



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MARY MATHA ARTS AND SCIENCE COLLEGE

MARY MATHA ARTS AND SCIENCE COLLEGE, VEMOM P O,
MANANTHAVADY, WAYANAD DISTRICT
670645

www.marymathacollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mary Matha Arts & Science College, Mananthavady, is situated on a beautiful hilltop on the Mananthavady-Mysore highway amidst the sprawling greenery of the Western Ghats, one of the recognized bio-diversity hotspots. Established in 1995, the college symbolizes the realization of the dreams and aspirations of the people of the tribal, minority concentrated and backward hill-district of Wayanad, Kerala. The college is managed by the Roman Catholic Diocese of Mananthavady with the objective of meeting the higher educational needs of the youth of Wayanad. His Excellency Rt Rev Dr Jacob Thoomkuzhy, the then Bishop of Mananthavady, was instrumental in establishing the institution. The College was awarded B++ Grade (83.5%) by the NAAC in 2006, and subsequently re-accredited with A grade in 2014.

The college at the inception had just three UG programmes with 72 students and six faculty. Since then the college has grown considerably, and at present, we have seven UG Programmes, two PG Programmes, nine Certificate Courses, two Research Centres, IGNOU Study Centre and the Distance Education Centre of Kannur University. Almost all the Associate Professors on our faculty are PhD holders and six of them are recognised Research Guides in various Universities.

Mary Matha Arts & Science College has thus become a favourite destination of higher studies for students of Wayanad and beyond on account of its higher educational credentials that testify academic development and pursuit of excellence. Most of our alumni who have found comfortable placement within the country and abroad bear testimony to our relevance and effort to produce excellence.

Vision

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

The emblem, together with the motto 'Education for Total Liberation', is symbolic of the ideals the college stands for. The open book, pen, and receiving hands represent the reception and assimilation of knowledge which liberate the individual from the debilitating shackles of ignorance and incapacity. But the growth and evolution of the individual through education are not seen as an end in itself. The training, both academic and extracurricular, seeks to foster in the students a keen awareness of their social role as well-integrated members of their communities armed with the skills to contribute positively to change and reconstruction where required. This is specially important considering the socio-economic backwardness of the people belonging to the feeder areas of this institution. Empowerment is attained through education and we try to provide that in the best possible ways overcoming all the socio-regional constraints.

Mission

The Mission of the college is to make knowledge available to the students through quality education irrespective of their religion, caste, or sex, but keeping in view the educational needs of the minority Christian community as well, thus contributing pro-actively to the socio-economic and cultural transformation of

Wayanad.

The aims and objectives delineating the Mission of the college are the following:

- To provide affordable and high quality education to all, especially the socially and economically deprived groups.
- To offer intellectual, cultural, moral, social, emotional, physical and aesthetic training to all the students to make them responsible and successful citizens with discipline, integrity, social commitment and democratic values.
- To generate skills and acquire knowledge for achieving the highest standards of personal and professional development.
- To create an environment that promotes values of courtesy, mutual respect and tolerance.
- To promote the spirit of justice and equality of opportunities by encouraging the exchange of thoughts, opinions, resources and ideas.
- To ensure a solid basis for employment and future studies by emphasizing innovative teaching-learning methods and research-oriented educational activities.
- To help the students develop the necessary confidence and self-esteem to enable them to set realistic goals and strive for them.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Serene and conducive atmosphere for teaching and learning.
2. Experienced, qualified and competent faculty.
3. Good infrastructure with well established laboratories and language lab.
4. Robust student support system, mentoring, counselling and guidance.
5. Benevolent and dedicated management.
6. Committed teachers who care for their students' growth and development.
7. Focus on women's education and empowerment (women constitute 65% of the students).
8. Publication of a fairly large number of research papers in national and international journals.
9. Good performance of our students in the university examinations.
10. Commendable achievements by our students in the affiliating university's sports and games competitions.
11. Enhancement of quality of teachers through seminars/ conferences/ workshops.
12. Faculty-developed expertise in new methodologies and research techniques.
13. Budding Researcher Programme for promoting research activities

Institutional Weakness

1. Located in a rural, educationally and economically backward area.
2. Majority of the students are first generation learners and hail from Malayalam medium.
3. Students are not proficient in English.
4. Only two P G programmes.
5. Seating capacity at the library is limited.
6. Conveyance facility is limited.

