom	General	1
BSc	MSCS	1
BSc	MECS	20
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
-------------------

The college prides itself in an extremely effective feedback collection and analysis mechanism. The AAA cell in collaboration with the Principal, Heads of Departments and other faculty members drive the feedback process. The feedback collected from all the stakeholders (Students, Parents, Faculty and Alumni) through online questionnaires was analysed by AAA cell and the reports written were forwarded to the Head of the Institution for a plan of action to be implemented based on the crucial issues that have come to fore as resultant of the feedback process. The questionnaires contained questions about the quality of the curriculum, faculty, infrastructure, administration and other crucial aspects of the college. Based on the observations and recommendations of the AAA cell many changes were made during the 2019-20 academic year in order to increase the quality and effectiveness of many things pertaining to the academic, administrative and extra-curricular aspects of the college. The feedback collected from all the stakeholders has been primarily positive, though there were umpteen areas where they felt that improvements in quality could be initialized to ensure quality sustenance of the highest order. Based on the feedback from alumni, parents and students there have been changes implemented in many areas highlighted through the analyses. A conscious attempt was made to have all campus activities, especially student activities, more gender inclusive by few arrangements to progress towards greater equity. Library reforms continued through the year based on inputs from various stakeholders. Procurement of new titles were focused on diversity and on non-text book content. The Library continued the practice of celebrating a library week, which had activities like poetry reading, book reading, literature quiz and other activities. The subscription to National Library and Information Services Infrastructure for Scholarly Content (N-LIST) has facilitated online access to numerous research related books, articles, and other digital resources which aid highly in the research needs of faculty. Other measures have been taken to speed up the paper work and other processes at front office and to avoid unnecessary delays and difficulties encountered by the students. The actions taken have smoothened the enhanced the work at the front desk and the information centre. Similarly many other minor improvements related to various aspects of administration, academics and extracurricular activities have been improved upon as a result of the feedback system of the college. Based on the feedback received from various stakeholders, the College has attempted to move to a service-assured delivery system. The college office has specified timelines for service delivery, which is an assurance that a service will be delivered within the specified time. This approach is reflected in course delivery (minimum assured number of sessions in every course), in assessment (maximum number of days within which results are declared) and in grievance redressal (maximum number of days specified within which the grievance is addressed). This is a paradigm change and the system will be improved and re-calibrated based on further feedback.

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

### **2.1 – Student Enrolment and Profile**

#### **2.1.1 – Demand Ratio during the year**

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	VOCATIONAL	60	108	55
BBA	NA	123	321	123
BCom	GENERAL	120	210	98
BCom	COMUTER APPLICATIONS	120	260	101

BCom	VOCATIONAL	60	58	29
BSc	MECS	50	105	50
BSc	MSCS	50	124	50
BSc	BIOTECH	40	88	40
<a href="#">View File</a>				

## 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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1588	Nill	64	Nill	Nill

## 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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
64	64	102	34	Nill	20

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The mentoring system at St. Mary's College is extremely robust as it calls for all Class Mentors to play an active role in catering to student needs. This system aims at enhancing the overall personality of the student which includes their academic performance, performance in extracurricular and co-curricular activities and individual personality development. We have the teachers categorized as teacher mentors, teacher researchers and teacher administrators. The Teacher mentors are an integral part of the student mentoring system at St. Mary's college. Each class is assigned a teacher mentor who is responsible for mentoring and guiding the students. They add new and innovative ideas into their teaching incorporate different techniques to improve the interest levels of the students and guide them towards reaching their maximum potential. Timely evaluation of the tests is done to record the progress of the child. Mentors help greatly in identifying diversity in terms of learning challenges as well. They provide first hand support to the students with difficulties and give relevant inputs to subject teachers to help them be more effective in handling these students. Apart from guiding the students they also develop a personal rapport with them and remain approachable to the students to hear them and assist them if they face any personal challenges. The role of a teacher mentor at St. Mary's goes beyond the relationship with students, they coordinate with the parents of the students to get a holistic idea about the performance of the child. The teacher mentors frequently update the parents on the performance of the students, checks with the parents if the student is found struggling with aspect of attendance or performance in college. When the student requires additional help which is beyond the abilities of the mentor they approach the head of the Departments to work on them and also collaborate with each other. In order to prepare them for the world of opportunities after graduation the teacher mentors provide advice relating to selection of major, career guidance and internship opportunities. The mentors act as guides to the students during their summer and final projects and help them in finding internship and job opportunities. At St. Mary's college we have 16 student activity clubs and each club is assigned a club mentor. The clubs are students driven, however the club mentors plays a major role in guiding the students for planning and executing of various events. They nudge students towards identifying their talents beyond academics and help them in enhancing those skills. As a part of student mentoring system, St. Mary's college has a Counselling cell to support students with their personal challenges and helps them introspect and grow into better individuals. One on one and group counseling sessions on mental

health and personality development have brought in a sense of confidence and calm among many students. The counselors also interact with students in classrooms where they teach courses designed by the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1588	64	1 : 25

## 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
64	64	2	2	9

### 2.4.2 – Honours and recognition 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
2019	Dr. Srilaxmi Ramu	Assistant Professor	Bharath ki Anmol Ratna
2020	Mr. Jojo Mathew George	Principal	Recognition for Participation in Global Educational Careers Forum (GECF) by Govt of Telangana

[View File](#)

## 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 semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	405	II	31/07/2020	31/12/2020
BA	386	II/IV/VI	31/07/2020	31/12/2020
BBA	684	II/IV/VI	31/07/2020	31/12/2020
BCom	401	II/IV/VI	31/07/2020	31/12/2020
BCom	402	IV/VI	31/07/2020	31/12/2020
BCom	403	II/IV/VI	31/07/2020	31/12/2020
BSc	467	II/IV/VI	31/07/2020	31/12/2020
BSc	474	II/IV/VI	31/07/2020	31/12/2020
BSc	488	II/IV/VI	31/07/2020	31/12/2020

[View File](#)

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

There are certain inflexibilities in our internal evaluation, being an affiliated college and the primary constraint is that the University currently

does not provide for continuous evaluation. The frequency is fixed by the University. In fact, not only the frequency, but also the dates of internal assessments are fixed externally. The same is true about the variety as well.

The pattern of tests is decided by the University and this is a serious constraint in using internal assessment for learning enhancement. However, the mechanism of internal assessment is very transparent. All internal tests are objective in nature and the pattern is fixed based on the number of credits involved and not on the basis of the nature of the subject. The IRP system ensures that there is lucidity in the conduct of examinations and in the announcement of results. Given that all exams are conducted as objective tests, there are hardly any disputes either. The only variety that is there is in the assignments, which carry just 5 weightage for 5 credit courses and none for 3 or less credit courses. While our teachers attempt to use these assignments to impact on learning outcomes, in effect, the low-weightage implies that the impact is often not very high. In case of any discrepancies and disputes, the system ensures that it is handled by the concerned teachers themselves. The exam branch pitches in only when required. The examination branch works effectively through the robust mechanisms operational and in place for efficient functioning.

