Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**MARY MATHA ARTS AND SCIENCE COLLEGE**
Name of the head of the Institution	**Savio James V**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04935-243087**
Mobile no.	**9447277990**
Registered Email	**mmcmntdy@gmail.com**
Alternate Email	**principalmmc95@gmail.com**
Address	**Mary Matha Arts & Science College, Vemom Po , Mananthavady, Wayanad District**
City/Town	**Mananthavady**
State/UT	**Kerala**
Pincode	**670645**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Maria Martin Joseph**
Phone no/Alternate Phone no.	**04935244309**
Mobile no.	**9961139916**
Registered Email	**mmcmntdy@gmail.com**
Alternate Email	**iqacmmc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://marymathacollege.ac.in/data/downloads/2018-12-22-11-23-33_aqar-2017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://marymathacollege.ac.in/data/downloads/2021-03-27-12-56-49_academic-calendar-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity Period From	Validity Period To
1	**B++**	**83.50**	**2006**	**02-Feb-2006**	**31-Dec-2013**
2	**A**	**3.02**	**2014**	**21-Feb-2014**	**01-Sep-2020**
3	**B++**	**2.85**	**2019**	**01-Apr-2019**	**30-Mar-2024**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**02-Mar-2006**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of Internal Quality Assurance Cell (IQAC)	10-Jan-2019 1	7
Feedback from all stakeholders collected, analysed and used for improvements	08-Jan-2019 1	225
Regular meeting of Internal Quality Assurance Cell (IQAC)	29-Oct-2018 1	12
Regular meeting of Internal Quality Assurance Cell (IQAC)	25-Sep-2018 1	22
Regular meeting of Internal Quality Assurance Cell (IQAC)	14-Aug-2018 1	15
Regular meeting of Internal Quality Assurance Cell (IQAC)	20-Jul-2018 1	20
Regular meeting of Internal Quality Assurance Cell (IQAC)	18-Jun-2018 1	15
Regular meeting of Internal Quality Assurance Cell (IQAC)	13-Jun-2018 1	5
Regular meeting of Internal Quality Assurance Cell (IQAC)	19-Nov-2018 1	29

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes

Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**26**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• The Academic Calendar for the current year was prepared by the IQAC. • An evaluation of the previous year's curricular and cocurricular activities was made and suggestions for improvement were incorporated for preparing the Academic Plan of the current year. • After the department level meetings, the teachers work done diary was revised. • It being the last year of Second Cycle of accreditation, IQAC decided to have an external audit of the academic activities of the institution to make the stakeholders aware of the new process of accreditation. • In addition to the orientation programmes for students and parents, and training programmes for teaching and administrative staff, IQAC organised a workshop on Research Methodology in the view of increasing research. • Academic Administrative Audit (AAA) was conducted

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

Plan of Action	Achivements/Outcomes
Enhancing Research and Development Cell activities.	**Four of our faculties joined PhD program.**
Conducting Annual Internal Quality Audit (Academic Audit).	**External Academic Audit was conducted by a peer team from United Board of Peer Team Members.**
Promoting Soft Skills / Employability Skills among students.	**Continue to offer value added certificate courses: 1.Course in Yoga and Meditation 2. Course in Communicative English**
Possibilities of starting a Media Center and E-content repository	**HoDs of Physics, Computer Science and the Librarian drafted a proposal for the same and it was decided to allot a room in the new building which is under construction.**

Enhancement of PEN-R Activities	Introduced every day news broadcast (Mary Matha News Service) by the students through the public announcement system of the College.
Promoting more extension activities	Launched: 1. Gothra Jyothi—A project for providing assistance to the tribal communities of the district by the students of the College and 2. Schollege Programme, an initiative for improving the communicative skills of High School students of the neighbouring schools.
To start competitive exam oriented classes for the students appearing for various exams.	1. Department of Computer Science conducted NET coaching classes. 2. Department of Mathematics conducted coaching classes for JAM. 3. Department of English conducted coaching classes for PG entrance tests. Revised Guidelines of IQAC and submission of AQAR Page 7 4. Evening classes for various PSC exams were conducted by Career Guidance Cell
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Council	**23-Mar-2021**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**29-Mar-2019**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**30-Jan-2019**

17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Partial. The college is affiliated to Kannur University and all the important services like admissions, applications for examinations, attendance condonation, and issuing of**

certificates, are done through the university website. The admission process is conducted through the centralized allotment process, and the other services have a separate online portal. Necessary guidance is given to the students by the committees like the Admission committee, NAD committee, etc. Transfer certificates are issued using EduCloud 360.The Kerala state NCC has achieved total computerization of the NCC department and all services are provided online in the SNCC web portal. Easy and transparent access to scholarships and other government funds for the students are made possible with the different online services including application and verification processes made online.SPARK, Service and Payroll Administrative Repository, of the Kerala Government is used by the institution and caters to the personnel administration, payroll and other accounts activities. Other transactions are conducted through the Public Financial Management System, PFMS, and Bill Information and Management System, BIMS.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Curricular aspects of courses at Mary Matha Arts and Science College are governed by Kannur University ordinance and guidelines. The teachers of the college play key roles in the curriculum designing of Kannur University by being members of various Academic Bodies of the University. When the syllabi were restructured as part of the introduction of the Choice Based Credit and Semester System, most of our faculty were in charge of designing and detailing the Programmes and Courses. As many of our teachers are members of the Boards of Studies, they regularly participate in the syllabus designing and revision workshops organised by the University. Our College has an effective mechanism to implement the curriculum provided by the University. In the beginning of each academic year, a common staff meeting is held to plan the effective implementation of the curriculum. In this meeting, decisions are taken regarding the time frame for the completion of the syllabi and the conduct of internal as well as the mid-semester examinations. Other academic activities like the running of Bridge Courses, Certificate Courses, and Remedial Classes which complement and help effective curriculum delivery are also planned in this meeting. The calendar committee records and publishes the time frame for the completion of curriculum and evaluation in the Handbook and Calendar of the College, in tune with the University academic calendar. The names of committees/ teachers- in-charge, responsible for the effective implementation of the curriculum are also published in the college handbook. At the department

