The Annual Quality Assurance Report (AQAR) of the IQAC (2016-'17)

SUBMITTED

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

By

ST. MARY'S COLLEGE

(A Christian Minority Institution)

Affiliated to Osmania University, Hyderabad

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR details the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

> St. Mary's College

1.2 Address Line 1

> Tahir Ville

Address Line 2

> Yousufguda

City/Town

> Hyderabad

State

> Telangana

Pin Code

> 500045

Institution e-mail address

> info@stmaryscollege.in

Contact Nos.

> 040-23545642, 9618107863

Name of the Head of the Institution:

> Mr J Mathew George

Tel. No. with STD Code:

> 040-23544300

Mobile:

> +91 9849967801

Name of the IQAC Co-ordinator: | Mr J Michael Preetham

Mobile: | +91 9849045689

IQAC e-mail address: | iqac@stmaryscollege.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | APCOGN13634

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

EC/66/RAR/053 Dated 21-2-2014

1.5Website address: | http://www.stmaryscollege.in

Web-link of the AQAR: | https://www.stmaryscollege.in/aqar-2016-17/

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.42	2008	5 Years
2	2nd Cycle	B	2.52	2014	5 Years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 10/12/2007

1.8AQAR for the year *(for example 2010-11)* | 2016-17

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

   i.   AQAR 2013-'14 submitted to NAAC on 23-07-2014
   ii.   AQAR 2014-'15 submitted to NAAC on 16-10-2015
   iii.   AQAR 2015-'16 submitted to NAAC on 09-02-2017
   iv.   AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

University ☐   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

    Urban ☑   Rural ☐   Tribal ☐

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

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

1.11 Type of Faculty/Programme

    Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI(Phys Edu) ☐

    TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☑

    Others (Specify)   . ----

1.12 Name of the Affiliating University *(for the Colleges)*   Osmania University

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

    Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence	NA	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	-----
UGC-COP Programmes	NO		

2.IQACComposition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   0

2.4 No. of Management representatives   1

2.5 No. of Alumni   0

2.6 No. of any other stakeholder and

community representatives   0

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   8

2.10 No. of IQAC meetings held   2

2.11 No. of meetings with various stakeholders: Faculty 1   Non-Teaching -----

Staff 1   Students 1   Alumni   Others -----

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

If yes, mention the amount   ---

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ---   International ---   National ---   State ---   Institution Level ---

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(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Preparation and submission of AQAR
- Periodic meetings were conducted to take stock of the quality initiatives and their implementation
- Constant interaction with heads of departments to enhance quality
- Preparation of Action Plan for the institution setting goals and bench marks in order to enhance quality.
- Encouraging teachers to focus on healthy classroom interaction in the course of teaching to foster mutual exchange of ideas.

2.15 Plan of Action by IQAC/Outcome | -- | | -- |

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	**Achievements**
To take all steps to get Permanent Affiliation	All efforts have been taken to get the Permanent Affiliation which is pending with the University for some administrative reasons
To strengthen the feedback system from students and parents.	Successfully achieved this for students and working on a more effective system for feedback from parents.
Encourage maximum participation in conferences	Partly accomplished
Introduce a highly efficient IRP.	Accomplished.
Have sensitization sessions for foreign students.	Successfully held.
Gender Audit and Green Audit to be undertaken	Not accomplished.
To have various club activities.	Various co-curricular and extra-curricular clubs started, and effective skill enhancement occurred.
To actively pursue with the NCC Directorate to establish an NCC unit	Waitlisted by the NCC Directorate.
IQAC members to present Papers on Quality related issues (at least2)	2 IQAC members attended and presented papers in a UGC sponsored National Conference.

2.15 Whether the AQAR was placed in statutory body/Management/Syndicate/Any other body?

Yes [✓]   No [ ]

The Management has been very supportive in all spheres and has actively cooperated in every initiative

of the IQAC. The unaccomplished tasks in 2016-17 will be taken up in the year 2017-18.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	08		08	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	08		08	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	08
Trimester	
Annual	08

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

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

*Please provide an analysis of the feedback in the Annexure

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

NA

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	52			

2.2 No. of permanent faculty with Ph.D. | 1 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty | ---- | | ----- |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	3	7	-
Resource Persons	-	1	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Use of internet apps and tools in the classroom.
- Outcome based objectives to strengthen the teaching-learning practices.
- Problem Solving and Project-Based Learning.
- Case studies and Role play.
- Demonstration using Models and Simulations.
- Flipped Classroom.
- Viewing and Discussion of Documentaries and Movies.
- Soft Skills training in classrooms.
- Extra-Curricular and Co-Curricular activities to supplement learning.