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

St Marys College prepares its academic calendar keeping in mind the almanac issued by the University each semester. However, often when the almanac is delayed, the College prepares a tentative calendar which is later modified based on the Almanac released by the University. The College strictly adheres to the dates notified by the affiliating University with regard to the conduct of internal evaluation. The Colleges academic calendar is updated whenever Osmania University notifies the dates for internal evaluation or modifies the dates. Often, when the academic calendar especially with reference to internal exams is planned, the University may not have notified the dates and so, we include tentative dates in the 7th and 14th week of a semester. We update the dates with the notified dates as and when the University issues circulars regarding these dates. This often happens after the start of a semester and often, just a few weeks before the the first internal exams are scheduled. In the past, there were semesters when the University has decided to conduct only one internal test instead of two and we have had to comply to such last-minute decisions. As far as the final examinations of each semester are concerned, those are not included in the Colleges Academic calendar and the dates of such exams are entirely decided by the Osmania University to which the College is affiliated to.

## 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 Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
386	BA	VOCATIONAL	40	30	75.00
403	BCom	VOCATIONAL	38	18	47.37
402	BCom	COMPUTERS	80	54	67.50

401	BCom	GENERAL	81	44	54.32
467	BSc	MSCS	48	21	43.75
474	BSc	MECS	49	26	53.06
488	BSc	BIOTECHNOL OGY	36	24	66.67
684	BBA	NA	114	94	82.45
<a href="#">View File</a>					

## 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://drive.google.com/file/d/1OI6e-tUIvq-6bSjmJwuSlI2zo3hbmM-/view?usp=sharing>

## 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 year
Any Other (Specify)	0	00	0	0
No file uploaded.				

### 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
Atmanirbhar Bharat Abhiyan 2020-Tangible Outcomes	Research and Consultancy	05/06/2020
Food or Toxic in your Plate	Sciences	26/09/2019
Reference Management System	Sciences	24/10/2019
Life Insurance Policies	Commerce	23/01/2020
Mathematics: A Communication Perspective	Sciences	27/02/2020
Workshop on Derivatives	Management	14/02/2020
One Day Workshop	Management	11/12/2019
INTERNET OF THINGS	Sciences	25/09/2019
Quadrotor Workshop	Sciences	20/08/2019
An introduction to careers in Financial Markets and insight into Online trading in the Stock Markets	Commerce	24/10/2019
Must know Tips to Crack a	Commerce	23/01/2020

Job interview		
Digital 2020 highlighting Digital Marketing - the upcoming and booming Industry	Commerce	24/02/2020
Careers in Life Sciences	Sciences	13/08/2019
Imparting Value-Based Education through Literature and Language (E-Conference))	English Languages	08/06/2020
Outcome based Teaching Learning	Research Consultancy	23/08/2019
Career opportunities in Financial Services sector and significance of Financial Risk Management	Commerce	13/03/2020
Career Workshop	Management	11/02/2020
Basics of Insurance	Commerce	14/02/2020
Introductory session on a Certificate Course in Interior Design	Commerce	26/08/2019
Careers in Life Sciences	Sciences	13/08/2019
The significance and implications on the FTP 2015-2020	Commerce	01/08/2019
Introduction to CISI	Management	30/07/2019
Higher educational opportunities in the United States	Social Sciences Mass Communication	30/07/2019
introduction to the Certificate Course on Digital Marketing	Commerce	26/07/2019
Scope and Relevance of Cost Accounting in Industry	Commerce	22/07/2019
Careers in accounting and Over view of Companies Act 2013	Commerce	22/07/2019
Career Guidance	Commerce	19/07/2019
The 5-Year Millionaire Plan	IQAC	17/07/2019
The Experimental Entrepreneurship Program (EEP) Roadshow	Management	29/01/2020
Manthan- Impeccable Academia 2019, an orientation workshop	Department of Science and Department of Social Sciences Mass Communication	23/09/2019
Team Building Activity	Management	22/07/2019



Sessions		
Montage 20- Celebrating Student Shots	Social Sciences Mass Communication	22/01/2020
Fifth Estate and the Power of New Media by Uma Sudheer Executive Editor, NDTV	Social Sciences Mass Communication	11/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	01/07/2019	NA
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	01/07/2019
No file uploaded.					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	COMMERCE	1	6.2
<a href="#">View File</a>			

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

Department	Number of Publication
English Languages	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Perception of Active Users	Ms. Vunnava Amulya	International Journal of Recent	2019	0	St. Marys College	Nil



towards Whatsapp Pay in India		Technology Engineering (IJRTE)				
Skill Enhancement- A Platform for Engineering Employability	Ms. Olivia Lazarus	International Journal of Psychological Rehabilitation	2020	0	St. Marys College	Nill
No file uploaded.						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	Nill	Nill	NA
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	20	1	5
Presented papers	9	16	1	1
Resource persons	Nill	16	Nill	1
<a href="#">View File</a>				

## 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 participated in such activities	Number of students participated in such activities
National Youth week	NSS-St. Mary's College	1	30
National voters Day	NSS-St. Mary's College	1	17
Flood relief, at Kolhapur	NSS-St. Mary's College volunteers are part of welfare organisation	Nill	3
Rashtirya Ekta Diwas .	NSS-St. Mary's College	1	13
Independence Day celebrations	NSS-St. Mary's College at adopted Govt and Anganwadi school , karimknagar.	1	25

World Population Day.	NSS-St. Mary's College	1	18
Traffic Safety week	NSS-St. Mary's College	1	38
NSS Day	NSS-St. Mary's College	1	13
tree plantation	NSS-St. Mary's College	1	23
Blood donation camp	NSS-St. Mary's with Lions club of Jubilee hills And BBR Blood Bank	2	15
<a href="#">View File</a>			

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	Number of students Benefited
NIL	NIL	NIL	Nill
No file uploaded.			

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 participated in such activities	Number of students participated in such activities
NA	Institution	Pandemic Perspectives - Sustainable Independence New Learnings : A Pandemic Timeline (Day-7 : 27th May, 2020)	8	167
NA	Institution	Pandemic Perspectives - Go Corona, Corona Go - The Anecdote that the Unwanted Guest Offers (Day-6 : 26th May, 2020)	8	130
NA	Institution	Pandemic Perspectives - Opportunities in Post Covid World (Day-5 : 25th May, 2020)	8	147
NA	Institution	Pandemic Perspectives - Humanity in	8	157

		Pandemic Times (Day-4 : 24th May, 2020)		
NA	Institution	Pandemic Perspectives - Pandemic and the Humanitarian Crisis (Day-3 : 23rd May, 2020)	8	143
NA	Institution	Pandemic Perspectives - How to Pandemic- Proof Your Career (Day-2 : 22nd May, 2020)	8	121
NA	Institution	Pandemic Perspectives - The Importance of Back Up Plans in the light of Covid-19 (Day-1 : 21st May, 2020)	8	184
NA	Institution	Eco Ganesha	8	27
NA	Institution	World Environment Day	5	10
NA	Institution	World Health Day	6	11
<a href="#">View File</a>				