level, courses are shared and divided among the teachers depending on the syllabus and the workload. The aims and objectives of different papers are discussed by the teachers in detail, and classes are prepared taking into consideration these fundamental factors. Each faculty member is responsible for the effective implementation of the curriculum in the classroom. Periodic monitoring and evaluation is done at the Department level. Each teacher maintains a Diary of Academic Work which records the details of the curricular as well as the mentoring work done by them. The Diary of Academic Work is reviewed by the HODs and the Principal. Continuous evaluation, which includes periodic tests, assignments, and presentations at the department levels, and the mid-semester examination at the college level, help in the assessment of the effectiveness of curriculum delivery. Based on the performance of the students in the evaluation process and the feedback collected from them, necessary modifications and changes are made in curriculum delivery. Students who require additional help in academics are identified and given adequate attention. Over the years, a thrust area which has gradually developed and has resulted in major changes in the process of curriculum delivery is ICT assisted teaching and learning. A common audio-visual room and two digital classrooms for each major department of our institution facilitate ICT enabled teaching. Students are given the training to use these facilities. Notes and question papers are often forwarded to the students via group emails and blogs. Projects and assignments are collected and corrected online.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Co mmunicative English	NA	27/08/2018	25	yes	yes
CERTIFICATE COURSE IN YOGA MEDITATION	NA	02/04/2019	50	yes	yes
Certificate Course in Tally	NA	22/04/2019	60	yes	yes
Certificate course in Water Quality Assessment	NA	28/01/2019	30	yes	yes
Certificate course in Basic Electrical techniques	NA	15/10/2018	60	yes	yes
Certificate	NA	28/01/2019	60	yes	yes

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course in
 Pot farming
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	139	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga Meditation	02/04/2019	12
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology	34
BSc	Chemistry	22
BSc	Computer Science	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

At Mary Matha Arts and Science College, obtaining regular feedback from all the stakeholders and taking adequate actions based on the feedback received are considered very important and essential for the development of the institution. A structured questionnaire was prepared and distributed to all the final

semester students including PG, and their feedback on the curriculum, the administration and other activities of the college was analysed. 20 of the students from each of these classes were taken as the sample. A statistical software was used to analyze the opinions of the sample respondents. The result of the analysis shows that the overall rating given by the students for the curriculum is good as it got a mean score of 2.7 with a standard deviation of 0.50. All the variables such as learning values, applicability/ relevance to real life situations, depth of the course content, timely completion of the course, relevance/ leaning value of the project and continuous evaluation method were rated as good by the students. The overall rating given by the students for the administration and the other activities in the college is also good, with a mean score of 2.58 and standard deviation of 0.60. With regard to the administration, the students have a good opinion of the library, the laboratories, the indoor and outdoor sports facilities, the canteen, the college office, the health care system, the rest rooms (women), the hostel and the conveyance facilities. The analysis shows that many students are not fully satisfied with the toilet facilities, internet facilities and with the activities of the clubs and other organizations. In consultation with the Management and the Principal, IQAC has decided to discuss the matter further to provide better and improved facilities for the students in these areas in the next academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Mathematics	20	60	11
MSc	Computer Science	20	148	16
BSc	Chemistry	29	114	25
BSc	Physics	29	521	29
BCom	Computer Application	55	1144	55
BSc	Computer Science	36	492	36
BSc	Zoology	40	1173	40
BSc	Mathematics	42	340	42
BA	Functional English	42	1017	42

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	266	27	32	10	42

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
42	42	8	18	18	8

View File of ICT Tools and resources

View File of E-resources and techniques used

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

The College has an effective mentoring system. The Mentoring and Counselling committee monitors the mentoring processes of the College. Each batch of students has a mentor who is responsible for the welfare of the batch. The mentors are encouraged to be responsive to the needs of his/ her mentees. Mentors provide guidance and counselling on academic and non-academic matters. At the beginning of the academic session, the class wise names of the mentors are displayed on the College notice board. The mentors are responsible for the academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They provide primary psychological counselling to those who need them and refer them for more professional counselling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. Faculty members are encouraged to assist the students who require extra help in academic, and non- academic matters. The mentors maintain the biographic details of each individual mentee including their educational background and socioeconomic status. They also maintain record of their class attendance, class performance and academic progress. The mentors use both formal and informal means of mentoring. In addition to the mentoring system, counselling services provided in the College is also monitored by the Mentoring and Counselling committee. Feedbacks from the students are taken regularly and necessary changes are made to the system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
784	42	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	25	1	0	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of

			semester-end/ year-end examination	results of semester-end/ year- end examination
BSc	MMCMAT,MMCZLG,MMCCHE, MMCCS,MMCPHY	I	14/11/2018	21/12/2018
BCom	MMCCOM	I	14/11/2018	21/12/2018
BA	MMCFNG	I	14/11/2018	21/12/2018
BCom	MMCCOM	III	31/10/2018	21/12/2018
BSc	MMCMAT,MMCZLG,MMCCHE, MMCCS,MMCPHY	V	16/10/2018	15/12/2018
BA	MMCFNG	V	16/10/2018	15/12/2018
BCom	MMCCOM	V	16/10/2018	15/12/2018
BA	MMCFNG	III	31/10/2018	21/12/2018
BSc	MMCMAT,MMCZLG,MMCCHE, MMCCS,MMCPHY	III	31/10/2018	21/12/2018