7. Less linkage and collaboration with other institutions in teaching and research.
8. Absence of any formal consultancy.
9. Lack of MoUs and collaborative programmes with any agency/body.
10. Vast majority of the students are from Wayanad district.

Institutional Opportunity

1. Utilising the talented pool of students and teachers.
2. Given the large number of women students, the college could contribute substantially for women empowerment.
3. Enhancing vocational skills of the students and making them self reliant.
4. Utilising of UGC Swayam portal for MOOC courses.
5. Offering mobility from UG to PG and research programmes.
6. Reaching out to the needs of the local community.
7. Launching an interdisciplinary research journal.
8. Establishing a community college that will focus on vocational education and training.
9. Fostering leadership qualities among its rural-tribal youth through various curricular and co-curricular activities.
10. Contributing to tribal development and empowerment.

Institutional Challenge

1. Establishing a centre to train students for admission/entry to reputed national institutes of higher learning and civil services.
2. Attracting students from other regions by overcoming the college's remote location.
3. Reaching out to tribal students who are socially and educationally backward.
4. Negotiating with the State Government which is against offering self-financing programmes in aided colleges.
5. Organizing the silver jubilee celebration of the college in 2020 in a grand and meaningful manner.
6. Organising international seminars/conferences/ workshops.
7. Digital empowerment of students with greater access to ICT.
8. Faculty is denied of professorship.
9. Timebound appointment of permanent faculty

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College is obliged to implement the curriculum designed by the affiliating university except for the certificate programmes offered by the teaching departments. A complete syllabus revision under the Choice Based Credit and Semester System (CBCSS) was effected for all the UG Programmes of the University in 2014. Large number of our teachers as members of Boards of Studies (BoS) had decisive say in designing, finalising and approving the curricula. The college in future would like to design its curriculum in such a way

that it offers diversity and flexibility to learners to a greater extent. However, to realize such goals, the College needs academic autonomy, for which efforts will be made in future.

The departments offer nine Certificate Courses to enhance the skills and knowledge of the students. The curriculum for these course are entirely designed taking into account the local requirements and employability factors.

College level as well as Department level planning at the beginning of the academic year detailing the time frame for completing the syllabi, conduct of internal and mid-semester examinations, and conduct of programmes like Bridge Courses, Certificate Courses and Remedial Classes gives right direction for the implementation of curriculum.

To make the teaching and learning more innovative and interactive the college has been equipped with gadgets like interactive boards (IP Boards), LCD projectors and other multi-media tools. A common audio-visual room and two digital classrooms for each major department of our institution facilitate ICT enabled teaching. The college has also introduced online Attendance Registering System.

Similarly, students actively participate in field trips and internships under the supervision of the teachers. All the undergraduate programmes of the college have a series of cross cutting issues and topics in their studies apart from the core topics of the courses.

Continuous evaluation, which includes periodic tests, assignments, and presentations at the department level, and the mid semester examination at the college level, help in the assessment of the effectiveness of curriculum delivery.

Teaching-learning and Evaluation

Admissions to the various UG, PG and Doctoral programmes of the college are highly sought after. The college receives a large number of applications for every sanctioned seat. The college has very close to 100% admission to the sanctioned seats for the aided programmes and nearly **85%** for the unaided programmes. Large majority of students admitted to the college hail from Wayanad and adjoining districts.

The institution has developed a mechanism to assess the learning levels of the students after admission and identify the weak and strong learners. The slow learners are given remedial teaching and guidance. Peer learning-support by classmates in the form of group study is encouraged.

The average and advanced learners are given guidance considering their areas of interests and plans. These students are encouraged to use the library as an important learning resource and they are also introduced to the various sources like the INFLIBNET and other E-materials. Participation in national seminars and presenting of papers are also encouraged.

The mandatory project works for the UG and PG programmes provide another opportunity to explore the creative and research potential of the students.

The college follows the basic evaluation patterns and methods as per the regulations of Kannur University. 80% marks are earmarked for the end semester exams and 20% for continuous internal evaluation for all the programmes. The internal marks awarded by the teachers are published on the Department notice boards

before uploading them to the university. There is a three tier mechanism to redress the grievances of students relating to the awarding of internal marks. No such cases have been reported so far at the college.