### 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
SUSI-2019 Student Leaders Programme on Womens Leadership	ADITYA DEVULAPALLY	Funding by US State Departments Bureau of Educational 35 Cultural Affairs	38
SUSI-2019 Student Leaders Programme on Womens Leadership	ASHVIN ZETA JOSEPH	Funding by US State Departments Bureau of Educational 35 Cultural Affairs	38
Erasmus student exchange program	ASHVIN ZETA JOSEPH	Funding by EU under Erasmus student exchange program	125
Erasmus student exchange program	GAYATHRI GANGADHARAM SUBRAMANIAM	Funding by EU under Erasmus student exchange	125

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	Duration To	Participant
Developing Young India to becoming Global Citizens with Globally benchmarked knowledge and skills	Academic Collaboration	India Matters Foundation	01/07/2019	30/07/2020	2
To Provide Finance Certification Training Programmes and Workshops to Students	Academic Collaboration	Finbridge Global Solutions Pvt Ltd, Hyderabad	01/07/2019	30/07/2020	Nil
Student exchange for Scholarly interaction, cultural Exchange and collaborative research	Academic Collaboration	Budapest Metropolitan University	01/07/2019	30/07/2020	2
Student exchange for Scholarly interaction, cultural Exchange and collaborative research	Academic Collaboration	California Baptist University	01/07/2019	30/07/2020	Nil
Student exchange for Scholarly interaction, cultural Exchange and collaborative research	Academic Collaboration	Beijing Information Science Technology University	01/07/2019	30/07/2020	Nil
Exchange	Academic Collaboration	Kasturba	01/07/2019	30/07/2020	Nil

of expertise in improving the language skills of students	ollaboration	Gandhi Degree PG College			
Data Maintenance	Institutional Resource Planning	Foradian, Technologies Pvt Ltd	01/07/2019	30/07/2020	1588
Certificate course	Imparting Vocational Education	Stratadium Education and Training Pvt Ltd	01/07/2019	30/07/2020	Nil

[View File](#)

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/Activities	Number of students/teachers participated under MoUs
India Matters Foundation	21/10/2019	Developing Young India to becoming Global Citizens with Globally benchmarked knowledge and skills	2
Finbridge Global Solutions Pvt Ltd, Hyderabad	01/02/2019	To Provide Finance Certification Training Programmes and Workshops to Students	Nil

[View File](#)

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6738000	6427934

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing

Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
<a href="#">View File</a>	

## 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 patially)	Version	Year of automation
FEDENA ERP	Fully	3.6.4	2016

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3758	1298643	131	17062	3889	1315705
Reference Books	880	358004	12	7500	892	365504
e-Books	25809	70800	25809	35400	51618	106200
Journals	Nill	Nill	Nill	Nill	Nill	Nill
e-Journals	Nill	Nill	6293	Nill	6293	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	27	12360	Nill	Nill	27	12360
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	Nill	Nill	Nill	Nill	Nill	Nill
<a href="#">View File</a>						

### 4.2.3 – 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
Ms. AKSHARA SINGH	Paryavaran aur Hum-Prose	MOODLE	02/01/2020
Mr. VASANTHA RAO B	Sanskrit Grammar	MOODLE	02/01/2020

Ms. RAMASITA KODALI	Sanskrit Grammar	MOODLE	02/01/2020
Ms. OLIVIA LAZARUS	Tenses	MOODLE	08/07/2019
Mr. SAIKIRAN D	Aldous Huxleys Benares	MOODLE	02/01/2020
Ms. JYOTSNA A S	Mind Mapping	MOODLE	02/01/2020
Ms. JYOTSNA A S	The Fringe Benefits of Failure and the Importance of Imagination by J K Rowling	MOODLE	02/01/2020
Mr. C ISMAIL	Arabic Grammar	MOODLE	02/01/2020
Ms. AKSHARA SINGH	Chief ki Daavat Story from Non-Detail	MOODLE	08/07/2019
Ms. AKSHARA SINGH	Kabir Das ki Parichay	MOODLE	08/07/2019
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	219	146	2	11	11	13	38	400	2
Added	9	6	0	0	0	0	3	1024	0
Total	228	152	2	11	11	13	41	1424	2

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

1424 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
Mass Communication Lab	<a href="https://youtu.be/7Q0deAAGIhw">https://youtu.be/7Q0deAAGIhw</a>
Theatrix	<a href="https://www.youtube.com/watch?v=-yWoFZR5x5k">https://www.youtube.com/watch?v=-yWoFZR5x5k</a>
Digital Class Room	<a href="https://youtu.be/eom7x61_wDw">https://youtu.be/eom7x61_wDw</a>
Computer Lab 1 2	<a href="https://www.facebook.com/stmaryscollegeyousufguda/videos/815623775523758/">https://www.facebook.com/stmaryscollegeyousufguda/videos/815623775523758/</a>
Conference Room-1	<a href="https://youtu.be/JbZrDxqBx68">https://youtu.be/JbZrDxqBx68</a>

#### 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
18576906	15334400	6738000	6427934

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)

The library has an extremely effective system in place to cater to the demands of the modern learner. New students are informed about procedures, rules and the system to be followed for lending books, return policies, writing log and register. Staff may avail 3 books at a time for 30 days and may renew it. Two books allowed per student and must be returned within 10 days, reminders are sent through email informing the late returns. In case of lost book the student is requested to replace the same book or must pay cost of the book as a fine. Log Register and Day to Day register are maintained along with the IRP system of the organization. Two librarians are available for longer functioning of library and for staff access to the library. Sweeping Dusting and Mopping is conducted daily for floors and windows by housekeeping staff. Outdated magazines were given away and damaged books are sent for binding. The Computer Labs are utilized mainly for computer science classes, certification courses, workshops, seminars, after class hours for study purposes. Students are required to write their Name and details with the system number used on the log register. Students may only carry a pen and notebook - no water, eatables, chewing gums or personal belongings are allowed inside the computer labs. Students use a student profile to Login. Physical damage/ system issues and rectifications if any are addressed immediately. Formatting of Systems is done once in two years. Housekeeping Maintenance Sweeping, Mopping and dusting of the entire premises is done daily. Work Stations are cleaned on daily basis. The Admin department ensures a hygienic environment on the campus for the overall good health of all users. Sports Indoor sports facilities such as Chess and Carom Boards are provided. Provision for singles and doubles game in Table Tennis is provided adjacent to the Sports Room. Outdoor Facilities for Volleyball, Basket Ball, Table Tennis Courts and Cricket practice Nets with ground marking for Shuttle Badminton, Throw ball and 5 aside Football matches is provided. Tennikoit ring, Frizbees, Skipping Ropes, Yoga Mats and medicine Ball for fitness and Wellness is also available for Students and Staff. There is also a sports club called 'EDFIT' which provides opportunities for sports enthusiasts to participate through the year Sports Facilities are accessible for students after college hours and during substitution hours. An attendance register is maintained for substitution hour classes and a log register is maintained for the sports equipment usage by students, alongside submission of ID cards which are returned on retrieval of items. Equipment damaged is stocked separately. New Stock requirement is raised annually depending on the usage/ wear and tear. Besides Equipment, Issue Register and Stock Register are also maintained. The AAA Cell does regular checks and audits in order to ensure that the systems in place in the institution are not static but dynamic, thereby ensuring the quality standards are constantly upgraded and enhanced for optimum student satisfaction.

