



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

St. Mary's College

- Name of the Head of the institution

Dr. Jaimole Cross

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

914023544300

- Mobile No:

9618107863

- Registered e-mail

info@stmaryscollege.in

- Alternate e-mail

principal@stmaryscollege.in

- Address

8-3-229, Tahirville, Near
Yousufguda Check Post

- City/Town

Hyderabad

- State/UT

Telangana

- Pin Code

500045

2. Institutional status

- Affiliated / Constitution Colleges

Affiliated

- Type of Institution

Co-education

- Location

Urban

- Financial Status **Self-financing**
- Name of the Affiliating University **Osmania University**
- Name of the IQAC Coordinator **Ms. Deepa Agrawal**
- Phone No. **9246335874**
- Alternate phone No. **04023545642**
- Mobile **9246335874**
- IQAC e-mail address **iqac@stmaryscollege.in**
- Alternate e-mail address **deepa@stmaryscollege.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://stmaryscollege.in/academics/iqac/aqar-2021-2022/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://stmaryscollege.in/connect/calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.42	2008	16/09/2008	16/09/2013
Cycle 2	B	2.52	2014	21/02/2014	21/02/2019
Cycle 3	B++	2.83	2019	09/08/2019	09/08/2024

6. Date of Establishment of IQAC

10/12/2007

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of

[View File](#)

IQAC

9.No. of IQAC meetings held during the year 5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

After the Academic and Administrative Audit, IQAC implemented a comprehensive plan to fill the gaps and to improve overall student experience

IQAC initiated steps for the effective implementation of the Objectives and Key Results (OKR) framework and organised a workshop on OKR for all academic staff.

Organised a one week workshop on Preparation of Course Handouts and Structuring of Session Plans on LMS (Moodle) to help improve the efficiency of teachers in using the LMS.

Increased the thrust on research, raised the percentage of PhD holders in teaching staff, encouraged the Department of Languages to organise an international multilingual conference and pushed for greater involvement of students in faculty research.

Organised awareness programmes in Gender Sensitisation, Women empowerment, health and hygiene and partnered with an NGO to make the campus more inclusive for women.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Raise the percentage of PhD holders in Teaching staff by to 30% by 2023	Achieved
2. Ensure 80% coverage of E-Resources for sessions across subjects on LMS (Moodle) by 2023	Achieved and working towards 100% E-Resources
3. Conduct proficiency tests and analyzing the results	Done
4. Conduct Webinars/Seminars/Conference on IPR and in other areas	Organized webinar on IPR and in other areas
5. Encourage students to participate in MOOC courses offered by NPTEL	Ongoing
6. Increase the number of placements and internships for students	Ongoing
7. Organize various national, state and inter collegiate events from all departments	Achieved
8. Organize awareness programs in gender sensitization, women empowerment, health and hygiene	Done
9. To conduct Academic and Administrative Audit	Done
10. Motivate staff and students for publication of research articles in UGC Care journals and Books	Ongoing
11. Organize workshop on framing of OKRs	Completed
12. Introduce BCom Business Analytics as a new programme	Done
13. Organize workshop on Course handouts and Moodle	Completed
14. Student/Faculty exchange	Achieved Faculty exchange

program with Budapest Metropolitan University	
15. Proposal of International Multilingual conference in July 2023	Initiated
16. Proposal for converting one section of BCom General to an additional section of BBA	Application submitted to TSCHE
17. Plan to upgrade the Infrastructure -Upgrade the entire 4th floor classrooms with Projector, AC	Ongoing
18. Plan to upgrade the Infrastructure-Installation of CCTV cameras on all floors including classrooms and departments	Ongoing
19. Plan to upgrade the Infrastructure- construction of new Badminton court	Completed
20. Increase the involvement of alumni in academic support activities	Ongoing

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	01/02/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	St. Mary's College
• Name of the Head of the institution	Dr. Jaimole Cross
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• Pin Code	500045
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<p>IQAC initiated steps for the effective implementation of the Objectives and Key Results (OKR) framework and organised a workshop on OKR for all academic staff.</p>		
<p>Organised a one week workshop on Preparation of Course Handouts and Structuring of Session Plans on LMS (Moodle) to help improve the efficiency of teachers in using the LMS.</p>		
<p>Increased the thrust on research, raised the percentage of PhD holders in teaching staff, encouraged the Department of Languages to organise an international multilingual conference and pushed for greater involvement of students in faculty research.</p>		
<p>Organised awareness programmes in Gender Sensitisation, Women empowerment, health and hygiene and partnered with an NGO to make the campus more inclusive for women.</p>		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Council	01/02/2024
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-23	20/02/2024
15.Multidisciplinary / interdisciplinary	

As an affiliated college, St. Mary's College offers undergraduate programmes of Osmania University in Languages, Commerce and Business Management, Physical Sciences, Life Sciences, and Social Sciences. Every programme has a multidisciplinary aspect and the range of curricula provide students with diverse perspectives. Some programmes like BA have a greater interdisciplinarity than others, but even in single discipline programmes such as BCom General, the emphasis is to provide multiple perspectives. In the context of the National Education Policy (NEP), within the constraints of an affiliated college, St Mary's College has attempted to incorporate NEP suggestions into its curriculum and has put them into practice. The college hopes to pursue autonomy in order to transcend some of these constraints and offer interdisciplinary programs including at PG Diploma levels. Within STEM domains, course groups include combinations such as (a) Biotechnology, Biochemistry, and Chemistry, (b) Mathematics, Statistics, and Computer Science, and (c) Mathematics, Electronics, and Computer Science. Within such diverse combinations, the college equips students with a broad foundation of knowledge and skills, enabling them to explore different academic paths and areas of interest. They pave the way for their higher studies and professional life, providing a strong basis for further learning and specialization. Undergraduate programs in Commerce at St. Mary's College includes four distinct programs: Regular/General BCom, a BCom with focus on Computer Applications, another with focus on Business Analytics and a vocational BCom focused on Advertising and Sales Promotion. Depending on the chosen program and its applications, students undertake a variety of courses that contribute to their comprehensive understanding of the subject. By tailoring the curriculum to suit the requirements and objectives of each program, the college ensures that students receive relevant and practical education in their chosen fields. Osmania University prescribes project-based study for final year students. At St. Mary's College, students are encouraged to engage in research projects that are developed using multidisciplinary methodologies. These projects serve as a culmination of their academic journey, allowing them to apply their knowledge and skills in a practical and meaningful manner. The college encourages students to undertake research in interdisciplinary fields, thereby fostering cross-pollination of ideas and perspectives. Exceptional research projects with interdisciplinary themes may even have the opportunity to be published in renowned peer-reviewed journals, providing students with a platform to showcase their work to a wider audience. St.

Mary's College would like to offer a wider range of curricula that promote interdisciplinary and transdisciplinary learning, especially integrating them to address real-life problems. The College is keen on greater industry-integration and continuing education for working professionals. The recommendations of the NEP encourage us to continue pursuing those plans, which would also ensure that our curricula remain relevant and up to date. Through a combination of foundational core courses and application-oriented specialized courses, our students will receive a comprehensive education in partnership with industry. We will also align the final year research projects using multidisciplinary and interdisciplinary approaches to the needs of the industry, providing students with opportunities to make industry relevant contributions.

