



YEARLY STATUS REPORT - 2022-2023

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 its own campus?	Yes
• Phone no./Alternate phone no.	04935241087
• Mobile no	9447277990
• Registered e-mail	mmcmntdy@gmail.com
• Alternate e-mail	principalmmc95@gmail.com
• Address	Mary Matha Arts & Science College, Vemom PO, Mananthavady, Wayanad
• City/Town	Mananthavady
• State/UT	Kerala
• Pin Code	670645
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Kannur University				
• Name of the IQAC Coordinator	Dr Shaju P P				
• Phone No.	9447887703				
• Alternate phone No.					
• Mobile					
• IQAC e-mail address	iqacmmc@gmail.com				
• Alternate Email address	iqac@marymathacollege.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://marymathacollege.ac.in/crm/public/uploads/igar_aqar_image/AQAR2021-22.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://marymathacollege.ac.in/crm/public/uploads/downloads/Academic_calendar_2022-2023.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83.50	2006	02/02/2006	01/02/2013
Cycle 2	A	3.02	2014	21/02/2014	20/02/2019
Cycle 3	B++	2.85	2019	01/04/2019	31/03/2024
6.Date of Establishment of IQAC			02/03/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines		
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	11	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Organised 'Talents Day' to showcase the cultural and literary talents of the freshers.		
Launched Finishing School Programme for the final year UG and PG students of the college.		
Implemented the obtainment of Programmes Outcomes (POs) and Course Outcomes (COs) of UG programmes as per Outcome Based Education (OBE) prescribed by Kannur University.		
Conducted national seminars and workshops on different topics in association with teaching departments.		
Initiated and executed collaboration and student exchange programmes with reputed institutes of higher education.		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
2021-22 AQAR preparation and submission	AQAR 21-22 was submitted on 31.05.2023
Certificate, NPTL and MOOC courses	Different departments conducted and completed 20 certificate courses. Total number of enrollment for different certificate courses including NPTL was 1079
Regular IQAC meetings	Convened 11 meetings of the IQAC
Mapping of Programme and Course Outcomes	Attainment of PO, PSO & CO are analysed. PO, PSO and CO attainment are evaluated by Accredited 360 software & Gap Analysis Done
Organise alumni engagements	Several webinars/talks/interactions were organised with inputs from alumni. Distinguished alumni were invited as resource persons to share their experiences and expertise with students..
Addition of new books including reference books	Purchased books recommended by the departments
Upgrade the infrastructure of the college	Physics laboratory was shifted to a fully furnished and spacious area. Audio visual room, gymnasium and recreation room for lady staff were set up in the college
Update college website, office automation app, automated attendance entry and WiFi facilities	Website of the college was completely revamped. Apps for office automation and attendance entry became operational. Bandwidth was enhanced from 100 Mbps to 300 Mbps. WiFi access points were increased from two to seven. Kfone, a unique project of the Govt of Kerala, with free 100 Mbps internet

	bandwidth.
Conduct various audits like Academic, Administrative, Energy and Green audit	The audits were conducted by internal and external agencies.
Prepare workdone diary and academic calendar	Faculty prepared individual workdone diary in accordance with Department academic calendar
Implementation of OBE based question paper for internal examinations	OBE based question papers for all internal examinations were implemented. The changed pattern was implemented from Second Semester internal examination onwards.
Collaboration with reputed reputed educational institutions	Collaboration, linkages and MoUs were signed with reputed educational institutions both the at the level of college and departments
Design and execute Finishing School Programme for final year students	Finishing School Programme was executed with a series of events both at the college and department levels
Mega alumni meet shall be organised	A mega alumni meet was held in the college on March 11, 2023. More than 500 alumni and former staff attended the programme.
Financial assistance for teachers to complete FDP	The Management instituted a corpus fund of Rs 50000/- (fifty thousand) for teachers to attend FDP
As part of the extension activities a special drinking water quality test shall be organised in the college and in the nearby areas	Drinking water quality tests were conducted at the college and also in the nearby villages by charging a nominal fee of Rs 20 per test.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Council	06/10/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	13/02/2023

15. Multidisciplinary / interdisciplinary

Mary Matha Arts and Science College located in the lush green hills of Wayand is committed to fulfill the educational aspirations of the students by ensuring a conducive learning environment through innovative instructional methods, effective use of ICT, and promotion of research, entrepreneurship, community engagement and citizenship. The programmes offered by the college are significantly diverse and reflective of its vision and mission, the core of which is to offer inclusive, intellectual, cultural, moral, social, emotional, physical and aesthetic training to all the students to make them globally competent and socially responsible citizens. The institution provides positive learning space for enterprising individuals and dedicates time and resources to develop a community with discipline, integrity, social commitment and democratic values.

We promote multidisciplinary approach to learning by offering Generic Elective Courses in the fifth Semester of UG programme by all departments. This course is open to all the students in the institution except for the students of the parent department. The students of parent department can choose a course offered by other departments in the institution.

The sixth semester UG and fourth semester PG students undertake projects which are interdisciplinary in nature. Students get an opportunity to explore and integrate multiple perspectives from different disciplines and areas of expertise and also receive academic/creative inputs from other faculty/departments.

Seminars/symposiums/conferences/ workshops/ talks/ fests organized by the individual departments are open to students from other departments to promote interdisciplinary approach to the learning process which enriches and enhances their learning experience.

The college runs several certificate courses which are

interdisciplinary in nature to augment the extensive and comprehensive outlook of the students. The college offers 11 certificate courses of interdisciplinary nature.

16.Academic bank of credits (ABC):

Mary Matha Arts and Science College, a non-autonomous institution affiliated to Kannur University. The University prescribes the curriculum and all the regulations related to academic programmes. Hence, the college is not entitled to introduce the academic bank of credits and multiple entry-exit provisions. However, the curriculum of all our programmes follows modular patterns compatible with easy credit stacking and credit transferability envisaged by ABC.

We encourage our students to register for SWAYAM Courses, a government-driven platform offering a plethora of online courses. The rationale behind this encouragement is grounded in the anticipation that once ABC becomes operational, students will derive immense benefits from the transfer of credits earned through these courses.

Our students are also encouraged to take up Certificate and Diploma courses offered by IGNOU Study Centre that operates in the campus. Apart from offering better employability, these programmes will also enable students to reap the benefits of ABC in the future. We also plan to develop all the existing certificate programmes of the college into academic bank of credits once the University approves the ABC. It is a testament to the college's commitment to providing students with a holistic and forward-looking educational experience.

The institution plans to transform all existing certificate programs into Academic Bank of Credits-compatible formats. This vision aligns perfectly with the evolving educational landscape, where credit transferability and flexibility are increasingly vital. The institution is ensuring that its students are well-prepared to leverage the benefits of this innovative system, both through SWAYAM courses and its collaboration with IGNOU. As the higher education sphere evolves, Mary Matha Arts and Science College stands ready to offer its students a competitive edge in their academic and professional pursuits.

The novel approach of academic bank of credit has been open for the students as well as the teachers from 2020 March. The teaching faculty has made use of the different online Faculty Development Programme (FDP) during this period.

17.Skill development:

Mary Matha Arts and Science College is on a mission to redefine the educational experience for its primary stakeholders, focusing on the holistic development of undergraduate and postgraduate students. The college has meticulously crafted a series of activities geared towards enhancing capacity and skills, with the ultimate goal of preparing students to tackle the challenges of a rapidly evolving world, both in terms of life and employment. The college places significant emphasis on nurturing the emotional, physical, social, and cognitive well-being of its learners. The vision is to shape well-rounded, confident, and constructive individuals who can make meaningful contributions to society.

Skill development has become a cornerstone of higher education and the College is fully committed to equipping students with practical skills that can be applied across various aspects of life. To this end, the institution houses a dedicated Skill Development Centre where a diverse range of capacity-building and skill enhancement activities are conducted.

One notable addition to the college's offerings is Civil Service Coaching classes, an initiative launched under the Skill Development Centre. This aims to empower students with knowledge and guidance needed to pursue careers in civil services. Furthermore, the college provides opportunities for skill development through certificate programmes in subjects like Tally and Python. These programmes enable students to acquire specialized skills that are highly sought after in today's job market.

The BA Functional English programme, a longstanding programme at the college, takes skill development to the next level by integrating on-the-job training. This practical exposure enhances students' vocational skills and prepares them for real-world challenges.

Physical development is also a top priority at Mary Matha Arts and Science College. The Physical Education Department organizes a series of games, tournaments, and coaching sessions, fostering physical fitness and wellness among the students. Additionally, regular yoga training and exercise sessions are offered, attracting enthusiastic participation.

The college strongly believes in community engagement, and students are encouraged to participate in extension programmes organized by NSS, NCC, and various other departments and clubs. These activities offer students valuable opportunities to interact with the public, officials, NGOs and authorities both within and outside the college,

broadening their horizons and instilling a sense of responsibility towards society.

In recognition of the importance of values and mental well-being, the college conducts value education classes and counselling sessions. These initiatives not only help students navigate life's challenges but also contribute significantly to their psychological and emotional well-being. Under the guidance of Career Guidance and Counselling Cell, the college regularly organizes counselling sessions, providing students with valuable guidance on their academic and career paths. Many students have benefited tremendously from these services, honing their skills and charting successful trajectories in their personal and professional lives.

The College is also dedicated to fostering all-round development of its students. Through a multifaceted approach that includes skill development, physical fitness, community engagement, and psychological support, the college is nurturing future leaders who are not only academically proficient but also socially conscious and well-equipped to thrive in an ever-changing world.

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

The teaching and learning processes at Mary Matha Arts and Science College always make an attempt to incorporate Indian knowledge and culture. Experiential learning, the focus of the Indian knowledge base, is highly valued at the institute. The administrative language has been changed to Malayalam. Hindi and Malayalam are taught as second languages as part of the curriculum. These courses related to the study of ancient, medieval, modern, post modern, social and linguistic aspects of Indian culture gives students a comprehensive view of the Indian culture and tradition.

In addition, we celebrate Malayalam week and Hindi week with a series of programmes. To help students internalise the region's varied culture and traditions, we encourage multilingual classroom sessions and organise field trips to indigenous communities and sites. These experiences encourage our students to constructively address the developmental issues of these communities. For instance, our students mentor indigenous children by supporting their learning requirements. A unique collection of books in local languages on Indian literature, tradition, history, and culture is available at the college library.

Yoga day is celebrated every year with the full participation of

teachers and students. Additionally, we encourage the practice of yoga throughout the year so that our students can learn the Indian tradition of meditation and grow in harmony with the environment. They, as a result is capable of synchronising their body and mind and at the same time become more conscious of their culture and traditions.

National Youth Day is celebrated as a commemoration of Swami Vivekananda. Kerala's regional festival, Onam, is enthusiastically observed, and the competitions and performances that go along with it are intended to foster cultural unity and local art forms.

Additionally, we maintain a Heritage Museum with more than 500 items of antique fishing gear, farming equipment, and other valuables of yesteryears.

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

As soon as the UGC proposed the introduction of OBE, IQAC recognised its significance and took the lead in efforts to familiarise the faculty with its structure and finer aspects. Several teachers from our college took part in workshops on outcome-based education held at universities. And in 2019, Kannur University revised the UG curriculum in tune with OBE pattern.

The process of OBE transactions involves organised interactions between departments, students, and teachers. The process starts with a department-level annual curriculum plan, which is then merged with plans at the college level that take the university's academic calendar into account. During the induction programme, POs and PSOs are explained to the students. Each teacher in charge of the course introduces the Course Outcomes (COs) to the students at the start of the semester and goes through the delivery and assessment methods.

The mapping of the COs with the PSOs and POs is explained to the students. Each semester, both at the departments and college, an evaluation of the accomplishments of the Programme Outcomes (POs) and Course Outcomes (COs) is done. The College council, IQAC, Staff and PTA have taken the task of monitoring these outcomes. Based on the evaluation, corrective measures are taken to effectuate the reach of outcomes.

20.Distance education/online education:

The COVID-19 pandemic triggered the possibilities of holding classes and meetings in the online mode. Despite some obstacles, the

college made the most of the chance. A Learning Management System (LMS) was installed at the start of the 2020-21 academic year. For its online classes throughout the epidemic, the college used G Suite accounts, Zoom, Google Meet, Google Classrooms etc.

The departments and college used online tools to host a number of webinars on various topics. Similarly, instructors routinely held remedial and extra lessons online while utilising online resources. The internet platforms were also used for other duties like assignment submission and class examinations. After the scheduled class times, teachers continued to communicate with students and vice versa.

From 2014, the college is hosting an IGNOU Study Centre. Along with the certificate curricula of CBS (Certificate Programme in Business Skills) and CFE (Certificate Programme in Functional English), the Centre also provides BA and BCom programmes. The centre's request to launch PG programmes including MCom (Master of Commerce) and MEG (Master of Arts in English) are pending approval from IGNOU headquarters. In each of the July and January sessions of the IGNOU admission cycle, over 400 students sign up for various IGNOU programmes. Nearly 20% of the learners in these new admissions fall under the SC/ST category. In December 2018, the centre gained status as an examination centre. More than 2000 students write the IGNOU Term End Exams at the college.

The college has been a Kannur University Distance Education Centre since 2017. This centre is used by more than 3000 students for contact classes, tests, collecting study materials, mark lists, ID cards, and other purposes.

