



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	MARY MATHA ARTS AND SCIENCE COLLEGE
Name of the head of the Institution	Dr Maria Martin Joseph
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
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 Geetha Antony Pullen																														
Phone no/Alternate Phone no.	04935244309																														
Mobile no.	8590303402																														
Registered Email	geethapullen@gmail.com																														
Alternate Email	iqacmmc@gmail.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	http://marymathacollege.org/data/downloads/2020-06-12-12-20-31_agar-2019-2020.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	http://marymathacollege.org/data/downloads/2019-11-06-12-22-39_calendar-2019-20.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>83.50</td> <td>2006</td> <td>02-Feb-2006</td> <td>01-Feb-2013</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.02</td> <td>2014</td> <td>21-Feb-2014</td> <td>20-Feb-2019</td> </tr> <tr> <td>3</td> <td>B++</td> <td>2.85</td> <td>2019</td> <td>01-Apr-2019</td> <td>31-Mar-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	83.50	2006	02-Feb-2006	01-Feb-2013	2	A	3.02	2014	21-Feb-2014	20-Feb-2019	3	B++	2.85	2019	01-Apr-2019	31-Mar-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
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1	B++	83.50	2006	02-Feb-2006	01-Feb-2013																										
2	A	3.02	2014	21-Feb-2014	20-Feb-2019																										
3	B++	2.85	2019	01-Apr-2019	31-Mar-2024																										
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-Jun-2019 1	5
Regular meeting of Internal Quality Assurance Cell (IQAC)	02-Jul-2019 1	21
Regular meeting of Internal Quality Assurance Cell (IQAC)	21-Oct-2019 1	7
Regular meeting of Internal Quality Assurance Cell (IQAC)	20-Sep-2019 1	50
Regular meeting of Internal Quality Assurance Cell (IQAC)	05-Nov-2019 1	46
Regular meeting of Internal Quality Assurance Cell (IQAC)	30-Jan-2020 1	34
Feedback from all stakeholders collected, analysed and used for improvements	20-Jan-2020 1	240
Academic & Administrative Audit (AAA) conducted	31-Jan-2020 5	8
Applied for student projects to various funding agencies	19-Jul-2019 1	20
Organized Student Seminars and Competitions	14-Feb-2020 3	280

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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
Mary Matha Arts & Science College, Mananthavady	Construction, Renovation Purchase2	RUSA	2020 720	3500000

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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 :	17
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)

Constituted the student IQAC, and held regular meetings to organize quality programmes, in order to make student community dynamic.

Introduced weekly programmes to promote the talents of our students by sparing one hour for the programmes once in a week

Aided the semester long practice for fine arts & sports competitions.

Encouraged the college community to respond to socially relevant issues.

Events were organized to felicitate the achievements of the students and the faculty.

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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
Promote research culture among students	Seminar competition were organized in the institution level & above average students were encouraged to participate in seminar competitions conducted by other institutions
Identify talented students and encourage them to participate in competitions organized by other institutions	Many of our students won medals in quizzes, debates, speech, and dance competitions organized by other institutions.
Organize placement drives as much as possible	Ten of our UG students got placement in the current year.
Selection of the fine arts and sports	Many students won laurels both in

teams in the beginning of the term and provide regular practice	sports and arts in the university level.				
Constitution of the student IQAC	Student IQAC was constituted and various programmes, both sports and arts, were organized to nurture the talents of our students.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Council</td> <td style="text-align: center;">17-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Council	17-Mar-2020
Name of Statutory Body	Meeting Date				
College Council	17-Mar-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	21-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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</p>				

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 faculty of the college, by being members of University Academic Bodies, play key roles in the curriculum designing of Kannur University. Most of our teachers are members of the Boards of Studies. When the syllabi were restructured as a 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. They regularly participate in the syllabus designing and revision workshops organized 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 completing the syllabi, conduct of internal as well as the mid-semester examinations. The meeting also plans the running of Bridge Courses, Certificate Courses and Remedial Classes which complement and help effective curriculum delivery. The calendar committee records and publishes the time frame for completion of curriculum and evaluation, in tune with the University academic calendar, in the Handbook and Calendar of the College. It also publishes the names of committees/ teachers- in-charge, responsible for the effective implementation of the curriculum. 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. 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 by encouraging them, for example, to present their seminar papers with the help of PowerPoint. Notes and question papers are often forwarded to the students via group emails and blogs. Projects and assignments are collected and corrected online. 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.