<https://www.stmaryscollege.in/the-college/infrastructure/>

## 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	INSTITUTIONAL SCHOLARSHIPS	129	3121085
Financial Support from Other Sources			
a) National	NIL	Nill	0
b) International	NIL	Nill	0
<a href="#">View File</a>			

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 implemetation	Number of students enrolled	Agencies involved
Bridge Course for Accounting Basics (by Department of Commerce)	27/05/2020	27	St. Marys College, Hyderabad
Techmark Online Quiz for Class-XI XII (by Department of Sciences)	13/06/2020	99	St. Marys College, Hyderabad
Yoga Meditation Camp	10/12/2019	12	St. Marys College, Hyderabad
Counselling	08/07/2019	213	St. Marys College, Hyderabad
Leadership Life Skills Sessions	08/07/2019	546	St. Marys College, Hyderabad
Civil Services Study Circle	08/07/2019	13	St. Marys College, Hyderabad
Gender Sensitization	02/01/2020	546	St. Marys College, Hyderabad
No file uploaded.			

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Civil Services Study Circle	13	13	Nill	Nill
No file uploaded.					

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	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	2

## 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
Deloitte, VCC Media, Tech Mahindra	195	19	RV Global Solutions	7	1
<a href="#">View File</a>					

### 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
2020	1	BSc BT	Life Sciences	University of Bristol, Bristol, UK	MSc Paleobiology
2020	1	BBA	Management	Hult International Business School, Boston USA	MBA
2020	1	BBA	Management	The Humber Institute of Technology and Advanced Learning, Ontario, Canada	MBA
2020	2	BA (Voc)	Mass Communication	University of Hyderabad	MA
2020	1	BSc BT	Life Sciences	Northumbria University, Newcastle upon Tyne, UK	MSc Public Health & Nutrition
2020	2	BA (Voc)	Mass Communication	Osmania University	MBA
2020	1	BSc BT	Life Sciences	Vellore Institute of Technology	MSc Biotechnology
2020	1	BSc MSCS	Physical Sciences	Vellore Institute of Technology	MSc Business Statistics
2020	1	BSc MSCS	Physical Sciences	National Forensic Sciences University,	MBA Cybersecurity

				Gandhinagar, Gujarat	
2020	1	BBA	Management	NMIMS, Mumbai	Masters in Marketing Management
<a href="#">View File</a>					

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	Number of students selected/ qualifying
GMAT	1
CAT	1
GRE	1
Any Other	40
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Zarie club organised Cynosure competition on 14th July 2019	Institution	22
Zarie club organised Hyderabad Old City Culture Photography Competition on 6th July 2019	Institution	11
Zarie club Organised Monsoon Musings Photography Competition on 26th Sep 2019	Institution	13
Zarie club organised Night Photography Competition on 30th Jan 2020	Institution	15
Vox-Populi club organised A Minute to Win Competition on 9th July 2019	Institution	17
Vox-Populi club organised JCI Star Speaker Competition on 6th Sep 2019	Institution	13
Vox-populi club organised The Open Mind Competition on 17th sep 2019	Institution	16
Vox-Populi clun Organised Stellar 2020( Tape-a-tale) competition on 6th Feb 2020	Institution	10

Vox-Populi club organised Q A with seniors on Instagram competition on 18th March 2020	Institution	21
Spectra club organised Know Your College(Selfie Hunt) competition on 23rd July 2019	Institution	24
<a href="#">View File</a>		

### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	THAIBOXING UNDER-18 55-60 KG WEIGHT IN SENIOR CATEGORY FOR MEN	National	1	Nill	10934	NITIN SINGH
2019	THAIBOXING UNDER-18 55-60 KG WEIGHT IN SENIOR CATEGORY FOR MEN	National	1	Nill	10424	AKKINENI SAI NAGA HEMANTH

No file uploaded.

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 has an elected Student Council with an Executive Board that has a President, a Vice-President, Secretary and Joint Secretaries in addition to Executive Members. The Student Council was established 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. Every class elects its Council members, and the Council members in turn elect the elect the Executive Board. The Executive Board is responsible for the day to day running of student activities on campus and is advised by the Head - Student Activities Alumni Relations. The Executive Board of the Student Council meets at least once a fortnight during the semester. The General Body of the Student Council ordinarily meets twice a semester. The Student Council of St Mary's College has four constituent organizations (Programme Councils), viz the BA Student Council, the BBA Student Council, the BCom Student Council and the BSc Student Council. The Programme Councils play the same role at the Department-level as the Student Council plays at the College-level. The Council members also ensure that information dissemination among students about curricular, co-curricular and extracurricular activities are smooth and transparent. They also play a

role in conflict resolution, grievance redressal and in ensuring fairness in campus life. The Student Council in 2019-20 was headed by Mr. Bukhya Murali Krishna of III BA as President and Mr Nalla Vikas Chowdary of III BSc MSCS as Secretary. The President and Secretary of the Student Council are members of the IQAC. One or two of them are also part of statutory bodies such as the Internal Complaints Committee and the Anti Ragging Committee. The Student Council works directly with the Principal and the Head of Administration. The Programme Councils work with the Heads of the Departments concerned. The Student Council and the Department Councils play a crucial role in all aspects of St Marys College.

## 5.4 – Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

We pride ourselves in our alumni. Our alumni take pride in the College too. They add sheen to our presence in the state of Telangana and act as our ambassadors wherever they travel or reside. They continue to help the College maintain its reputation long after they have graduated. 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. In addition, the Alumni Association of the College have their own networking space on social media such as Facebook, LinkedIn, Instagram, and Telegram. Interestingly, in all of these, the alumni spaces are called MadeInMarys. These fora are used by the Alumni to share vacancies and career opportunities. Members of the Alumni continue to contribute to the College in terms of ideas and act as resource persons for various sessions. Occasionally, some of them sit on the recruitment interview panels as well. It is a matter of pride that many of the alumni have done extremely well in their fields (Eg. Sportspersons 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. St Marys College Alumni Association currently does not have any chapters. As most of our alumni are still relatively young with the senior most alumni having graduated only 14 years ago, the College has not sought any financial support from the alumni. But, our alumni has made us proud by their standing in the society and by their work. They have also contributed by non-financial means and by involving in many aspects including admissions, recruitments and training sessions. A sign of their true connect with their alma matter is the readiness and joy they display whenever they are called to be part of the institution's programmes. They are ever willing to pass on their skills and knowledge whenever they are invited to deliver guest lectures on campus. Thus, continuous alumni collaboration and interaction is a hallmark of the college.