Extended Profile

1.Programme

1.1 279

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

File Description	Documents
Data Template	View File

2.Student

2.1 786

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 116

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

File Description	Documents
Data Template	View File

2.3 283

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 44

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 44

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	279
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	786
Number of students during the year	

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File Description	Documents
Data Template	View File

2.3	283
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	44
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	44
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	120.84582 Lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	119
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The effective implementation of the curriculum in conformity with the University guidelines is undertaken through various means. An academic calendar is prepared in the beginning of the academic year. A common staff meeting is conducted for the effective implementation of the curriculum, and subsequent meetings at the department level ensure appropriate work allocations. Infrastructural facilities and other adequate resources are provided for the students, and the institution encourages its effective utilization. Student-centric methods are used in the classroom for the advancement of various skills of the students. Programmes are also conducted for enhancing and polishing the students' career aptitude and soft skills. Bridge courses, certificate courses and remedial classes are provided to enhance the abilities and knowledge of students.

Teachers maintain an Individual Academic Calendar and Work Done Diary to ensure timely completion of the curricular objectives. A

mentoring report is maintained at the department to evaluate the progress of each student. Assessments of the students are based on Outcome Based Education that facilitates students' achievements of the intended learning outcomes. Question papers are prepared to map the specific learning outcomes and evaluate the progress of the students. An Academic Excellence Day is conducted to honour and appreciate the students with meritorious academic achievements.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://marymathacollege.ac.in/handbook

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

Adhering to the academic calendar of Kannur University, the college schedules dates for internal and University examinations in its academic calendar. As per the university norms, twenty percent of the marks are awarded through internal evaluation and eighty percent through external evaluation. The continuous evaluation (CE) is based on pre determined transparent system involving any of the two components. Performance in written test, assignments, seminars, and viva will decide the internal marks for the theory courses. Similarly, CE for practical courses is based on lab involvement, records, and written test.

Marks obtained by the students are notified on the notice boards soon after the internal exams, at least three days prior to the commencement of the end- semester University exams. Students can raise grievances, if any, and a well established redressal mechanism is instituted in the college. Thus, students can first submit an appeal to the course teacher, then to the HoD, and thereafter to the principal.

Recognising the importance of Outcome Based Education, question papers are prepared in accordance with the specific learning outcomes. Programme Outcomes (PO), Programme Specific Outcomes (PSO), Course Outcomes (CO) mappings are done using 'Accredit360' software. This helps to assess the extent to which students have acquired the corresponding outcomes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://marymathacollege.ac.in/academics/academic-calendar

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

A. All of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

20

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1070

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

1.3 - Curriculum Enrichment

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

Adhering to Kannur University norms, the college has been incorporating policies and practices towards integrating various cross cutting issues dealing with Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. This process includes the Environmental Day observation at the beginning of the academic year and the various programmes conducted later on to instill awareness on energy conservation and green initiatives. Green Auditing has become a practice within the college.

The institution places great importance on instilling fundamental values and professional ethics among students through a wide range of activities such as organising camps, campaigns, debates, extension activities, paper presentations, poster designing, quizzes, seminars, training programmes, and day celebration.

Other flagship programmes such as Certificate Courses, Value Addition and Skill Development Programmes are also being conducted frequently to enrich the educational experience of students. In addition, Research Centers and Departments are deeply committed to nurturing the research culture of the institution. Agencies like NSS, NCC, Women's Cell, Bhoomithrasena, Incubation Center and IQAC play important role within their respective domains and contribute significantly towards the broader goal of Gender Empowerment.

Certain UG Courses integrating cross-cutting issues:

Course Name: Domain of Cross-Cutting Issues:

1. Readings on Kerala : Gender, Casteism
2. Readings on Life and Nature : Ecology
3. Readings on Democracy & Secularism : Constitutional Values and Themes
4. Readings on the Philosophy of Knowledge : Human Rights and Inclusiveness
5. Environmental History of India :Environment
6. Biology, Immunology& Microbiology : Biodiversity & Environment
7. Kathamathrukakal : Gender, Human Values, Environment and Sustainability

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

281

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://marymathacollege.ac.in/crm/public/uploads/iqar_report_image/2023_09_11_21_15_55_1.4.1%20Feedback%20on%20syllabus.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://marymathacollege.ac.in/crm/public/uploads/downloads/2023_10_13_15_48_37_1.4.2%20Feedback%20process%20of%20institution.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

270

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

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

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

52

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

2.2 - Catering to Student Diversity

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

The college employs an efficient system to gauge the students' learning levels and for evaluating students' learning abilities. Initially, the marks achieved in the admission exam are given primary consideration. To address any knowledge gaps, bridge courses are offered. Students are categorized as slow, advanced, or medium learners based on their performance in the entry-level assessment test, classroom participation, and results from internal and external examinations. Special support, including remedial classes, mentoring, and counseling, is provided to slow learners. Peer learning is encouraged for both slow and advanced learners, creating an environment where students can collaborate in small groups, fostering greater engagement and enhancing their comprehension of the course material. The college has developed various programs tailored to the needs of advanced and slow learners.

Programmes for Advanced Learners

- NPTEL/SWAYAM Local Chapter.
- Internships, both within and beyond the curriculum
- Field trips to industrial sites
- Projects with a research focus
- Completion of a Finishing School program
- Provision of ASAP courses for skill enhancement
- Promotion of involvement in intercollegiate events and competitions
- NET /JAM Coaching
- Career Guidance and Counseling.
- Institutional Scholarships for toppers
- LMS

Programmes for Slow Learners

- Remedial Coaching.
- Induction Programmes
- Career Guidance and Counselling.
- Mentoring Programmes
- Bridge courses were organized to address and remedy knowledge deficiencies.
- Additional time is allocated for the execution of laboratory practicals
- LMS
- Short notes and simplified study materials are provided.

Peer leaders are chosen among the advanced students, and they help slow learners by aiding them in understanding challenging sections, solving previous year exam papers.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/crm/public/uploads/downloads/2023_09_09_13_14_02_2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
786	44

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Mary Matha Arts and Science College practices student-centric approaches to learning. By introducing innovative and interactive learning tools and methods, the college embraced experiential learning, participative learning, and problem-solving methodologies.

Experiential learning:

- All departments organize industrial visits, field trips, and study tours for students. These help the students to connect classroom theory with real-life practical training
- Laboratory facilities enhance experiential engagement.
- Final year students receive guidance for conducting their projects.
- Research Projects: Post graduate Students conduct independent research projects under the guidance of faculty members.
- Case Studies: Students analyse real or hypothetical cases to understand complex issues, identify problems, and propose solutions.
- Students enrol in various MOOC courses that are specifically designed to facilitate experiential learning.

Participative learning and problem solving

- Group Discussions: Learners participate in structured discussions where they exchange ideas, share perspectives, and debate topics related to the subject matter.
- Peer Teaching: Students take turns teaching or presenting topics to their peers, Peer teaching encourages advanced learners to extend academic help to medium and slow learners.
- Webinars: Online seminars or presentations that allow students to engage with experts, ask questions, and discuss topics of interest, facilitating interactive learning and knowledge sharing.
- Quizzes and assignments in participative learning foster problem-solving and critical thinking skills.
- The "Each One Teach One" programme promotes peer learning and knowledge sharing.
- Discussions, debates, lectures, seminars, and conferences are held to foster critical thinking.
- Games and sports events are conducted by the Department of Physical Education for real time demonstration.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://marymathacollege.ac.in/data/downloads/criterion2/2.3.1/

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

maximum of 200 words

Our college employs student centric teaching-learning pedagogy, incorporating the strategic use of digital technologies to deliver lectures, conduct evaluations and presentations. Apart from the training workshops arranged by IQAC, teachers are encouraged to attend FDPs and trainings related to ICT offered by recognised institutions.

ICT enabled tools for effective teaching-learning process

- The College has secureWiFi networks with a range that covers the whole campus area.
- Classwise WhatsApp groups, under the guidance of teachers, function as the primary mode of communication.
- Online platforms like Google Classrooms, Google Meet and Zoom Video Conferencing are utilised for online teaching.
- An audiovisual room and a well-equipped Seminar Hall enhance the learning experience
- Majority of the classrooms are ICT enabled.
- Learning Management System (MOODLE-LMS) is used for an efficient teaching-learning process.
- Teachers also use ICT-based tools like Mentimeter, Kahoot, Quizziz, etc for effective teaching learning process.
- Online content is made available to the college community through the digital library.
- The College has an online attendance marking software which is also accessible by the students.
- Outcome Based Education (OBE) software helps to analyze whether the students achieved the Program Outcomes (POs), Course Outcomes (COs) & Program Specific Outcomes (PSOs).
- You-tube channels and blogs are also used for an efficient teaching-learning process.

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

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

2.3.3.1 - Number of mentors

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

351

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

2.5 - Evaluation Process and Reforms

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

In accordance with university guidelines, internal assessment typically consists of two main components:

Component 1: A minimum of two internal examinations are conducted for Internal Tests, and the average of these marks is calculated for the internal mark. The schedule and syllabus of the exams are published well in advance to provide students with sufficient time for preparation. The question paper adheres to the prescribed format of the university's examination. Teachers evaluate answer scripts within a period of two weeks and return them to the students.

Component 2: Marks are calculated based on following elements:

- **Assignment:** students are required to submit their assignments to the teachers for evaluation. The teachers thoroughly review and assess these assignments.
- **Seminar:** students are also expected to present seminars which provide an opportunity for students to demonstrate their research abilities, presentation skills etc.
- **Viva:** Teachers ask a range of questions that cover various aspects of the course material, including concepts, theories, practical applications, problem-solving, or analysis.

In order to maintain transparency and address any grievances, the overall marks obtained by students are publicly displayed on the department notice board.

If a student has any concerns or grievances regarding their marks,

they have the option to meet with the corresponding teacher responsible for the assessment, which provide an opportunity to discuss and resolve any issues related to the evaluation.

Each department also ensures transparency by maintaining an internal mark register with student signatures, recording marks for all subjects of all the semesters.

File Description	Documents
Any additional information	View File
Link for additional information	https://marymathacollege.ac.in/public/img/policy/Examination%20Policy.pdf

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

The college conducts transparent and time-bound internal exams, which follow a pattern similar to university exams. To ensure fairness and transparency, the valued answer scripts are distributed and discussed in the classroom by the teacher in charge of the paper. Students have the opportunity to clarify evaluation doubts in person with the teacher. Re-tests are conducted for students who were absent due to genuine reasons.

The institution has implemented a three-level grievance redressal mechanism to address the grievances of students related to the Continuous Internal Evaluation:

- Department Level: The first level constitutes Head of the department and the mentor and teacher concerned. Students are encouraged to approach their respective departments with their grievances related to CIE.
- College level: If a grievance remains unresolved at the departmental level, it is escalated to the second level, where a college-level committee, comprising the principal, college grievance cell members, and the head of the department concerned investigates the matter.
- University level: If the grievance remains unresolved at the second level, students have the option to escalate the matter to the third level, which is the university level.

The Students' Grievance Portal serves as a platform to address and redress various complaints and grievances raised by students. It provides a convenient and accessible avenue for students to submit

their concerns and seek resolution. The portal ensures that student grievances are properly documented, reviewed, and acted upon in a timely and efficient manner.

File Description	Documents
Any additional information	View File
Link for additional information	https://marymathacollege.ac.in/students/grievance-redressal-cell

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College follows the curriculum approved by Kannur University to which it is affiliated. Programme Outcomes (PO) and Course Outcomes (CO) for all the courses offered by the institution are stated and displayed on the college website and notice boards.

The IQAC plays an active role in making the content available to students and teachers. The outcomes are communicated to students and parents during the orientation programme organised at the beginning of the academic year and also before the commencement of each course by the respective teachers. During the tutorial hour, class mentors give an orientation on OBE, its relevance and also the process of evaluation of programmes and course outcomes. In the beginning of each semester respective teachers of each course will explain the pattern of questions and assignments used to assess the outcomes. Soft copies of syllabus with PSOs and COs are also shared with students.

The college organizes induction programme for newly appointed faculty and briefs them of the outcomes. The faculty is encouraged to attend FDPs/workshops related to OBE. The need for following OBE is conveyed to faculty and question papers for internal exams are prepared in accordance with the outcomes. The attainment of the outcomes on completion of the programme is monitored by the Principal.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://marymathacollege.ac.in/po_pso_19
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College systematically evaluates the attainment of Course Outcomes (COs), Program Specific Outcomes (PSOs), and Program Outcomes (POs) for all programs offered. An automated evaluation process is implemented through the 'Accredit360' software, which incorporates a well-structured scheme for assessing these outcomes. Bloom's Taxonomy, with its six levels of the cognitive domain, is utilized to define the Course Outcomes.

The evaluation process involves the following steps:

- The COs are mapped to POs and PSOs using the CO-PO matrix and the CO-PSO matrix, respectively.
- The average correlation level is calculated for each course about program outcomes and program-specific outcomes.
- Course outcomes are measured based on student scores obtained from internal and external evaluations.
- Direct attainment of POs and PSOs is determined by examining the logical mapping and cognitive levels reached by the course outcomes.
- Indirect attainment of POs and PSOs is assessed through the Course Exit Survey.
- The final attainment values for POs and PSOs are computed by combining direct and indirect attainment values, with a proportion of 80:20, respectively.