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 Tally	Not Applicable	06/11/2019	60	yes	yes
Certificate course in Water Quality Assessment	NA	29/01/2020	30	yes	yes
Certificate course in Basic Electrical Training	NA	11/10/2019	60	yes	yes
Certificate course in Basics of Latex	NA	27/01/2020	60	yes	yes
Certificate Course in English Studies	NA	17/06/2019	30	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Functional Application of Management	22/06/2019
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	125	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
Certificate Course in yoga	06/11/2019	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	Computer science	46
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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
<p>A structured questionnaire was prepared and distributed to all the final semester students including PG, to analyze their feedback on the curriculum, the administration and other activities of the college. 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 2.95 with a standard deviation of 0.62. 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 2.71 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.</p>

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
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BA	Functional English	42	1017	42
BSc	Computer Science	36	492	36
BSc	Mathematics	42	340	33
BSc	Physics	29	521	29
BSc	Zoology	40	1173	40
BCom	Commerce	55	1144	55
BSc	Chemistry	29	114	25
MSc	Computer Science	20	148	16
MSc	Mathematics	20	60	11
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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
2019	260	27	37	10	47

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	47	8	18	18	9
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 also has an effective mentoring system. Mentors provide guidance and counselling on academic and non-academic matters. The mentors are encouraged to be responsive to the needs of his/ her mentees. Furthermore, every year an orientation program is conducted for the freshers at the beginning of the year to provide guidelines to make the best use of all the facilities available to assist the students. 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. Faculty members are encouraged to assist the students who require extra help in academic, and non- academic matters. In addition to the mentoring system, counselling services provided in the College is also monitored by this committee. Feedbacks from the students are taken regularly and necessary changes are made to the system. 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 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 also 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. 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.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
805	47	1:17

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	23	3	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
2020	Capt. Dr. Rajeev Thomas (National Level)	Associate Professor	Defence Minister's Commendation Card for NCC

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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 semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	MMCMAT,MMCZLG,MMCCHE,MMCCS,M MCPHY	V	19/10/2019	20/12/2019
BA	MMCFNG	V	19/10/2019	20/12/2019
BCom	MMCCOM	V	19/10/2019	20/12/2019

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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. The detailed Departmental interview at the time of admission and the common orientation programme during the first days involving group dynamics, discussions and guidance gives opportunity to assess the skills of each student. 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 bridge course in English Language Skills organized by English Department for common classes and the

course-wise bridge course by individual teachers involve assessment mechanisms like tasks, tests, assignments as well as personal interactions which enable teachers to assess students. Regarding the internal marking system, the institution follows University guidelines, according to which tests, seminars/assignments and attendance are the essential components of CIE. 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. Internal marks for attendance has been removed from 2019 admission on wards. 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 flexibility, variety and scope for continuous improvement of competencies and performance.

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

Academic calendar is prepared and distributed at the beginning of the new academic session to the teaching and nonteaching staff and students of the College for the intimation of yearly schedule. It contains the yearly schedule of the College ranging from holidays to examination to curriculum activities of the College. It is prepared by referring the state calendar and the academic calendar of the affiliated university to ensure smooth conduct of the activities of the College. The College adheres to the academic calendar and University Regulations for the conduct of Continuous Internal Evaluation.

2.6 – Student Performance and Learning Outcomes

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

https://marymathacollege.ac.in/data/downloads/2020-02-04-1-27-50_2-6-1.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
MMCFNG	BA	Functional English	39	19	53.84
MMCMAT	BSc	BSc Mathematics	35	24	68.57
MMCZLG	BSc	BSc Zoology	35	31	88.57
MMCHE	BSc	BSc Chemistry	22	16	72.72
MMCCOM	BCom	Bcom	54	44	81.48
MMCCS	BSc	BSc Computer Science	28	16	57.14

MMCPHY	BSc	BSc Physics	22	17	77.27
MMCMMS	MSc	MSc Mathematics	11	8	72.72
MMCMSC	MSc	MSc Computer Science	15	9	60.00
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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)

https://marymathacollege.ac.in/data/downloads/2020-03-09-11-39-31_2-7-1-student-satisfaction-survey-sss.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
Students Research Projects (Other than compulsory by the University)	360	KSCSTE, YIP	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
Butterfly Migration in the western Ghats	Zoology	15/11/2019
ACCA	Commerce	17/06/2019

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	5	1

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

Name of the Department	Number of PhD's Awarded
Department of Malayalam	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	11	1.13
International	Computer Science	5	2.68
International	Physics	3	3.19
International	Physical Education	3	0