16.Academic bank of credits (ABC):

As an affiliated college, St Mary's College college offers regular programs of the Osmania University. The institute is implementing the rules established by the affiliated university, and student registration is proceeding with Academic Bank of Credits. Currently, as an affiliated college, we do not have the option to register as an institution. We hope to get the status of an autonomous institution and then register as an institution with Academic Bank of Credits.

17.Skill development:

At St Mary's College, skill development include the development of both soft and hard skills. The college places great emphasis not only on exceptional student experience but also on the holistic development of its students and organizes a wide range of events and activities aimed at fostering their soft skills, life skills, and values. Recognizing the importance of soft skills in today's professional world, the college has taken up various initiatives to enhance these skills. Students are encouraged to participate in personality development workshops, webinars, group discussions, and receive valuable tips on handling interviews. These activities not only help students refine their communication, teamwork, and leadership abilities but also equip them with the necessary tools to excel in their future careers. The college specifically recognizes leadership skills as a key skill to be developed for nation building. Consequently, all first-year students undergo a two-semester certificate course in Leadership and Life Skills. In addition, Osmania university has a mandatory two-credit course on professional and leadership skills for all students during their

second year. These courses are designed to provide students with essential skills that are crucial for their personal and professional growth. By focusing on areas such as effective communication, problem-solving, decision-making, and leadership development, these courses equip students with the competencies needed to succeed in their chosen fields and with the necessary skills and knowledge to overcome challenges both within and outside the classroom. Student activities, especially those led by students and organized through the seventeen student clubs and the NSS unit, also significantly contribute to character building and enhancement of skills. These activities not only enhance their empathy, social awareness, and civic responsibility but also instill valuable life skills that will benefit them throughout their lives. Some of these events are organized in partnership with agencies, governmental and non-governmental, and help students also grow as dutiful citizens. These events are specifically designed to impart fundamental life skills to students, enabling them to make a positive impact on society while also developing their own personal and interpersonal abilities. St Mary's College also has an award for the Best Student Citizen and the same is given to a student of the final year who has made the biggest difference during the previous three years. The placement cell at the college understands the significance of bridging the gap between academia and industry requirements. To facilitate this, they organize engaging seminars and training sessions conducted by industry professionals. These provide students with insights into the key skills needed to succeed in their desired careers. Additionally, academic departments regularly invite guest speakers to deliver talks on various topics related to career development. Students gain valuable insights and guidance to make informed decisions regarding their future career paths. Many certificate programs offered in collaboration with industry are also skill-oriented in nature. These include programs related to technology, software, platforms, and applications. Student projects in the final-year also teach research skills, which are a critical set of skills for today's students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

St. Mary's College is committed to promoting the learning and appreciation of Indian languages, culture, and heritage through a variety of events and initiatives. The college actively celebrates Hindi Diwas, Sanskrit Day, International Mother Language Day, and International Day for Cultural Diversity,

emphasizing the significance of these languages and cultural diversity. By organizing events focused on cultural heritage, traditions and customary law, the college creates a platform for students to engage in discussions and gain insights into these important aspects of Indian society. Furthermore, to ensure a comprehensive understanding of Indian culture, the curriculum of various degree programs at St. Mary's College incorporates cultural values and traditions into relevant subjects. Courses such as corporate governance, ethics and social responsibility of business, human rights, and value education are designed to instill a value-oriented mindset in students, integrating Indian cultural values into the academic curriculum. By integrating cultural aspects into these subjects, the college aims to develop students who are not only knowledgeable in their respective fields but also possess a deep understanding and appreciation for Indian cultural heritage. The College has students and staff members from several parts of India, and we encourage sharing of narratives that educate each other. In addition to academic efforts, St. Mary's College organizes events such as ethnic day, which further celebrate and highlight the diversity and richness of Indian culture. During these special occasions, faculty members and students participate by dressing in traditional attire, showcasing the vibrant colors and attire associated with different regions of India. Furthermore, students display their talents through musical and dance performances that reflect the diverse cultural traditions of the country. These serve as a platform for students to express their creativity and celebrate the cultural tapestry of India. More than half the students on campus have also opted for Hindi and Sanskrit as their second language. Local languages such as Telugu are used by teachers, in addition to English and Hindi, in remedial classes to help students understand and comprehend their subjects better. To facilitate online supplementation, Hindi and Sanskrit teachers also create online content and place it on the Moodle-based Learning Management System the college uses. Students of Life Sciences have also taken initiatives to showcase Indian plant species which have medicinal or nutritional value. Through these various events and initiatives, St. Mary's College fosters an environment that promotes the learning and preservation of Indian languages, culture, and heritage. By organizing webinars, seminars, and celebrations, the college encourages students to delve deeper into their linguistic and cultural roots. Moreover, the incorporation of cultural values into the curriculum ensures that students develop a strong ethical foundation and an appreciation for Indian cultural heritage. The traditional and ethnic day celebrations provide a vibrant platform for students

to showcase their talents and celebrate the diversity and richness of Indian culture. Overall, St. Mary's College aims to nurture students who not only excel academically but also possess a deep understanding and appreciation for their cultural heritage and roots.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

With the introduction of credit-based semester system, St. Mary's College also embraced the outcome-based teaching and learning (OBTL) methodology across all its courses and programs. To implement this approach effectively, the college has reorganized the syllabi given by Osmania University into session-wise course handouts with clear outcomes. These modified handouts provide detailed information about the sequence, the material and the additional efforts involved for various outcomes related to a specific course. Serving as a contractual agreement between instructors and registered students, the course handouts outline the expected learning outcomes that will be assessed through various mechanisms. To ensure the quality and relevance of the courses, regular reviews are conducted at the end of each semester or at the beginning of the subsequent semester. These reviews help identify any objective that may not meet the academic or industry requirements. The Internal Quality Assurance Cell (IQAC) mandates that departments submit information regarding any modifications made to course outcomes, along with the previous stated outcomes. The IQAC then reviews and approves the course outcomes and handouts for the upcoming semester during scheduled meetings. Once approved, all faculty members and students are expected to adhere to these handouts, unless there are specific legal, governmental, or corporate requirements that necessitate deviation. The same approach is used for certificate courses as well. When it comes to certificate courses, the College is not constrained by the syllabi given by the University, and this helps the teachers offering certificate courses greater flexibility and effectiveness to ensure outcome-based education. St. Mary's College places significant emphasis on incorporating industry input when formulating the learning objectives for its courses. The IQAC recognizes the importance of industry relevance and actively seeks input from relevant stakeholders during the course development process. By involving industry professionals, the college ensures that the learning objectives align with current industry standards and expectations. This collaborative approach facilitates the practical application of knowledge and enhances students' employability. In short, St. Mary's College adopts the outcome-

based teaching and learning methodology for all its courses and programs. The course handouts, restructured based on the published syllabi, act as agreements between instructors and students, clearly defining the anticipated learning outcomes. Regular reviews are conducted to maintain the academic and commercial relevance of the outcomes, with any necessary modifications submitted to the IQAC. The IQAC approves the course outcomes and handouts, considering industry input to ensure alignment with industry requirements. By following this approach, St. Mary's College aims to provide students with a high-quality education that prepares them for real-world challenges and meets industry demands. In addition, internships and projects too help ensure better outcomes from the other courses that are delivered within classroom settings. The contribution of co-curricular student clubs too in providing contextual learning experiences and practical learning, thus resulting in better outcomes, cannot be ignored. Faculty mentors of these clubs ensure that the focus is on real-life learning and practical training, thus ensuring clear and targeted outcomes. IQAC organises workshops and training programmes to ensure the focus on OBE.