### 5.4.2 – No. of enrolled Alumni:

1410

### 5.4.3 – Alumni contribution during the year (in Rupees) :

0

### 5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings were arranged with the Alumni Association Members

## 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)

Two key practices of decentralization and participative management in St Mary's College are (a) Leadership Circles and (b) Empowered Heads with Academic and Administrative role demarcation. St Mary's College's management philosophy has in its core a concept of leadership at all levels and as a corollary, every issue is attempted to be resolved at the lowest possible level of leadership. Escalation to the next rung is only when it is unavoidable and aggregate units or multiple departments are involved. Consequently, Heads of the Departments are empowered leaders who enjoy a reasonable amount of autonomy within the overall framework. St Marys College is run by the St Marys Educational Society, a Society founded by teachers and is run by teachers and to that extent, has a teacher-perspective on all matters. The Founder of the Society is the Chairman of the College Governing Council and the Secretary of the Society is the Correspondent. The Chief Executive Officer of the Group of institutions of the Society is the Director of the College and the Management Representative in the IQAC. The Principal reports to the Director. This teacher-perspective ensures that teachers are trusted with authority commensurate with their responsibilities. The concept of Leadership at all Levels is practiced and represented by Leadership Circles at the College, the Department, the Class and Club levels. The Principals Leadership Circle has all Heads of the Departments and functional heads as members. Each of the Heads of the Departments has their team members as part of their Circle. In turn, eventually, each Class Mentor has her students in their circle. All decisions at the relevant level are taken collectively by the respective Leadership Circle. The concept of Leadership Circle also means that when the Principal is away even for half a day, one of the Heads of the Department, by rotation, becomes the In-charge academic head for the day. Similarly, when a Head of the Department is on leave, one of his/her team members become in-charge Head for the day or days. This process ensures that all members of a Circle are aware of the roles and responsibilities of their leader and that information flow is ensured on a timely manner. The HR policy too is decentralized, and leaves are approved by the immediate reporting manager and not by the Head of the Institution. The empowered Heads lead five faculties or teaching units (Languages, Commerce, Management, Sciences, and Social Sciences), two academic support units (Examination, Research) and two extension units (Placements Corporate Relations, and Student Activities Alumni Relations). These ten units have considerable operational and administrative autonomy. In St Marys College, there is also a clear demarcation between Academic teams and Admin teams to ensure that academic staff are not burdened by non-academic administrative activities such as housekeeping or security management. Administrative operations are headed by a person with over a decade of administrative experience abroad and in India with a global financial institution.

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

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):

Strategy Type	Details
Admission of Students	Admission processes are online, and the forms are accessible through the college website. Applicants who are clear about their programs can apply online, while students who require inputs to decide on their program of

interest are encouraged to fill in the enquiry form online. Counselors reach out to students who are filling the enquiry forms. Applicants meeting the eligibility requirements are called for interviews (offline or online). Admission is based on merit. Eligible students who need financial assistance are encouraged to apply for scholarships to the St Mary's Foundation, which conducts scholarship eligibility tests to decide on scholarships.

#### Human Resource Management

The decentralized Human Resource Management system ensures that the best resource is allotted to where the need is. All vacancies are notified by the Departments to the HR Manager through Principal. Vacancies are advertised in newspapers, website and on LinkedIn. Recruitment process includes multiple rounds of interviews and the candidates are assessed for merit and fit with the organization. Teacher and staff training as well as career development of employees is part of the organization's commitment to excellence. Appraisal system is performance-oriented and objective through well-defined processes. OKR framework is followed in alignment with organization's vision and mission.

#### Teaching and Learning

Teaching and Learning Quality improvement in teaching-learning process has been attempted through institutionalizing student feedback for teachers as well as peer feedback. Both the feedback systems are oriented towards learning outcomes and student experience. While student feedback provides anonymous quantitative and qualitative feedback to teachers, the peer feedback is structured to ensure the sharing of best teaching practices as well as the development of improved teaching-learning processes and classroom management strategies. Peer feedback based on classroom observation is personalized and qualitative and the process helps both the observer and the observed. The Learning Portal, based on Moodle LMS, makes a significant difference.

#### Curriculum Development

St Mary's College, as an affiliated college of Osmania University, follows the syllabi prescribed by the University as the base for the



curricula followed. However, the College has attempted to enrich the curricula by adding practical skills as well as current developments in the field. Based on global and national benchmarks as well as industry expectations, programme outcomes and programme-specific outcomes are redefined. The gap that is identified between the aggregate of course outcomes and the redefined programme-specific outcomes are bridged by value-added courses and certificate courses developed with industry inputs.

#### Examination and Evaluation

The Examination Division conducts all examinations (both Internal and External Exams) in equitable and systematic manner under the directions of the Chief Superintendent of Examinations (Principal) along with the Head of Examinations. A proficiency test is conducted for the freshly admitted students. The Programme Coordinators help in conducting the Internal exams. Analyses of the exam results is done and submitted to the Principal by the Heads of the Departments. The Head Examinations holds a pre-exam meeting to brief the members of faculty with regard to the examination procedures and invigilators' responsibilities. Examination and Evaluation are conducted professionally and thoroughly by the entire team.

#### Research and Development

Research Committee, headed by Head-Research and Consultancy, is responsible for the research activities in the College. The college encourages the teachers to attend international and national workshops/conferences and present research papers and the expenses are borne by the College. It is a policy decision at St. Mary's, that a teacher should present to the in-house peers before they present in the external seminars. Faculty members are also motivated to offer their expert services as subject experts in public academic platforms. The college thus promotes a healthy collaborative research culture with intra department partnership encouraged

#### Industry Interaction / Collaboration

The institution encourages its students to pursue internship in industries and they have been taken to many industrial visits while they are



still pursuing their graduation in order to gain practical exposure. St Mary's College believes that this is an integral part of learning, which cannot be sidelined. The College also offers several certificate and value-added programmes for students, often in partnership with industry. The placement cell works towards internship and placement of the students in leading companies. Teachers are encouraged to participate in FDPs and Guest Lectures from industry experts is promoted.

Library, ICT and Physical Infrastructure / Instrumentation

The institution lays a lot of emphasis on quality improvement of the Library. The onus is on the Library Committee to ensure this. Library week places the focus on Library development and book suggestions and procurement ideas are received. ICT and Physical Infrastructure including Lab instruments are managed by the Departments directly. The concerned Academic Departments and the Student Council work with the Administration Department for upgradation and maintenance of the Library, ICT and Physical Infrastructure. The AAA Cell lays down the terms of Audit and validates whether the outcomes are in line with the quality parameters set by them.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	Internal exams are scheduled first and then marks are entered and published on the IRP before being submitted to the University. This allows students and parents to check for any discrepancy and appeal to the examination grievance mechanism. The IRP thus ensures transparency and fairness with respect to examinations.
Planning and Development	A full-fledged Enterprise (Institutional) Resource Planning software (ERP/IRP) powered by Fedena, a product of Foradian, is used by St Mary's College for the entire gamut of academic and administrative operations. The IRP forms the basis for all resource planning and is used by all stakeholders with varying access rights to it. The more extensive web-version is complemented by a user-friendly College app that aids in daily use.