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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
Chemistry	2

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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 <i>Travancoriana schirnerae</i>	Navya Gopal A R Sudha Devi	International Journal of Aquatic Biology	2019	0	Department of Zoology, Mary Matha Arts and Science College	0

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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
Structure	Sijo A. K	Journal of	2020	1	1	Mary Matha Arts

and cation distribution in superparamagnetic NiCrFeO ₄ nanoparticles using Mössbauer study	Magnetism and Magnetic Materials			and Science College, Mananthavady
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	7	0	3
Presented papers	6	4	0	0
Resource persons	0	0	0	13

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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	20
Employment Training Programme for tribal women	NSS	2	100
Radio Drama	All India Radio	2	10
Human Chain for Cancer Awareness	Ambedkar Memorial cancer centre, Govt Tribal Hospital Nalloornade, Block Panchayath Mananthavady, Excise Range office Mananthavady	1	25
Workshop on Communicative English	Department of English GVHSS Kattikulam	1	45
World Differently Abled Day	Buds school, Kattikulam Wayanad	1	50
Blood donation Camp	WSSS Mananthavady	1	13

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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
Flood Relief Activities of NCC	Defence Minister's Commendation card	Govt. Of India	47
Flood Relief Activities of NCC	DG-NCC Commendation card	Govt. Of India	1
Parliament Election Security duty	Appreciation Certificates	Dist. Administration	14
Traffic Awareness campaign and traffic duty	Appreciation Certificates	Kerala Police	15
Flood Relief Activities of NCC	Appreciation Certificates	Dist. Administration	47
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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 activities	Number of students participated in such activities
Sasthrajalakam	SIET-Kerala IQAC Mary Matha Arts and Science College	Sasthrajalakam-2019	10	100
Sasthrapadam	Samagra Shiksha Kerala Department of Physics, Mary Matha Arts and Science College	Sasthrapadam-2020	7	77
Parliament Election duty	Dist. Administration	Parliament Election duty	1	14
Flood Relief Activities	NCC,NSS,AICUF	Flood Relief Activities	6	250
Traffic Awareness campaign and traffic duty	NCC	Traffic Awareness campaign and traffic duty	1	15
Mini Marathon-Awareness campaign against plastic	NCC units of Mary Matha Arts Science college GVHSS Mananthavady	Mini Marathon-Awareness campaign against plastic	1	60
Human chain against deforestation	District Administration Wayanad	Human chain against deforestation	2	500
National Voter's Day	Revenue Department,	National Voter's Day	1	750

[View File](#)**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
International Bilateral Research	Department of Physics, Mary Matha Arts and Science College Mananthavady & National University of Uzbekistan (NUU)	DST (Proposal submitted only)	1080

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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
RD	International Bilateral linkage	Mary Matha Arts and Science College Mananthavady National University of Uzbekistan (NUU)	01/01/2020	01/02/2020	Department of Physics, Mary Matha Arts and Science College Mananthavady & National University of Uzbekistan (NUU)

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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
Mary Matha Arts and Science College Mananthavady National University of Uzbekistan (NUU)	02/12/2019	International Bilateral Research Project collaboration	10

[View File](#)**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 – Physical Facilities**

Existing	95	46	95	9	0	10	25	10	5
Added	0	0	0	0	0	0	0	0	0
Total	95	46	95	9	0	10	25	10	5

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
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
25000	21854	50000	40153

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)

As a government aided institution established and run by the Catholic Diocese of Mananthavady, the Management takes maximum effort to provide ample physical and academic facilities in the college and also to monitor the maximum utilisation and maintenance of them. The institution has its own mechanism functioning, with the Principal at the helm and various committees looking after the utilization and maintenance of each section. For example, the Infrastructure Committee under the supervision of the College Manager looks after the construction work, maintenance and repair, related to the building and other major infrastructural facilities like laboratories, stadium etc. Major maintenance and upgradation work is done under the supervision of an engineer appointed by the Manager. All minor works are attended and repaired by the technician or mechanic appointed by the college. The Management has appointed two labourers to look after the water supply, power supply and for the daily maintenance of the campus. The procedure to use major facilities like library is explained in the College Handbook. The common facilities like audio-visual room, auditorium etc can be reserved early to facilitate proper planning and implementation of programmes and for this purpose a register is maintained in the College office. For other purposes, for example, getting an LED Projector for a special programme, the college follows a system: the student/faculty concerned writes a formal request to the Principal, with the recommendation of the Head of the Department. Principal gives permission for the use of equipment in writing and the office superintendent, after recording it in the issue register hands over the equipment. When it is returned, it is again recorded in the return register. This procedure ensures responsible handling of all the equipment of the College. A complaint register is kept on the table of the Office Superintendent to record complaint regarding the functioning of any computer, equipment, classroom facilities and the like as soon as a complaint is recorded, the Superintendent in consultation with the Principal, and if necessary, with the Manager, takes prompt action to repair or replace the equipment. All the Departments and laboratories are maintaining stock registers which are signed by the Principal annually, after the stock

verification by the committees concerned. All these are systems and procedures for the maintenance and upkeep of the facilities of the college.