20.Distance education/online education:

St Mary's College is not authorized to offer distance education qualifications. However, online education as a supplement to physical education is effectively used by the College. Over half a decade ago, the College started using a Learning Management System (LMS) based on the Moodle-platform and students are able to access the same round the clock and from anywhere. This ensured that even when a student missed a particular class, the student could access the content and the relevant material, thus being able to easily catch up before coming for the next class. During the Covid pandemic, the Internal Quality Assurance Cell (IQAC) of St. Mary's College took the initiative to increase online teaching. Every class was given a Zoom Education account and teachers used the platform in combination with the Moodle-based LMS to deliver classes effectively and without significant disruption during the pandemic. Once regular classes resumed in the undergraduate programs, Zoom accounts are being used only for additional sessions and remedial classes, which are in addition to the scheduled physical classes. The College intends to expand the offering of certain certificate courses to working professionals and others, which would call for a more strategic use of online education. IQAC has taken the lead in training and equipping teachers for digital content creation and online education. The Moodle-based LMS hosts high quality content

including multimedia resources, e-books, presentations, and online reference materials. All course handouts too are now only in the digital format, which makes them easier for students to access and environmentally friendly. As a local chapter of NPTEL, the college has encouraged students and faculty to sign up for a variety of MOOCs. While as an affiliated college, we are unable to provide credits for the NPTEL certificates, we formally recognize student and staff achievements in NPTEL and even reimburse the cost of certain subject-specific certifications. The various academic departments of St Mary's College too create their own online and offline certificate programs in their respective fields, which students can enroll in for either for free or at very little cost. The Department of Commerce has partnered with Zell Mumbai to offer training for global professional credentials such as ACCA in the online mode. Such programs fill the gap between the demands of the industries and the standard university curriculum. In addition, our online platforms are also used to educate the less fortunate and to train them in basic communication skills and in running webinars for trainers and school teachers.

Extended Profile

1.Programme

1.1	316
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1033
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	0
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded
2.3	396
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	57
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	57
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	360.14727
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	215
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated college, St. Mary's College offers the undergraduate programs of Osmania University, following the syllabi prescribed by the University as the base for the curricula. Every course has a course handout, which the teacher uploads on the LMS, built on the Moodle platform. Every student has access to this course handout, which describes the expected learning outcomes, what is beyond the University syllabi, the detailed session plan, the list of additional resources to be used and the assessment strategies providing transparency and accountability. The session plan also details the pedagogical tools the teacher plans to use in each session. This document serves as a valuable resource for faculty, enabling them to deliver content effectively, track student progress, and make informed adjustments when necessary. The faculty also include Guest lectures, Workshops, Webinars, Hands-on training programs, Field trips, Industry and academia collaboration and use of ICT in teaching and learning to strengthen their teaching-learning methodologies and to handle the curriculum effectively for a learner friendly environment. Library and laboratories also contribute to the development and delivery of successful curriculum. Certificate courses, add on courses, Online Courses through NPTEL SWAYAM also support the curriculum to keep the learning relevant and contemporary. The institution also invests in faculty development programs to enhance teaching methodologies, incorporate innovative pedagogies, and stay abreast of emerging trends. In conclusion, the institution's commitment to effective curriculum delivery is manifested through a strategic blend of LMS, collaboration, documentation, and ongoing refinement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

St. Mary's College has a consistent track record of meticulously planning and adhering to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE). The academic calendar is developed with a keen understanding of the academic needs of students and the requirements of various programs. It

serves as a roadmap, ensuring that all stakeholders are well-informed about important dates such as commencement of classes, examination schedules, and other academic events. As an affiliated college, the college calendar needs to be aligned with the almanac issued by Osmania University. The college strictly adheres to the dates notified by the affiliating University with regard to the conduct of internal evaluation. The College's academic calendar is updated whenever Osmania University notifies the date for internal evaluation or modifies the dates. Often, when the academic calendar is planned, the University may not have notified the dates and so, we include tentative dates for internal exams in the 7th and 14th week of a semester. We update the dates with the notified dates as and when the University issues relevant circulars. Whenever the internal or end-semester exam dates are changed, if those clash with anything else that was already planned, then we are forced to modify the affected parts of the academic calendar

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://stmaryscollege.in/connect/calendar /

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented****9**

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****13**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**817****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****262**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

St Mary's College's focus is on comprehensive education and exceptional student experience and this is a key factor in the college placing paramount importance on integrating cross-cutting issues into curriculum. The CBCS curricula that Osmania University has prescribed has Environmental Studies as a compulsory paper in first year and Gender Sensitization is included in General English-5 as a critical component. Professional Ethics and Human Values are covered in Skill Enhancement Courses. BA (Mass Communication) offers topics on Media Ethics and Laws; Political Science course offers Gender and Human Rights as part of the curriculum. B. Com and BBA Programmes have full-fledged courses like Business Laws and many topics on Professional ethics in Accounting and Business, Information Security related to Professional Ethics. etc. included in the curriculum. Gender and diversity related issues are also taken up in the Leadership & Life Skills course that the college offers to all first-year students across two semesters. Professional etiquette and work ethics are also being taught as part of a finishing School program to ensure that students develop into well rounded individuals. St Mary's College has attempted to integrate its values into education system as every department has adopted a social cause and one day in a year is celebrated as community service day.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

802

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
 Students
 Teachers
 Employers
 Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://stmaryscollege.in/academics/feedback-report/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

620

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

176

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

St Mary's College recognises the divergence among learners as a natural phenomenon and places importance on ensuring the learning outcomes irrespective of the time different individuals take naturally for learning. College organizes special programmes for advanced learners and slow learners. At the beginning of an academic year, St. Mary's College conducts bridge classes and orientation program for the first years to give an overview of Teaching-Learning practices, Student Support and Extension Activities, and Examination system. The college also conducts proficiency tests in certain fields such as English, Computer Skills, Accounting, etc. These proficiency tests help the Mentors assess the current level of communication and computer skills and knowledge of fundamentals. This, in addition to the internal exams, helps departments plan special offerings catering to student diversity.

Programs for Advanced learners include:

Leadership roles in curricular and co-curricular activities

Encouragement to work with faculty members and be co-authors for papers

Participation in workshops, quizzes, poster presentation

Participation and organizing various competitions at intra and intercollegiate level

NPTEL and MOOCs Programmes

Play the role of teaching assistants in certain courses where the student is an advanced learner

Programs for slow learners:

Assistance is provided through Revision classes, discussion of Previous Question papers, study material, and question banks.