The attainment levels are categorized as follows:

- Level "0": Not Attained
- Level "1": 50% of students achieved the cut-off percentage marks
- Level "2": 60% of students achieved the cut-off percentage marks
- Level "3": 70% of students achieved the cut-off percentage marks

Mapping levels indicate the correlation between COs and POs/PSOs:

- Level "-": No correlation
- Level "1": Low correlation
- Level "2": Medium correlation
- Level "3": High correlation

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://marymathacollege.ac.in/crm/public/uploads/downloads/Course Outcomes 19 scheme.pdf

2.6.3 - Pass percentage of Students during the year

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

164

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://marymathacollege.ac.in/public/igac/reports/Annual%20Report%202022-23.pdf

2.7 - Student Satisfaction Survey

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

https://marymathacollege.ac.in/public/igac/sss/SSS_2022-2023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.24281 Lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

10

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has meticulously designed its academic and administrative system, as well as its curricular and co-curricular activities, to provide ample opportunities for nurturing innovative ideas among the students.

The college has an active Incubation Center whose main objective is to foster innovation within the institution and carry out various activities related to Intellectual Property Rights (IPR), innovation, start-ups, and Entrepreneurial Development Programmes (EDP). Throughout the academic year, the Incubation Center has organised several activities including student orientation programmes, workshop on app development using Flutter, webinar on Ornamental Fish Farming as a source of income and tech talk series. Introduction to ChatGPT was the first of the tech talk series organised by the Incubation Center. Department of Zoology in association with Incubation Centre organized a Drinking Water Quality Testing Camp for the staff and students of Mary Matha Arts & Science College.

An Institution Innovation Council (IIC) has also been established in the college in accordance with the guidelines set by the Innovation Cell of the Ministry of Human Resources Development, Government of India, to support the initiatives of the Incubation Center.

To cultivate an entrepreneurial mindset among students, an Entrepreneurship Development Club (ED Club) has been formed. The club arranges various Entrepreneurship Development Programmes.

Students are encouraged to actively participate in the flagship programme called "YIP - Young Innovators Programme," organized by the Kerala Development and Innovation Strategic Council (K-DIC) which aims to promote a culture of innovation among the youth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/innovation-initiatives

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

46

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

6

File Description	Documents
URL to the research page on HEI website	https://marymathacollege.ac.in/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

8

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

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

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

12

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

3.4 - Extension Activities

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

During the academic year 2022-23, several extension activities were carried out in neighbouring communities to sensitise students on various social issues in line with UN Academic Impact (UNAI) Principles, UN Sustainable Development Goals (SDGs) and schemes under the Pradhan Mantri Yojana.

SDG 1 (No Poverty): Employment Training Programme designed to empower tribal women by providing them with the necessary skills to generate income and alleviate poverty.

SDG 2 (Zero Hunger): Students were involved in "Vithulsavam" agriculture exhibition. The challenges faced by the farmers in Wayanad during post-summer monsoon were discussed in a radio programme.

SDG 3 (Good Health and Well-being): Blood donation camps, anti-drug awareness programmes targeting both tribal and non tribal communities.

SDG 4 (Quality Education): Contributions were made to local libraries and computer literacy programmes and tuitions were conducted for school students.

SDG 5 (Empowering women and promoting gender equality): Inauguration of a Mop Making Unit, a women empowerment project, and subsequent sales campaigns.

SDG 6 (Clean Water and Sanitisation): Cleaning public spaces, conducting water quality tests, and creating awareness about river pollution.

SDG 10 (Reduced Inequalities): Dress Bank, camps for the differently-abled, visits and financial assistance to old age homes.

SDGs 14 and 15 (Life below Water and Life on Land): Various programmes like snorkeling surveys and radio programmes focused on environmental sustainability and wildlife conservation were conducted.

SDG 17 (Partnerships for the Goals): Training workshops and camps fostering national integration through NIC, and enhancing income opportunities through activities like Ornamental Fish Farming webinar.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion3/AQAR%202022-23/3.4.1/E-%20literacy%20survey%20report.pdf
Upload any additional information	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

community and NGOs) during the year

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

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

310

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The infrastructure and other amenities in the college provide the best possible teaching and learning environment. Located on an 18-acre lush campus, the college spans four blocks.

The first block comprises thirty-two classrooms, nine staff rooms, seven HoD cabins, college office, three research centres, indoor stadium, six laboratories, women's cell, career guidance cell, incubation centre, college union office, offices of principal and manager as well as rooms for other facilities like UPS and E-waste management. This block also houses the college's water purification and solar panel installations.

The second block comprises canteen, co-operative store, IGNOU study centre, offices of NSS and NCC, Fr Francis Njallampuzha Memorial Heritage Museum, recreation rooms, store rooms and manager's residence.

The third block has four staff quarters, two lecture halls, audio visual room, AC conference hall, and prayer room.

The fourth block has an auditorium with 1000 seating capacity and balcony, a state of the art library with separate reading, transaction, and rack, discussion room and NRC (Network Resource Centre).

Apart from these four blocks, the college also has a gymkhana, outdoor stadium, separate parking areas for staff and students and security cabins. There are also two ladies' hostels with all the amenities on the campus. The whole campus is Wi-Fi enabled and has a total of 119 computers and 25 ICT-enabled class rooms including one interactive TV.

The college is a disabled-friendly campus with amenities like lift, ramps, parking spaces for the disabled, wheelchair, and restrooms that are accessible to the disabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/laboratories

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

To enhance student life on the campus, the college offers facilities for sports, games, yoga, and cultural activities. Students develop their myriad skills with the aid of these activities and facilities. In addition, the college celebrates different festivals such as Onam, Christmas, Holi and days like Independence Day, Republic Day, yoga day, blood donation day, environmental day, computer literacy day.

To enable students to participate and compete in sports and extracurricular activities, Department of Physical Education offers cutting-edge facilities. The college has a well-furnished

multi-purpose indoor stadium (43.45x15.00), gymnasium (16.50x7.24) and playground (114.78x105) to encourage the talents in sports and also to highlight the importance of physical activities among the college community. After college hours, indoor stadium and playground are open to the public. The college has sports teams in items like weightlifting, chess, archery, judo, cricket, basketball, table tennis, softball, yoga and badminton for men and women. College athletes participate in tournaments held at the inter-collegiate and state levels.

The college offers a variety of facilities to support cultural talents and provide professional training. Students practice and stage cultural programmes in the auditorium, indoor stadium, portico, audio-visual room and seminar halls. The college also has ample open areas for students to use as makeshift stages. The portable sound system aids the conduct of programmes at any venue without hassles.

The college provides auditorium, indoor stadium, playground and seminar halls to the public, institutions and local bodies to conduct tournaments, medical camps, and programmes during holidays and after college hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/facilities

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

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/facilities
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

62.66231 Lakhs

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is housed in the new building that has got a carpet area of 6963 sq ft which is facilitated to meet the requirements of the students and teachers.

Books and Physical Resources:

- The library has a total of 16035 books, 793 reference books, 4 journals and 77 CD and videos.
- The NRC (Network Resource Centre) has internet connectivity with twelve computers for students to access the digital resources. The NRC is a 330 sq ft area which offers printing facility supported by laser printers.

Automation of the library:

- The library uses the latest version of the KOHA which is the software for using ILMS (Integrated Library Management software). KOHA is considered as one of the best open-source automation softwares in the world today.
- Name of ILMS Software: KOHA
- Nature of Automation: Full
- Version: 22.05
- Year: 2022
- The library has access to N-LIST of UGC INFLIBNET which provides access to ejournals and ebooks.

The major infrastructural facilities offered are:

- Reading Room
- Reference Section
- Internet Resources
- Digital Library
- Research Hub
- Periodicals Section
- Newspaper Section
- E -Book Corner
- New Arrivals
- Issue and Return Sections
- Discussion Room
- Computers for catalogue searching
- Repographic facility
- Printing facility
- The library has computers which are equipped with software to meet the requirements of the differently abled students.

Other activities of the library:

- Orientation program for faculty members and teachers are conducted by the library.
- Best student readers of the college are identified and rewarded.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://marymathacollege.ac.in/facilities/the-central-library-and-reading-room

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

1.30677 Lakhs

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

91

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

There are 119 computers in the campus for the access of students and staff. The NRC (Network Resource Centre) and Students Facilitation Centre provide high speed internet connection to the students.The college has the following Network Connections:

1. BSNL - 3 (Office, Computer Lab, Library) - 300 Mbps
2. Kerala Vision - 1 (Office) - 100 Mbps
3. K-Fon - 1 (Office) - 10Mbps

The college has extensive CCTV system and it is well maintained.

The committee for office automation and networking took up three major tasks in this academic year. They are the following;

1. Revamping of network infrastructure: As part of this the collective bandwidth was increased to 700 Mbps.
2. Office Automation Software: The TCS (Total Campus Solution) Software for office automation and attendance management were introduced.
3. College Website revamped: The number of dynamic pages were increased. A separate news and event section was introduced. Direct links to other software tools used in the college like, online TCS and LMS were added. A link to the question bank of the college was given with an option for semester wise filtering. The website has a disk space of 3GB. There are more than 50 static pages and 10 dynamic pages.

E- Waste: Electronic goods are put to optimum use. E-Waste and hazardous waste management are carried out in an eco-friendly manner.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/facilities

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in A. ? 50MBPS

the Institution

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

58.18351 Lakhs

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The funding support of the management and government has enabled a better utilization and maintenance of the academic and support facilities of the college. Various committees help the principal and management in the maintenance of various infrastructural facilities in the campus.

The annual stock verification is completed with the help of both the teaching and administrative staff. AMC (Annual Maintenance Contract) is signed with firms for the maintenance of equipment. Similarly, classrooms, boards and furniture are maintained periodically.

General Infrastructure:

Every department maintains stock register and an annual stock verification is conducted. Fire extinguishers are installed in different locations of the campus. The college has a dedicated house- keeping staff.

Class rooms, Seminar Hall, Conference Hall and Auditorium: A register is maintained in the office to record the booking with the approval of the principal. The administrative staff monitors the cleaning and maintenance activities.

IT Infrastructure: The experts from the administrative staff and the committee for office automation and networking monitor the maintenance of the IT infrastructure in the campus.

Laboratories: The lab assistants take care of the laboratories.

Water and Waste Management: The committee for SAP monitors the management of water conservation and energy conservation in the campus. Waste management systems are implemented in the campus. There is a biogas plant near the canteen. Green Audit is conducted regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/handbook

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

445

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

31

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://marymathacollege.ac.in/capacity-building-and-skills-enhancement-initiatives
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

196

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

196

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

32

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Our college has an elected students' union to ensure the participation of students in academic and administrative responsibilities of the college. Usually, a democratic general election is adopted for the selection of students' union members. Students' union consists of the Chairman, Vice-chairperson, General Secretary, Joint Secretary, University Union Councilor, Secretary to the Fine Arts Association, Student Editor, General Captain to the sports activities, Secretaries to the Department associations and representatives of first, second and third year students. The union organises a series of major activities in the college such as union inauguration, arts fest, sports day, college day and farewell. One of the senior faculty is appointed as staff advisor to the Union.

Participants for Kannur University inter-collegiate fine arts competitions are selected through college level competitions conducted during the Arts Fest by the students' union. The College Union Chairman is a member of Board of Governors, the highest decision-making body of the College. Student representatives enthusiastically participate in the functioning of various committees like Student IQAC committee, Library Committee,

Grievance Redressal Committee, Women's Welfare Committee, Examination Committee etc.

The Chairman and Vice Chairperson are permanent members of the Canteen Committee and College Co-operative Society. Two student representatives are selected to the Students' Union Grievance Committee. Students' union and student representatives from various departments organized many cultural activities and competitions

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/students/the-student-s-union
Upload any additional information	View File

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

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

27

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

5.4 - Alumni Engagement

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

The college has a registered alumni association named Mary Matha Arts & Science College Poorva Vidhyarthi Association (WYD/CA/441/2018) from 2018 onwards. The association had organized a myriad of engaging events in the college including reunions,

mega alumni meet, networking sessions, career fairs, webinars and workshops. These activities provided a platform for alumni to connect, share experiences and foster professional relationships.

The association had raised funds through donations and fund-raising campaigns to sponsor scholarships, support students' projects and to contribute to various charitable causes among the alumni and others.

The alumni had bagged several national and international achievements and contributed to nation building. Some of the luminous alumni included Dr Vinod K Jose, Dr Selvan, Dr Sarath K Sasi, Dr Aneesh E M, Dr Sanu Francis, Dr Supriya, Dr Jisha Elizabeth, and Dr Bindhu K Thomas.

The college ensures that alumni stay well-informed and actively involved in the major developments of the college. Our means of communication including newsletters, social media platforms such as Insta, Facebook and WhatsApp, as well as email campaigns, have proven to be successful in sharing updates, extending event invitations, and showcasing motivating alumni narratives.

Additionally, the college has cultivated meaningful collaborations with local businesses, organizations, and academic institutions through the positive interventions of our alumni. These partnerships have not only enhanced the quality of our events but have also bolstered our influence within the broader community.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion5/AQAR%202022-23/5.4.1%20report.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is holistic development of students with sound intellectual, physical, psychological, emotional, and spiritual maturity that will pave the way for a truly democratic, secular, and equitable social order.

The mission of the college is to make knowledge available to students through quality education irrespective of their religion, caste or gender, but keeping in view the educational needs of the Christian community as well, thus to be an active agent contributing to the socio-economic and cultural transformation of Wayanad.