http://marymathacollege.org/data/downloads/2020-03-11-12-00-43_4-4-2-procedures-and-policies-for-maintaining-and-utilizing-physical-academic-and-support-facilities.pdf

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	2	2000
Financial Support from Other Sources			
a) National	Post matric Scholarship for minorities	30	135075
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
PersonalityCareer Development workshop	15/11/2019	138	NCDC, Kerala
Seminar on Butterfly Migration in the Western Ghats	15/11/2019	90	Ferns Nature Conservation Society Mananthavady
NET Coaching class	05/11/2019	15	--
Orientation on Tally	19/09/2019	100	G -TecMananthavady
Orientation Programme	01/08/2019	120	T Horizon Ernakulam
Talk On Chemical Contamination	25/07/2019	60	Pesticide Action Network India
Training on JAVA Script Game Development	01/07/2019	30	Yahaal .com Kuwait
ACCA Orientation Programme	17/06/2019	100	ISDC
Training on Competitive Capabilities	12/06/2019	106	Malayala Manorama, PG

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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 passed in the comp. exam	Number of students placed
2019	Training on Competitive Capabilities	106	0	0	0
2019	ACCA Orientation Programme	100	0	0	0
2019	Recruitment Drive of Goan Institute International Consociation of Education Private ltd.	72	72	30	9

[View File](#)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Goan Institute International Consociation of Education Private ltd.	72	9	TCS, Wipro	15	2

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	5	BSc	Chemistry	NIT Surathakkal	MSc Chemistry

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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	9

[View File](#)

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

Activity	Level	Number of Participants
Open Karate Championship	International Level	250

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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Participated in youth Parliament	National	0	1	4004	Amal Abraham
2020	8th Position in All India Inter University Championship held at KC College, Mumbai.	National	1	0	4085	Amrutha E P
2020	NSS National Integration Camp	National	0	1	4033	Srumytha Y S
2020	DGNCC Commendation Card	National	0	1	KL/SDA/194084	Aswin Prasad (2019 Pass out)
2020	Republic Day Parade	National	0	1	4054	Don Benny
2019	Gold Medal in H&H in All India Thalsinik Camp	National	0	1	4208	Joji Jose
2019	NCC	National	0	1	4085	Amrutha

[View File](#)**5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)**

Involvement of students in the functioning of college is a valuable part of the education process. Student council provides the opportunity for students to engage in a structured partnership with teachers, parents, and management for the benefit of college and college community. Student council helps students in acquiring the sort of communication, planning and organizational skills which will certainly benefit them in the future. Our college has an organized students' union to ensure the participation of students in academic and administrative responsibilities of the college. 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. Director of Physical Education helps to coordinate indoor and outdoor sports activities. Fine arts coordinator and staff editor help to organize cultural activities and bringing out the college magazine. 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. 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 through 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. Moreover, in this academic year, the student IQAC was constituted comprising of two representatives from each class, and were given the opportunity to co-ordinate all the programmes organized by the IQAC.

5.4 – Alumni Engagement**5.4.1 – Whether the institution has registered Alumni Association?**

Yes

Involvement of students in the functioning of college is a valuable part of the education process. Student council provides the opportunity for students to engage in a structured partnership with teachers, parents, and management for the benefit of college and college community. Student council helps students in

acquiring the sort of communication, planning and organizational skills which will certainly benefit them in the future. Our college has an organized students' union to ensure the participation of students in academic and administrative responsibilities of the college. 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. Director of Physical Education helps to coordinate indoor and outdoor sports activities. Fine arts coordinator and staff editor help to organize cultural activities and bringing out the college magazine. 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. 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 through 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. Moreover, in this academic year, the student IQAC was constituted comprising of two representatives from each class, and were given the opportunity to co-ordinate all the programmes organized by the IQAC.