Self-paced learning by using multimedia content from Moodle

Personal counselling provided by their respective mentors and college counsellor

Use of study groups with mentor support

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1033	57

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Given St Mary's College's focus on comprehensive education and exceptional student experience, it is natural that the College prioritises student-centric methods in the teaching-learning process. Besides traditional teaching-learning methods, faculty members use innovative methods for enriching the learning experience. Learning outcomes and student experience are improved by the use of student-centred practices like experiential learning, participatory learning, and problem-solving techniques.

Experiential Learning:

Projects provide practical study for the students and are a major part of the UG curricula.

Role Plays, Film-making, Shooting Documentaries, poster designing,

Hands-on experience in the laboratory, Industry visits, Internships, webinars, workshops, guest lectures, Model Parliament, Mock Press Conferences etc provide experiential learning.

Participatory Learning:

Group Discussion, Debate, Publishing Newsletters, Poster Making, JAM, Presentations, Quiz, Book Reviews, Film Reviews, Mock Interviews, Flipped Classrooms, Outreach programmes, Paper presentations, Club activities, and Field visits to universities/R&D institutions/industries all contribute to participative learning.

Problem Solving Methodologies:

Students are encouraged to do Research projects, Case study analysis and Assignments, write Business plans/proposals and make presentations which enhance their research aptitude, critical thinking and problems solving abilities.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT-enabled tools continue to play a vital role in the teaching-learning process of the institution. The faculty were trained to conduct virtual lecture sessions, live streaming of seminars/lectures, pre-recorded lectures/tutorial sessions, online parent- student-faculty meetings. Along with online resources, teachers also use ICT-enabled tools for effective teaching learning.

- Masscomm lab enables teachers to record sessions for students to use in a flipped classroom setup.
- Classrooms are well equipped with ICT enabled facilities for teaching like computers, LCD Projectors, internet facility etc.

- Google Classroom, Google Meet and licensed Zoom platform as and when required for seminars and classes.
- Presentation Tools like Microsoft Powerpoint, Google Slides, Canva, videos etc.
- Online assessment tools like kahoot, Quizziz, and other educational apps like Duolingo.
- Faculty members share e-books, e-content, and multimedia resources in Moodle- St. Mary's College LMS.
- Assignments are submitted and evaluated online through Moodle. Faculty members also provide online coaching for various placement trainings.
- Various online competitions like Quizzes, project presentations, e-Poster making competitions, Video presentations etc. were conducted to keep the students motivated.
- Google forms are used for registration of events and feedback collections

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

57

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

402.5

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College's examination system is transparent and robust. All the students are clearly informed about the Exam dates, Question paper pattern, evaluation procedure, weightage of internal and external marks allotment as per the regulation provided by the parent university. As per the norms of Osmania University, each Semester two internal assessments for 15 marks each and one assignment for 5 marks are conducted.

The timetable for internal examinations is prepared by the Exam Committee and approved by the Principal and displayed well in advance. The teachers prepare question papers and submit them to the exam branch well before the internal exams. A centralized seating arrangement and invigilation duties are prepared by the Examination Committee and are displayed in the notice boards as well as in WhatsApp groups of the staff. The Examination Committee and program coordinators supervise the smooth conduct of the exam. Evaluation is done by the faculty members handling the course within one week from the date of examination. Students can view their marks, attendance, and results through the student login from IRP. The marks obtained by the students in internal assessment tests are uploaded periodically on the university portal.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

As a college affiliated to the Osmania University, St Mary's College adheres to the guidelines set by the University in the conduct of examinations. The university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment and university examinations are all informed to the students during their program orientation.

Grievance Redressal Committee and the Examination Committee constituted by the college have a well-defined system to deal with internal/external grievances in a transparent manner. Since the dates, the question pattern, the weightage and the timelines are all fixed by the University and as the internal exams are all objective in format, there is hardly any scope for complaints or grievances related to internal examinations. Syllabus for internal assessment is communicated to students well in advance. Question papers are set by teachers concerned and are approved by the Heads of the Departments. Any grievances relating to absenteeism for exams are addressed by program coordinators and the Principal. Evaluation of internal exam papers are done within one week of exam and marks are published through IRP. As marks are first uploaded on the IRP and students and parents get to see the scores before they are submitted to the University, any concern related to evaluation is resolved immediately by the Exam Committee. Exam Branch is well covered by CCTV.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

All Programme and Programme Specific Outcomes are stated on the website. Since St Mary's College is an affiliated college, the syllabi is framed by the parent university. However, to fulfil the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are designed by the Departments and the faculty members of the college.

Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. All

Programme and Programme Specific Outcomes are mentioned on the relevant programme pages on the LMS platform (Moodle). POs and PSOs are communicated to students during Admission Counselling and orientation programmes at the beginning of the academic year in addition to they being stated on the college website.

All courses in all programmes have their course handouts on Moodle. Course outcomes are explicitly stated in the respective course handouts. These course outcomes too are debated and discussed by the teaching group before they are finalised. Since the course outcomes preceded the session plan, a keen student will be able to see how each of the stated course outcomes reflect in the session plan. During the teaching-learning process the faculty constantly emphasize on the targets and standards to be achieved by students. Students feedback is taken on course outcomes as well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://stmaryscollege.in/academics/ug-programmes/bachelor-of-arts-political-science-communication-and-journalism-english/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

St Mary's College measures the attainment of the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) through the evaluation systems for each programme in various ways. The primary and most common way of evaluating learning outcomes is through continuous assessment, including the internal assessment prescribed by the affiliating University. Continuous assessment of the students is done using a variety of examination methods, including projects, presentations, group discussions, research surveys, class activities, quizzes etc. The practical oriented courses in various programmes also conduct viva examinations and outcomes are assessed by Internal and External Examiners. The proficiency tests conducted after the completion of the academic year provide better evaluation on specific outcomes albeit in a limited number of areas. The feedback obtained from students on the teaching- learning process after every internal exam also helps to understand the attainment of expected learning

outcomes. Feedback is collected from faculty, employers, parents, peers and alumni on outcomes. Mock interview process too provide us inputs on the attainment of outcomes. Recruitment process for placements/ Internships also indicate and reckon the attainment of the programme outcomes. The college supports staff in faculty development programs, training sessions, workshops and seminars to enhance attainment of POs and COs.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

307

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://stmaryscollege.in/academics/igac/student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)**NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****NIL**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****22**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities are carried out by St Mary's College to ensure that the students make a difference to the people around them even as they grow and develop holistically. These activities

not only help students develop empathy, critical thinking, and essential life skills such as leadership, teamwork and communication but also creates in them a sense of responsibility towards the larger society. In order to nurture the habit of service to society and inculcate societal responsibility among students, the Academic Departments, NSS and Student Clubs of the college conduct various activities in the neighbourhood community. Every academic department in St. Mary's College adopts one social cause for the academic year. One day in a year is set apart as Community Service Day, on which all Departments contribute resources and volunteer for their chosen cause, while during the rest of the year, different departments would do so at different times. The Student Council, the student clubs collectively and Serwings, a club committed to social causes specifically, take initiatives to serve the society, especially in and around the campus. Notable among the many things they did during the year include teaching the less privileged, distribution of essentials, providing help to destitutes, and conducting awareness programs on drug abuse in collaboration with Telangana Police. The NSS unit of the College is at the forefront of extension activities including awareness programmes, Health camps, youth empowerment, electoral rights social campaigns and Shramdaan.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

19

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

608

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

19

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The infrastructure at St. Mary's College includes spacious, well-ventilated 31 large classrooms, 1 digital classroom and 2 medium-sized classrooms fitted with a public address system and equipped with ICT enabled facilities. The College also has 2 Computer Laboratories designed to seat a maximum of 130 students. These labs are equipped with all ICT facilities. More than half of the classrooms are air-conditioned.