All activities of the college are conducted according to the vision and mission of the college. The Board of Governors, the highest authority in the hierarchy of the college, formulates policies for the college. The principal with the assistance of the College Council supervises the implementation of these policies.

The IQAC is entrusted to prepare an action plan on various issues like infrastructural development, enhancement of teaching-learning quality, research promotion and extension activities as per the vision and mission of the college. The committees constituted at the beginning of every academic year ensure that all activities are conducted according to the action plan created by the IQAC.

The vision and mission propounded by the founders of the institution are materialised at various levels by a collaborative effort of the management, teachers, and administrative staff so that the student community gets maximum benefit from the institution. The academic and administrative bodies of the college function as a well-oiled machine to implement the decisions made at different levels.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/about/vision-and-mission
Upload any additional information	View File

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

The Board of Governors, the highest hierarchical body of the institution, formulates policies for the college. This apex body has representation from students, teaching and non-teaching staff and parents among others. The principal with the assistance of the College Council comprising twelve members of the staff supervises the implementation of these policies. The IQAC initiates and monitors all quality initiatives of the college. Department Councils, Students' Union, PTA, Department Associations and other committees constituted at the beginning of each academic year ensure the successful execution of all activities. The institution interacts with all major stakeholders through Students' Union, Staff Associations, PTA, and Alumni Association.

The college implements an effective decentralisation of the administration and ensures the participation of all the stakeholders in the activities. On the academic front, the decision to conduct all the major activities at the college level was taken by the College Council. The plan to execute these decisions was outlined by the IQAC. The departments and committees concerned took the initiative to conduct the activities. Activities like orientation programme for the first-year students, college union election, mega alumni meet, academic excellence day, finishing school programme, fine arts day and many other activities were organised accordingly with the active participation of all the stakeholders.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/about/administration
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the academic year 2022- 23, it was decided to continue the plan adopted for the academic year 2021-22 with minor modifications as it effectively addressed the immediate concerns after the Covid 19 pandemic. Location of the college in one of the most backward districts of Kerala made the institution vulnerable to many uncertainties during the pandemic. Returning to routine college

life was a tremendous challenge. Yet, the institution proved its grit to overcome the challenges and transform them into opportunities through meticulous planning and execution. The contributions of all the stakeholders for overcoming the unparalleled situation were noteworthy. With the view of NEP 2020, and keeping in mind the master plan of the institution, the strategic plan was effectively deployed.

IQAC team laid the groundwork for returning things to normal and formed strategies for the same. All the departments, committees and clubs came together to create the best possible learning atmosphere and achieve all the objectives of the strategic plan prepared. The college calendar and department academic calendars were prepared to execute the strategic plan. Adhering to the strategic plan provided better academic and learning experiences for the students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://marymathacollege.ac.in/crm/public/uploads/downloads/Strategic%20plan%202022-23.pdf
Upload any additional information	View File

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

Mary Matha Arts and Science College is under the management of the Catholic diocese of Mananthavady. A senior administrator from the diocese is designated as the institution's Manager. The highest governing body of the college is the Board of Governors, which consists of the Patron, Principal, Manager, Deputy Director of Collegiate Education, IQAC Coordinator, faculty representatives, representatives from local self-government bodies, College Union Chairman, and various stakeholders. The Board of Governors approves policies and makes amendments when necessary.

The Principal serves as the head of the institution and is responsible for effectively implementing academic and administrative policies and plans set by the Government, University, and Management. The College Council acts as an advisory body to the Principal on academic and administrative

matters. It is chaired by the Principal and includes heads of major departments, representatives from minor departments, and IQAC Coordinator, College Librarian, Office Superintendent, and office bearers of the Teaching Staff Association.

The IQAC oversees the institution's quality performance and collaborates with the Governing Body to develop Academic and Infrastructure Master Plans. The Office Superintendent leads the administrative section, while the librarian coordinates all library activities.

Appointment and Service Regulations: Staff recruitment follows the guidelines of the UGC, State Government, and Kannur University. Vacancies are advertised in newspapers and on the college website and suitable candidates are invited to apply. All service-related matters adhere strictly to the Kerala Service Rules.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/policies
Link to Organogram of the institution webpage	https://marymathacollege.ac.in/organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Constant commitment and strong work culture of both the staff communities - teaching and administrative - are acknowledged by the Management. Career advancement of the teaching staff is given due importance by the institution. Teaching staff is granted leave to participate in Orientation Programmes, Refresher Courses, Short Term Courses, etc. Participation of the non-teaching staff in courses/seminars related to computer literacy, administrative skill etc. is ensured.

Group Insurance facility is provided to the staff. 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 UGC. Provident Fund (PF), House Rent Allowance (HRA), General Life Insurance Scheme (GLIS), State Life Insurance (SLI), Medical Insurance (MEDISEP), etc. are provided for all the employees. Other welfare measures extended to the staff include:

- Canteen facilities inside the campus at subsidized rates.
- Recreation room and sports facilities like gym, indoor and outdoor stadium for the staff without any membership fee.
- Well-furnished staff quarters for the staff.
- Annual picnics, celebration of festivals, and periodic get togethers of the staff in the college.
- Staff Benefit Scheme (SBS) in the college provides short and long-term loans to the staff.
- Guest Faculty and Faculty on Contract are granted subsistence allowance by the Management.
- Recognition of achievements of the staff by the institution and organisation of programmes to honour them.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AOAR%202021-2022/6.3.1.pdf
Upload any additional information	View File

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

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

13

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

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

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

8

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

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

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

30

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution keeps track of the performance and activities of teaching and administrative staff. The members of the staff have to submit a performance appraisal form annually. Additionally, faculty evaluation is carried out using the student feedback system. At the end of each academic year, students' feedback is collected to evaluate the mentorship and counseling skills of teaching staff, as well as their ability to teach and communicate with advanced, average, and slow learners in the classroom. The common observations of the feedback are intimated to the faculty in the academic meeting and suggestions for improvement are made. Feedbacks of confidential nature are personally intimated to the members of the staff by the principal. The appraisal forms are evaluated by the principal and IQAC coordinator.

Work done diaries of the teachers are verified and followed up by the HoDs and principal. The promotion of aided faculty is based on PBAS (Performance Based Appraisal System) according to UGC norms. Assistant Professors on contract are provided with salary increments according to performance and renewal of service. The skills and efficiency of the administrative staff are monitored by the principal and training sessions are organized to enhance the skills. Staff is encouraged to keep pace with the changing developments in their areas and necessary support is provided by the institution to improve their performance.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202022-2023/6.3.5/6.3.5%20Additional%20information.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The financial management of the institution is done in an effective and efficient manner to monitor its financial aspects relating to both academic and non-academic activities which ensures transparency and accountability on financial matters. Our college routinely conducts internal and external audits for the fund received from the government, UGC and private entities. It maintains all the financial records along with supplementary evidences and utilization certificates.

The college has a well-defined plan for resource mobilisation and financial management. The request for funds is forwarded to the concerned agency after discussion in the College Council. The fund utilisation is monitored by various committees. The committees evaluate and examine the utilisation of funds and assure that the funds are utilised for which it is granted and that the income and the expenditure are properly audited and filed.

An internal audit of the College is carried out every year by Chartered Accountant-Thomas and Associates, Mananthavady. The reports are regularly monitored by the principal. The management also appoints an auditing team for conducting internal audits once a year. For the accounts of self-finance programmes, concurrent auditing is performed on a regular basis. The external audit is conducted every year by the Kochi based Chartered Accountantsfirm: P V Chacko & Co.

The audit objections are studied and necessary rectifications are carried out. Accordingly, corrective measures are adopted in the accounting and financial management of the institution.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/public/img/policy/Finance%20Policy.pdf
Upload any additional information	View File

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

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

6 Lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Management has a well-devised resource mobilization policy for the mobilization and optimal allocation of resources. In the present scenario of ongoing infrastructure upgradation and maintenance as well as the continuous improvement of learning resources, the Management is taking all efforts to mobilize funds from different sources including state and central government funds, PTA, benefactors, and other stakeholders.

The Governing Body monitors the functioning of the institution and is supported by Management Committee, Education Committee, College Council, PTA Executive Committee, and Alumni Executive Committee. The Bursar assisted by the Superintendent and an administrative staff is in charge of the financial transactions. Over the years, the College has completed many projects funded by UGC and other agencies with contributions from the Management. In the academic year 2022- 23, the College successfully completed the construction of a new Library Block with funds received from Central and State governments. Funds for the completion of the new Library Block

were mobilized through contributions from Philanthropists, Alumni, and PTA. In addition to this, the college also uses funds received from the IGNOU study center, Distance Learning Centre, and other agencies for extending the facilities of the institution.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/public/img/policy/Resource%20Mobilisation%20Policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC acts as a facilitating unit that works consistently with the faculty to plan the best possible quality assurance strategies. Some of the important initiatives of IQAC to ensure timely, efficient and progressive performance of academic, administrative and financial tasks are listed below:

- Organized workshops/ webinars/ training programmes/ awareness sessions for teaching and non-teaching staff
- Conducted Dheeksharambh (Induction Programme) for the first-year students
- Tracked and recorded curricular, co-curricular and extracurricular activities of the institution
- Directed clubs/ cells/ departments to prepare year plans and department calendars
- Facilitated the departments to sign MOUs with reputed agencies
- Enriched the curriculum with new certificate courses/ add-on programmes.
- Coordinated bridge course and remedial teaching
- Effectively executed 'best practices' of the college
- Monitored the extension activities/ outreach programmes and skill development programmes
- Monitored and documented student progression to higher education/ placement
- Supervised the time-bound submission and evaluation of self-appraisal forms and feedback forms to analyse the performance of faculty, student satisfaction and stake holder's participation

- Timely submission of AQAR to NAAC

In the academic year 2022-23, IQAC successfully implemented the mapping of Outcome Based Education (OBE) in the curriculum. Recognizing the significance of OBE in preparing students for the real-world challenges, IQAC organized a Faculty Development Programme (FDP) on Outcome-Based Education for teachers. Mapping of COs with POs and COs with PSOs for all courses in the college was completed using a software. PO and PSO attainments by students in the courses were also analyzed.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202022-2023/6.5.1/6.5.1_%20Paste%20link.pdf
Upload any additional information	View File

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

IQAC, an important central body of the college, monitors and reviews the teaching-learning process regularly. IQAC scheduled the academic calendar for 2022-23 at the beginning of the year with ample time not only for regular teaching-learning process but also for various events like seminars, workshops, cultural activities, and other programmes.

It ensured the inclusion of a teaching plan in Teachers' Diaries to facilitate effective classroom functioning. It additionally, conducted academic and administrative audits.

IQAC also monitored the performance of the students regularly. The following measures were adopted by the institution in this context:

- Continuous evaluation comprising of class tests, assignments, group discussions and seminar presentations
- Question bank in the college website
- Timely redressal of students' grievances
- 75% attendance for students in each semester
- Remedial classes for slow learners
- Effective internal examination and evaluation system

IQAC analysed students' performance after the announcement of their semester results. Corrective measures were taken to improve the results.

Review mechanism was conducted to identify advanced learners and slow learners.

Outcome Based Education (OBE) was introduced in the academic year 2022-23.

The institution conducted a structured students' feedback to assess the teachers. This feedback system provided the faculty and institution a clear idea about teaching methodologies, course delivery, attitudes of the faculty, strengths and weaknesses in teaching, and other difficulties experienced by the students.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202022-2023/6.5.2_lact ion%20taken%20report.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://marymathacollege.ac.in/public/igac/reports/Annual%20Report%202022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our vision is to achieve gender equity within and outside the education system so that all boys and girls, women and men are able to fulfill their full potential in life, regardless of their gender. For that we create an atmosphere in which all stakeholders enjoy the same rights, resources, opportunities and protection inside and outside the campus. We are committed to achieving gender balance at all levels in our institution.

Curricular and co-curricular activities

- There are courses offered in the curriculum that address gender related issues.
- In the college 47% of the faculty members are females and more than 50% of the students are girls.
- Adequate representation of women faculty is ensured among the College Council, HoDs, coordinators of different committees etc.
- Women's Cell, Prevention of Women's Harassment and Internal Complaints Committee, Anti-Ragging Committee, Anti-ragging Squad, Committee for Mentoring, Counselling, Committee for Women's Welfare and Committee for Gender Justice address gender related issues and promote awareness about gender equity.
- Seminars, invited talks and workshops on gender equity and related issues are conducted.
- Women wing of both NCC and NSS units and members of college union function effectively to promote gender equity.

Facilities for Women on the Campus

Safety Measures

- Surveillance camera
- Security service
- Counselling Cell
- Rest room
- Ladies Hostel

Other initiatives

- Training programmes for entrepreneurship development, self-defense, confidence building and skill development.
- Employment training programme for tribal women
- Celebration of special days
- Ensuring participation of girls in various programmes inside and outside the campus.

File Description	Documents
Annual gender sensitization action plan	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.1%20Gender%20equity%20Action%20plan-%20Links.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.1.%20Gender%20Equity.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

We focus on minimizing the volume of waste generated and maximizing the reuse and recycling of waste for the protection of our environment. We have made efforts to achieve a sustainable management of all kinds of waste produced in our institution. For that we follow a proper waste management system according to our waste management policy.