5.4.2 – No. of enrolled Alumni:

540

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of our college organized two alumni meets in the academic year 2019-20. The Department of Commerce in association with Mary Matha Arts Science College PoorvaVidhyarthi Association organized the alumni meet of B Com 2012-13 batch on 27 October 2019 in the indoor stadium of the College. Dr Maria Martin Joseph, Principal, Dr Geetha Antony, IQAC coordinator, and Mr Regi Francis, HOD, Department of Commerce, addressed the alumni. A meeting of all the alumni members was organized on 26 December 2019.

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)

In the beginning of the academic year, the Student IQAC was constituted. Two students from each class were selected as the representatives to IQAC. An executive committee was constituted from the selected representatives. The student IQAC was actively involved in all the activities of the IQAC during this academic year. Various programmes were organised by them. In the academic year 2018-19, a committee to introduce uniforms for the students was constituted. As there were a few grievances regarding the chosen pattern of uniform, the College Council, PTA, IQAC, and the students representatives addressed the issue and a new uniform pattern was introduced for the first years in the academic year 2019- 20. The second year students were allowed to choose either the old pattern or the new pattern.

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 College adheres to the Single Window Admission Process followed by the Kannur University. This year the U G admission process started with the opening of online registration process on 14 May 2019 and the college level admission taking place 19 June onwards at different stages. The UG class started on 24 June 2019 and the admission closed on 25 July 2019. Admission to PG Courses started on 14 June and classes commenced on 17 June.
Curriculum Development	Curricular aspects of courses offered at the College are governed by Kannur University. The faculty of the college, by being members of University Academic Bodies, play key roles in the curriculum designing of Kannur University. Most of our teachers are members of the Boards of Studies. The latest changes in the syllabus emphasise outcome based education. When the syllabi were restructured in 2019, most of our faculty were involved in redesigning the Programmes and Courses. Many of our teachers participated in the syllabus designing and revision workshops organized by the University.
Teaching and Learning	Teaching and Learning ? A schedule was prepared prior to the beginning of this academic year which outlined a set of activities consisting of workshops, seminars, industrial visits, guest lectures, etc. ? The learning levels of students admitted to the College were assessed using different methods and

the students were categorised 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 enabled the teachers to assess students and categorise them. ? Students who are slow learners were provided with remedial classes. ? The use of ICT, lecture method, open book exams, introduction of certificate courses etc facilitated better learning. ? The students were encouraged to enrol in online certificate courses offered by SWAYAM, E pathshala, and other MOOC courses.

Examination and Evaluation

The college follows the basic evaluation patterns and methods as per the guidelines of Kannur University and UGC. As part of continuous evaluation, periodical tests by individual teachers and internal exams are conducted to enable students to assess themselves. Student performance is discussed in the department and relevant feedback is given to the students and to their parents. As per the revised guidelines of Kannur University in 2019, more emphasis is given to seminar presentations, viva voice, and assignments to enable the students to experiment with innovative ways of procuring materials and submission/presentation. Most of the teachers encouraged students to make use of ICT including new media for this purpose. Test were conducted using KAHOOT, Google forms, etc.

Research and Development

The college has a Research Advisory Committee which monitors the research activities in the college. To promote research activities, in the beginning of the academic year, RUSA Research Network Group was constituted. Faculty members and students were encouraged to apply for the projects offered by various governmental organizations. Collaborative research is encouraged in the college and teachers have jointly published/presented papers at conferences and seminars. 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

LIBRARY ? Full time librarian and

<p>Infrastructure / Instrumentation</p>	<p>library assistants ? Library Advisory Committee ? Regular buying of books journals etc. ? Regular stock verification, replacement of old/damaged books etc. ICT ? Smart classrooms in all departments . ? Maintenance and updation of all electronic equipment done regularly. ? Computers (with internet) made available to teachers, students and administrative staff. PHYSICAL INFRASTRUCTURE ? Committees for infrastructure utilise available funds to develop infrastructure as per emerging needs. ? In this academic year, we have started the construction of a new block for library and auditorium.</p>
<p>Human Resource Management</p>	<p>The institution seeks to enhance the competence and performance of its personnel, both teaching and administrative staff, through orientation programmes, refresher courses, etc. In this academic year, many of our teachers have attended seminars, workshops, orientation/refresher courses in universities, and other colleges. 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, this year, the students were encouraged to participate in competitions, fests etc. in other institutions.</p>
<p>Industry Interaction / Collaboration</p>	<p>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 Dairy. ? Walk with a Scholar programme organised motivational visits to Hyderabad Central University, IIIT, and Indian School of Business.</p>