Arrangements for White Board and Mobile Projectors are made in all Science Laboratories - Electronics, Chemistry, Biotechnology and biochemistry. In addition to these, all laboratories also have one computer each and are furnished with the latest necessary

equipment to deliver the best standards of education. The College also has two mini-conference rooms and one Seminar Hall (150-member capacity) where there are fixed projectors. The Mass Communication Laboratory and the Seminar Hall are also equipped with high quality sound systems. There are over 10 computers in the library that both students and staff can use. In addition to these computers, we also have one system per staff in all Departments. The college has a G-Suite account and license for Zoom which are helpful for teaching, conducting examinations, and online meetings etc. The campus is completely Wi-Fi enabled .

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

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

St Mary's College offers facilities for sports and cultural activities, both indoors and outdoors. On campus, students have access to a basketball court, one badminton court, a volleyball court, two cricket practice nets, and two covered table-tennis tables. Additionally, an indoor games area is available for board games such as carrom and chess. The college has several sports teams, including basketball, volleyball, throwball, football, and cricket. These teams practice on campus and sometimes also use nearby grounds for matches. The college has one male and one female Assistant Physical Education Director each, both full-time qualified employees, and there is a concerted effort to encourage female students to participate in sports. The college fosters a culture of physical fitness and sports, and has produced several notable alumni such as Sania Mirza, Ashwini Ponnappa and Varuni Jaiswal who have pursued successful careers in sports. Cultural and literary activities are primarily driven by student clubs, and the college has a history of success in inter-college competitions. Department fests like Anuncio, Euphoria, Sci Connect, Confluence, Jashn-e-Marys and Montage also promote cultural and literary activities on the campus. Although the college does not have a gymnasium, yoga mats are available, and the college organizes yoga sessions. The college also has a counselling room and a trained psychologist to promote mental well-being and holistic development.

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

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

34

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

56.39148

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

St. Mary's College has a Library which is located at the centre of the academic block that makes available various Text books, Reference books, e- Books, Journals, e-Journals, Magazines, Project reports, Question papers and Newspapers to the campus community. The college library, known as the Bibliothèque, is equipped with an automated integrated Library Management System that is part of the Institutional Resource Planning (IRP) software utilized by the college. This software uses bar-code technology, and all the books are bar-coded and added to the database. Using barcodes, our library management system keeps records of lending, borrowing and shelving status of all books available in the library.

Additionally, the system sends reminders to borrowers of their due date and displays the database of books and their availability status. If a book is temporarily withdrawn from circulation, the same is reflected online. Barcode readers are integrated within the software for the issuance, renewal, and return of books. Through the web and the college app, staff members and students can remotely access information regarding the availability and status of books. Library is also equipped with 10 computer systems with a LAN facility and are available for information access, access of digital resources and for library management.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.942

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

130

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

St. Mary's College prioritizes the regular updating and upgrading of its IT facilities, including both Wi-Fi and LAN networks. The Tech Centre, serves both the faculty and the students by providing Internet Access and online resources with broadband connectivity.

Currently, the campus-wide Wi-Fi system is state-of-the-art, boasting 30 access points that provide both 2.4 GHz and 5 GHz connectivity with three different connections with the main connection at a speed of 1 GB per second, and two back-up connections offering 400 MB per second and 300 MB per second.

There is 100% Wi-Fi coverage throughout the campus. Additionally, students have access to free Wi-Fi from ACT Fiber Corp for their professional use on campus.

The campus is completely covered under CCTV surveillance, ensuring the safety/security of the persons and equipment. Every department is provided with a computer system for each staff member and a printer for common usage. All the necessary Licensed and/or open source softwares are installed in the computers.

To improve the student experience, accessories like cameras, spotlights, and microphones were added, and video recording facilities were utilized along with the provision of using online platforms like Zoom Education, Google Suite for Education, and Microsoft for Education. A register is kept at the information desk for departments and faculty to raise service requests for troubleshooting any device issues.

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

4.3.2 - Number of Computers

155

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and

academic support facilities) excluding salary component during the year (INR in lakhs)

303.75573

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A dedicated team headed by Head-Administration oversees the administration and maintenance of the infrastructure and physical facilities including classrooms, seminar halls, laboratories, library, sports facilities, and IT infrastructure. Classrooms and Labs are used as per approved timetable and outside of the timetable, Heads of the concerned Departments make decisions regarding the utilization. Lab Assistants maintain the record of utilization of equipment, computers and other required materials for experiments. The log/stock registers are maintained, and verification is done at the end of the academic year. The Library is open during College working hours and is managed by two Assistant Librarians. Procurement of books as per the requirement is initiated through the library committee by inviting the requirement of books from various departments. Two Assistant Physical Education Directors manage the utilization of the Sports facilities and the activities while the Administration team handles maintenance. The sports equipment is issued to the students as per the schedule of the events, for regular practice. Registers are kept in place for booking common facilities like the Seminar Hall, Digital Classrooms etc. There is also a provision for booking mobile projectors. The college has AMCs for maintenance and to keep the infrastructure in right condition and the campus is maintained clean by utilizing the services of support staff, who are permanent employees of the college.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

2

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

105

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	<p style="text-align: center;">Nil</p>
Any additional information	<p style="text-align: center;">View File</p>
Details of capability building and skills enhancement initiatives (Data Template)	<p style="text-align: center;">View File</p>
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
544	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
544	
File Description	Documents
Any additional information	<p style="text-align: center;">View File</p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p style="text-align: center;">View File</p>
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

59

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

60

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

29

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

St Mary's College campus is a student-centric campus and participative democracy is practiced at all levels. The Student Council of St. Mary's College is an empowered body, led by an Executive Board consisting of the President, VicePresident, Secretary, Joint Secretaries, and Executive Members. Each class democratically elects their own Council members, who in turn elect the Executive Board. The Student Council comprises four Program Councils, namely the BA, BBA, BCom, and BSc Student Councils. These Program Councils perform the same function at the program-level as the Student Council does at the college-level. The

President and Secretary of the Student Council are part of the IQAC, while one or two members are also involved in other statutory bodies such as the Internal Complaints Committee, Equal opportunity cell and the Anti-Ragging Committee. As an extension to the student council, 17 student clubs have elected their representatives to form the club council. Each club is run by students and thus they have their own office bearers to plan and run the club activities. The student council meets regularly and works towards promoting and coordinating centralized student activities in the college including Fresher's Day, Teachers Day, Ethnic days as well as various awareness programs.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