While planning and development still involves physical meetings and paperwork, most of it is for approvals and statutory compliances. The groundwork and preparation are done on the software in a decentralized manner.

#### Administration

HR processes, inventory management and infrastructure allotment are done through the IRP. While leave application and approvals can be done on the app, inventory management and infrastructure allotment can only be done through the web-version of the IRP. There is greater scope for E-governance in Administration, and we are working on that. Approvals for procurement etc are currently being done over email but those will soon be built into the IRP.

#### Finance and Accounts

Fee collection is completely through the IRP. Students can pay fees online on their app or web-login through RazorPay payment gateway or offline at the College office and payment gets reflected in their IRP accounts immediately. Physical receipts are generated through IRP. Similarly, all salary payments are made through bank transfer to employee salary accounts resulting in payslips being generated on the IRP. For vendor payments and for expense accounting, Tally software is used along with the IRP. When it comes to Finance and Accounts, E-Governance is extensive and nearly full-fledged, ensuring transparency and efficiency

#### Student Admission and Support

The admission process is almost completely online through the IRP. The enquiry and application forms are linked to the website from which prospective students can access them. The interview process can be online or offline and usually offline for students who walk-in to the campus. However, the rest of the process including fee payment is completely online. Student support services are enabled on the IRP and they can request them online. Academic support is arranged on the Learning Portal, which is a LMS based on Moodle, the access to which is again provided through a sign-in on the website.

### 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
2019	Mr.JOJO MATHEW GEORGE	NA	BRITISH COUNCIL	12000
2019	Mr.DAYANANDA BABU V	NA	BRITISH COUNCIL	Nill
2019	Mr.JOSEPH CHRISTADOSS T	NA	BRITISH COUNCIL	Nill
2019	Mr.EBENEZER T	NA	BRITISH COUNCIL	Nill
2019	Ms.JAIMOLE CROSS	NA	BRITISH COUNCIL	Nill
2019	Ms.CHAITANYA M	International Seminar on The Impact of Digitization on Language, Business Social Sciences 2019	NA	2200
2019	Ms.APARNA VIJAYAN	Innovations Applications in Basic Applied Sciences for Sustainable Development 2019	NA	2200
2019	Ms.ANU VICTOR	Innovations Applications in Basic Applied Sciences for Sustainable Development 2019	NA	2200
2019	Ms.VUNNAVA AMULYA	Innovative Methods Challenges in Accounting, Management Financial Sectors (IMCAMFS-2019)	NA	2000
2019	Dr. P RAMESH KUMAR	National Seminar of History	NA	500
<a href="#">View File</a>				

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	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching
------	---	--	-----------	---------	--	--

	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2020	STAFF ORIENTATION-2020	NA	02/06/2020	02/06/2020	8	2
2020	NA	ORIENTATION ON COVID PROTOCOLS FOR NON TEACHING STAFF	18/06/2020	20/06/2020	Nil	8
2019	NA	Development of literacy skills.	06/09/2019	06/09/2019	2	21
2019	STAFF ORIENTATION	NA	13/07/2019	13/07/2019	64	9
2019	STAFF ORIENTATION	NA	18/12/2019	18/12/2019	64	10
<a href="#">View File</a>						

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	From Date	To date	Duration
Online Teaching E Content	1	16/05/2020	17/05/2020	2
Internship and project work	3	07/09/2019	07/09/2019	1
Indian Accounting Standards	1	14/11/2019	16/11/2019	3
GST Practitioner Program	1	08/06/2020	16/06/2020	4
Global opportunities in Finance, Auditing and Taxation	2	19/06/2019	19/06/2019	1
Art of Writing Publishing Research Paper Application of Statistical	1	27/05/2020	28/05/2020	2

Tools				
Internship and project work	3	07/09/2019	07/09/2019	1
Research Methodology	1	15/06/2020	17/06/2020	3
Research Methodologies	1	11/11/2019	16/11/2019	6
English Language Teaching	1	02/12/2019	14/12/2019	13
<a href="#">View File</a>				

#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
64	64	82	82

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Teacher Training 2. Research Training 3. Academic Study Leave 4. Doctoral Research Leave 5. Conference, Seminar Workshop Participation Funding On Duty facilities 6. Additional Increments for PhD and higher qualifications 7. Publication Incentives 8. Staff Children Education 9. Maternity Paternity Leaves 10. Bereavement Leaves 11. Health Insurance 12. Accident Insurance 13. Sick Leave 14. Gratuity 15. Employer Contribution to PF 16. Leave Encashment 17. Tag A Friend Referral Scheme	1. Career Enhancement Programmes 2. Staff Training 3. Academic Study Leave 4. Soft Skills IT skills Training 5. Staff Children Education 6. Maternity Paternity Leaves 7. Bereavement Leaves 8. Health Insurance / ESI 9. Accident Insurance 10. Sick Leave 11. Gratuity 12. ESI / Employer Contribution to PF 13. Leave Encashment 14. Salary Advance Loan Scheme 15. Tag A Friend Referral Scheme 16. Institution-provided uniforms for housekeeping and security staff	1. Scholarships for Academic Excellence 2. Scholarships for Sporting Excellence 3. Incentives for 100 Attendance 4. Fee Aid and Concessions for Needy Students 5. Shantaram Award for the Best Student Citizen 6. Awards for the Best Outgoing Students 7. Funding for participation in fests and sports competitions 8. Training Programmes 9. Felicitation for Student Achievers 10. Tie-up with Fehmi Care Hospitals for priority treatment and emergency aid 11. Counselling support 12. Study Circles

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

St Mary's College is part of a group of institutions run by the St Mary's Educational Society, which is a Christian Minority Educational Society with all its finances audited and accounted. All institutions run by the Society including the Sancta Maria International School, St Mary's College and St Mary's Junior Colleges are reputed and has a name for being excellent and transparent. As public institutions with celebrity alumni, every small thing about these institutions are scrutinized by news media. The Society raises all its finances from fees and is not dependent on any grant or contributions from

the government or any other source. The Society has also raised debt for infrastructure augmentation from public and private sector banks, who in turn have done due diligence on the financial health of the Society and its institutions before lending money. All salaries are paid through online banking and salaries are credited into the accounts of the staff maintained in Bank of Baroda (a Public Sector Bank), which has a branch on campus. The institution does not collect any money without issuing a receipt. Every fee paid by a student immediately reflects on the IRP (both web and app) of the parent and the student concerned, resulting in complete transparency. The institution does not accept any donation or contributions. All expenditures are accounted and audited by the Society.