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

E-governance 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
2019	Dr Sijo A K	Workshop on Video Conferencing Facilities Implementation	Kannur University	1500
2019	Mr Sabu O J	Workshop on Video Conferencing Facilities Implementation	Kannur University	1500

[View File](#)

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)
2019	One day Seminar on Higher Education-Emerging Perspectives and Challenges: Orientation Program for Guest Faculty on 25. 06. 2019	Kerala Non Teaching Employees Organisation organised a state study camp in the college on (Jan 11, 12)	25/06/2019	25/06/2019	19	120

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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	Number of teachers who attended	From Date	To date	Duration
---------------------------------------	---------------------------------	-----------	---------	----------

programme				
FDP: Ethical Hacking, NPTEL, SWAYAM	1	01/07/2019	30/09/2019	90
FDP: Introduction to Internet of Things, NPTEL, SWAYAM	1	01/07/2019	30/09/2019	90
FDP: Nanotechnology, Science and Applications, NPTEL, SWAYAM	1	01/07/2019	30/09/2019	90
Refresher Course conducted by Calicut University, UGC- HRDC	1	15/01/2020	28/01/2020	14
Orientation Programme conducted by Calicut University, UGC- HRDC	1	06/01/2020	25/01/2020	21
Refresher Course conducted by Calicut University, UGC- HRDC	1	22/11/2019	05/12/2019	15
Short Term Course in MOOCs, E-Content Development and Open Education Resources" conducted by UGC HRDC, University of Kerala	1	25/09/2019	01/10/2019	7
Orientation Programme conducted by Kannur University, UGC- HRDC	1	10/07/2019	30/07/2019	20

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

Teaching		Non-teaching	

Permanent	Full Time	Permanent	Full Time
0	24	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. The teaching staff is granted leave to participate in Orientation Programmes, Refresher Courses, Short Term Courses etc as per the government rules. Career advancement of the teaching staff is given due importance by the institution by facilitating Faculty Development Programme 2. The Institution has its own Staff Benefit Scheme through which short term and long term loans are disbursed to the staff members. 3. Staff quarters are available within the campus for the teaching and non-teaching staff. 4. 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, paternity leave, earned leave, medical leave etc. as per the norms of the State Government and the UGC. 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</p>	<p>1. The teaching staff is granted leave to participate in Orientation Programmes, Refresher Courses, Short Term Courses etc as per the government rules. Career advancement of the teaching staff is given due importance by the institution by facilitating Faculty Development Programme 2. The Institution has its own Staff Benefit Scheme through which short term and long term loans are disbursed to the staff members. 3. Staff quarters are available within the campus for the teaching and non-teaching staff. 4. 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, paternity leave, earned leave, medical leave etc. as per the norms of the State Government and the UGC. 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</p>	<p>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. 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 organised in the College for the students. 11. Two wheeler parking facility for students.</p>

sports facilities like gym, indoor and outdoor stadium are made available for the staff without any membership fee. 10. The stationery, photostat, and spiral 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 non-academic 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.

sports facilities like gym, indoor and outdoor stadium are made available for the staff without any membership fee. 10. The stationery, photostat, and spiral 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 non-academic 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)

Internal audits are conducted in the college yearly. An internal audit was conducted by the Internal Audit Committee on 06 and 07 January 2020 for the months June to Dec 2019. The committee included Dr Sr Bindhu, Head, Department of Mathematics, Mr Reji Francis, Head, Department of Commerce, and Dr Remya Krishnan, Department of Commerce. 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 Ms Shareena P, Senior Superintendent, Deputy Directorate of Collegiate Education, Ms Smitha T K, Senior Clerk, Mr. Mohandas V, Senior Clerk, and Ms Vijitha P. The audit report was verified by Mr Ajithendra 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	Funds/ Grnats received in Rs.	Purpose
----------------------------	-------------------------------	---------

funding agencies /individuals		
From Management	2004995.28	General
View File		

6.4.3 – Total corpus fund generated

2004995.28

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC, Heads of the Departments
Administrative	Yes	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 got actively involved in submitting the memorandum to convert B Sc Chemistry from unaided course to aided course. ? The PTA was involved in various events organised 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.

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

? The administrative staff of the college, Mr George Sebastian and Ms Philomina P J, attended a seminar on e grantz conducted by SC Development Department, Kalpetta on 06 August 2019. ? The administrative staff attended a one day workshop on capacity enhancement at Kannur University on 11 November 2019. ? The college provided venue for a state study camp organised by the Kerala Non-Teaching Employees Organisation on 11th and 12th of January 2020. Many of our administrative staff participated in the camp.