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

The college follows the basic evaluation patterns and methods as per the guidelines of Kannur University. These are in line with the UGC guidelines. However, adhering to the concept of evaluation as a continuous process, the college has evolved a mechanism of evaluating each student from the time of admission onwards. A detailed Departmental interview is conducted at the time of admission by the heads of the departments to get know each student individually. During this interview, a preliminary enquiry about the students' talents, interests, ambitions, and expectations is conducted and duly noted. The marks/grade of the students in the qualifying examination (plus-two in the case of UG) is taken into account to assess their learning levels and competencies. Since, most of the students are from the Kerala State Board, there is a great level of uniformity. The common orientation programme, which is organised at the beginning of the first semester, helps the teachers to assess various skills of the students as it involves group dynamics, discussions, and other activities. The bridge course in English Language Skills organized by English Department for common classes and the course-wise bridge course by individual teachers involving assessment mechanisms like tasks, tests, assignments and personal interactions enable teachers to assess the students. The institution follows University guidelines for Continuous Internal Evaluation and the essential components are tests, seminars/assignments and attendance. The major reforms after the introduction of Semester System was the conduct of mid semester examinations at the college level, which is organized and monitored by the Examination Committee. Periodical tests by individual teachers enable students to assess themselves and to improve their methodologies on the basis of teacher feedback. Student performance is discussed in the department and relevant feedback is given to the students and to their parents in order to encourage improvement and diligence. Seminars and assignments give opportunity for students to experiment with innovative ways of procuring materials and submission/ presentation, and most of the teachers encourage students to make use of ICT including new media for this purpose. Thus, within the broad framework of the CIE system put in place by the UGC and the affiliating University, the institution permits students and teachers much

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

In the beginning of the academic year, the Academic calendar was prepared at three levels: the college level, department level, and by the individual teachers. The Academic calendar of the college was prepared by the Calendar committee by referring the state calendar and the academic calendar of the affiliated university to ensure smooth conduct of the activities of the College. It was distributed at the beginning of the new academic session to the teaching staff, non-teaching staff, and students of the College for the intimation of yearly schedule. The Academic calendar contains the schedule of the College ranging from holidays to examination to curriculum activities of the College. The College adheres to the academic calendar and University Regulations for the conduct of Continuous Internal Evaluation. The department level academic calendar and the calendar prepared by the individual teachers are in tune with the Academic calendar of the college and it ensures the smooth functioning of the college.

2.6 – Student Performance and Learning Outcomes

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

http://marymathacollege.ac.in/data/downloads/2021-03-30-4-29-22_2-6-1-2018-19.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MMCMSC	MSc	MSc Computer Science	15	11	73.33
MMCMMS	MSc	MSc Mathematics	11	7	63.64
MMCPHY	BSc	BSc Physics	22	20	90.91
MMCCS	BSc	BSc Computer Science	28	16	57.14
MMCCOM	BCom	COMMERCE	54	47	87.04
MMCCHE	BSc	BSc chemistry	22	16	72.73
MMCZLG	BSc	BSc Zoology	35	31	88.57
MMCMAT	BSc	BSc Mathematics	35	25	71.43
MMCFNG	BA	BA Functional Enlish	39	23	58.97

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2.7 – Student Satisfaction Survey

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

 http://marymathacollege.ac.in/data/downloads/2021-03-30-4-39-27_2-7-1-sss-2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL00	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	3

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

Name of the Department	Number of PhD's Awarded
Physics	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	8	0.47
International	Computer Science	7	0.5
International	Mathematics	1	6.76
International	Physical	5	0

	Education		
International	Physics	2	2.72

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

Department	Number of Publication
Journalism	4
Physics	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Effect of leucine enkephalin administration on ovarian maturation in the freshwater crab Travancoriana schirnerae	Navya Gopal, Arath Raghavan Sudha Devi	International Journal of Aquatic Biology	2019	0.457	Mary Matha Arts and Science College Ma nanthavady	0
Effect of eyestalk ablation on mandibular organ activity in the freshwater crab Travancoriana s chirnerae.	Sudha Devi A. R., Smija, M. K., Navya, G. and Sneha D.	International Journal of Fisheries and Aquatic Studies	2018	0.57	Mary Matha Arts and Science College Ma nanthavady	0
Morphology and histology of Y organ in relation to growth and reproduction in the freshwater	Navya, G. and Sudha Devi, A. R.	Academic Research I nternation al	2018	0.761	Mary Matha Arts and Science College Ma nanthavady	1

crab Baryt elphusa cu nicularis						
Morphology and histology of mandibular organ in relation to growth and reprod uction in the freshwater crab Baryt elphusa cu nicularis.	Navya, G. and Sudha Devi, A. R.	Internat ional Journal of Oceans and Oceanograp hy	2018	0.57	Mary Matha Arts and Science College Ma nanthavady	1
Effect of methyl farnesoate administra tion on ovarian growth and maturation in the freshwater crab Trava ncoriana schirnerae	Sudha Devi, A. R. and Aswani, A.	Egyptian Journal of Aquatic Biology Fisheries	2018	0.26	Mary Matha Arts and Science College Ma nanthavady	1
Role of ecdysteroi ds on oogenesis in the freshwater crab Trava ncoriana s chirnerae.	Sudha Devi, A. R. and Aswani, A.	Brazilian Journal of Biological Sciences	2018	0.52	Mary Matha Arts and Science College Ma nanthavady	1
Effect of adminis tration of neurotrans mitters: Serotonin and dopamine on testicular maturation in the freshwater crab Trava ncoriana	Navya Gopal, Arath Raghavan Sudha Devi	Brazilian Journal of Biological Sciences	2019	0.457	Mary Matha Arts and Science College Ma nanthavady	1

Title	Author	Journal	Year	Impact	Affiliation	Citations
schirnerae Bott, 1969 (Crustacea : Gecarcin ucidae)						
WiP: Security Enhanced Size Invariant Visual Cryptography with Perfect Reconstruction of White Pixels	Jisha T E and Thomas Monoth	Lecture Notes in Computer Science (LNCS)	2019	1.17	Mary Matha Arts and Science College Mananthavady	Nill
Contrast-Enhanced Recursive Visual Cryptography Scheme Based on Additional Basis Matrices	Thomas Monoth	Smart Innovation, Systems and Technologies	2018	0.59	Mary Matha Arts and Science College Mananthavady	0
Size-dependent magnetic and structural properties of CoCrFeO4 nano-powder prepared by solution self-combustion	Sijo A. K, D. P. Dutta	Journal of Magnetism and Magnetic Materials	2018	2.717	Department of Physics, Mohanlal Sukhadia University	5

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

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

Number of Faculty	International	National	State	Local

Presented papers	4	0	0	1
Attended/Seminars/Workshops	0	3	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Karunya charity mission	AICUF	1	18
Employment Training Programme for tribal women	NSS	2	100
Workshop on Communicative English	Department of English GVHSS Kattikulam	1	45