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/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

7.5
-----

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	ACADEMIC ADMINISTRATIVE AUDIT CELL
Administrative	No	Nill	Yes	ACADEMIC ADMINISTRATIVE AUDIT CELL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The Institution maintains contact with Parents in order to enhance the quality mechanism processes. Their inputs are taken into consideration in order to ensure quality, transparency and to add to exceptional student experience. 2.The Class Mentors contact parents on a regular basis and maintain records of their communication with them. This enables to contribute to a healthy Parent-Teacher connect for the benefit of students. 3. Regular feedback is also taken from parents through the AAA Cell and analysis and data thus procured is put to discussion in the IQAC Meetings in order to improve the overall Teaching Learning experience.

6.5.3 – Development programmes for support staff (at least three)

1. The Department of Sciences observed World Literacy Day on 9th September with pre and post planned literacy sessions for the House Keeping Staff to equip them with basic speaking and writing skills. Students of B.Sc. were involved in a week long training programme and it was appreciated by the participants and peers. The progress of the participant learners will be monitored on regular basis, once a week. A noble initiative indeed. 2. Regular Training Sessions on a bi-monthly basis on Usages of Different types of Fire Extinguishers, Grooming, Physical Fitness, Etiquette, regularity to work, abiding by the college policies are conducted by in-house training personnel. 3. Enhancing the

skills of technical teams, security personnel through sessions on usage of day to day equipment, fire fighting, purchase procedures, maintenance of electrical equipment is also done on a monthly basis by experts in the field, mostly by in-house trainers. 4. At least two sessions on Covid Training Measures were done in-house. One major programme on Covid Protocols was conducted for all non-teaching members at Sancta Maria International School as part of an awareness drive to train staff to handle any contingency arising out of Covid-19.

#### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. An Audit on Minimum Assurance of Service was conducted by the AAA Cell in order to gauge the Quality Standards of each department and thereby look at raise in which standards of service could be enhanced. 2. Conducted Audits through AAA Cell involving all stakeholders of the college. 3. Taking regular inputs from Members of the Student Councils in order to enhance comprehensive education and exceptional student experience. 4. Strengthening the LMS- MOODLE : All teachers uploaded their Course hand-outs, session plans. St Mary's College Learning Portal gave access to all students to access all courses from 2019 onwards. 5. Increase in number of Certificate courses/Finishing School Sessions :The entire final year batch benefitted from the Finishing School Programmes. Certificate courses in order to bridge the gap between the university curriculum and the industry demands were identified and conducted for the benefit of students. 6. More computers per department were allocated. Wi-Fi access was provided in staff rooms. Wi-Fi capacity was increased to 1024 MBPS.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Proficiency Test for First Year Students in English	31/07/2019	31/07/2019	31/07/2019	398
2019	Proficiency Test for First Year Students in Computers	31/07/2019	31/07/2019	31/07/2019	391
2019	IQAC Peer Team Visit- Preparedness	01/08/2019	01/08/2019	01/08/2019	67
2020	Understanding the NAAC Accreditation Process: A session at	10/02/2020	10/02/2020	10/02/2020	25

	Villa Marie College, Hyderabad Villa Marie College, Hyderabad.				
2019	Audit On Minimum Assurance Of Service By AAA Cell	23/10/2019	23/10/2019	30/10/2019	57
2020	AAA audits for Academic Departments	02/03/2020	02/03/2020	10/03/2020	104
2020	AAA audits for students	02/03/2020	02/03/2020	10/03/2020	262
<a href="#">View File</a>					

## 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	Period To	Number of Participants	
			Female	Male
Skits-Against Women Harassments	28/01/2020	28/01/2020	8	4
Cyber Jagruthi	04/02/2020	04/02/2020	195	5
Skit on the topic "Relationships and Emotions	30/01/2020	30/01/2020	63	47
Let there be light	08/01/2020	08/01/2020	87	112
International Men's Day	19/11/2019	Nill	45	32
'World Day Against Trafficking in Persons'	30/07/2019	30/07/2019	22	71
Slogan writing on Anti Human Trafficking	24/07/2019	24/07/2019	7	47
Let there be light-a campaign co-ordinated by Rubaroo along	08/01/2020	08/01/2020	67	41



with their  
partners Radio  
Mirchi,  
Hyderabad City  
Police, SHE  
Teams and GHMC

#### 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

0.54

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	Nill

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nill	1	10/04/2020	1	Plantie-a Selfie with plants	Creating awareness about the importance of Plants through the social media	20
2019	Nill	1	26/08/2019	1	Orphan Care	Visited Bhavani Public School which educates	25

						children from underprivileged class of the society and understood their needs and challenges. They also spent quality time with them.	
2019	Nil	1	12/07/2019	1	Bastille Day Auction for Orphan Children	Visited CHEERS FOUNDATION, an orphanage in Hi Tech City housing 45 children. They provided groceries, clothes and other necessities to the orphanage.	20
2019	Nil	1	17/08/2019	1	Community Service	As part of Communities-Institution Initiative by all Departments, Students Teachers visited several organisations to provide for their needs and engage with them to make a difference	214

						e	
2019	Nill	1	11/08/2019	14	Mission Green Campus	Improving air quality	10
2020	Nill	1	14/02/2020	1	Valentines Day at Old Age Home	Youngsters spending time with the lonely and aged	60

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Step up for Consumer Rights	22/08/2019	22/08/2019	14
Effective Curriculum Transaction	25/07/2019	25/07/2019	28
Tackling the Elephant in You	10/08/2019	10/08/2019	35
Best practices for remaining productive when enacting social distancing	28/03/2020	28/03/2020	15
Department of Sciences organized an awareness program on the current pandemic outbreak of Coronavirus (COVID-19)	13/03/2020	13/03/2020	30
Food or Toxic in your Plate	26/09/2019	26/09/2019	22
The Influence of Words on Cognitive Behavior Patterns	10/10/2019	10/10/2019	20
Reference Management System	24/10/2019	24/10/2019	17
Managing Work Styles for Personal Effectiveness	09/01/2020	09/01/2020	24
Life Insurance	23/01/2020	23/01/2020	10

## 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Reduced paper usage by the digitalization of the admission process through IRP. 2) All the lighting fixtures on the campus are upgraded to LED. 3) Installation of water-saving faucets in toilets. 4) Banned all single-use plastic items and using eco-friendly items such as leaf plates, leaf cups, wood spoons, paper glasses, etc. in the canteen. 5) One Water Harvesting Pit has been added during the academic year 2019-2020 (Total Water Harvesting Pits3) 6) All the chemicals used for cleaning purposes, are green chemicals and are certified by Confederation of Indian Industry (CII).