The faculty take feedbacks on the courses from the outgoing students as well as the alumni. The suggestions and modifications are handed over to the appropriate bodies for assessment and implementation.

The University examinations results are evaluated at various levels and feedbacks are taken. The overall results of the outgoing batches have been consistently good with minor ups and downs here and there. Results are assessed periodically. Corrective measures and steps for improvement are identified, discussed and implemented.

Research, Innovations and Extension

The college encourages teachers to submit research proposals and conduct research. Research Advisory Committee conducts sensitization programmes to create research spirit among teachers and students. Some faculty members at individual level from the Department of Biological Techniques and Computer Science have got research projects sanctioned, some of which have been successfully completed and a few in progress. The teachers have published 83 research papers in reputed national and international journals with good impact factor. They have also published 16 books. Nearly one fourth of the regular teachers are research guides and they have produced eight PhDs. *Budding Researcher Programme* is an IQAC initiative for promoting research culture.

The college actively involves in many extension activities. The institution has two units of NSS, one contingent of NCC and many clubs and associations. Apart from the routine reach-out activities, our students under the auspices of NSS, NCC and others are at the forefront in the relief and rehabilitation activities during times of natural calamities.

- The Department of English has officially launched its extension programme named *SCHOLLEGE* at a nearby Government Higher Secondary school. Teachers and students of the department engage classes to plus two students.
- Computer Science Department conducts NET coaching for the public as well as for the PG students of the department.
- Physics Department conducted a survey and campaign named *Save Electricity: Save Energy Programme (SEVE 18)* in the neighbourhood community by promoting the use of LED bulbs.
- The college has an IGNOU Study Centre from 2014 onwards. The Centre offers BA and BCom programmes apart from certificate programmes. The centre is awaiting approval for PG programmes. The Centre is expected to be elevated as an examination centre soon.
- The college acts as Distance Education Centre of Kannur University from 2017 onwards. More than 3000 students are utilizing this centre for contact classes, exams, collection of study materials, mark lists, ID cards and others.
- College serves as centre for Kerala Public Service Commission (PSC) exams.
- It also functions as a Polling Station during general elections.
- Indoor and outdoor stadia are extended to public for conducting matches, tournaments and meetings.

Infrastructure and Learning Resources

The College which started functioning on 19 July, 1995 in the Teacher Training Institute (TTI) building at Kaniyaram on a temporary basis, shifted subsequently to the present campus spread over 18.5 acres of land with adequate facilities. Over the years, the main thrust of the Management has been to provide state of the art facilities for teaching and learning. Now, on the threshold of silver jubilee year, the College building has grown into three major blocks, and the fourth one, the library cum auditorium complex, is in the offing.

The main block accommodates facilities for learning and teaching: classrooms, research centres, laboratories, Manager's office, Principal's chamber, administrative office and library, and ICT enabled IQAC room. This building is equipped with a lift, fire safety measures and solar energy.

The second block, the Student Facility Centre, provides rooms for College Union, Fine Arts, NCC and NSS. It also lodges IGNOU Study Centre, Kannur University Distance Education Centre, Co-operative store, a 3000 sqft spacious canteen with separate halls for staff and students, a dining hall for day scholars and a recreation room for the administrative staff.

The newly constructed block, Guest House cum Conference Hall, houses Conference Hall, Seminar Hall, VIP Lounge and Fr. Francis Njallapuzha Memorial Heritage Museum.

The construction of the fourth block to accommodate Central Library and Auditorium has already begun. The building will also accommodate reprographic centre as well as printing and publishing unit.

The College has a 6000 sq ft indoor stadium-cum-multipurpose facility that can act as basketball, volleyball, table tennis, badminton courts. It is also serves as an Outreach Resource Centre, common prayer hall, auditorium and convention centre. It has a seating capacity of 2000. College has a spacious fenced outdoor playground with a gymkhana. Outdoor sports activities and intercollegiate tournaments are regularly held.

The College frequently updates ICT facilities keeping pace with the growth of digitalization. A common audio-visual room and two digital classrooms for each major departments facilitate ICT enabled teaching. The classrooms of PG Computer Science department also are ICT enabled. The institution has internet connectivity with 10 MBPS and WiFi enabled campus.

Student Support and Progression

The Institution actively supports and assists students throughout their tenure here and afterwards in their pursuit of achieving the intended goals.