Solid Waste Management

- The degradable and non-degradable wastes are collected separately and are disposed in separate bins. The biodegradable waste from the institution and canteen is used for biogas production.
- Non-degradable waste such as plastic and glass bottles are collected in separate bins and are sold to the scrap collectors.
- Use of digital platforms for public addressing, communication, and e-filing reduce the use of paper.
- Incinerator is placed in the ladies' toilet to burn sanitary napkins.

Liquid Waste Management

Waste water from hostels, washrooms and canteen are moved through concealed underground pipe lines.

E-Waste Management

- E-wastes such as empty toners, cartridges, electronic items and outdated computers are collected and kept in separate storage rooms and sold as scrap for recycling.
- An agreement is signed with New Brothers Metals, Kalpetta, for the disposal of E-waste.

Chemical Waste Management

- The segregated waste is stored in a disposal pit made exclusively for storing chemical waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Prime focus of the institution is to inculcate cultural, regional,

linguistic, and communal values among the student community hailing from diverse backgrounds. The institution creates an environment for imparting values by celebrating all the important festivals. Programmes are organized on national integration, art and culture, festivities and traditions.

Admissions are carried out on an inclusive basis incorporating SC, ST, differently abled and backward communities. As a result, we have students from diverse backgrounds. Student induction programme for freshers helps to overcome regional, social and cultural differences among students. The committees constituted in the campus like Grievance Redressal Cell, Anti Sexual Harassment Cell, Internal Complaints Committee, Committee for Gender Justice, Discipline Committee and Anti-Ragging Cell ensure justice, equality and inclusiveness in the campus.

The college maintains an inclusive curriculum with topics related to human rights, peace, tolerance, compassion, harmony, and promotion of social values, awareness on environment protection and ethics. Institution offers scholarships and fee concessions for deserving students at various levels. Divyangjan-friendly infrastructure, support and visits to social welfare centers, old age homes and extension activities in tribal villages are other initiatives towards providing an inclusive environment. Gender inclusiveness is also ensured in academic and administrative positions and committees.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College seeks to instill among the students an awareness of their social rootedness and encourage them to be active participants in the making of a better social order. Various initiatives are taken by the college for the sensitization of students and employees to Constitutional obligations. The national anthem is sung every day and national leaders and symbols are respected. In addition to these, commemorative days of national leaders and other important days including Constitution Day are

celebrated in the college by conducting various talks and competitions.

Various clubs in the institution play a vital role in nurturing constitutional values especially democracy, secularism, socialism and harmony among students through various activities. National pledge printed in the college calendar and common recitation of this in public event play a pivotal role to develop nationalistic spirit among the students and employees. Teachers serve as presiding officers and polling officers in the Panchayat, State and Central election process. Students also actively participate in the election process as volunteers and as voters.

College union election is an occasion for the students to be a leader and a partner in the development of the college and society. Certificate course on Indian Constitution and many other courses offered by the college give the students and teachers an opportunity to be aware of the constitutional values and obligations. Celebration of festivals of all religions and multi-faith prayer ceremony on the Excellence Day of the college promote secularism and foster communal harmony among students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.9%20Constitutional%20Values%20pdf.doc.pdf
Any other relevant information	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.9%20Constitutional%20values-additional.pdf

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

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college is situated in a rural area of Wayanad, one of the backward districts in Kerala. The institution has a tradition of celebrating all important days. The main aim of this is to make the stakeholders of the institution aware of the value of various important days and appreciate the cultures and religions of India.

We observe and celebrate important national and international days to promote national integration, to foster harmony and to celebrate and reinforce achievements of humanity. Seminars, talks, awareness sessions, street plays, flash mobs, exhibitions, rallies, pledge taking, competitions, cultural programmes and group discussions are conducted to celebrate such important events. These programmes are conducted by various clubs and departments of the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1: PEN-R (Project on Empowerment through News Reading)

Objective: To inculcate reading habit, critical thinking and general awareness and to develop skills like grammar, vocabulary and pronunciation.

Context: Most of our students hail from rural backgrounds. Their proficiency in English is below average. Hence, most students experience difficulties in getting good placements and entry into reputed institutions.

Practice: College subscribes 50 copies of The Hindu. Of these, two copies are distributed to each class. Students can conveniently read them in the classrooms. Informal discussions and sharing of views on the leading issues and topics are held. Teachers recommend students to read reports and articles pertaining to their subjects. Debates are organised on major events and topics. Students on a daily basis display sudoku and crossword puzzles .

Evidence of success: General awareness has improved. More interest is shown by the students to participate in debates and other competitions. English language skills of students have improved.

Best Practice 2 :Title of the Practice: Green Campus

Objective: To plant seedlings in the campus, to nurture the existing greenery, to provide conducive learning ecosystem, and to enhance environmental awareness.

Practice: Well-maintained herbal and vegetable garden, tree planting campaign, and proper waste management system along with energy conservation measures.

Evidence of success: The lush flora surrounding the campus has flourished. Students' awareness of the importance of preservation and green energy have significantly improved. As a result, students have taken to favorably managing waste disposal.

File Description	Documents
Best practices in the Institutional website	marymathacollege.ac.in/igac/best_practices
Any other relevant information	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.2.1%20Green%20Campus.pdf

7.3 - Institutional Distinctiveness

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

Our institution is one of the leading centres of learning for all classes of people in the rural areas, especially in Mananthavady taluk.

The institution provides a learner centric approach to develop the intellectual potential of the students. It instills human values and societal responsibility among students and largely caters to students from tribal background, poor rural areas and first-generation learners. To rectify the sociological imbalance, the philanthropically committed management started this institution to serve the rural students in and around Mananthavady in 1995.

The bridge courses offered by the institution as soon as a student gets admitted serve as a distinct gap filler. Use of ICT, lecture method, introduction of certificate courses, etc. facilitated better learning. The Scholar Support Programme (SSP) helps slow learners through remedial classes while the Walk with a Scholar Programme (WWS) helps advanced learners. The WWS programme offers career guidance and motivational visits to reputed institutions and industries across India. In addition to this, our best practice PEN-R helps incommunicative English development. Regular career and guidance programmes are also provided to the students. The mentoring system and counseling service provide guidance and counseling on academic and nonacademic matters. Effective adoption of OBE, Vertical Mobility in curriculum, etc. make this institution unique when compared to other HEIs in the region.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The effective implementation of the curriculum in conformity with the University guidelines is undertaken through various means. An academic calendar is prepared in the beginning of the academic year. A common staff meeting is conducted for the effective implementation of the curriculum, and subsequent meetings at the department level ensure appropriate work allocations. Infrastructural facilities and other adequate resources are provided for the students, and the institution encourages its effective utilization. Student-centric methods are used in the classroom for the advancement of various skills of the students. Programmes are also conducted for enhancing and polishing the students' career aptitude and soft skills. Bridge courses, certificate courses and remedial classes are provided to enhance the abilities and knowledge of students.

Teachers maintain an Individual Academic Calendar and Work Done Diary to ensure timely completion of the curricular objectives. A mentoring report is maintained at the department to evaluate the progress of each student. Assessments of the students are based on Outcome Based Education that facilitates students' achievements of the intended learning outcomes. Question papers are prepared to map the specific learning outcomes and evaluate the progress of the students. An Academic Excellence Day is conducted to honour and appreciate the students with meritorious academic achievements.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://marymathacollege.ac.in/handbook

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

Adhering to the academic calendar of Kannur University, the college schedules dates for internal and University

examinations in its academic calendar. As per the university norms, twenty percent of the marks are awarded through internal evaluation and eighty percent through external evaluation. The continuous evaluation (CE) is based on pre determined transparent system involving any of the two components. Performance in written test, assignments, seminars, and viva will decide the internal marks for the theory courses. Similarly, CE for practical courses is based on lab involvement, records, and written test.

Marks obtained by the students are notified on the notice boards soon after the internal exams, at least three days prior to the commencement of the end- semester University exams. Students can raise grievances, if any, and a well established redressal mechanism is instituted in the college. Thus, students can first submit an appeal to the course teacher, then to the HoD, and thereafter to the principal.

Recognising the importance of Outcome Based Education, question papers are prepared in accordance with the specific learning outcomes. Programme Outcomes (PO), Programme Specific Outcomes (PSO), Course Outcomes (CO) mappings are done using 'Accredit360' software. This helps to assess the extent to which students have acquired the corresponding outcomes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://marymathacollege.ac.in/academics/academic-calendar

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

A. All of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

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

20

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1070

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

1.3 - Curriculum Enrichment

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

Adhering to Kannur University norms, the college has been incorporating policies and practices towards integrating various cross cutting issues dealing with Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum. This process includes the Environmental Day observation at the beginning of the academic year and the various programmes conducted later on to instill awareness on energy conservation and green initiatives. Green Auditing has become a practice within the college.

The institution places great importance on instilling fundamental values and professional ethics among students through a wide range of activities such as organising camps, campaigns, debates, extension activities, paper presentations, poster designing, quizzes, seminars, training programmes, and day celebration.

Other flagship programmes such as Certificate Courses, Value Addition and Skill Development Programmes are also being conducted frequently to enrich the educational experience of students. In addition, Research Centers and Departments are deeply committed to nurturing the research culture of the institution. Agencies like NSS, NCC, Women's Cell, Bhoomithrasena, Incubation Center and IQAC play important role within their respective domains and contribute significantly towards the broader goal of Gender Empowerment.

Certain UG Courses integrating cross-cutting issues:

Course Name: Domain of Cross-Cutting Issues:

1. Readings on Kerala : Gender, Casteism
2. Readings on Life and Nature : Ecology
3. Readings on Democracy & Secularism : Constitutional

Values and Themes

4. Readings on the Philosophy of Knowledge : Human Rights and Inclusiveness
5. Environmental History of India :Environment
6. Biology, Immunology& Microbiology : Biodiversity & Environment
7. Kathamathrukakal : Gender, Human Values, Environment and Sustainability

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

281

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://marymathacollege.ac.in/crm/public/uploads/iqar_report_image/2023_09_11_21_15_55_1.4.1%20Feedback%20on%20syllabus.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://marymathacollege.ac.in/crm/public/uploads/downloads/2023_10_13_15_48_37_1.4.2%20Feedback%20process%20of%20institution.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of students admitted during the year**

270

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

52

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

2.2 - Catering to Student Diversity

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

The college employs an efficient system to gauge the students' learning levels and for evaluating students' learning abilities. Initially, the marks achieved in the admission exam are given primary consideration. To address any knowledge gaps, bridge courses are offered. Students are categorized as slow, advanced, or medium learners based on their performance in the entry-level assessment test, classroom participation, and results from internal and external examinations. Special support, including remedial classes, mentoring, and counseling, is provided to slow learners. Peer learning is encouraged for both slow and advanced learners, creating an environment where students can collaborate in small groups, fostering greater engagement and enhancing their comprehension of the course material. The college has developed various programs tailored to the needs of advanced and slow learners.

Programmes for Advanced Learners

- NPTEL/SWAYAM Local Chapter.
- Internships, both within and beyond the curriculum
- Field trips to industrial sites
- Projects with a research focus
- Completion of a Finishing School program
- Provision of ASAP courses for skill enhancement
- Promotion of involvement in intercollegiate events and competitions
- NET /JAM Coaching
- Career Guidance and Counseling.
- Institutional Scholarships for toppers
- LMS

Programmes for Slow Learners

- Remedial Coaching.
- Induction Programmes
- Career Guidance and Counselling.
- Mentoring Programmes
- Bridge courses were organized to address and remedy knowledge deficiencies.
- Additional time is allocated for the execution of laboratory practicals
- LMS
- Short notes and simplified study materials are provided.

Peer leaders are chosen among the advanced students, and they help slow learners by aiding them in understanding challenging sections, solving previous year exam papers.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/crm/public/uploads/downloads/2023_09_09_13_14_02_2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
786	44

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Mary Matha Arts and Science College practices student-centric approaches to learning. By introducing innovative and interactive learning tools and methods, the college embraced experiential learning, participative learning, and problem-solving methodologies.

Experiential learning:

- All departments organize industrial visits, field trips, and study tours for students. These help the students to connect classroom theory with real-life practical training
- Laboratory facilities enhance experiential engagement.
- Final year students receive guidance for conducting their projects.
- Research Projects: Post graduate Students conduct independent research projects under the guidance of faculty members.
- Case Studies: Students analyse real or hypothetical cases to understand complex issues, identify problems, and propose solutions.
- Students enrol in various MOOC courses that are specifically designed to facilitate experiential learning.

Participative learning and problem solving

- Group Discussions: Learners participate in structured discussions where they exchange ideas, share perspectives, and debate topics related to the subject matter.
- Peer Teaching: Students take turns teaching or presenting topics to their peers, Peer teaching encourages advanced learners to extend academic help to medium and slow learners.
- Webinars: Online seminars or presentations that allow students to engage with experts, ask questions, and discuss topics of interest, facilitating interactive

learning and knowledge sharing.

- Quizzes and assignments in participative learning foster problem-solving and critical thinking skills.
- The "Each One Teach One" programme promotes peer learning and knowledge sharing.
- Discussions, debates, lectures, seminars, and conferences are held to foster critical thinking.
- Games and sports events are conducted by the Department of Physical Education for real time demonstration.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://marymathacollege.ac.in/data/downloads/criterion2/2.3.1/

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

Our college employs student centric teaching-learning pedagogy, incorporating the strategic use of digital technologies to deliver lectures, conduct evaluations and presentations. Apart from the training workshops arranged by IQAC, teachers are encouraged to attend FDPs and trainings related to ICT offered by recognised institutions.