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

As suggested by the NAAC peer team, the following new initiatives have been taken: ? Submission of proposals for new UG and PG courses ? Constitution of student IQAC ? New initiatives in institute- industry collaboration ? Career Guidance and Placement Cell collaborated with several companies for the placement drive ? Organised weekly programmes for students

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
------	------------------------------------	-------------------------	---------------	-------------	------------------------

2020	Meeting to felicitate Midhuna V Ajith (II Rank KU-Mathematics) Anusha Tom(II Rank KU -Zoology)	06/06/2019	06/06/2019	06/06/2019	70
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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 Sthree Innale Innu Nale: On the occasion of the International Women's Day, the IQAC in association with the Child Development Department conducted a poster making competition on the topic Kerala Sthree Innale Innu Nale at the college audito	30/01/2019	30/01/2019	10	5
Kannur University Intercollegiate table tennis championship:Our college men and women team won the Kannur University Intercollegiate table tennis championship held at 'MM Knowledge Arts and Science College', Karakkundu.	06/12/2019	07/12/2019	5	5

<p>Workshop on Self-defense techniques:The Women Cell of the college organized a Workshop on Self-defense techniques in association with the Kerala Police, Kalpetta.</p>	<p>13/12/2019</p>	<p>13/12/2019</p>	<p>122</p>	<p>0</p>
<p>World differently Abled Day': The day was fruitfully spent with the children of 'Buds School', Kartikulam. The school is run by the PUNCHAYATH for differently abled children. Our students conducted various cultural programs, recreational activiti</p>	<p>03/12/2019</p>	<p>03/12/2019</p>	<p>35</p>	<p>12</p>
<p>Easy Communication Tips and Meditation': One day national seminar on was organized on Easy Communication Tips and Meditation. Sessions were led by Sri Baba Alexander, founder of one world one language movement. The seminar was organized in associ</p>	<p>15/11/2019</p>	<p>15/11/2019</p>	<p>106</p>	<p>32</p>

Kannur University Inter Collegiate Wrestling Championship for Women: The College women wrestling team won the runners up trophy in the Kannur University Inter Collegiate wrestling championship held at S N College, Kannur.	05/10/2019	05/10/2019	5	0
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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
<ul style="list-style-type: none"> Percentage of annual power requirement of the Institution met by the renewable energy sources - Response: 12.82 Annual power requirement met by the renewable energy sources (in KWH) - Response: 10 Total annual power requirement (in KWH) - Response: 78

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	1
Rest Rooms	Yes	2
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	4	11	22/11/2019	3	Sasthralakam	To build scientific temper among the	63

high
school
students
of
wayanad
district

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Hand book Calender	30/06/2019	<p>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 contains all the information regarding academic matters, admission procedure and the University's rules and regulations. Aims and the objectives of the college, an introduction of the faculty and supporting staff, rules and regulations of the college, introduction of the departments and their programmes are provided in detail and with clarity in the Handbook. Clubs and their coordinators, scholarships and prizes, committees, Co-curricular and extracurricular programmes are also explained in the Handbook. After ensuring that the Handbook has reached all the stake holders, a brief explanation of various points in the Handbook was also given in the orientation programmes. 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</p>

year. The Handbook contains all the information regarding academic matters, admission procedure and the University's rules and regulations. Aims and the objectives of the college, an introduction of the faculty and supporting staff, rules and regulations of the college, introduction of the departments and their programmes are provided in detail and with clarity in the Handbook. Clubs and their coordinators, scholarships and prizes, committees, Co-curricular and extracurricular programmes are also explained in the Handbook. After ensuring that the Handbook has reached all the stake holders, a brief explanation of various points in the Handbook was also given in the orientation programmes. 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 contains all the information regarding academic matters, admission procedure and the University's rules and regulations. Aims and the objectives of the college, an introduction of the faculty and supporting staff, rules and regulations of the college, introduction of the departments and their programmes are provided in detail and with clarity in the Handbook. Clubs and their coordinators,

scholarships and prizes, committees, Co-curricular and extracurricular programmes are also explained in the Handbook. After ensuring that the Handbook has reached all the stakeholders, a brief explanation of various points in the Handbook was also given in the orientation programmes.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
'Reading Week" was celebrated with great enthusiasm. Department of English conducted an essay competition quiz competition on Reading Day, and Department of Commerce organized a memory test, debate competition, poster making, cartoon competition, q	19/06/2019	25/06/2019	32

[View File](#)

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

1) The location of the College in close proximity to the Wayanad Wildlife Sanctuary—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 institutions utmost priority.