The Scholarship Committee of the college provides the facilities for applying for varied government scholarship schemes. An average of 70% of our students avail of scholarships and freeships every year. Apart from this, the institution also has been granting scholarships of its own.

College functions as a platform for enhancing skills of students. The students are given training and guidance for competitive examination, career counselling, soft skill etc. Group discussions, mock interviews, quizzes are also conducted to enhance students' knowledge and skills. A large number of our alumni holding significant positions is the evidence of the concerted work constantly done in support of students progression.

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. The functioning of statutory committees like Internal Complaints Committee for

Women's Harassment Prevention, Committee for Preventing Ragging, Grievance Redressal Committee etc preempt any untoward incidents.

Our college has an elected students' union to ensure the participation of students in academic and administrative responsibilities of the college. To ensure a violence-free, politics-free and strike free campus, parliamentary mode of election in accordance with the Lyngdoh Commission recommendations, is adopted for the selection of students' union members.

The institution is in constant contact with our old students, and their inputs help us understand the present challenges and also enable us to design strategies accordingly.

Governance, Leadership and Management

The Institution has a structured hierarchical system to ensure proper planning and implementation of academic and administrative policies. The Governing Body consisting of Management representatives, Principal, Deputy Director of the Collegiate Education, Co-ordinator of IQAC, Representatives of Faculty, Administrative Staff and Local Self Government Bodies and College Union, is the highest policy and decision making body of the Institution. The Principal is the head of the institution and is responsible for the effective execution of academic and administrative policies and plans of the Government, University and Management.

The academic and administrative system function as a well oiled machine to implement the decisions made at different levels. The College Council functions as an advisory and executive body to help the Principal in administration. The Principal conducts regular meetings with teachers to implement the smooth conduct of the academic responsibilities. Periodical departmental meetings monitor the teaching-learning process at the micro level. The head of the department and faculty members decide on the various activities pertaining to academic and administrative work related to each department. The College office functions under the leadership of the Office Superintendent.

The Students' Union and Parent Teacher Association take an active part in the governance of the activities in the campus. Parent representatives from each class constitute the Representative Council of the PTA. The Executive Committee of PTA is formed from the Representative Council.

The institution has multiple ways of handling complaints and grievances. Grievance Redressal Cell of the College discusses the complaints by the students and takes appropriate decisions.

Every year faculty members are required to fill in a performance appraisal form designed on the basis of PBAS methodology of UGC. Principal conveys important feedbacks to the teachers. Faculty appraisal is also done through student feedback.

Internal Quality Assurance Cell, with its policy of quality enhancement, contributes to the governance of the Institution. Every year IQAC prepares Annual Quality Assurance Report and submits to the NAAC. It also facilitates the creation of learner centric environment by following the feedback from students, parents and other stakeholders.

Institutional Values and Best Practices

Several programmes are organized to inculcate the value of gender equality among the students. The functioning of statutory committees like Internal Complaints Committee for Women's Harassment Prevention, Committee for Prevention of Ragging, Grievance Redressal Committee and Women's Cell makes sure that no girl is harassed nor discriminated. The ladies' retiring room is designed to give female students a place to relax, study and interact.

The College has efficient and proactive security measures to ensure the safety of students. It has security guards round the clock. The campus is monitored with CCTV surveillance. Attendance management system automates the process of student attendance and daily reports of the same can be communicated to parents through SMS. The mentors keep a close watch over the mentees. The needy students are given counselling by professional counsellors within the campus.

The campus has evolved an effective mechanism in waste management. Solid and liquid waste from the canteen are converted to energy through biogas plant. Rainwater is harvested, stored in the huge pond on the campus and thereby recharges the well that supplies water to the College.

The College adheres to some of the best green practices. It is a plastic free campus and the community has imbibed this practice in letter and spirit. The institution is situated close to Wayanad Wildlife Sanctuary, one of the "hottest hotspots" of biological diversity in the world. Therefore, utmost priority is exercised in maintaining the greenery in and around the campus. Tree planting and their conservation are regularly done.

The College has made one of the best efforts to make the campus as friendly as possible to the differently-abled. The institution has a code of conduct for the students, teachers, governing body, and administration including Principal.