2.7 Total No. of actual teaching days during this academic year | 180 |

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 2 | | ----- | | 3 |

2.10 Average percentage of attendance of students | 66% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com General	134	--	39	19	--	58
B.Com Comp	138	--	47	23	--	70
B.Com voc	61	--	21	34	5	61
B.Sc MSCs	37	--	14	5	--	19
B.Sc MECs	29	--	34	7	3	45
B.ScBt.Bc. Ch	20	--	35	15	--	50
BA Voc	74	--	22	42	1	65
BBA	61	31	28	18	3	80

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

IQAC, with the help of Academic Audit Cell, conducts periodic audit through interaction with Departments and suggest areas for improvement. The College depends on the IQAC to drive quality in every aspect of teaching learning, administration and social impact of the college too. It promotes research, publications, paper presentations and participation in international/national/regional workshops, conferences and symposia. Heads of departments along with IQAC make plans for the future of the institution and prepare a road map for quality assurance and enhancement.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Faculty Orientation-in house)	52

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8			
Technical Staff	10		1	

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers to participate in International, National and State level seminars and present research papers and recommends to the Management for financial assistance for meeting registration and travelling expenses.
- Teachers who are pursuing PhD and wish to attend conferences, workshops are provided ODs by the Management.
- Intimates faculty members about doing certificate/diploma courses in the relevant fields to encourage continuous learning.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings		2	

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [3.5]   Nos. in SCOPUS [ ]

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

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

3.7 No. of books published i) With ISBN No. | 1 | ii) Without ISBN No. | |

Chapters in Edited Books | |

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

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | ------ |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.13 No. of collaborations   International | 3 | National | | Any other | |

3.14 No. of linkages created during this year | |

3.15 Total budget for research for current year in lakhs: | |

From Funding agency | | From Management of University/College | 4 |

Total | 4 |

3.16 No. of patents received this year | |

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

Total	International	National	State	University	Dist	College

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

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

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

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events:

University level [80]   State level [8]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS:

University level [5]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC [   ]   NSS [15]   Any other [10]

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

- The College in partnership with Osmania University and The Telangana Government participated actively in the Haritha Haram programme (tree planting programme in the vicinity of the college)
- The College realizes its social responsibility and as part of this, it observes a Community Service Day every day. As in the previous years this year also the students and staff visited a number of institutions which help the underprivileged. Students and staff contributed in cash and kind and spent the day at old age homes, orphanages, government schools and a destitute home.
- Blood donation camp on the campus – 140 units of blood donated.
- Swach Bharat campaign on all working Saturdays.

- A two-year long project aimed at addressing sexual harassment in public spaces titled, Community Led Action Program by Police (CLAPP) a joint collaboration between members of SHE Team -Telangana Police, and students of St. Mary's College is underway with ten students from the college actively participating in it.

Criterion – IV
4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3642 sqmts			3642 sqmts
Class rooms	30(600sft each)			30(600sft each)
Laboratories	8 (600sft each)			8 (600sft each)
Seminar Halls	1(3000sft)			1(3000sft)
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Equipment Qty (1) Chairs 138 (2) Work stations 144 (3) Sofa set 01 (4) Conf Table 01 (5) Conf chairs 10 (6) CCTV 21 (7) Bio metric 14 (8) Cup boards 03 (9) Doors for toilets & Other Rooms 20 (10) Installation of fire hydrant system in progress Entire building (11) Class room Benches with tops 20 (12) I mac 21.5 inch (masscom) 02 (13) Canon –EOS 7D Mark II(G) 01 with 18-35mm lens		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