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NCC	Flood relief	Govt of india	6
NSS	Flood relief	Govt of india	3

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Sasthrajalakam 19	SIET-Kerala, IQAC and Department of Physics, Mary Matha Arts and Science College	Sasthrajalakam 19	10	37
Sasthrapadam 19	Samagra Shiksha Kerala, IQAC and Department of Physics, Mary Matha Arts and Science College and Higher Secondary Education Kerala	Sasthrapadam	12	56

Seed festival to promote agricultural practices	NSS in c ollaboration with a griculture department	Seed f estival	8	50
Survey of number of surviving saplings planted in the last f ew years	NCC i n c ollaboration with forest d epartments	Plant s urvey	3	87
Volunteers in Special Olympics R ally conducted in Mananthavady	NCC	Special Olympics	2	75
Sasthrajalakam 18	SIET-Kerala, IQAC and Department of Physics, Mary Matha Arts and Science College	Sasthrajalakam 18	10	47

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
International Cooperation (Bilateral)	International Cooperation (Bilateral)	G.V. Kurdyumov Institute for Metal Physics, N.A.S. of Ukraine	07/06/2018	30/03/2019	Dr. Sijo A. K

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

| NIL | Nill | NIL | 0 |

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
31.04	31.04

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	3.12.03.000	2005

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14367	5378017	477	39300	14844	5417317
Reference Books	1032	1032000	0	0	1032	1032000
e-Books	0	0	0	0	0	0
Journals	20	106029	0	0	20	106029

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	173	102	346	18	0	7	37	10	9
Added	0	0	0	0	0	0	0	0	0
Total	173	102	346	18	0	7	37	10	9

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
13.72	13.72	31.04	31.04

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

Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities, and equipment of the college: Building infrastructure A building committee under the supervision of the College Management is in charge of the construction work. Repair and maintenance of the buildings and physical infrastructures like water, power supply, gas etc are looked after by this committee. A constant effort is made to provide secure space for equipment and tools. During all civil and electrical maintenance and up-gradation work, a supervisor is assigned by the college authority to verify the work done by the contractors. All minor faults and repair works are attended by technicians and mechanics appointed by the college. Computer IT infrastructure A Dead Stock Register is maintained to keep account of non-functional electronic equipment like computers, printers, etc. Maintenance and up-gradation are looked after by the computer maintenance committee from time to time. Laboratory Equipment's/Machinery The laboratory equipment is maintained at the departmental level by the staff or by technicians annually and/or whenever necessary. Stock registers are maintained in the departments for keeping a list of chemicals, glassware, and any other instruments used in the laboratory. The gas connection pipeline is checked regularly for any leakage. A Dead Stock Register is maintained to keep account of the non-functional equipment and machinery. Furniture's/ related items There is staff to look after the maintenance and repair work of furniture and and other physical infrastructure. Any damages and complaints are brought to the notice of the authority and necessary actions are taken by the committees constituted to monitor the repair and maintenance work.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Dr K T Varkey Endowment for the Best Outgoing Student	1	1000
Financial Support from Other Sources			
a) National	Post metric scholarship for minorities	62	280825
b)International	NA	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Seminar on Mobile Journalism	01/10/2018	75	External
Workshop on "Getting along with Elephants"	22/11/2018	48	External
Class on Personality and motivation	17/06/2019	45	Psychotherapy and counseling
Seminar on New Directions in Translation Studies	15/02/2019	50	NA
Interactive session on How to face and win competitive examinations	22/02/2019	50	Alumni from NIT Calicu
Talk on Career in Commerce	11/01/2019	35	Eminent Unique Institute of Management, Ernakulam.
Talk on Accounting software and packages	13/12/2018	42	IPA Calicut
Workshop on Entrepreneurial Development	18/07/2018	150	External
ASAP orientation	22/06/2018	100	ASAP TEAM
Workshop on	07/05/2018	100	Faculty from

Research methodology and data analysis with statistical packages				Govt. Engineering college, Thrissur

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	UGC-NET Coaching in Computer Science	25	0	1	0
2018	JAM coaching in Mathematics	10	0	1	0
2018	Career guidance and counseling	0	85	0	0
2019	Talk on Career in Commerce	0	35	0	0
2019	Interactive session on How to face and win competitive examinations	0	50	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Nill	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	13	B.Com	Commerce	Government college Mananthavady	M.Com

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

Items	Number of students selected/ qualifying
NET	6
SET	2
GATE	1
Any Other	5

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

Activity	Level	Number of Participants
Kannur University Intercollegiate Yoga Champion ship	University Level	60

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	All India essay writing competition conducted by Department of Atomic Energy	National	Nill	1	68714097 3807	Sonabin V. Sabu

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

In an institution of learning, it is very important that students are given enough opportunity to express their views on issues of concern to them. It is equally important that they are listened to and are encouraged to take active participation in promoting the aims and objectives of the institution. Our college has an organized students' union to ensure the participation of students in academic and administrative activities of the college. The Students' union body consists of the Chairman, Vice-chairperson, General