Implementation of Parliamentary Mode of Students' Union Election incorporating the Lyngdoh Commission Recommendations is one of the best practices unique to the college. PEN-R, the Project on English Newspaper Reading, another best practice of the College, has contributed much to the improvement of English language skills as well as the knowledge on current affairs of every batch of students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MARY MATHA ARTS AND SCIENCE COLLEGE
Address	Mary Matha Arts and Science College, Vemom P O, Mananthavady, Wayanad District
City	Mananthavady
State	Kerala
Pin	670645
Website	www.marymathacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Savio James V	04935-243087	9447277990	04935-241087	mmcmntdy@gmail.com
IQAC Coordinator	Maria Martin Joseph	04935-244309	9961139916	04935-242505	mariamartin6@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Certificate for Minority Educational Institution.pdf
If Yes, Specify minority status	
Religious	Syro Malabar Catholic Diocese of Mananthavady
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	06-07-1995			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	Kannur University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	20-12-2001	View Document		
12B of UGC	15-09-2004	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Mary Matha Arts and Science College, Vemom P O, Mananthavady, Wayanad District	Rural	18	10146.73

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,B Sc Zoology	36	Plus Two Science Pass	English	40	40
UG	BSc,B Sc Mathematics	36	Plus Two Science with Mathematics Pass	English	42	42
UG	BA,B A Functional English	36	Plus Two Pass	English	42	42
UG	BSc,B Sc Computer Science	36	Plus Two Science with Mathematics Pass	English	35	35
UG	BCom,B Com	36	Plus Two Pass	English	56	56
UG	BSc,B Sc Chemistry Unaided	36	Plus Two Science Pass	English	29	23
UG	BSc,B Sc Physics	36	Plus Two Science Pass	English	29	29
PG	MSc,M Sc Mathematics Unaided	24	B Sc Mathematics	English	20	9
PG	MSc,M Sc Computer Science	24	B Sc with Mathematics	English	20	19
Doctoral (Ph.D)	PhD or DPhil, Zoology	36	M Sc Zoology	English	6	5
Doctoral (Ph.D)	PhD or DPhil, Mathematics	36	M Sc Mathematics	English	4	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				13			
Recruited	0	0	0	0	8	4	0	12	6	7	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				20			
Recruited	0	0	0	0	0	0	0	0	6	14	0	20
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	12	5	0	17
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	0	3	0	3
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	4	0	1	3	0	14
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	2	0	0	5	3	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	14	0	17

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		0		0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	263	0	0	0	263
	Female	496	0	0	0	496
	Others	0	0	0	0	0
PG	Male	9	0	0	0	9
	Female	46	0	0	0	46
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	3	0	0	0	3
	Female	6	0	0	0	6
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	5	0	7	5
	Female	2	8	7	8
	Others	0	0	0	0
ST	Male	6	5	11	6
	Female	13	14	16	16
	Others	0	0	0	0
OBC	Male	34	18	14	26
	Female	69	66	49	44
	Others	0	0	0	0
General	Male	48	56	60	49
	Female	113	106	107	99
	Others	0	0	0	0
Others	Male	0	1	1	0
	Female	1	0	2	0
	Others	0	0	0	0
Total		291	274	274	253

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 298

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	9	8

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
798	774	738	686	647

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
185	178	176	170	157

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
248	248	230	221	204

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
45	45	41	41	40

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
45	45	41	41	40

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 32

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
128.47	82.74	62.65	73.30	153.84

Number of computers

Response: 132

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curricular aspects of courses at Mary Matha Arts and Science College are governed by Kannur University ordinance and guidelines. The faculty of the college, by being members of University Academic Bodies, play key roles in the curriculum designing of Kannur University. Most of our teachers are members of the Boards of Studies. When the syllabi were restructured as a part of the introduction of the Choice Based Credit and Semester System most of our faculty were in charge of designing and detailing the Programmes and Courses. They regularly participate in the syllabus designing and revision workshops organized by the University.

Our college has an effective mechanism to implement the curriculum provided by the University. In the beginning of each academic year, a common staff meeting is held to plan the effective implementation of the curriculum. In this meeting, decisions are taken regarding the time frame for completing the syllabi, conduct of internal as well as the mid-semester examinations. The meeting also plans the running of Bridge Courses, Certificate Courses and Remedial Classes which complement and help effective curriculum delivery. The calendar committee records and publishes the time frame for completion of curriculum and evaluation, in tune with the University academic calendar, in the Handbook and Calendar of the College. It also publishes the names of committees/ teachers- in-charge, responsible for the effective implementation of the curriculum.