69

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The St. Mary's College Alumni Association is a registered organisation under the Andhra Pradesh Societies Registration Act 2001. The Association was registered in November 2012. St Mary's

College alumni have continued to uphold the College's reputation, long after their graduation. Being a relatively young institution, St. Mary's College has not yet fully utilized the potential financial resources of its alumni. However, alumni members continue to make valuable contributions to the College by providing ideas and acting as resource persons for various academic sessions. They also occasionally participate in recruitment interviews as panellists. Furthermore, our alumni support the College in numerous ways by training and mentoring our students. They deliver guest lectures, organize sessions to enhance student aspirations and skills, and offer guidance to active students involved in various clubs and activities. They are also invited to judge various competitions as part of fests and club activities. Alumni also provide time-to-time feedback for the improvement of the college. St Mary's College Alumni Association usually holds their annual general body meeting in December-February period. An Alumni Homecoming event was organized on 21st January, 2023.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of St Mary's College comprise three distinct parts: a global focus, comprehensive education, and an exceptional student experience. The governance of the institution reflects these priorities, with the college led by senior management who have had the opportunity to learn and work in global setups.

The academic and administrative planning and implementation reflects the Institution's efforts in achieving its vision and mission. The action plans are formulated in line with quality policy under the leadership of the Principal in consultation with IQAC, HoDs, statutory and non-statutory committees and the same are incorporated into strategic plans for effective implementation.

As part of a Group of institutions that includes multiple international schools, the college also maintains partnerships with industry bodies and international institutions like the student and faculty exchange program with foreign universities such as Budapest Metropolitan University.

Participatory democracy is integral to the College's approach to governance. Teacher and student representation in statutory bodies underscores this. Campus life is led by the elected Student Council and the college prioritizes student clubs and leadership training programs to enhance the overall campus experience for students.

IQAC collects feedback from all the stakeholders on quality related issues and uses it for making action plan for the academic year.

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

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

The concept of leadership at all levels that is practiced in St Mary's College has decentralisation and participative management integral to the college's institutional practices. Leadership at all Levels is practiced and represented by Leadership Circles at the College, the Department, the Class and Club levels. The Principal's Leadership Circle has all Departmental and Programme 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 his/her students in their circle.

All decisions at the relevant level are taken collectively by the

respective Leadership Circle. Leaves too are approved by the immediate reporting manager. As a policy, every issue is attempted to be resolved at the lowest tier of administration. Escalation to the next rung is only when it is unavoidable and when aggregate units or multiple departments are involved. Heads of the Departments are empowered leaders who enjoy a reasonable amount of administrative and operational autonomy within the overall framework.

St. Mary's College is run by the St. Mary's Educational Society, a Society founded by teachers and is run by teachers. To that extent, the management has a teacher's perspective on all matters. This ensures that teachers are trusted with authority commensurate with their responsibilities.

File Description	Documents
Paste link for additional information	https://stmaryscollege.in/the-college/leadership/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

St. Mary's College has created a strategy plan for its growth until 2024 based on the recommendations of the NAAC peer committee during the third cycle of accreditation in 2019. In accordance with the college's vision, mission, and values, the institutional Strategic Plan was created by the Internal Quality Assurance Cell (IQAC) and approved by the college's governing body. The Departments' and each employee's individual activities and objectives are now planned in accordance with the College's Strategic Plan.

The institution's annual plans are derived from the period's strategic plan. One of the goals of the strategic plan is to increase the proportion of PhD holders among the teaching staff to 30% by 2023. As a result, the HR policy was altered, and resources were allocated accordingly and the target for 2023 was met. Similarly, the target of 80% coverage of e-resources for sessions across all subjects on LMS (Moodle) by 2023 was achieved by the end of 2023. These are examples of how the strategic plan has become the guiding light for the institution's as well as each of its department's course of actions.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://sites.google.com/stmaryscollege.in/hrpolicy/annexure-vii-strategic-plan-2020-24?authuser=4
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

St Mary's College operates under the aegis of St Mary's Educational Society, a registered Society formed by a group of like-minded educators and teachers. The Society provides the overall direction for the institution. The Governing Body of the College, which functions within a strong governance structure, is the body having the highest decision-making authority for the institution. While there is a functional separation between academic and administrative departments, the Principal, as the institution's head, is responsible for managing every area of the institution. The Principal receives policy recommendations from the IQAC, the academic departments, the administrative department, the staff association, and the student council. The Governing Council authorizes Principal with respect to execution of policies and organisational plans.

All institution policies are based on the policies that have been authorised. The institution's HR Policy, which is made available online to all staff members, clearly outlines service regulations to promote openness and fairness. The HR Department, which manages staff hires and separations, reports to the Director. According to University policies, a subject-expert chosen by the University is a member of the selection committee for teaching staff appointments. The College's HR Policy details every step of the promotion and appraisal process.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://stmaryscollege.in/academics/igac/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

All employees, whether academic, administrative, or support staff, are permanent and regular employees at St. Mary's College. Leaves available to the staff include Casual Leaves, Sick Leaves, Maternity/Paternity Leaves, Bereavement Leaves, Marriage Leaves, On Duty Leave, Doctoral Research Leave and Academic Leave. While On Duty Leave, Doctoral Research Leave and Academic Leave are restricted to academic staff, all other employees can avail all other leaves and benefits as per policy.

The children of all employees are eligible for full tuition fee waive-off in St. Mary's College and St. Mary's Junior Colleges, and for 75% tuition fee waive-off in the group's international schools. All confirmed employees are covered under health insurance or ESI, and all employees are covered under accident insurance. In addition, all employees are eligible for contributory provident fund and for gratuity as per the provisions

of the Gratuity Act.

For academic staff, leave encashment, reimbursement of academic event participation expenses, publication incentives for quality publications, and paid academic and study leaves for attending NET/SET/Ph.D. admissions/examinations are available. Teachers who are registered for their PhD get fully paid additional Doctoral Research Leaves of up to 24 days a year and special increments on award of Ph.D.

Members of the support staff are eligible for uniforms and interest-free loans in the form of salary advance. Finally, staff members at all levels receive regular training pertaining to their field free of cost.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

20

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

42

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

St Mary's College has a performance appraisal system in place for Teaching and Non-Teaching staff. All academic staff belong to one of three categories: Teacher-Administrator, Teacher-Researcher, or TeacherMentor. First and foremost, all teachers are evaluated on

their teaching performance based on anonymous student feedback taken twice a semester after each Internal Assessment. Each teacher is also encouraged to give and receive peer feedback that will help them improve the methods employed in class for teaching and learning. The quality of peer feedback provided is also considered for appraisal. They are also evaluated against the expected output in their respective teacher category. Besides, their contribution to fulfilling the College's vision and mission and to institution building is assessed, acknowledged and rewarded.

The process requires each academic staff to complete a self-assessment API Score Sheet, followed by a one-on-one with their immediate supervisor, who adds their remarks and observations. The academic staff maintains proof of all claims on their personal Google Sites, and based on the data and inputs noted, the form is submitted to the Principal. Employee performance is rated as Average, Good, Excellent, or Exceptional, based on these inputs. The process is similar for non-teaching and technical staff, but assessments are more subjective in their case, as many of their contributions are not as simple to quantify. Any grievance related to the appraisal process is handled by the Director.