Secretary, Joint Secretary, University Union Councilor, Secretary to the Fine Arts Association, Student Editor to the college magazine, General Captain to the sports and games activities, Secretaries to the Department associations and representatives of 1st, 2nd, and 3rd-year students. In the above structure, two seats, the Vice-chairperson and Joint Secretary are reserved for women students. A faculty member is entrusted to advise the students' union. Students' union members and members of other committees are involved in various college activities. Members of various committees are selected by the faculty-in-charge of the committee. House captains and student representatives from various classes are actively involved in the planning and execution of annual sports meet and intramural games competitions. The Fine arts coordinator and the staff editor help to organize cultural activities and to publish the college magazine. The director of Physical Education helps to coordinate indoor and outdoor sports activities. Students good at sports are identified by the student committee and are trained for inter-college and inter-university competitions. Cultural activities of the college are planned and executed by the committee for the promotion of fine arts. Participants for Kannur University inter-collegiate fine arts competition are selected through college level competitions on the Arts Day conducted by the student union. Student editor and other student members of magazine committee wholeheartedly work in bringing out the college magazine. Student representatives enthusiastically participate in the functioning of various committees like Library Committee, Grievance Redressal Committee, Anti-ragging Committee, Women Welfare Committee, Examination Committee, Committee for Classroom Arrangement, Canteen Committee etc. Examination Committee ensures the convenience of students while setting the dates and timings of internal examinations by discussing with the student representatives. The Chairman and Vice Chairperson of the student union are permanent members of the Canteen Committee and College Co-operative Society. The College Union Chairman is a nominated member of Board of Governors, the highest decision-making body of the College. Students' union for the academic year 2018-19 was inaugurated on 25-09-18 and organized various cultural, sports and other co-curricular activities throughout the academic year under the guidance and supervision of the Union Advisor Dr. Mary Nirmala Borgia.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association plays an important role in helping to shape the future of our college by representing the views of its members, and contributing to the academic and infrastructural development of the institution. The alumni association of our college has been running unregistered since 1998. On 11th November 2018, the official alumni association of our college MARY MATHA ARTS AND SCIENCE COLLEGE POORVA VIDHYARTHI ASSOCIATION was registered at the office of Wayanad District registrar (Ref. No. WYD/CA/441/2018). Facility for online alumni registration is provided on the college web site. In addition to this registered association, there are various Department level and location based functional alumni units. Various alumni groups are active in new media like Facebook and Whatsapp. December 26 is observed as the alumni day of our college and annual alumni meetings are conducted on the same day. Earlier this get-together day was the only occasion when alumni members interacted with the institution. But With the advent of Social Media, alumni relationship has taken a different flavour altogether. Presently our alumni frequently interact with each other and with the institution through various networking platforms like Linkedin, Facebook, Twitter, WhatsApp etc. by creating their alumni groups and profiles on them. Our alumni members are prominent people in the society in various fields like education, IT, banking, politics, real estate etc. Alumni are the brand ambassadors of our college and those who are well positioned in

various careers help students through placement cell. Alumni representatives who are members of college Advisory Committee actively take part in academic and administrative functioning of the college. The college has a mechanism named 'Luminous Alumni' intended to recognize and honor illustrious alumni members every year. Alumni members occasionally deliver motivational talks to our students and significantly contribute financially or by other means during various fests/activities of the college. By their goodwill, our alumni make several contributions, both monetary and non-monetary to their alma mater. A corpus fund is generated every year with their goodwill by deducting a sum of rupees fifty from the caution deposit that is refunded to the outgoing students after the completion of the UG and PG programmes. This fund is credited to an SB account (A/c No. 0063-021524281900, Catholic Syrian Bank) maintained by the college authority.

5.4.2 – No. of enrolled Alumni:

400

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

20000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of our college organized three alumni meets in the academic year 2018-19. A meeting of the alumni representatives was convened on 2nd November 2018, to discuss the official registration of the existing alumni association. On 11th November 2018, the official alumni association of our college MARY MATHA ARTS AND SCIENCE COLLEGE POORVA VIDHYARTHI ASSOCIATION was registered at the office of Wayanad District registrar (Ref. No. WYD/CA/441/2018). Routine annual meeting of the association was conducted on 26th December 2018. On 14th April 2019, the departments of the Zoology, Mathematics and English, in association with Mary Matha Arts Science College Alumni association organized an alumni meet of the 1996-99 batch students as a fare-well gathering in honour of our principal Dr. Savio James.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

A Uniform Committee consisting of teachers and students where constituted headed by Dr Mercy Ignatius as coordinator to introduce uniforms for the first year students in the academic year 2017-18. A meeting of the representative council of parents were held on 13/09/2017. They suggested to implement uniform for the first year students. The final decision was taken by the governing body in a meeting held on 23/02/2018. After the decision to implement the policy was made, Principal informed the decision to both teaching and non-teaching staff in a common staff meeting held on 01/06/2018 and uniform pattern was selected by academic council in a meeting held on 12/06/2018. It is decided to inform the parents at the time of admission. Heads each department inform respective parents at the time of admission and they also supported the policy. A pair of Uniform cloth was distributed through the College Co. Operative store at a nominal rate. The examinations are carried out periodically throughout the year. This is monitored by an examination committee with members from the teaching and administrative staff and students. They conduct meetings to decide the time and schedule of internal examinations in the college and also for effectively conducting the university examinations in the college. This committee also addresses grievances related to exams.

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

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	**The Admission Committee is responsible for the admission procedures of the graduate and postgraduate students. The committee ensures fair and smooth admission process in the College. The committee ensures that all students get a fair chance to pursue the course of their choice. Admissions to the various UG, PG and Doctoral Programmes of the college are highly sought after. The college receives a large number of applications for every sanctioned seat. The college has very close to 100 admission to the sanctioned seats for the aided Programmes and nearly 85 for the unaided Programmes. Large majority of students admitted to the college hail from Wayanad and adjoining districts.**
Curriculum Development	**Curricular aspects of courses offered at the College are governed by Kannur University ordinance and guidelines. The faculty of the college, by being members of University Academic Bodies, play key roles in the curriculum designing of Kannur University. Many of our teachers participated in the syllabus designing and revision workshops organized by the University.**
Teaching and Learning	**• A schedule is prepared prior to the beginning of every academic year which outlines a set of activities consisting of workshops, seminars, industrial visits, guest lectures, etc. • The learning levels of students admitted to the College are assessed using different methods and the students are categorized as slow learners, advanced learners etc. • The Bridge Courses offered by the departments in the beginning of the academic year for the first year students enable teachers to assess students and categories them. • Students who are slow learners are provided with remedial classes. • The use of ICT, lecture method, open book exams, introduction of certificate courses etc. facilitates better**