Continuous evaluation, which includes periodic tests, assignments, and presentations at the department levels, and the mid-semester examination at the college level, help in the assessment of the effectiveness of curriculum delivery. Based on the performance of the students in the evaluation process and the feedback collected from them, necessary modifications and changes are made in curriculum delivery.

Over the years, a thrust area which has gradually developed and has resulted in major changes in the process of curriculum delivery is ICT assisted teaching and learning. A common audio-visual room and two digital classrooms for each major department of our institution facilitate ICT enabled teaching. Students are given the training to use these facilities by encouraging them, for example, to present their seminar papers with the help of PowerPoint. Notes and question papers are often forwarded to the students via group emails and blogs. Projects and assignments are collected and corrected online.

At the department level, courses are shared and divided among the teachers depending on the syllabus and the workload. The aims and objectives of different papers are discussed by the teachers in detail, and classes are prepared, taking into consideration these fundamental factors. Each faculty member is responsible for the effective implementation of the curriculum in the classroom. Periodic monitoring and evaluation is done at the Department level. Each teacher maintains a Diary of Academic Work which records the details of the curricular as well as the mentoring work done by them. The Diary of Academic Work is reviewed by the HODs and the Principal.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	0	0	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 117.92

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	11	12

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 37.58

1.2.1.1 How many new courses are introduced within the last five years

Response: 112

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 4.28

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
67	0	0	0	84

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

1.3 Curriculum Enrichment

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

Response:

The curriculum of Kannur University provides adequate space for enabling the students to address issues related to gender, environment, and sustainability, and to imbibe human values and professional ethics. Gender-related and environmental issues are mostly dealt with in the curriculum of Common Courses in English, Malayalam, and Hindi. To quote a few examples, the Common English text, *Literature, and Contemporary Issues* directly addresses the themes of gender discrimination and farmers' suicide. *Enmakaje*, the Malayalam text deals with the problems faced by endosulfan victims. Sugathakumari and O.N.V. Kurup, renowned Malayalam poets, through their poems and essays speak of environment and sustainability. The Hindi Course has poems like *Bejagah* of Anamika and *Aurdein* of Udayprakash which talk of discrimination against women in Indian society. Gender issues are discussed in the papers like Literary Theory, Film Studies. Discussion on human values and ethics can be found in *Cadences, Overtures and Resonances*, all Common English textbooks.

Many courses in the science stream make students capable of analyzing the environmental problems, thus enabling them to help the public to take precautions, by imparting them with knowledge of modern techniques for analyzing environmental pollutants. Environmental Science and Conservation Biology are to create a solid base in the basic concepts of environmental studies and to give appreciation on the diversity of life on earth. It also helps to know about different levels of biological diversity and to realize the current status of biodiversity and to create interest in the conservation of biodiversity. The paper Human Resource Management familiarizes the students with the basic principles of Human Resource Management, employee discipline, absenteeism etc. The main objective of Disaster Management is to study the emerging approaches to disaster reduction and management.

As a part of curriculum enrichment, the students are given further information and training through group discussions, debates, seminars, interactions, and field visits. Women Empowerment becomes a major topic for discussion in all batches (perhaps, the majority of our students being girls). Environment and sustainability is a major concern. Along with the classroom knowledge on environmental issues, the students are given hands-on experience in the conservation of natural resources, waste management, and pollution control measures. The interaction of our students with Cheruvayal Raman, a cultivator and protector of a large variety of indigenous paddy seeds, and a visit to his paddy field is an example of such experience. *Green Voices* is a text which raises concern over environmental protection, and our students maintain an evergreen, plastic-free and waste free campus. Our students celebrate water day, nature day and the like, and regularly participate in tree planting programme organized by the Department of Forestry.