File Description	Documents
Paste link for additional information	https://sites.google.com/stmaryscollege.in/hrpolicy/annexure-vi-modified-api-scoresheet?authuser=4
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

St Mary's College is managed by the St Mary's Educational Society, a Christian Minority Educational Society that undergoes financial audits for accountability. Although the college doesn't conduct internal financial audits, the Society performs the audit. The Board of Management of the society approves the Annual Budget. The Society solely depends on fees paid by students and does not rely on any grant or donations. When there are additional expenses over and above the budget proposals, special sanction is to be taken from the Finance team.

For infrastructural development, the Society raises funds through debt from both public and private sector banks that examined the Society's financial health before loaning. The institution uses online banking to pay all salaries, which are credited to the staff's Bank of Baroda accounts. Additionally, the college never collects money without issuing a receipt. All student fees are immediately reflected on the IRP of both the student and parent. The institution doesn't accept any form of donations or contributions, and all expenditures are accounted for and audited by the Society. Auditors name to be mentioned. As a Registered Society, the Society's financial statements are annually audited and submitted to the regulatory authority concerned.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of Funds:

St. Mary's College procures all of its finances from two main sources: student fees and loans obtained from banking institutions. The College is part of a larger group of institutions managed by the St. Mary's Educational Society, which acquires debt as required by its establishments. As of now, the

college does not receive any monetary assistance, either as grant or donations, from any governmental or non-governmental entities.

Strategies for optimal utilization of financial resources:

The annual budget is prepared by the Principal after considering the requirements for staff salaries, infrastructure development and maintenance, equipment, computers, maintenance of laboratories, library books and journals, conduct of seminars, workshops, faculty development programmes, research, sports facilities and other student-centric activities. The same is then submitted to Finance team of the Society for approval and the team makes necessary changes for a proper balance of receipts and expenditure and finally it is approved by the Board of Management. The bulk of the institution's resources are primarily dedicated to salary-related costs and loan repayments.

All purchases are made after inviting quotations /estimates from multiple agencies. Purchase decisions are made based on cost and quality.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell of St Mary's College has succeeded in institutionalising the quality assurance strategies and processes in multiple ways. Primarily, IQAC was able to define quality standards in various operational fields and those standards reflected in the Strategic Plan as well as in the various policies the College's Governing Body accepted. Subsequently, the Strategic Plan became the guiding light, in addition to the overall vision and mission of the College, for the Institution as a whole and for Departments separately, in their planning process. Some of the notable outcomes include the streamlining of academic calendar in alignment with the quality goals, introduction of more relevant certificate and value-added courses, collaborative effort with the Corporate Relations Cell to plan and conduct more placement training, including soft skill

training, aptitude tests, mock interviews, career guidance sessions etc, all meant to improve outcomes, involving all stakeholders including students in the decision-making process, increased collaborations and MoUs. Finally, the Academic-Administrative Audit assesses every aspect of the institution, including teaching, research and consultancy and examinations and finds the gaps in execution. This then forms the basis of the comprehensive plan IQAC makes to plug the gaps in the next cycle. Thus, IQAC has succeeded in instilling a full cycle system of quality consciousness at all levels.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

St. Mary's College has implemented the Outcome Based Teaching and Learning (OBTL) approach for all its courses and programs. The syllabi provided by Osmania University are restructured into a course handout that specifies the number of sessions offered and the expected learning outcomes. The handouts are approved by IQAC and the learning outcomes are assessed through formal feedback twice in a semester.

The IQAC plays a key role in ensuring that the quality benchmarks set by the institution are met by the departments. Regular meetings are convened with the Heads of Departments for a critical review of the teaching learning process, evaluation and achievement of course objectives.

The faculty members use various experiential, participative methods of teaching and learning, ICT techniques like Google classroom, Quizizz, Kahoot, video lectures and innovative methods of learning and upload them in Moodle as learning resources.

IQAC also monitors teaching, learning and evaluation process through the feedback collected from the students, alumni and parents on curriculum so that relevant certificate courses and value added courses can be introduced. The peer feedback system also helps teachers to course-correct and realign with quality

standards.

IQAC ensures that an internal academic audit is conducted through AAA Cell every semester. The auditing is done for each individual lecturer, departments and committees of the college. This provides the necessary periodicity and incremental improvements are planned based on the findings.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Mary's College campus is a secure and safe space for both boys and girls. Various committees and cells, such as Discipline, Anti-Ragging, Internal Complaints (Anti-Sexual Harassment), and

Grievance Redressal ensure that any issue or matter of concern is addressed. The Women Empowerment Cell and Equal opportunity cell host various events to promote the concept of gender equity. College celebrates both International Men's Day and International Women's Day.

The English course for semester V & VI include a unit on gender sensitivity as part of the curriculum to educate all students on gender issues. Every student in semester IV is required to take a two-credit SEC course on Universal and Human Values.

The counselling cell, present within the college premises is run by a qualified psychologist. She provides counselling and leadership sessions for students.

Apart from the above, the college organized events like a discussion forum called "Chai pe Charcha: Embrace Equity" for all faculty members and a Nukkad Natak (a street play) for all students on the topic of gender discrimination and marginalisation of women in society.

The College also has two female security guards who are stationed at the entrance, along with the other security personnel. Sanitary napkin vending machines are installed in women's washrooms, keeping them safe and tidy. The college has installed closed-circuit cameras around the campus.

File Description	Documents
Annual gender sensitization action plan	https://stmaryscollege.in/academics/igac/gender-sensitisation/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/10jv07s2UM7a3eF62aWmhbxp-9lyjZnGH/view?usp=drive_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

St. Mary's College regularly orients its staff and students on the segregation of waste into various categories such as dry and wet waste to make them realize the importance and need for segregation and understand the types of waste. The College does not generate any Biomedical waste or Hazardous chemicals or Radioactive waste. Some bio-waste is generated by the Cafeteria, which the service provider clears in partnership with the municipal corporation's waste disposal agency.

Recyclable solid waste is collected by an external agency sponsored by ITC under the WoW (Wellbeing out of Waste) programme. Paper, and plastic are segregated and handed over for process under the WoW programme. ITC has certified the College for its participation in the programme. This year, the Department of Sciences and NSS jointly organised an E-Waste collection drive and collected 94 kg e-waste which was delivered to certified vendors.

Each classroom is provided with bins to enable the students to dispose of the waste conveniently. As an urban campus with only undergraduate programmes and only day-scholars, the College generates relatively less waste. There are adequate systems and tie-ups in place to manage the waste that is generated, resulting in a clean campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting

C. Any 2 of the above

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	D. Any 1 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The staff and students at St. Mary's College represent many regions of the nation (and a few international students as well), adding to the campus's socioeconomic, cultural, and regional diversity. The campus community celebrates diversity in a number of ways. One of them is the once-a-semester observance of ethnic

day on campus. Students dress traditionally on ethnic days, representing the roots of their culture. At various department fests, students perform various indigenous dance forms like Kuchipudi, Bharatanatyam etc. Mother language Day, Hindi Diwas, Sanskrit Day, World Poetry Day etc were organized to celebrate our linguistic diversity.