		learning.
Examination and Evaluation		The college follows the basic evaluation patterns and methods as per the guidelines of Kannur University. These are in line with the UGC guidelines.Periodical tests by individual teachers and mid semester exams enable students to assess themselves and to improve their methodologies on the basis of teacher feedback. Student performance is discussed in the department and relevant feedback is given to the students and to their parents in order to encourage improvement and diligence. Seminars and assignments give opportunity for students to experiment with innovative ways of procuring materials and submission/ presentation, and most of the teachers encourage students to make use of ICT including new media for this purpose.
Research and Development		The college has a Research Advisory Committee which monitors the research activities in the college. Collaborative research is encouraged in the college and as an outcome, teachers jointly publish/present papers at conferences and seminars. Faculty members are encouraged to apply for the projects offered by various governmental organizations. The college also subscribes to journals in various disciplines to promote a research culture. All the eligible faculty are encouraged to be research supervisors
Library, ICT and Physical Infrastructure / Instrumentation		Library • Full time librarian and library assistants. • Library Advisory Committee. • Regular buying of books journals etc. • Encouraging use of the library of its resources. • Regular stock verification, replacement of old / damaged books etc. • Book banking facilityfor economically backward students ICT • Smart class rooms in all departments. • Maintenance and updation of all electronic equipment done regularly. • Computers (with internet) made available to teachers and students and administrative staff. PHYSICAL INFRASTRUCTURE • Committees for infrastructure,for funds etc. continuously try to collect all available funds and to do infrastructure development as per emerging needs. • Currently a new block for library and auditorium is being

	built .The management procures and spends much money on infrastructure maintenance etc.
Human Resource Management	The institution seeks to enhance the competence and performance of its personnel, both teaching and administrative staff, through orientation Programmes, refresher courses, trainings etc. Teachers are encouraged to attend seminars, workshops, orientation/refresher courses in universities, other colleges etc. There is a very careful attempt to enhance the competence and skills of the students through various co-curricular and extracurricular programs. Apart from Programmes in the college, they are encouraged to participate in competitions, fests etc. in other institutions. Many students win prizes.
Industry Interaction / Collaboration	Industry Interaction / Collaboration All the departments of the college, along with Walk with a Scholar programme, Career Guidance and Placement Cell, had an active industry interaction / collaboration in this year. Some of the activities are mentioned below: ? The Department of Computer Science has signed a MoU with Future Labs, Calicut to assist final year BSc students for their projects. ? The Department of Chemistry organized an industrial visit to Goa Milk Diary. ? Walk with a Scholar programme organised motivational visits to Hyderabad Central University, IIIT, and Indian School of Business.

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

E-governace area	Details
Planning and Development	Partial
Administration	Partial
Finance and Accounts	Partial
Student Admission and Support	Partial
Examination	Partial

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	Mr. George Thomas	One Day National Seminar Cum Workshop on NAAC	IQAC, St Marys College Sulthan Bathery	2500

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	A Gateway to Investment	A Gateway to Investment	08/06/2018	09/06/2018	25	18
2018	Manual of office procedure and Kerala Service Rules	Manual of office procedure and Kerala Service Rules	02/11/2018	03/11/2018	25	18

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	20	4	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The management recognizes the commitment and dedication of the teaching and non-teaching faculty and strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the	The management recognizes the commitment and dedication of the teaching and non-teaching faculty and strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the	1. Various Committees like Anti Ragging Committee, Grievance Redressal Committees, Women's Cell and Committee for the Prevention of Harrassment of Women 2. Hostel Facility for Women 3. Counselling 4.

institution are: 1. Staff quarters are available within the campus for the teaching and non-teaching staff. 2. The Institution has its own Staff Benefit Scheme through which short term and long term loans are disbursed to the staff members. 3. The teaching staff is granted leave to participate in Orientation Programmes, Refresher Courses, and Short Term Courses etc. 4. Career advancement of the teaching staff is given due importance by the institution by facilitating Faculty Development Programme. Group Insurance facility is provided to both teaching and non-teaching staff. 5. Participation of the non-teaching staff in courses/seminars related to computer literacy, administrative skill etc. is ensured. 6. The teaching and non-teaching staff are granted different types of leaves such as commuted leave, leave surrender facility, maternity leave, and paternity leave, earned leave, medical leave etc. as per the norms of the State Government and the UGC. 53 7. Provident fund, General Life Insurance Scheme (GLIS), State Life Insurance (SLI) etc. are provided for all the employees. 8. Canteen facilities are provided inside the campus at subsidized rates. 9. Recreation room and sports facilities like gym, indoor and outdoor stadium are made available for the staff without any membership fee. 10. The stationery, Photostat, and spiral

Recreation: Media Club, Debate, Quiz and Elocution, Tourism Club, Yoga and Health Fitness Club, Music and Film Club, 5. Vimukthi Club, The red ribbon for blood grouping and donation, Anti Narcotic Cell, BhoomithraSena Club are active in the College 6. Government Sponsored Scholarships 7. Institutional endowments and scholarships 8. Walk With Scholar Programme 9. Scholar Support Programme 10.Various Programmes and fests are regularly organized in the College for the students

binding facilities are provided at subsidized rates for the staff and the students. 11. The management advances a portion of salary to meet the needs of the newly appointed staff until the sanction of the government salary. 12. The college organizes an annual tour for the non-teaching staff and financial assistance is provided for the same. 13. Teaching and non-teaching staff associations ensure the welfare of the staff and provide financial assistance and compliments on various occasions. 14. The Institution acknowledges the academic and nonacademic achievements of the teaching and non-teaching staff. 15. Well-secured parking area is provided for the staff. Retiring rooms for both gents and ladies staff are also provided.	binding facilities are provided at subsidized rates for the staff and the students. 11. The management advances a portion of salary to meet the needs of the newly appointed staff until the sanction of the government salary. 12. The college organizes an annual tour for the non-teaching staff and financial assistance is provided for the same. 13. Teaching and non-teaching staff associations ensure the welfare of the staff and provide financial assistance and compliments on various occasions. 14. The Institution acknowledges the academic and nonacademic achievements of the teaching and non-teaching staff. 15. Well-secured parking area is provided for the staff. Retiring rooms for both gents and ladies staff are also provided.