ICT enabled tools for effective teaching-learning process

- The College has secureWiFi networks with a range that covers the whole campus area.
- Classwise WhatsApp groups, under the guidance of teachers, function as the primary mode of communication.
- Online platforms like Google Classrooms, Google Meet and Zoom Video Conferencing are utilised for online teaching.
- An audiovisual room and a well-equipped Seminar Hall enhance the learning experience
- Majority of the classrooms are ICT enabled.
- Learning Management System (MOODLE-LMS) is used for an efficient teaching-learning process.
- Teachers also use ICT-based tools like Mentimeter, Kahoot, Quizziz, etc for effective teaching learning process.
- Online content is made available to the college community through the digital library.

- The College has an online attendance marking software which is also accessible by the students.
- Outcome Based Education (OBE) software helps to analyze whether the students achieved the Program Outcomes (POs), Course Outcomes (COs) & Program Specific Outcomes (PSOs).
- You-tube channels and blogs are also used for an efficient teaching-learning process.

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

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

2.3.3.1 - Number of mentors

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

351

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

2.5 - Evaluation Process and Reforms

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

In accordance with university guidelines, internal assessment typically consists of two main components:

Component 1: A minimum of two internal examinations are conducted for Internal Tests, and the average of these marks is calculated for the internal mark. The schedule and syllabus of the exams are published well in advance to provide students with sufficient time for preparation. The question paper adheres to the prescribed format of the university's examination. Teachers evaluate answer scripts within a period of two weeks and return them to the students.

Component 2: Marks are calculated based on following elements:

- **Assignment:** students are required to submit their assignments to the teachers for evaluation. The teachers thoroughly review and assess these assignments.
- **Seminar:** students are also expected to present seminars which provide an opportunity for students to demonstrate their research abilities, presentation skills etc.
- **Viva:** Teachers ask a range of questions that cover various aspects of the course material, including concepts, theories, practical applications, problem-solving, or analysis.

In order to maintain transparency and address any grievances, the overall marks obtained by students are publicly displayed on the department notice board.

If a student has any concerns or grievances regarding their marks, they have the option to meet with the corresponding teacher responsible for the assessment, which provide an opportunity to discuss and resolve any issues related to the evaluation.

Each department also ensures transparency by maintaining an internal mark register with student signatures, recording marks for all subjects of all the semesters.

File Description	Documents
Any additional information	View File
Link for additional information	https://marymathacollege.ac.in/public/img/policy/Examination%20Policy.pdf

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

The college conducts transparent and time-bound internal exams, which follow a pattern similar to university exams. To ensure fairness and transparency, the valued answer scripts are distributed and discussed in the classroom by the teacher in charge of the paper. Students have the opportunity to clarify evaluation doubts in person with the teacher. Re-tests are conducted for students who were absent due to genuine reasons.

The institution has implemented a three-level grievance redressal mechanism to address the grievances of students related to the Continuous Internal Evaluation:

- **Department Level:** The first level constitutes Head of the department and the mentor and teacher concerned. Students are encouraged to approach their respective departments with their grievances related to CIE.
- **College level:** If a grievance remains unresolved at the departmental level, it is escalated to the second level, where a college-level committee, comprising the principal, college grievance cell members, and the head of the department concerned investigates the matter.
- **University level:** If the grievance remains unresolved at the second level, students have the option to escalate the matter to the third level, which is the university level.

The Students' Grievance Portal serves as a platform to address and redress various complaints and grievances raised by students. It provides a convenient and accessible avenue for students to submit their concerns and seek resolution. The portal ensures that student grievances are properly documented, reviewed, and acted upon in a timely and efficient manner.

File Description	Documents
Any additional information	View File
Link for additional information	https://marymathacollege.ac.in/students/grievance-redressal-cell

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are

stated and displayed on website and communicated to teachers and students.

The College follows the curriculum approved by Kannur University to which it is affiliated. Programme Outcomes (PO) and Course Outcomes (CO) for all the courses offered by the institution are stated and displayed on the college website and notice boards.

The IQAC plays an active role in making the content available to students and teachers. The outcomes are communicated to students and parents during the orientation programme organised at the beginning of the academic year and also before the commencement of each course by the respective teachers. During the tutorial hour, class mentors give an orientation on OBE, its relevance and also the process of evaluation of programmes and course outcomes. In the beginning of each semester respective teachers of each course will explain the pattern of questions and assignments used to assess the outcomes. Soft copies of syllabus with PSOs and COs are also shared with students.

The college organizes induction programme for newly appointed faculty and briefs them of the outcomes. The faculty is encouraged to attend FDPs/workshops related to OBE. The need for following OBE is conveyed to faculty and question papers for internal exams are prepared in accordance with the outcomes. The attainment of the outcomes on completion of the programme is monitored by the Principal.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://marymathacollege.ac.in/po_pso_19
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The College systematically evaluates the attainment of Course Outcomes (COs), Program Specific Outcomes (PSOs), and Program

Outcomes (POs) for all programs offered. An automated evaluation process is implemented through the 'Accredit360' software, which incorporates a well-structured scheme for assessing these outcomes. Bloom's Taxonomy, with its six levels of the cognitive domain, is utilized to define the Course Outcomes.

The evaluation process involves the following steps:

- The COs are mapped to POs and PSOs using the CO-PO matrix and the CO-PSO matrix, respectively.
- The average correlation level is calculated for each course about program outcomes and program-specific outcomes.
- Course outcomes are measured based on student scores obtained from internal and external evaluations.
- Direct attainment of POs and PSOs is determined by examining the logical mapping and cognitive levels reached by the course outcomes.
- Indirect attainment of POs and PSOs is assessed through the Course Exit Survey.
- The final attainment values for POs and PSOs are computed by combining direct and indirect attainment values, with a proportion of 80:20, respectively.

The attainment levels are categorized as follows:

- Level "0": Not Attained
- Level "1": 50% of students achieved the cut-off percentage marks
- Level "2": 60% of students achieved the cut-off percentage marks
- Level "3": 70% of students achieved the cut-off percentage marks

Mapping levels indicate the correlation between COs and POs/PSOs:

- Level "-": No correlation
- Level "1": Low correlation
- Level "2": Medium correlation
- Level "3": High correlation

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://marymathacollege.ac.in/crm/public/uploads/downloads/Course_Outcomes_19_scheme.pdf

2.6.3 - Pass percentage of Students during the year

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

164

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://marymathacollege.ac.in/public/igac/reports/Annual%20Report%202022-23.pdf

2.7 - Student Satisfaction Survey

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

https://marymathacollege.ac.in/public/igac/sss/SSS_2022-2023.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

4.24281 Lakhs

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

10

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has meticulously designed its academic and administrative system, as well as its curricular and co-curricular activities, to provide ample opportunities for nurturing innovative ideas among the students.

The college has an active Incubation Center whose main objective is to foster innovation within the institution and carry out various activities related to Intellectual Property Rights (IPR), innovation, start-ups, and Entrepreneurial Development Programmes (EDP). Throughout the academic year, the Incubation Center has organised several activities including student orientation programmes, workshop on app development using Flutter, webinar on Ornamental Fish Farming as a source of income and tech talk series. Introduction to ChatGPT was the first of the tech talk series organised by the Incubation Center. Department of Zoology in association with Incubation Centre organized a Drinking Water Quality Testing Camp for the staff and students of Mary Matha Arts & Science College.

An Institution Innovation Council (IIC) has also been established in the college in accordance with the guidelines set by the Innovation Cell of the Ministry of Human Resources Development, Government of India, to support the initiatives of the Incubation Center.

To cultivate an entrepreneurial mindset among students, an Entrepreneurship Development Club (ED Club) has been formed. The club arranges various Entrepreneurship Development Programmes.

Students are encouraged to actively participate in the flagship programme called "YIP - Young Innovators Programme," organized by the Kerala Development and Innovation Strategic Council (K-DIC) which aims to promote a culture of innovation among the youth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/innovation-initiatives

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

46

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

6

File Description	Documents
URL to the research page on HEI website	https://marymathacollege.ac.in/research
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

8

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

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

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

12

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

3.4 - Extension Activities

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

During the academic year 2022-23, several extension activities were carried out in neighbouring communities to sensitise students on various social issues in line with UN Academic Impact (UNAI) Principles, UN Sustainable Development Goals (SDGs) and schemes under the Pradhan Mantri Yojana.

SDG 1 (No Poverty): Employment Training Programme designed to empower tribal women by providing them with the necessary skills to generate income and alleviate poverty.

SDG 2 (Zero Hunger): Students were involved in "Vithulsavam" agriculture exhibition. The challenges faced by the farmers in Wayanad during post-summer monsoon were discussed in a radio programme.

SDG 3 (Good Health and Well-being): Blood donation camps, anti-drug awareness programmes targeting both tribal and non tribal-communities.

SDG 4 (Quality Education): Contributions were made to local libraries and computer literacy programmes and tuitions were conducted for school students.

SDG 5 (Empowering women and promoting gender equality): Inauguration of a Mop Making Unit, a women empowerment project, and subsequent sales campaigns.

SDG 6 (Clean Water and Sanitisation): Cleaning public spaces, conducting water quality tests, and creating awareness about river pollution.

SDG 10 (Reduced Inequalities): Dress Bank, camps for the differently-abled, visits and financial assistance to old age homes.

SDGs 14 and 15 (Life below Water and Life on Land): Various programmes like snorkeling surveys and radio programmes focused on environmental sustainability and wildlife conservation were conducted.

SDG 17 (Partnerships for the Goals): Training workshops and camps fostering national integration through NIC, and enhancing income opportunities through activities like Ornamental Fish Farming webinar.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion3/AQAR%202022-23/3.4.1/E-%20literacy%20survey%20report.pdf
Upload any additional information	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

310

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

13

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

9

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The infrastructure and other amenities in the college provide the best possible teaching and learning environment. Located on an 18-acre lush campus, the college spans four blocks.

The first block comprises thirty-two classrooms, nine staff rooms, seven HoD cabins, college office, three research centres, indoor stadium, six laboratories, women's cell, career guidance cell, incubation centre, college union office, offices of principal and manager as well as rooms for other facilities like UPS and E-waste management. This block also houses the college's water purification and solar panel installations.

The second block comprises canteen, co-operative store, IGNOU study centre, offices of NSS and NCC, Fr Francis Njallampuzha Memorial Heritage Museum, recreation rooms, store rooms and manager's residence.

The third block has four staff quarters, two lecture halls, audio visual room, AC conference hall, and prayer room.

The fourth block has an auditorium with 1000 seating capacity and a balcony, a state of the art library with separate reading, transaction, and rack, discussion room and NRC (Network Resource Centre).

Apart from these four blocks, the college also has a gymkhana, outdoor stadium, separate parking areas for staff and students and security cabins. There are also two ladies' hostels with all the amenities on the campus. The whole campus is Wi-Fi enabled and has a total of 119 computers and 25 ICT-enabled class rooms including one interactive TV.

The college is a disabled-friendly campus with amenities like lift, ramps, parking spaces for the disabled, wheelchair, and restrooms that are accessible to the disabled.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/laboratories

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

To enhance student life on the campus, the college offers facilities for sports, games, yoga, and cultural activities. Students develop their myriad skills with the aid of these activities and facilities. In addition, the college celebrates different festivals such as Onam, Christmas, Holi and days like Independence Day, Republic Day, yoga day, blood donation day, environmental day, computer literacy day.

To enable students to participate and compete in sports and extracurricular activities, Department of Physical Education offers cutting-edge facilities. The college has a well-

furnished multi-purpose indoor stadium (43.45x15.00), gymnasium (16.50x7.24) and playground (114.78x105) to encourage the talents in sports and also to highlight the importance of physical activities among the college community. After college hours, indoor stadium and playground are open to the public. The college has sports teams in items like weightlifting, chess, archery, judo, cricket, basketball, table tennis, softball, yoga and badminton for men and women. College athletes participate in tournaments held at the inter-collegiate and state levels.

The college offers a variety of facilities to support cultural talents and provide professional training. Students practice and stage cultural programmes in the auditorium, indoor stadium, portico, audio-visual room and seminar halls. The college also has ample open areas for students to use as makeshift stages. The portable sound system aids the conduct of programmes at any venue without hassles.

The college provides auditorium, indoor stadium, playground and seminar halls to the public, institutions and local bodies to conduct tournaments, medical camps, and programmes during holidays and after college hours.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/facilities

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

26

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/facilities
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

62.66231 Lakhs

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The library is housed in the new building that has got a carpet area of 6963 sq ft which is facilitated to meet the requirements of the students and teachers.

Books and Physical Resources:

- The library has a total of 16035 books,793 reference books,4 journals and 77 CD and videos.
- The NRC (Network Resource Centre) has internet connectivity with twelve computers for students to access the digital resources. The NRC is a 330 sq ft area which offers printing facility supported by laser printers.

Automation of the library:

- The library uses the latest version of the KOHA which is the software for using ILMS (Integrated Library Management software). KOHA is considered as one of the best open-source automation softwares in the world today.
- Name of ILMS Software: KOHA
- Nature of Automation: Full
- Version: 22.05
- Year: 2022
- The library has access to N-LIST of UGC INFLIBNET which provides access to ejournals and ebooks.