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

Student records like fee details, attendance, marks, etc. are computerized. The IRP introduced in 2016-17 has brought about innovation and ease of operation for the administrative processes too. An automated SMS is sent to the parents of students who were absent. The other updates like exam schedule, fee payment reminders, holidays etc are also sent through this system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2532	633622	398	133354	2930	766976
Reference Books	670	297828	80	27776	750	325604
e-Books	97000	11500	--	--	--	11500
Journals	--	--	--	--	--	--
e-Journals	6000	1100	--	--	--	1100
Digital Database	--	--	--	--	--	--
CD & Video	27	12360	--	--	--	12360
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	202	03	02	10	01	03	05	-
Added	02					01		
Total	204	03	02	10	01	04	05	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)
- Training for Housekeeping and security staff on ecommerce and digital economy transactions

4.6 Amount spent on maintenance in lakhs:
i) ICT

3.48

ii) Campus Infrastructure and facilities

70.15

iii) Equipments

19.45

iv) Others

52.32

Total:

145.40

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

- Every class has a teacher as a mentor. The class mentors regularly monitor the progress of their students and take remedial action where it is needed. Personal guidance relating to non-academics is also given by the mentors.

- The teachers also keep a track of the progression of the students in the academics through slip tests, terminal examinations, class room interactions, quiz and other such activities.

- Departments conduct various competitions, assign projects/ assignments in order to help students progress in their areas of interest. This helps departments to evaluate the progress of their students.

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1663			

(b) No. of students outside the state

48

(c) No. of international students

77

Men

No	%
1343	80.8

Women

No	%
320	19.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1277	84	25	318	6	1710	1200	59	18	380	6	1663

Demand ratio 1.4:1 Dropout % 0.11

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

The Department of Social Sciences, Mass Communications & Life Skills (Library) conducts the 'Mock Civil Services Preliminary-2017 Examination' every year. It was conducted on December 22, 2016. The mentors of classes also act as career guides and do pass on valuable advice on the job and educational opportunities in the future.

No. of students beneficiaries

| 20 |

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

| Two trained professional part-time counsellors helped students through counselling and also provided career guidance. |

No. of students benefitted | 12 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10 for Final Year students	250	94	---

5.8 Details of gender sensitization programmes

Gender Sensitization is one of the AEC (Ability Enhancement Course) under CBCS in the 2nd Semester. The course is an extensive and exhaustive 2 Credit Course which is compulsory for all students of 2nd Semester. As part of the teaching, engaging sessions, presentations and awareness programmes are conducted in the classes.

5.9 Students Activities

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

State/ University level | 132 | National Level | 03 | International level | 01 |

No. of students participated in cultural events

State/ University level | 17 | National level | 1 | International level | [ ] |

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

Sports : State/ University level | 13 | National level | 02 | International level | 01 |

Cultural: State/ University level | 4 | National Level | 0 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	66	11,09,540
Financial support from government	*23 (Applied)*	*Awaited*
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | | National Level | | International level | |

5.12 No. of social initiatives undertaken by the students | 3 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

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

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

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

MISSION

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

Communication of Vision and Mission to students, teachers and other stakeholders through:

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

6.2 Does the Institution have a Management Information System?

Yes. We have an Institutional Resource Planning (IRP) platform that encompasses a Management Information System (MIS). The IRP is used in the general administration of staff and students and accounts. The following are the features of the IRP

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

The IQAC had interaction with Heads of the departments to evaluate the teaching learning process of the institution. The focus of this interface was on teaching methodologies, improvement of class room atmosphere, ways of improving the results of the annual exam etc. Targets were also set for each department on the number of seminars/workshops to be attended by the faculty members and

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the number of papers to be presented etc. All these contributed to the improvement of quality in the teaching learning process.

6.3.3 Examination and Evaluation

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

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

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

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

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

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

6.3.6 Human Resource Management

The college has a well-defined, fair, non-discriminatory HR policy for its employees. It accords top priority for staff development and organises orientation programme for them conducted by external resource persons at the beginning of every academic year. Regular training programmes/guest

lectures are also organized for the teaching faculty on various subjects pertaining to teaching methodologies, classroom management, teacher development etc. All these help in enhancing the quality of teaching-learning process and in creating conducive atmosphere for team work. There is provision for Bereavement leave in case of the demise of a family member. Leaves which have not been availed of up to 6 in a year are fully refundable in whichever year the employee claims a refund according to the basic pay percentage of that year.