6.4 – Financial Management and Resource Mobilization

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

An external audit was conducted from 16 May 2019 to 22 May 2019 for the financial years 2014, 2015,2016,2017,2018, 2019. The audit team included MsShareena P, Senior Superintendent, Deputy Directorate of Collegiate Education, MsSmitha T K, Senior Clerk, Mr. Mohandas V, Senior Clerk, and MsVijitha P. The audit report was verified by MrAjithendra Kumar, Accounts Officer.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management,De Paul School Kalpetta, SH School Kayyunni and Individuals	8815000	Infrastructure Development and Maintenance
[View File](#)		

6.4.3 – Total corpus fund generated

8815000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	Principal and IQAC
Administrative	Yes	NAAC,Deputy Directorate of Collegiate Education	Yes	Internal Audit Committee

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

* The PTA was involved in various events organized by the College like Orientation Programmes, Merit Day, Union Inauguration, etc. • The PTA met at regular intervals to assess the academic progress of the students and had discussions with the teaching faculty regarding the same. • The PTA supported for the implementation for the uniform in the college.

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

* Conducted an Investment awareness programme • Conducted a class on Kerala Service Rules • Conducted an awareness class on Tax Planning

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

* Certificate course on Basics on Latex • Coaching for competitive examinations • Morning news reading services using the centralized PA system • Started Bridge courses by various departments

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Orientation for first year students	30/07/2018	30/07/2018	31/07/2018	250
2018	Workshop on "Getting along with Elephants"	22/11/2018	22/11/2018	23/11/2018	90
2018	"SasthraJalakam" for School students	30/11/2018	30/11/2018	02/12/2018	120
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Kerala women, yesterday, today and tomorrow	30/01/2019	30/01/2019	32	0
poster making competition on the topic "a message on women's day" and an essay writing competition on the topic " the problems and prospects of Kerala women"	08/03/2019	08/03/2019	20	8

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

Percentage of power requirement of the University met by the renewable energy sources
12.82

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	2
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nill	09/11/2018	4	Leadership Programme by Jesus Youth	Imparting Leadership quality among participant	52

2018	Nill	1	30/11/2018	3	Sastrajalakam 18 (A Window to Science)	Inculcation of Scientific Temper among Class 9 students from various schools in Wayanad District	57
2019	Nill	1	04/01/2019	3	Sastrajalakam 19 (A Window to Science)	Inculcation of Scientific Temper among Class 9 students from various schools in Wayanad District	47
2019	Nill	1	01/02/2019	3	Sastrapadham 19	Inculcation of Scientific Temper among Class 11 students from various schools in Wayanad District	68

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

Title	Date of publication	Follow up(max 100 words)
Hand book Calender	08/06/2018	The Handbook and Calendar 2019-20 was printed before the commencement of the academic session and distributed among all the stake holders in the beginning of the academic year. The Handbook contained all the information regarding academic matters, admission procedure and

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
World Environment day celebrations	22/06/2018	22/06/2018	30
Gandhi Jayanthi – 2018	02/10/2018	02/10/2018	60
National Science day	04/02/2019	05/02/2019	200
Independence Day	15/08/2018	15/08/2018	70
Republic Day	26/01/2019	26/01/2019	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives taken by the institution to make the campus eco-friendly (at least five) The location of the College in close proximity to the Wayanad Wildlife Sanctuary which is a part of the Western Ghats, a UNESCO World Heritage Site, and one of the hottest hotspots of biological diversity in the world, makes environmental protection and conservation the institution's utmost priority. Nearly 80 percent of the students use public transport facilities for commuting to the College. The bus stop is right in front of the College entrance and a spacious waiting area is constructed at the bus stop for the convenience of the students. Separate parking areas are provided for the students and the faculty members. Carpooling is practiced by many faculty members to save energy, and to contribute to protecting the environment. Alternate energy sources like solar power and biogas are exploited to meet the institution's energy requirements. The office staff has been provided with adequate computers, and commendable part of the official records are maintained in soft copies. Realizing that the easiest method of waste management is to reduce the creation of waste, the staff and students are instructed to minimize the use of paper and plastic and to dispose of waste carefully for recycling. The College campus was declared "Plastic Free and Eco-friendly Campus" in the year 2006. A beautiful and inspiring atmosphere is created on the campus through green landscaping. The College maintains a primary healthcare garden to grow medicinal herbs and trees. The Management takes special care and effort to collect and plant herbs which are on the verge of extinction. The local and scientific names of plants are displayed on them. The vast tea plantation on the campus adds to the scenic beauty. The compost waste generated is used for landscaping purposes. The Save Green Club, Bhoomitrasena and NSS take initiatives to protect the environment along with a full-time worker who looks after the plants in the campus. Awareness campaigns are organized in the College during days like the Environment Day, Water Day and Earth Day.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: 'PEN-R' – Project on English Newspaper Reading ? Goal: To inculcate reading habit among the entire students of the college. Subscription to more than hundred English newspapers for the students aims at improving their reading skills, developing confidence in English communication, improving their general awareness, broadening their vision, improving their vocabulary, inspiring their thoughts and helping them to absorb all kinds of information. Though the primary objective of subscribing the 'Business Line' is