To sensitize the students about the prevailing socio-economic conditions of the underprivileged in the society, Departments and Serwings - the student club and NSS organised several programs like blanket donation, visiting orphanages, old age homes and educating underprivileged students from nearby government schools.

St. Mary's foundation offers fee concessions and fee waivers to economically backward students. This ensures that students of all classes study together on the same campus. Equal Opportunity Cell organised awareness sessions for the Support staff.

The college also celebrates National Unity Day, Independence Day, Republic Day, Constitution Day, International Peace Day, National Youth Day, World Day of Cultural Diversity etc to give children the chance to experience inclusivity and to recognise greatness and beauty regardless of cultural differences, preparing them for life in a multicultural society

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes throughout the year. St. Mary's College utilizes the celebration of all national days, especially Independence Day, Republic Day, Constitution Day and Gandhi Jayanthi as opportune moments to focus on constitutional values, including rights, duties and civic responsibilities. The NSS unit organizes events that are centered on constitutional obligations. For instance, a blood donation camp is annually organized to focus on the values of sacrificial giving and saving

lives. In addition, Serwings, a student club also prioritizes activities that instill a sense of duty and responsibility among the students. Constitutional values are also instilled through - Voter's Day, Graduation Day oath (Pledge to serve the Nation), Student Council oath, Ekta Divas pledge etc. Class representatives' election and Student council elections are done through proper democratic process. Democratic values are learnt by practicing them.

The college also conducts various activities on National Civil Services Day, World Book & Copyright Day, National Press Day etc to promote constitutional values and responsibilities among the students. In addition, Essay writing and Elocution competitions on the topic, "Corruption free India for a developed nation" were organized during the Vigilance Awareness Week. Anti-Drug Awareness sessions were organized in collaboration with Telangana State Police.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

One of the best practices of St. Mary's College is the celebration of national and international days. On such days, several activities across the institution result in a concerted effort to celebrate the occasion.

The special days celebrated include:

For National consciousness - Republic Day and Independence Day, National Civil Services Day, National Press Day, Rashtriya Ekta Diwas

For Social consciousness - Human Rights Day, Anti-Microbial week, World TB Day, National Cancer Awareness Day, Traffic Safety Week

For Environmental consciousness - National Tourism Day, World Heritage Day, World Water Day, World Ozone day

For Scientific temperament - National Science Day, National Technology Day

For Health and well-being - World Health Day, International peace Day, World Happiness Day, Thanksgiving Day

For Education and Empowerment- National Education Day, International Creativity and Innovation Day, Library Week

To promote Gender sensitization - International Men's Day, International Women's Day, International Girl Child Day

To encourage art and inculcate creative spirit - World Photography Day

To promote the importance of language and literature - Hindi Diwas, Sanskrit Day, Francophone Day, World Poetry Day

Commemorative Days: Dr. Sarvepalli Radhakrishnan's birthday, Birth Anniversary of Prof.P.C Mahalanobis (National Statistics Day), Birth Anniversary of Swamy Vivekananda.

The best part is that all the days chosen are in alignment with the institutional values and priorities and also these days are organized predominantly by the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice I: Extensive use of Learning Management Software (LMS): St Mary's College uses a Learning Management Software based on the Moodle Platform for every single course, including certificate courses. Course handouts, session plans, and e-resources for every session are made available on the LMS, which helps learners come prepared for a session and catch up easily when they miss one. Advanced resources are placed for advanced learners, whereas the comprehensive content accessible anytime and from anywhere for self-paced learning helps all, especially the slow learners. LMS also helps the teachers flip the classroom, allowing for student-led sessions and participative learning. Assignments, quizzes, and other evaluation options allow students to assess their learning. LMS equips students also for technology-intensive workplaces in future.

Best Practice II: Objectives and Key Results (OKR) framework. OKR for staff, in place of traditional KRAs, was introduced in 2019. Since then, it has helped increase collaborations and outcomes. Each staff, at the semester beginning, makes public what their Objectives for the semester are, along with the key results

expected. Objectives are made in line with the strategic plan as well as the individual's own interests and priorities. Public display of OKRs allows peers and supervisors to know the priorities and focus areas of others, helping them to support each other in meeting their goals. The OKR approach has helped the college in meeting many of the goals in the strategic plan, especially in the increase in the number of PhDs on our rolls.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Given that the College's vision is 'To be an institution acclaimed globally for comprehensive education and exceptional student experience', a distinct area of the college's priority and thrust is student experience. Consequently, St Mary's College campus is intended to be student-centric, focused on developing student leadership and life skills. Learning is built into every aspect of campus life and not just the classroom. The classroom experience is designed towards students getting the best out of it and is complemented by the e-resources on the LMS. Student and faculty feedback, inputs from students, individually and through the Student Council, parents and alumni are all utilised for augmenting comprehensive education as well as raising the student experience. Given the intentional focus on student experience, there is an adequate mix of rules with fun, freedom with restriction and congeniality with control. Curricular activities, Student club activities, International Student Exchanges, Study Circles, Foreign Language training, Finishing School, Certificate Programmes, Cultural and Sports Events, and International Day Celebrations, all combine to make campus a thriving space for learning while creating happy memories for life. Despite the college being an affiliated college, many students choose St. Mary's College over private universities and autonomous colleges primarily because of our success in ensuring holistic education along with exceptional student experience. The biggest proof of our success in providing exceptional student experience and leadership skills is the list of our celebrity alumni that the college has produced in two decades.

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

7.3.2 - Plan of action for the next academic year

- Raise the percentage of PhD holders in teaching staff to 40% by 2024.
- Ensure 100% of coverage of e-resources for sessions across all subjects on LMS (Moodle) by 2024
- Proposal for converting one section of BCom General to an additional section of BBA
- Plan to upgrade the infrastructure -Upgrade the entire 4th floor classrooms with Projector, AC and CCTV cameras on all floors including classrooms.
- Improve the enrolment of students in certificate courses - Have 100% of the students enrol in at least one certificate course.
- Ensure centralized registration and evaluation system for all certificate courses with result declaration on IRP
- Proficiency Test to be conducted, analysed and action taken report to be submitted.
- Introduce project-based learning for all programmes - Start project training in Semester V.
- Conducting webinars/seminars/conference on Intellectual property rights.
- Encouraging students to participate in MOOC courses offered by NPTEL
- Increasing the number of placements and internships for students
- Multidisciplinary research to be encouraged among students in all departments
- Organizing various international, national, state, and inter collegiate events from all departments
- Organizing awareness program in gender sensitization, women empowerment, health, and hygiene, etc.
- Organize National/ International Seminar/Conference
- Increase the number of functional MOU's
- Departments to organize Activities/ Events to celebrate college values
- Footfall of library to be augmented and library collection to increase
- Alumni connect to be strengthened by involving alumni for Workshops, Guest Lectures, Department

Fests/Events/Internships/Placements

- **Conduct of academic and administrative audit.**