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

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

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

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

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

6.3.9   Admission of Students

Admission to various courses offered by the institution is according to the norms of the affiliating University. The college has an admission committee consisting of members from every department to help with the admission process. The students who seek admission are given a pre application form to be filled in. The college is in the process of creating a totally paperless admission system and was to a great extent successful in doing so with the help of an online pre-admission procedure. Then the applicant along with the parent/ guardian meets the admission counsellors who give them information about the courses offered, eligibility criteria, syllabus details, facilities available, future prospects etc. Once the counsellor approves the applicant's choice of the course, he/she is asked to buy the application form, fill and submit it with the requisite documents. Selection is based on merit and once the applicants are informed of their selection, they are asked to meet the Principal and confirm their admission by paying the fee. A notable feature of the admission process is that the Principal meets all the students along with their parents individually, without which the admission is not given. This helps the college in getting to know the parents and for the parents, it is a kind of affirmation that they receive from the college. The college boasts of an improved demand ratio in the academic year 2016-17.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	1

6.5 Total corpus fund generated   Rs 9.5 lakhs

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			✓	
Administrative			✓	

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes -- No --

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

Since the CBCS was introduced in 2016-17, there is a system of conducting 2 internal exams every semester for 15 marks and an internal assessment through projects in all subjects for 5 marks.

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

NIL

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

The college doesn't have a registered parent-teacher association. However, the college maintains contact with the parents through the Principal's office as well as class mentors.

6.13 Development programmes for support staff

A two-day orientation programme for the support staff is held every year in the month of June. On June 1 and 2, 2016, the support staff attended the orientation programme on the college premises. The program included guest lectures on motivation and attitude as well as several workshops

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

The college has mechanism in place to minimise the use of electricity and air conditioners are used sparingly. A campaign is also on to remind people to switch off lights and fans when not needed and to save water. Students also collected saplings and planted them in the neighborhood of the college. The use of plastic has also been regulated on the campus. The Swatch Bharat initiative every working Saturday in and around the campus by NSS is also a step in this direction.

Criterion – VII

7. Innovations and Best Practices

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

- All Human Resource processes, Academic processes including attendance (biometric linked), time-table, results, and feedback management, Administrative processes including payroll and inventory management are run on the IRP system.
- E-delivery of learning material through IRP, google drive, E-mail, WhatsApp groups etc
- 8 clubs introduced to encourage co-curricular and extra-curricular activities.
- Alumni engagement for guest lectures.
- Daily health tips and thought for the day with benefits displayed on a notice board at the entry gate of the college.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
- All efforts are taken to get the Permanent Affiliation orders issued by the affiliating university.
- Successfully introduced a robust feedback system through IRP and feedback given by students and analysed to improve the teaching learning mechanism.

- The number of papers presented was few compared to previous academic year, but teachers attended quite a few workshops.

- All Human Resource processes, Academic processes including attendance (biometric linked), time-table, results, and feedback management, Administrative processes including payroll and inventory management are run on the IRP system.

- Two sensitization sessions for foreign students were conducted to create awareness about Indian customs, habits, dress, beliefs etc.

- Gender and Green Audit could not be conducted.

- 8 clubs to promote co-curricular and extra-curricular activities started.

7.3 Give two Best Practices of the institution

Best Practice I

1. Title of the Practice: <u>Leadership at All Levels</u>

2. Goal: St. Mary's College, and its parent body, the St. Mary's Educational Society aims to create leadership at all levels.

3. The Context: To empower all the employees and students this novel idea to introduce Leadership at all levels was conceptualised by the management. The leadership concept permeates from the Principal to the students who also take up this important responsibility so that the entire process works like a circle with the individual onus on each working to the institutions advantage.

4. **The Practice:** The Head of the Institution has a circle of leadership with him, referred to as the Principal's Leadership Circle (PLC). The PLC is responsible for providing strategic leadership and tactical guidance including budgeting and resource planning. All the Heads of Teaching Departments and Departments like Examinations, Student Activities etc form the Principal's Leadership Circle. The group provides operational direction to the College. In the absence of the Principal, members of the PLC take charge of the Principal's office by rotation.