The major infrastructural facilities offered are:

- Reading Room
- Reference Section
- Internet Resources
- Digital Library
- Research Hub
- Periodicals Section
- Newspaper Section
- E -Book Corner
- New Arrivals
- Issue and Return Sections
- Discussion Room
- Computers for catalogue searching
- Repographic facility
- Printing facility
- The library has computers which are equipped with software to meet the requirements of the differently abled students.

Other activities of the library:

- Orientation program for faculty members and teachers are conducted by the library.
- Best student readers of the college are identified and rewarded.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://marymathacollege.ac.in/facilities/the-central-library-and-reading-room

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

A. Any 4 or more of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

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

1.30677 Lakhs

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

91

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

There are 119 computers in the campus for the access of students and staff. The NRC (Network Resource Centre) and Students Facilitation Centre provide high speed internet connection to the students.The college has the following Network Connections:

1. BSNL - 3 (Office, Computer Lab, Library) - 300 Mbps
2. Kerala Vision - 1 (Office) - 100 Mbps
3. K-Fon - 1 (Office) - 10Mbps

The college has extensive CCTV system and it is well maintained.

The committee for office automation and networking took up three major tasks in this academic year. They are the following;

1. Revamping of network infrastructure: As part of this the collective bandwidth was increased to 700 Mbps.
2. Office Automation Software: The TCS (Total Campus Solution) Software for office automation and attendance management were introduced.
3. College Website revamped: The number of dynamic pages were increased. A separate news and event section was introduced. Direct links to other software tools used in the college like, online TCS and LMS were added. A link to the question bank of the college was given with an option for semester wise filtering. The website has a disk space of 3GB. There are more than 50 static pages and 10 dynamic pages.

E- Waste: Electronic goods are put to optimum use. E-Waste and hazardous waste management are carried out in an eco-friendly manner.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/facilities

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
58.18351 Lakhs	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The funding support of the management and government has enabled a better utilization and maintenance of the academic and support facilities of the college. Various committees help the principal and management in the maintenance of various infrastructural facilities in the campus.</p> <p>The annual stock verification is completed with the help of both the teaching and administrative staff. AMC (Annual Maintenance Contract) is signed with firms for the maintenance of equipment. Similarly, classrooms, boards and furniture are maintained periodically.</p>	

General Infrastructure:

Every department maintains stock register and an annual stock verification is conducted. Fire extinguishers are installed in different locations of the campus. The college has a dedicated house-keeping staff.

Class rooms, Seminar Hall, Conference Hall and Auditorium: A register is maintained in the office to record the booking with the approval of the principal. The administrative staff monitors the cleaning and maintenance activities.

IT Infrastructure: The experts from the administrative staff and the committee for office automation and networking monitor the maintenance of the IT infrastructure in the campus.

Laboratories: The lab assistants take care of the laboratories.

Water and Waste Management: The committee for SAP monitors the management of water conservation and energy conservation in the campus. Waste management systems are implemented in the campus. There is a biogas plant near the canteen. Green Audit is conducted regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marymathacollege.ac.in/handbook

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

445

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

31

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://marymathacollege.ac.in/capacity-building-and-skills-enhancement-initiatives
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

196

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

196

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

22

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

government examinations)

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

11

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

32

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Our college has an elected students' union to ensure the participation of students in academic and administrative

responsibilities of the college. Usually, a democratic general election is adopted for the selection of students' union members. Students' union consists of the Chairman, Vice-chairperson, General Secretary, Joint Secretary, University Union Councilor, Secretary to the Fine Arts Association, Student Editor, General Captain to the sports activities, Secretaries to the Department associations and representatives of first, second and third year students. The union organises a series of major activities in the college such as union inauguration, arts fest, sports day, college day and farewell. One of the senior faculty is appointed as staff advisor to the Union.

Participants for Kannur University inter-collegiate fine arts competitions are selected through college level competitions conducted during the Arts Fest by the students' union. The College Union Chairman is a member of Board of Governors, the highest decision-making body of the College. Student representatives enthusiastically participate in the functioning of various committees like Student IQAC committee, Library Committee, Grievance Redressal Committee, Women's Welfare Committee, Examination Committee etc.

The Chairman and Vice Chairperson are permanent members of the Canteen Committee and College Co-operative Society. Two student representatives are selected to the Students' Union Grievance Committee. Students' union and student representatives from various departments organized many cultural activities and competitions

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/students/the-student-s-union
Upload any additional information	View File

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

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

27

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

5.4 - Alumni Engagement

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

The college has a registered alumni association named Mary Matha Arts & Science College Poorva Vidhyarthi Association (WYD/CA/441/2018) from 2018 onwards. The association had organized a myriad of engaging events in the college including reunions, mega alumni meet, networking sessions, career fairs, webinars and workshops. These activities provided a platform for alumni to connect, share experiences and foster professional relationships.

The association had raised funds through donations and fund-raising campaigns to sponsor scholarships, support students' projects and to contribute to various charitable causes among the alumni and others.

The alumni had bagged several national and international achievements and contributed to nation building. Some of the luminous alumni included Dr Vinod K Jose, Dr Selvan, Dr Sarath K Sasi, Dr Aneesh E M, Dr Sanu Francis, Dr Supriya, Dr Jisha Elizabeth, and Dr Bindhu K Thomas.

The college ensures that alumni stay well-informed and actively involved in the major developments of the college. Our means of communication including newsletters, social media platforms such as Insta, Facebook and WhatsApp, as well as email campaigns, have proven to be successful in sharing updates, extending event invitations, and showcasing motivating alumni narratives.

Additionally, the college has cultivated meaningful collaborations with local businesses, organizations, and academic institutions through the positive interventions of our alumni. These partnerships have not only enhanced the quality of our events but have also bolstered our influence within the broader community.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion5/AQAR%202022-23/5.4.1%20report.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is holistic development of students with sound intellectual, physical, psychological, emotional, and spiritual maturity that will pave the way for a truly democratic, secular, and equitable social order.

The mission of the college is to make knowledge available to students through quality education irrespective of their religion, caste or gender, but keeping in view the educational needs of the Christian community as well, thus to be an active agent contributing to the socio-economic and cultural transformation of Wayanad.

All activities of the college are conducted according to the vision and mission of the college. The Board of Governors, the highest authority in the hierarchy of the college, formulates policies for the college. The principal with the assistance of the College Council supervises the implementation of these

policies.

The IQAC is entrusted to prepare an action plan on various issues like infrastructural development, enhancement of teaching-learning quality, research promotion and extension activities as per the vision and mission of the college. The committees constituted at the beginning of every academic year ensure that all activities are conducted according to the action plan created by the IQAC.

The vision and mission propounded by the founders of the institution are materialised at various levels by a collaborative effort of the management, teachers, and administrative staff so that the student community gets maximum benefit from the institution. The academic and administrative bodies of the college function as a well-oiled machine to implement the decisions made at different levels.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/about/vision-and-mission
Upload any additional information	View File

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

The Board of Governors, the highest hierarchical body of the institution, formulates policies for the college. This apex body has representation from students, teaching and non-teaching staff and parents among others. The principal with the assistance of the College Council comprising twelve members of the staff supervises the implementation of these policies. The IQAC initiates and monitors all quality initiatives of the college. Department Councils, Students' Union, PTA, Department Associations and other committees constituted at the beginning of each academic year ensure the successful execution of all activities. The institution interacts with all major stakeholders through Students' Union, Staff Associations, PTA, and Alumni Association.

The college implements an effective decentralisation of the administration and ensures the participation of all the stakeholders in the activities. On the academic front, the

decision to conduct all the major activities at the college level was taken by the College Council. The plan to execute these decisions was outlined by the IQAC. The departments and committees concerned took the initiative to conduct the activities. Activities like orientation programme for the first-year students, college union election, mega alumni meet, academic excellence day, finishing school programme, fine arts day and many other activities were organised accordingly with the active participation of all the stakeholders.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/about/administration
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the academic year 2022- 23, it was decided to continue the plan adopted for the academic year 2021-22 with minor modifications as it effectively addressed the immediate concerns after the Covid 19 pandemic. Location of the college in one of the most backward districts of Kerala made the institution vulnerable to many uncertainties during the pandemic. Returning to routine college life was a tremendous challenge. Yet, the institution proved its grit to overcome the challenges and transform them into opportunities through meticulous planning and execution. The contributions of all the stakeholders for overcoming the unparalleled situation were noteworthy. With the view of NEP 2020, and keeping in mind the master plan of the institution, the strategic plan was effectively deployed.

IQAC team laid the groundwork for returning things to normal and formed strategies for the same. All the departments, committees and clubs came together to create the best possible learning atmosphere and achieve all the objectives of the strategic plan prepared. The college calendar and department academic calendars were prepared to execute the strategic plan. Adhering to the strategic plan provided better academic and learning experiences for the students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://marymathacollege.ac.in/crm/public/uploads/downloads/Strategic%20plan%202022-23.pdf
Upload any additional information	View File

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

Mary Matha Arts and Science College is under the management of the Catholic diocese of Mananthavady. A senior administrator from the diocese is designated as the institution's Manager. The highest governing body of the college is the Board of Governors, which consists of the Patron, Principal, Manager, Deputy Director of Collegiate Education, IQAC Coordinator, faculty representatives, representatives from local self-government bodies, College Union Chairman, and various stakeholders. The Board of Governors approves policies and makes amendments when necessary.

The Principal serves as the head of the institution and is responsible for effectively implementing academic and administrative policies and plans set by the Government, University, and Management. The College Council acts as an advisory body to the Principal on academic and administrative matters. It is chaired by the Principal and includes heads of major departments, representatives from minor departments, and IQAC Coordinator, College Librarian, Office Superintendent, and office bearers of the Teaching Staff Association.

The IQAC oversees the institution's quality performance and collaborates with the Governing Body to develop Academic and Infrastructure Master Plans. The Office Superintendent leads the administrative section, while the librarian coordinates all library activities.

Appointment and Service Regulations: Staff recruitment follows the guidelines of the UGC, State Government, and Kannur University. Vacancies are advertised in newspapers and on the college website and suitable candidates are invited to apply.

All service-related matters adhere strictly to the Kerala Service Rules.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/policies
Link to Organogram of the institution webpage	https://marymathacollege.ac.in/organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Constant commitment and strong work culture of both the staff communities - teaching and administrative - are acknowledged by the Management. Career advancement of the teaching staff is given due importance by the institution. Teaching staff is granted leave to participate in Orientation Programmes, Refresher Courses, Short Term Courses, etc. Participation of the non-teaching staff in courses/seminars related to computer literacy, administrative skill etc. is ensured.

Group Insurance facility is provided to the staff. 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 UGC. Provident Fund (PF), House Rent Allowance (HRA), General Life Insurance Scheme (GLIS), State Life Insurance (SLI), Medical Insurance (MEDISEP), etc. are provided for all the employees. Other welfare measures extended to the staff include:

- Canteen facilities inside the campus at subsidized rates.
- Recreation room and sports facilities like gym, indoor and outdoor stadium for the staff without any membership fee.
- Well-furnished staff quarters for the staff.
- Annual picnics, celebration of festivals, and periodic get togethers of the staff in the college.
- Staff Benefit Scheme (SBS) in the college provides short and long-term loans to the staff.
- Guest Faculty and Faculty on Contract are granted subsistence allowance by the Management.
- Recognition of achievements of the staff by the institution and organisation of programmes to honour them.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202021-2022/6.3.1.pdf
Upload any additional information	View File

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

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

13

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

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

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

8

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

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

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

30

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution keeps track of the performance and activities of teaching and administrative staff. The members of the staff have to submit a performance appraisal form annually. Additionally, faculty evaluation is carried out using the student feedback system. At the end of each academic year, students' feedback is collected to evaluate their mentorship and counseling skills of teaching staff, as well as their ability to teach and communicate with advanced, average, and slow learners in the classroom. The common observations of the feedback are intimated to the faculty in the academic meeting and suggestions for improvement are made. Feedbacks of confidential nature are personally intimated to the members of the staff by the principal. The appraisal forms are evaluated by the principal and IQAC coordinator.

Work done diaries of the teachers are verified and followed up by the HoDs and principal. The promotion of aided faculty is based on PBAS (Performance Based Appraisal System) according to UGC norms. Assistant Professors on contract are provided with salary increments according to performance and renewal of service. The skills and efficiency of the administrative staff are monitored by the principal and training sessions are organized to enhance the skills. Staff is encouraged to keep pace with the changing developments in their areas and necessary support is provided by the institution to improve their performance.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202022-2023/6.3.5/6.3.5%20Additional%20information.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The financial management of the institution is done in an effective and efficient manner to monitor its financial aspects relating to both academic and non-academic activities which ensures transparency and accountability on financial matters. Our college routinely conducts internal and external audits for the fund received from the government, UGC and private entities. It maintains all the financial records along with supplementary evidences and utilization certificates.

The college has a well-defined plan for resource mobilisation and financial management. The request for funds is forwarded to the concerned agency after discussion in the College Council. The fund utilisation is monitored by various committees. The committees evaluate and examine the utilisation of funds and assure that the funds are utilised for which it is granted and that the income and the expenditure are properly audited and filed.

An internal audit of the College is carried out every year by Chartered Accountant-Thomas and Associates, Mananthavady. The reports are regularly monitored by the principal. The management also appoints an auditing team for conducting internal audits once a year. For the accounts of self-finance programmes, concurrent auditing is performed on a regular basis. The external audit is conducted every year by the Kochi based Chartered Accountantsfirm: P V Chacko & Co.