2) 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.

3) Alternate energy sources like solar power and biogas are exploited to meet the institutions energy requirements. The office staff has been provided with adequate computers, and commendable part of the official records are maintained in soft copies. Paper wastes are collected and given to the recyclers.

4) 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.

5) 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

1) The location of the College in close proximity to the Wayanad Wildlife Sanctuary—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 institutions utmost priority. 2) 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. 3) Alternate energy sources like solar power and biogas are exploited to meet the institutions energy requirements. The office staff has been provided with adequate computers, and commendable part of the official records are maintained in soft copies. Paper wastes are collected and given to the recyclers. 4) 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. 5) 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.

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

Human Resource Management: An institutions performance is defined and characterized by its reason for coming into existence, its vision, the nature of the stakeholders, access to various resources, 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 these human resources are managed. The college is located in the Northern part of Wayanad, which is a backward, remote and rural district. The district has no railway line or airport. It is the district in

Kerala which has the least population and the highest number of Scheduled Tribes. Most of the people here depend on farming for their livelihood and find it difficult to make both ends meet. Their children had no facility for higher education. It is this context that inspired the Management to establish Mary Matha Arts and Science College, with the mission to provide quality education to the youth of Wayanad. Unlike most other higher educational institutions, our task is to bring solutions to the socio-economic backwardness of the district by educating the children. The steps through which solutions to these problems are brought by the college define the Human Resource Management of the institution. Most of the students of the college come from economically backward families. Many students who are admitted to the College hail from educationally backward families and are first-generation learners. The academic and socio-cultural challenges faced by these students are immense. Facilities like personal computers, internet access, labs, journals, and reference books are inaccessible to most of the students. They do not get opportunities to meet eminent scholars and personalities in their areas of interest to get motivated. There are students who find even normal classroom interactions very difficult in the initial phases of their entry to the Programme, as English is the medium of instruction. Participation in classroom activities and other extracurricular activities due to poor communication skills and interpersonal skills are major challenges they face. They come to the college without a hint of what to expect in their academic life and career. Convinced of these ground realities, the College, through the following processes make a convincingly successful human resource management resulting in the progression of the student, uplift of the family and the betterment of the community. Soon after the admission of the students to different courses, the teachers understand the learning levels of different students through entry level tests, quizzes, and other activities. Students 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. It acts as a bridge between the higher secondary and degree course. In addition to the General English classes prescribed by the University, the College also offers a Certificate Course in Communicative

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

Future plans of action for next Academic year In accordance with the vision and mission of our College to provide quality education for the students of Wayanad, we have been planning the academic and nonacademic activities of the College. In the academic year 2019-20, despite several constraints we faced like the Nipah virus snare, deluges, and the Covid pandemic, various programmes were organized for the students in the College. The college will continue to provide a nurturing and productive environment for the students to excel in academic and nonacademic activities. In the next academic year, the college will apply for new courses which will create more educational and professional opportunities for the students of Wayanad. The supporting infrastructure for the programmes will also be facilitated. We are planning to introduce a Learning Management System to provide varied and innovative educational experiences to the students by supplementing regular classes with online educational experiences. We hope to make academics more research oriented by strengthening the Budding Researcher Programme. The advanced learners will be encouraged to participate in seminars, symposiums, workshop etc. conducted by different agencies. Instructions have been given to all the major departments to apply for seminars on relevant topics which will inculcate ideas of higher research among our students, and encourage them to

think creatively and develop their own innovative ideas. We also plan to give special assistance to the advanced learners to prepare them for entrance exams in quality institutes. For some years, we have been conducting coaching programmes for JAM exam and UGC NET. Eligible candidates from other institutions will also be encouraged to join our coaching programmes. We also plan to promote more extension activities that would encourage community participation in the students. We plan to build stronger relations with the industry and future employers. Instructions have been given to various departments to have more MoUs signed with other institutions to help the students with internship opportunities, field works, training programmes etc. As we have observed that government sponsored programmes like Walk with the Scholar, and Scholar Support Programme are beneficial to the students, we will continue these programmes and apply for similar schemes to assist the students in their academic journey. We have instructed the departments to apply for more certificate programmes. We have also advised the departments to enroll maximum number of students to programmes like SWAYAM. Name -----

Name----- Signature of the Coordinator, IQAC
Signature of the Chairperson, IQAC