Each of the heads, in turn, have their Leadership Circles, comprising members of the department. These Leadership Circles are responsible for planning and execution at the department levels. When a Head is absent, the charge is taken by one of the members of the Leadership Circle by rotation.

Each teacher forms a leadership circle with student leaders in the Class which s/he is in-charge of as a mentor. Similarly, in the Student Activities Department, Faculty Mentors in charge of student clubs have the office bearers of these clubs in their leadership circle. In turn, these student leaders have other students in their circle. Each Leadership Circle functions with a high degree of independence. Yet, they are also interdependent collaborative units, which support each other to deliver value to our stakeholders. Any member of the College can share her feedback, idea or opinion on critical issues with the respective Leadership Circles and this helps problems to be addressed at the lowest possible level.

5. Evidence of Success: There is an amazing take away from this practice as the stakeholders have all relished this idea of ownership due to the responsibility they have been empowered with. The biggest evidence of success is the fact that power has not been misused, but in unison the entire circle of leadership has worked effectively to handle issues and problems as a team. The students especially gained immense leadership skills which was evident in the numerous occasions where they had to take a call on issues without depending on a single individual or group. With clarity on individual roles, this practice has increased productivity, quality and ease of handling issues by leaps and bounds compared to the previous years.

6. Problems Encountered and Resources Required: In certain cases, it was found that there was scepticism related to exercising power. However, with intervention and encouragement from the Principal and the other heads of department, this process can be termed as a big success in the academic year 2016-17.

Best Practice II

1. Title of the Practice: <u>Institutional Resource Planning (IRP)</u>

2. Goal: MPower, the Institutional Resource Planning (IRP) platform of St Mary's College is the integrated system of management that the College is using to manage academic and administrative process connecting multiple stakeholders in real-time, using a web-based software platform.

3. The Context: The institution invested on the IRP keeping in mind the need to collect, store and make data available to all stakeholders. Hitherto, it was very difficult to effectively accomplish simple tasks like communicating with parents, assimilating data and providing all stakeholders with information at glance. The introduction of IRP enabled the institution to overcome these problems.

4. **The Practice:** All Human Resource processes, Academic processes including attendance (biometric linked), time-table, results, and feedback management, Administrative processes including payroll and inventory management are run on the IRP. While currently, it is web-based and involving students and staff, in the year ahead, an app-based system would be added to the web-based system and parents would also be integrated as users. In future, a well-developed Learning Management System is also expected to be added to the IRP to ensure better learning outcomes. Work is on to make the IRP seamlessly integrated and platform neutral to allow efficient resource utilization to ensure effective service delivery and output for all.

The students as well as the parents are given a user id and password which enables them to access information on the go. This will ensure that the students and the parents can track the developments in college and mentors too can focus on fulfilling the bigger role that they are expected to play in student development.

Feedback on various areas was collected from students especially on the teaching learning process and more weightage was given to feedback collected from students who had high attendance percentage, thereby ensuring that the information gathered was reliable.

5. Evidence of Success: The practice has been a huge success as both parents and students have benefitted immensely from it. With scheduling of classes, attendance, scores in exams, outcome-based objectives of individual subject teachers and general guidelines available at the click of a button, greater transparency and accountability ensued leading to a seamless transition from the archaic to the modern. The tech centre of the college worked tirelessly to ensure that students and parents find the IRP easy to handle and make the best out of the service. The subject coordinators found it absolutely beneficial in coming out with data required for smooth conduct of examinations, the students could provide feedback about various aspects related to the institution and the same was put to good use by the management to improve in the areas where there was scope for improvement. On the whole practice was a huge success and the institution is aiming to better its scope in order to further raise the bar in ensuring quality sustenance.

6. Problems Encountered and Resources Required: There were few issues initially which were, basically, technical glitches. However, apart from these issues which were sorted out by the technical team, there no major problems encountered.

7. Notes (optional): While currently, it is web-based and involving students and staff, in the year ahead, an app-based system would be added to the web-based system and parents would also be integrated as users.