The audit objections are studied and necessary rectifications are carried out. Accordingly, corrective measures are adopted in the accounting and financial management of the institution.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/public/img/policy/Finance%20Policy.pdf
Upload any additional information	View File

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

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

6 Lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The Management has a well-devised resource mobilization policy for the mobilization and optimal allocation of resources. In the present scenario of ongoing infrastructure upgradation and maintenance as well as the continuous improvement of learning resources, the Management is taking all efforts to mobilize funds from different sources including state and central government funds, PTA, benefactors, and other stakeholders.

The Governing Body monitors the functioning of the institution and is supported by Management Committee, Education Committee, College Council, PTA Executive Committee, and Alumni Executive Committee. The Bursar assisted by the Superintendent and an administrative staff is in charge of the financial transactions. Over the years, the College has completed many projects funded by UGC and other agencies with contributions from the Management. In the academic year 2022- 23, the College successfully completed the construction of a new Library Block with funds received from Central and State governments. Funds

for the completion of the new Library Block were mobilized through contributions from Philanthropists, Alumni, and PTA. In addition to this, the college also uses funds received from the IGNOU study center, Distance Learning Centre, and other agencies for extending the facilities of the institution.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/public/img/policy/Resource%20Mobilisation%20Policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

IQAC acts as a facilitating unit that works consistently with the faculty to plan the best possible quality assurance strategies. Some of the important initiatives of IQAC to ensure timely, efficient and progressive performance of academic, administrative and financial tasks are listed below:

- Organized workshops/ webinars/ training programmes/ awareness sessions for teaching and non-teaching staff
- Conducted Dheeksharambh (Induction Programme) for the first-year students
- Tracked and recorded curricular, co-curricular and extracurricular activities of the institution
- Directed clubs/ cells/ departments to prepare year plans and department calendars
- Facilitated the departments to sign MOUs with reputed agencies
- Enriched the curriculum with new certificate courses/ add-on programmes.
- Coordinated bridge course and remedial teaching
- Effectively executed 'best practices' of the college
- Monitored the extension activities/ outreach programmes and skill development programmes
- Monitored and documented student progression to higher education/ placement
- Supervised the time-bound submission and evaluation of self-appraisal forms and feedback forms to analyse the performance of faculty, student satisfaction and stake

holder's participation

- Timely submission of AQAR to NAAC

In the academic year 2022-23, IQAC successfully implemented the mapping of Outcome Based Education (OBE) in the curriculum. Recognizing the significance of OBE in preparing students for the real-world challenges, IQAC organized a Faculty Development Programme (FDP) on Outcome-Based Education for teachers. Mapping of COs with POs and COs with PSOs for all courses in the college was completed using a software. PO and PSO attainments by students in the courses were also analyzed.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202022-2023/6.5.1/6.5.1_%20Paste%20link.pdf
Upload any additional information	View File

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

IQAC, an important central body of the college, monitors and reviews the teaching-learning process regularly. IQAC scheduled the academic calendar for 2022-23 at the beginning of the year with ample time not only for regular teaching-learning process but also for various events like seminars, workshops, cultural activities, and other programmes.

It ensured the inclusion of a teaching plan in Teachers' Diaries to facilitate effective classroom functioning. It additionally, conducted academic and administrative audits.

IQAC also monitored the performance of the students regularly. The following measures were adopted by the institution in this context:

- Continuous evaluation comprising of class tests, assignments, group discussions and seminar presentations
- Question bank in the college website
- Timely redressal of students' grievances
- 75% attendance for students in each semester
- Remedial classes for slow learners

- Effective internal examination and evaluation system

IQAC analysed students' performance after the announcement of their semester results. Corrective measures were taken to improve the results.

Review mechanism was conducted to identify advanced learners and slow learners.

Outcome Based Education (OBE) was introduced in the academic year 2022-23.

The institution conducted a structured students' feedback to assess the teachers. This feedback system provided the faculty and institution a clear idea about teaching methodologies, course delivery, attitudes of the faculty, strengths and weaknesses in teaching, and other difficulties experienced by the students.

File Description	Documents
Paste link for additional information	https://marymathacollege.ac.in/data/downloads/criterion6/AQAR%202022-2023/6.5.2_action%20taken%20report.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://marymathacollege.ac.in/public/igac/reports/Annual%20Report%202022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our vision is to achieve gender equity within and outside the education system so that all boys and girls, women and men are able to fulfill their full potential in life, regardless of their gender. For that we create an atmosphere in which all stakeholders enjoy the same rights, resources, opportunities and protection inside and outside the campus. We are committed to achieving gender balance at all levels in our institution.

Curricular and co-curricular activities

- There are courses offered in the curriculum that address gender related issues.
- In the college 47% of the faculty members are females and more than 50% of the students are girls.
- Adequate representation of women faculty is ensured among the College Council, HoDs, coordinators of different committees etc.
- Women's Cell, Prevention of Women's Harassment and Internal Complaints Committee, Anti-Ragging Committee, Anti-ragging Squad, Committee for Mentoring, Counselling, Committee for Women's Welfare and Committee for Gender Justice address gender related issues and promote awareness about gender equity.
- Seminars, invited talks and workshops on gender equity and related issues are conducted.
- Women wing of both NCC and NSS units and members of

college union function effectively to promote gender equity.

Facilities for Women on the Campus

Safety Measures

- Surveillance camera
- Security service
- Counselling Cell
- Rest room
- Ladies Hostel

Other initiatives

- Training programmes for entrepreneurship development, self-defense, confidence building and skill development.
- Employment training programme for tribal women
- Celebration of special days
- Ensuring participation of girls in various programmes inside and outside the campus.

File Description	Documents
Annual gender sensitization action plan	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.1%20Gender%20equity%20Action%20plan-%20Links.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.1.%20Gender%20Equity.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

We focus on minimizing the volume of waste generated and maximizing the reuse and recycling of waste for the protection of our environment. We have made efforts to achieve a sustainable management of all kinds of waste produced in our institution. For that we follow a proper waste management system according to our waste management policy.

Solid Waste Management

- The degradable and non-degradable wastes are collected separately and are disposed in separate bins. The biodegradable waste from the institution and canteen is used for biogas production.
- Non-degradable waste such as plastic and glass bottles are collected in separate bins and are sold to the scrap collectors.
- Use of digital platforms for public addressing, communication, and e-filing reduce the use of paper.
- Incinerator is placed in the ladies' toilet to burn sanitary napkins.

Liquid Waste Management

Waste water from hostels, washrooms and canteen are moved through concealed underground pipe lines.

E-Waste Management

- E-wastes such as empty toners, cartridges, electronic items and outdated computers are collected and kept in separate storage rooms and sold as scrap for recycling.
- An agreement is signed with New Brothers Metals, Kalpetta, for the disposal of E-waste.

Chemical Waste Management

- The segregated waste is stored in a disposal pit made exclusively for storing chemical waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Prime focus of the institution is to inculcate cultural, regional, linguistic, and communal values among the student community hailing from diverse backgrounds. The institution creates an environment for imparting values by celebrating all the important festivals. Programmes are organized on national integration, art and culture, festivities and traditions.

Admissions are carried out on an inclusive basis incorporating SC, ST, differently abled and backward communities. As a result, we have students from diverse backgrounds. Student induction programme for freshers helps to overcome regional, social and cultural differences among students. The committees constituted in the campus like Grievance Redressal Cell, Anti Sexual Harassment Cell, Internal Complaints Committee, Committee for Gender Justice, Discipline Committee and Anti-Ragging Cell ensure justice, equality and inclusiveness in the campus.

The college maintains an inclusive curriculum with topics related to human rights, peace, tolerance, compassion, harmony, and promotion of social values, awareness on environment protection and ethics. Institution offers scholarships and fee concessions for deserving students at various levels. Divyangjan-friendly infrastructure, support and visits to social welfare centers, old age homes and extension activities in tribal villages are other initiatives towards providing an inclusive environment. Gender inclusiveness is also ensured in academic and administrative positions and committees.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The College seeks to instill among the students an awareness of their social rootedness and encourage them to be active participants in the making of a better social order. Various initiatives are taken by the college for the sensitization of students and employees to Constitutional obligations. The national anthem is sung every day and national leaders and symbols are respected. In addition to these, commemorative days of national leaders and other important days including Constitution Day are celebrated in the college by conducting various talks and competitions.

Various clubs in the institution play a vital role in nurturing constitutional values especially democracy, secularism, socialism and harmony among students through various activities. National pledge printed in the college calendar and common recitation of this in public event play a pivotal role to develop nationalistic spirit among the students and employees. Teachers serve as presiding officers and polling officers in the Panchayat, State and Central election process. Students also actively participate in the election process as volunteers and as voters.

College union election is an occasion for the students to be a leader and a partner in the development of the college and society. Certificate course on Indian Constitution and many other courses offered by the college give the students and teachers an opportunity to be aware of the constitutional values and obligations. Celebration of festivals of all religions and multi-faith prayer ceremony on the Excellence Day of the college promote secularism and foster communal harmony among students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.9%20Constitutional%20Values%20pdf.doc.pdf
Any other relevant information	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.1.9%20Constitutional%20values-additional.pdf

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college is situated in a rural area of Wayanad, one of the backward districts in Kerala. The institution has a tradition of celebrating all important days. The main aim of this is to make the stakeholders of the institution aware of the value of various important days and appreciate the cultures and religions of India.

We observe and celebrate important national and international days to promote national integration, to foster harmony and to celebrate and reinforce achievements of humanity. Seminars, talks, awareness sessions, street plays, flash mobs, exhibitions, rallies, pledge taking, competitions, cultural programmes and group discussions are conducted to celebrate such important events. These programmes are conducted by various clubs and departments of the college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1: PEN-R (Project on Empowerment through News Reading)

Objective: To inculcate reading habit, critical thinking and general awareness and to develop skills like grammar, vocabulary and pronunciation.

Context: Most of our students hail from rural backgrounds. Their proficiency in English is below average. Hence, most students experience difficulties in getting good placements and entry into reputed institutions.

Practice: College subscribes 50 copies of The Hindu. Of these, two copies are distributed to each class. Students can conveniently read them in the classrooms. Informal discussions and sharing of views on the leading issues and topics are held. Teachers recommend students to read reports and articles pertaining to their subjects. Debates are organised on major events and topics. Students on a daily basis display sudoku and crossword puzzles .

Evidence of success: General awareness has improved. More

interest is shown by the students to participate in debates and other competitions. English language skills of students have improved.

Best Practice 2 :Title of the Practice: Green Campus

Objective: To plant seedlings in the campus, to nurture the existing greenery, to provide conducive learning ecosystem, and to enhance environmental awareness.

Practice: Well-maintained herbal and vegetable garden, tree planting campaign, and proper waste management system along with energy conservation measures.

Evidence of success: The lush flora surrounding the campus has flourished. Students' awareness of the importance of preservation and green energy have significantly improved. As a result, students have taken to favorably managing waste disposal.

File Description	Documents
Best practices in the Institutional website	marymathacollege.ac.in/iqac/best_practices
Any other relevant information	https://marymathacollege.ac.in/data/downloads/criterion7/AQAR%202022-2023/7.2.1%20Green%20Campus.pdf

7.3 - Institutional Distinctiveness

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

Our institution is one of the leading centres of learning for all classes of people in the rural areas, especially in Mananthavady taluk.

The institution provides a learner centric approach to develop the intellectual potential of the students. It instills human values and societal responsibility among students and largely caters to students from tribal background, poor rural areas and first-generation learners. To rectify the sociological imbalance, the philanthropically committed management started this institution to serve the rural students in and around

Mananthavady in 1995.

The bridge courses offered by the institution as soon as a student gets admitted serve as a distinct gap filler. Use of ICT, lecture method, introduction of certificate courses, etc. facilitated better learning. The Scholar Support Programme (SSP) helps slow learners through remedial classes while the Walk with a Scholar Programme (WWS) helps advanced learners. The WWS programme offers career guidance and motivational visits to reputed institutions and industries across India. In addition to this, our best practice PEN-R helps in communicative English development. Regular career and guidance programmes are also provided to the students. The mentoring system and counseling service provide guidance and counseling on academic and nonacademic matters. Effective adoption of OBE, Vertical Mobility in curriculum, etc. make this institution unique when compared to other HEIs in the region.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The plan of action for the next academic year is as follows:

- Complete 4th cycle of NAAC accreditation.
- Implement Outcome Based Education (OBE) in the UG and PG level.
- Conduct workshops and seminars to enable the faculty for effective execution of OBE.
- Start new certificate programs for enabling the students to acquire vocational skills.
- Strengthen remedial teaching and start a capacity building program for slow learners.
- Encourage more students, especially advanced learners, to enroll into SWAYAM/ NPTEL courses.
- Continue bridge course for first year students and finishing school program for outgoing students.
- Propose more external funding options to strengthen research activities in various departments.
- Sign more MoU's and collaborations.
- Develop new college website.
- Continue the use of TCS software to streamline academic

activities.

- Organize more events to promote gender equity and social justice.
- Arrange a common facility in the new library building for the conduct of university examination.
- Relocate and renovate Physics laboratory.
- Relocate the prayer hall to guest house building.
- Modify green initiatives and waste management as per the green audit report.