## 7.2 – Best Practices

## 7.2.1 – Describe at least two institutional best practices

Best Practice I 1. Title of the Practice: Celebrating International Days on Campus. 2. Goal: St. Marys College, and its parent body, the St. Mary's Educational Society, aim to foster the highest standards in students holistic development. The College wants to create global citizens rooted in Indian ethos. This is also aligned with our focus on student experience and comprehensive learning. 3. The Context: To prepare students to be part of the international community, the college celebrates a host of international days with an array of cultural, social and diverse themes. This is to enable our students to experience and understand the world community better and appreciate the diversity that exists in the world. The world outside campus is increasingly multi-cultural and it is important that students are equipped to live and work in a competitive and multicultural world. 4. The Practice: While planning for the following semesters, Principals Leadership Circle, comprising all Heads of the Department, identify around 8 international days to be celebrated on campus, to promote cultural, social and global ambience in the institution and list them to be celebrated by departments as their initiative. The Department of English and Languages have celebrated the 'Bastille Day' and 'International Mother Language Day' in the last few years. The Department of Commerce has celebrated the 'International Day for the Girl Child' and the International Day of Happiness in two different years. The Counselling Cell celebrates 'Suicide Prevention Day' and the Gratitude Week. The Department of Management has celebrated the 'World Food Day'. The Foreign Students Cell organized the 'International Students Day', which was a celebration of the culture and history of all nations represented by students on St Marys College campus. Men staff and the Staff Association organize the 'International Womens Day' every year. 'The World Statistics Day' was celebrated by The Department of Sciences. Each of these occasions result in the institution being decked up in varied hues, festive atmosphere and lot of fun element on each of these occasions. These days are a sight to behold and the media coverage of many of these events is a clear indicator of the impact it had on the students, teachers and also the society at large. On some of these days, not just the departments, but even student clubs aligned their events to observe the spirit of the day. Often, students would come up with self-decided dress codes and would event put up food stalls which serve food that fits the theme of the day. 5. Evidence of Success: A clear indication of the success of these days is the huge participation for each of the events. Furthermore, the gusto displayed by the organizing committee and the participants are evident in abundant measure by all. The sense of belongingness, camaraderie, team work and excitement were an integral part of all the international day celebrations. Student feedback indicates that the celebration of these international days contribute to student experience and comprehensive learning. 6. Problems Encountered and Resources Required: Managing the crowd on some of these days was not very easy,

but the departments used the student volunteers who showed tremendous organization skills. 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 II**

**1. Title of the Practice:** Staff Colloquia

**2. Goal:** Healthy exchange of ideas, information and scope for peer-learning rooted in respect, a key value of the College, through inter-disciplinary presentations is the purpose behind having a colloquium session every fortnight.

**3. The Context:** Colloquia are arranged once every fortnight to enable individuals from different department to express their ideas on a theme of their choice. Most of the topics for presentation are chosen to appeal to other colleagues from different departments and the relevance of these topics and the content presented are always beyond the limits of a particular field of study.

**4. The Practice:** Each Department gets its turn by rotation and the Colloquium dates are included in the Academic Calendar. Staff members from a department who is keen on presenting their ideas approach the Head of the Department, weeks in advance of their department's turn. The HoDs give chance to all their faculty members who show interest. The HOD discusses the proposal presented with the teacher who is keen on presenting a topic, and works with him or her in customizing it to the broader audience. The HOD initiates the colloquium session by introducing the speaker and the topic, followed by the actual presentation and talk. The practice involves a healthy exchange of ideas, followed by questions and suggestions in the question-answer session. The presentation itself spans between 30 to 45 minutes followed by the QA session subsequent to which the IQAC takes a feedback of the session. The feedback is analyzed and results sent to the presenter by email. This helps the presenter also work on ideas enabling him or her to develop them further for research or publication.

**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 boundaries and this augurs well for the knowledge community which sometimes is starved of this aspect, especially in undergraduate colleges. Despite the busy schedules of teachers caught up in academic activities, club activities and other mentoring and research roles, most teachers make it a point to attend Colloquia sessions. Often, discussions continue in the cafeteria or in the staff dining room, where teachers continue to interact. The impact of this on the ambience is more than subtle and a culture of open exchange of ideas and thoughts benefit the teacher and the taught, auguring well for the College.

**6. Problems Encountered and Resources Required:** There are occasions where strong academic disagreements among members on particular ideas have become sharp and emotional, at least temporarily, but professional behaviour sooner than later overcomes such emotional reactions and relations have eventually remained cordial. The other main problem is our lack of control over the College academic calendar, which is changed by the affiliating University with very little notice. This often implies that planned Colloquia sessions have to be rescheduled at short notice, which dampens the spirit of the ones who have prepared well in anticipation of the event.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.stmaryscollege.in/best-practices/>

### 7.3 – Institutional Distinctiveness

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

St Mary's College's vision is 'To be an institution acclaimed globally for

comprehensive education and exceptional student experience'. The three distinctive aspects of this vision are its global perspective, the focus on comprehensive education and the prioritization of student experience. The institution thrives on exceptional classroom experience and does everything it can to ensure that students get the best of the learning ambience. 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 teachers a clear idea of how, where and when the entire process is succeeding or not succeeding, and how the students are going to benefit from it. The feedback mechanisms, staff colloquia, 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 the best educational practices are 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 in life. Comprehensive education is also about helping them to understand their peers better, working together in teams and having the sensitivity to understand others. To accomplish our dynamic 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, International Student Exchanges, 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. Over time, the College has become one of the most sought-after co-educational undergraduate colleges in the Twin Cities and that we see as a vindication of our performance.

Provide the weblink of the institution

<https://www.stmaryscollege.in/institutional-distinctiveness/>

## 8.Future Plans of Actions for Next Academic Year

As the world is facing a pandemic year ahead, St Marys College too needs to rise up to meet the challenges thrown at it by the changing circumstances. The first focus would be to immediately improve the quality of the content on the Learning Portal and make it accessible for all. Every session will have multimedia content mapped against it in all sessions. The second focus is to strengthen our ability to deliver online classes in case of a lockdown. For this purpose, a campus-wide institutional license for Zoom Professional is planned. Similarly, high speed internet connectivity with seamless integration of Wi-Fi through the entire campus will be established to facilitate teachers who want to take online classes from respective classrooms. This will also help the College continue with possible hybrid classes (physicalonline) even after physical classes resume. Integrating an online/hybrid approach along with facilitating self-paced learning for students forms the basis of the Colleges plans for the coming year. Also, considering the difficulties with such transitions, the College will also focus on training teaching staff on skills related to online education. Teachers will be encouraged to sign up for MOOCs from the best of universities abroad to give them exposure in this regard. In addition, senior faculty members will mentor the

relatively less experienced ones in this regard. The other area of immediate concern and consequent planning is with regards to the health and wellbeing of the staff and students of the College. The HR in collaboration with the Counselling Cell of the College plans to have a series of sessions, including staff colloquia, on overall health and well-being. Select students, especially those associated with the Student Council, will be given specific training on leadership skills beyond the routine, especially including those aspects related to crisis management, emergency health responses and stress management. Finally, since increased online activities are being planned, the College plans to have programs involving external resources at greater frequency. Certificate courses and invited lectures could be kept open for those outside the St Marys College system. Eventually, this should enable the College to increase its reach way beyond Hyderabad. For this purpose, the College plans to increase tie-ups with external resources. The College also plans to collaborate with other educational institutions to offer webinars and other programmes which would help the larger society. The Life Sciences Department has specific plans to create awareness especially about health and lifestyle. They will also run specific programmes related to precautionary protocols. This will be done not just for the members of the College family but also for the people in the immediate neighborhood and beyond.