7.4 Contribution to environmental awareness / protection

- Tree plantation was taken up and competitions to create environment awareness were conducted on July 15, 2016 as part of the 'Harita Haram' programme.
- "Project Sarvodaya" is a social movement which aims to bridge the technological gap between urban and rural India, Conceptualized by Alahari Venkata Raja, our student pursuing his degree from the Dept of English & Mass Communication, Project Sarvodaya is an expedition to explore the villages of southern India and co-develop indigenous solutions that will empower rural India.
- 12 students from St Mary's College are actively participating in the two-day camp on "Climate Change & Water" being organized by the US Consulate General, Hyderabad.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

SWOC

STRENGTHS:

Excellent infrastructure with all modern amenities

Safe and secure campus environment with round the clock monitoring

Management team with global exposure

Quality faculty resources with a balanced mix of experience and youth

Well-developed processes and systems

Student activities and student-led clubs that build leadership

Active Counselling and Career Guidance Cell

Outstanding corporate relations and industry partnerships

Trained support staff with customer-centric service orientation

Quality of student intake

Brand value

WEAKNESSES:

Operating at full capacity leaves less space for additional activities

Limited sports facilities, especially for outdoor sports and games

Growth in research and publications inadequate

Consultancy and Extension activities are sub-optimal

Non-autonomous status prevents potential reforms and industry-relevant changes

OPPORTUNITIES:

Low hanging fruits in research and consulting especially given the many partnerships with industry

Scope to offer many more certificate programs than currently offered

Potential to replicate current student and faculty exchange arrangements with more universities

Streamline outcome-based syllabi using course handouts and formal learning contracts

To expand personalized counselling and career-guidance

To increase the focus on mentoring and coaching

To involve stakeholders better in the teaching-learning process

A well-designed ERP and LMS can significantly improve efficiency and outcomes

CHALLENGES:

Rigidity in the regulatory environment and the lack of autonomy to change fast enough

Lack of predictability in exam schedules and the unreliability of University almanacs

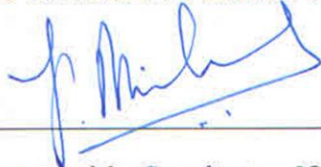Increasing competition from Business Schools and Deemed Universities with greater flexibility and resources.

8.Plans of institution for next year

Action Plan 2017-18

1. To actively promote research on the campus and have a recognized research centre by the end of the term. In order to achieve this
a) The College to provide all necessary infrastructure for research activities
b) Efforts to be made to tie up with industry for region specific research
2. Consultancy to be strengthened and to have a full-fledged consultancy for the industry by all the departments by the end of the term
3. Counselling cell to be strengthened.
4. More teachers to register for PhD and to recruit PhDs
5. Gym to be refurbished.
6. Departments should celebrate International Days.
7. To get the orders for permanent affiliation.
8. College to secure UGC recognition under Sec 12(f) and 2(b) by end of academic year
9. College to apply for autonomy by 2016-17
10. To establish skill development centre and start certificate courses.
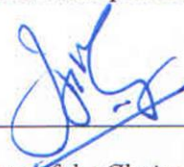11. To have more collaborative linkages

12. To establish an Incubation Centre

13. Alumni to be involved in the affairs of the college

14. Student projects – 10

15. Certificate courses- 2

16. To set up a Civil Services Study Circle

17. Mock Parliament

18. ISR - Swacch Bharat, Community Service Day

19. Soft Skills training, Gender and Culture Sensitization

20. Professional Upgradation

21. Guest Lectures, Field visits

22. Activity Sessions incorporated in the time table

23. Strengthening the Club Activities

24. Fortify the Foreign Students Cell.

25. Student workshops and seminars

26. Faculty Colloquium

27. Research Methodology (To enhance the quality of projects) for BBA

28. Seminars/workshops//publications etc.

29. Peer Teaching and Learning

30. Soft Skills training for Undergraduate Students

IQAC Coordinator: **J Michael Preetham**

Signature of the Coordinator, IQAC

Chairman, IQAC/Principal: **J Mathew George**

Signature of the Chairperson, IQAC

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Abbreviations:

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

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