to develop business orientation among the Commerce students, it helps them to improve their English language skills. ? The Context: Majority of the students hailing from poor rural background and first-generation learners of this Institution are the products of Malayalam Medium Schools. Even though they are better in their major subjects, their Communication Skill (both oral as well as written) in English Language is poor. The Institution realizes that English communication skills are essential for the overall development of students. The confidence level of students can also be improved by acquiring competency in English Language. This was the driving force in introducing the practice of subscribing English National Dailies, The New Indian Express and The Hindu for each batch of UG students of the College. The recommendations of the NAAC Peer team in 2005 to give maximum emphasis on developing the communication skills of students have been considered very seriously. This project is an effort to materialize the same. ? The Practice: The Institution started subscribing two copies of The New Indian Express to each class on an experimental basis in 2006 and the result obtained was amazing. This was literally the driving force to think of making English newspapers available to each student in their class room, free of cost. The number of newspapers available to the students has been raised to three in the next year. The development in the reading habit of students was discernible. In the next year, the Institution contacted the authorities of The New Indian Express and The Hindu to provide newspaper at reduced rate. The New Indian Express agreed to reduce the rate to Rs. Two per copy, provided the College should subscribe a minimum of fifty copies. When the Student Edition of the New Indian Express was launched in 2011, the regular newspaper being supplied to the students was replaced with this. The Hindu daily also agreed to supply the newspapers on a subsidized rate. Since the Peer Group Learning is an accepted practice in the College, the Slow Learners and the Advanced Learners sit together to read newspapers to engage in news analysis etc. The Media Club of the Institution conducts news reading contest and Newspaper Quiz for the students every year. The evidence of its successful impact on each batch of our students and the continuing feedback of the outgoing students suggested the continuance of PEN-R as one of the two best practices of the college. In order to put the objectives of the Project into practice, the Institution gives the following directions to the students: Try to read at least one small article twice a day. Do not try to read much, but try to make it a habit to read something every day. Try to read without a dictionary and guess the meaning of the whole article, even if you do not understand some parts. Choose articles that the student is interested in reading. Read the same type of article every day at the beginning and gradually increase the amount that he/she reads. After he/she can read that type of article well enough, try different types. Try to memorize words or phrases, which appear many times. ? Evidence of Success: Visible attitudinal change in the reading habits among the students •Better results in the University examinations in the Common Course in English •Improvement in the Presentation of Seminars by the students •Improved classroom performance of students •Active participation of students in participatory learning •Results of Campus Interviews for Placement in the recent years. •Increased number of readers of English magazines and subscribers of English books from the Central Library. ? Problems Encountered and Resources Required Problems Encountered: Majority of the newly admitted students do not have the habit of reading newspapers, even in their mother tongue, regularly. To bring back the students to the print media was a challenging task in the initial stage as their access to the mass media was limited to Television. Since the competency in English language is limited, the level of confidence of the students, especially the Poor Learners, was very low. ? Resources Required: In order to materialize the objectives of the project, discussions/meetings at various levels have been conducted/convened. The possibilities of the Mentoring System have been utilized to the maximum extent to get the project materialized. Open forums to

discuss the significance of acquiring competency in the Global language have been organized. The availability of the English National Dailies at concessional/cheaper rates has been explored. 2) Scollege Programme, an initiative for improving the communicative skill of High School students of the neighbouring schools. 3) Gothra Jyothi— A project for providing assistance to the tribal communities of the district by the students of the College

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

http://marymathacollege.org/data/downloads/2020-03-09-11-17-30_7-2-best-practices.pdf

7.3 – Institutional Distinctiveness

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

An institutions performance is defined and characterized by its reason for coming into existence, its vision, the nature of the stakeholders, cultural ambience, physical location etc. But as an educational institution, students are the primary human resource of our College and we claim that the distinctiveness of this institution lies in the way the human resources are managed. The college is located in Wayanad, which is a remote and rural district. It is this context that inspired the Management to establish the College with the mission to provide quality education to the youth of Wayanad. The academic and socio-cultural challenges faced by our students are immense. Convinced of the stark realities of our students, the College, through the following processes make a convincingly successful human resource management resulting in the progression of the student and the betterment of the community. Soon after the admission of the students to different courses, they are divided into advanced, average and slow learners, based on their learning abilities, and different methods of teaching are adapted to cater to the needs of the students. Bridge Courses introduced at the beginning of the first semester help many students to get in tune with the degree level teaching/ learning system. In addition to the General English classes prescribed by the University, the College also offers a Certificate Course in Communicative English. The Institution also has a good library with an excellent collection of books, journals and other articles. Most of our classrooms are equipped with projectors and smart boards which make ICT enabled teaching possible. Computer literacy among the students is made certain by the faculty members by sending group emails, collecting assignments online etc. The mentoring and counselling system of the college enables each student to get adequate care and attention. They are also provided with ample opportunities to interact with teachers from other institutions, scholars and scientists, which motivate them. Industrial visits, motivational tours, and workshops are regularly organized by all departments. Students are encouraged to do internships and projects in their subjects. The organizational skills of the students are also developed by involving them in all activities of the College including extension activities under the guidance of experienced teachers. The College also ensures that all students benefit the most from all government initiatives like WWS, SSP, ASAP, etc. which help them to be a part of a positively influential peer group. Since many students are from economically backward families, the College provides financial assistance to the deserving students through the scholarship section. With proper training during the course of their graduation, students are made well equipped to face different challenges of the world like facing large audiences, interviews, group discussions, etc. The guidance given to our students for higher education, and the close monitoring of their progression have enabled many of our students attain great heights. A closer analysis of our alumni who hold reputed positions in society and would supplement the

effective Human Resource Management of the college with sufficient evidence.

Provide the weblink of the institution
http://marymathacollege.org/data/downloads/2020-03-09-11-18-22_7-3-institutional-distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

A plan of action for the next academic year is prepared in accordance with the vision and mission of the college. Primary focus will be given to improve the academic activities. We plan to apply for new aided courses so that more students will get opportunities to pursue higher education. In addition to the regular programmes, all departments will be encouraged to offer certificate programmes and extension activities. The enrolment of students in online certificate programmes offered by platforms like SWAYAM will also be ensured. In order to provide job opportunities for the students more placement drives will be organised. Promotion of research culture among students will be encouraged by organising seminars and other research oriented programmes. With the goal of nurturing the talents of the students and for their all-round development, weekly sports and arts programmes will be introduced in the next academic year. Semester long practice for fine arts and sports competitions will also be provided. In addition to this, various programmes promoting gender equality, democracy etc will be organised to develop social awareness among the students. We plan to improve the ICT facilities in the college and initiate processes to establish a Learning Manangement System for the college. Teachers will be encouraged to create e content, audio/ video materials for the same. Along with this, we hope to diversify our teaching learning processes through blended learning, flipped learning etc. The management and administration have always believed in promoting a democratic atmosphere in the college. The students' union has been actively involved in all important decision-making bodies since the establishment of the college. In the next academic year, we have decided to take this a step further and constitute a student IQAC, and select representatives from each class to be a part of the quality enhancement activities of the college. The constitution of a student IQAC, we believe, will open avenues and opportunities for students to exhibit their leadership qualities and team spirit.