The yearly publication of College Magazine is another appropriate measure to harmonize curriculum

learning with the aforementioned issues. Students get training in observing, analyzing and articulating the issues they learned, in real life situations. For example, the college magazines *Vitha* focused on the environmental sustainability *Pinne* on tribal issues and *Ntuppappakkoru Thoomba Undayirunnu* was on farmers.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 13.16

1.3.3.1 Number of students undertaking field projects or internships

Response: 105

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise**A.Any 4 of the above****B.Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B.Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.25

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	3	3	1

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 89.9

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
291	274	274	253	236

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
316	307	296	289	268

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 62.83

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
130	112	119	105	81

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Every academic year we assess the learning levels of students admitted to the College and categorize them using different parameters and methods. The marks/grade of the students in the qualifying examination (plus-two in the case of UG) is taken into account to assess their learning levels and competencies. Since, most of the students are from the Kerala State Board, there is a great level of uniformity. The common orientation programme during the first days involving group dynamics, discussions and guidance gives opportunity to assess the skills of each student. The Bridge Course in English Language Skills organized by English Department for common classes and the course-wise bridge course by individual teachers involve assessment mechanisms like tasks, tests, assignments as well as personal interactions which enable teachers to assess students and categorise them.

The slow learners are given remedial coaching and personal guidance by the individual teachers. Peer learning-support from advanced learners is sought to give additional training to slow learners. Scholar Support Programme (SSP) as a part of *New Initiatives in Higher Education* by the Government of Kerala and Remedial Coaching organized by each Department are the two structured activities helping the slow learners.

The advanced learners are given guidance, especially by Mentors, depending on their aptitude, interests and future plans. For example, a student who wishes to pursue MA in English Literature is given information and guidance regarding admission in reputed institutions. They are provided with advanced learning material in the area, and are encouraged to work at one's own pace to reach the goal. Similar is the case with all disciplines. The palpable advantage is that the student works towards a well-defined goal

and feels motivated to read and to explore new areas. These students are encouraged to use the library as primary learning resource. They are also introduced to the various sources in the internet like the INFLIBNET and other E- materials. Advanced learners are encouraged to attend and present papers in seminars organized by other institutions. Walk With a Scholar programme, again, coming under the *New Initiatives in Higher Education* by the Government of Kerala, is generally meant for advanced learners, and is effectively run by the College.

In the regular classes too, there is continuous monitoring and evaluation of the progress of each student by individual teachers. They make constant effort to address the learning needs of individual students by giving them specific tasks and assignments. Most importantly, there has been serious attempt to inculcate a reading culture in the students through various activities like PEN-R. While the advanced learners are given the task of news presentation through public address system, the slow learners are attracted to newspaper reading through news presentation in class rooms, and through newspaper quiz programmes. The Budding Researcher Programme mainly focuses on advanced learners by developing in them a research culture.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 17.73

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.13

2.2.3.1 Number of differently abled students on rolls

Response: 9

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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

Response:

The College has always encouraged and supported student-centric learning by providing them with the opportunities of experiential learning and participative learning both inside the classroom and outside.

Teachers' class is supplemented by participative learning by students through discussions, presentations, brain storming activities, role play and the like. Group learning, combined work and collective addressing of issues help in developing competence and confidence in solving problems by being the part of a team. They also get to see other perspectives and insights through the peer learning activities. Mock-viva voice and mock interviews help students to be confident. Students are given topics which they present in class after due preparation and consultation with teachers. All the Courses demand seminar presentation and the students get opportunities to address the class thereby developing competence and confidence. Students are given chances at least for one PowerPoint Presentation so that they are introduced to ICT enabled teaching. Students of some Departments are encouraged to take up topic for their projects/dissertations based on real life issues, and problems related to locality. They study issues of tribal communities, crisis in agriculture field etc. These help the learners in understanding the society and community around them, and most importantly, give a holistic understanding of the concepts they have learned in their classes.

Apart from these regular activities, all the Departments organize programmes like workshops, seminars, internship, trainings, industry visits, motivational tours, exhibitions, publication and extension activities primarily with a view to providing the students with opportunities of experiential and participative learning. These programmes, in fact, open avenues for students to link theory to practice and apply the knowledge they have learned.

- Chemistry Department arranges annual industrial visit to well known firms like FACT, Cochin; Central Institute of Plastic Engineering and Technology, Mysore; SRK Plywood and Timbers, Ernakulam; Hindusthan Latex Ltd. Industry, Peroorkada, Trivandrum; Thumba Equatorial Rocket Launching Station, Trivandrum.
- Walk With a Scholar Programme arranged motivational visits to Hyderabad Central University, Centre for Developing Advanced Technologies and Indian School of Business.
- Mathematics Department organizes Mathematics Exhibition every year, for which the students themselves make still models, working models, geometrical patterns etc. It gives an opportunity for nearby school children to have experiential learning.
- Computer Science Department has organized Workshop on Emerging Research Trends in Computer Science, and encourages students to take up internship in other firms and institutions
- PHYVIBE organized by Department of Physics was a fest organized with a view to demonstrate various physics experiments. The students of the department demonstrated all the experiments they theoretically learned in the classrooms. Students from other colleges participated.
- Commerce Department has organized a Workshop on Research Methodology and Data Analysis with Statistical Package.
- The Workshop on the Western Ghats Fresh Water Biodiversity Conservation was organized by Zoology Department.

- The extension programme *Schollege* by the Department of English is an ample example of participative and experiential learning, whereby third year Functional English students, as a part of their Course, English Language Teaching, engage classes for higher secondary students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 45

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 31.92

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Students are encouraged to be creative and inventive in learning inside the campus. This has been supplemented by the teaching pedagogies which have been modified over time. The prevalent student centric approach rejects the hitherto conventional approaches by leading to a greater development of a critical sensibility. The conventional teaching pedagogies are replaced by new ways of learning using Information and Communication Technology (ICT). Much of the teaching-learning transaction is

conducted in an interactive way where students participate in discussions and problem solving sessions to improve their skills. PowerPoint presentations, classroom seminars, and the discussions that follow are always creative.

The project work that is compulsory as part of the UG & PG programmes is another opportunity to explore the creative potential. Students are given freedom to choose the topics under the guidance of teachers. Consequently, a few of them are allowed to do internship training and some others are converted to seminar papers and are presented in National Seminars. Experts and well -placed alumni are invited to present papers and share their experiences. Role play is used in the literature classrooms. Apart from all these, the departments regularly conduct field visits, industrial visits, seminars, workshops, camps, film fests, poetry fests, exhibitions, various kinds of competitions etc. to improve the teaching-learning process.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 34.05

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	14	13	15	15

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.91

2.4.3.1 Total experience of full-time teachers

Response: 401

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 2.36

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 21.77

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	10	9

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college follows the basic evaluation patterns and methods as per the guidelines of Kannur University. These are in line with the UGC guidelines.

However, adhering to the concept of evaluation as a continuous process, the college has evolved a mechanism of evaluating each student from the time of admission onwards. The detailed Departmental interview at the time of admission and the common orientation programme during the first days involving group dynamics, discussions and guidance gives opportunity to assess the skills of each student. The marks/grade of the students in the qualifying examination (plus-two in the case of UG) is taken into account to assess their learning levels and competencies. Since, most of the students are from the Kerala State Board, there is a great level of uniformity. The bridge course in English Language Skills organized by English Department for common classes and the course-wise bridge course by individual teachers involve assessment mechanisms like tasks, tests, assignments as well as personal interactions which enable teachers to assess students.

Regarding the internal marking system, the institution follows University guidelines, according to which tests, seminars/assignments and attendance are the essential components of CIE. The major reforms after the introduction of Semester System was the conduct of mid semester examinations at the college level, which is organized and monitored by the Examination Committee. Periodical tests by individual teachers enable students to assess themselves and to improve their methodologies on the basis of teacher feedback. Student performance is discussed in the department and relevant feedback is given to the students and to their parents in order to encourage improvement and diligence.

Seminars and assignments give opportunity for students to experiment with innovative ways of procuring materials and submission/ presentation, and most of the teachers encourage students to make use of ICT including new media for this purpose.

Another reform is the introduction of online attendance management system, which makes the process more transparent.

Thus, within the broad framework of the CIE system put in place by the UGC and the affiliating university, the institution permits students and teachers much flexibility, variety and scope for continuous improvement of competencies and performance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Continuous Internal Evaluation is done strictly according to the guidelines of the university and Government.. Individual teachers evaluate the students based on their performance throughout the semester. Where required, there is discussion with other teachers for clarity to guard against individual and personal bias and for common accountability. The internal marks are conveyed to the students (usually published) so that, the students see the marks before these are uploaded to the university. After the evaluation, the students are given back the answer scripts, assignments and other written material and are made convinced about their positions/gradings. Students can discuss with teachers in case they have disagreements. A fair hearing is ensured, as well as rectification in deserving cases. As per UGC's instructions, students can seek redress from Dept and College level Committees in case they have any grievances. But, such cases have not been reported so far in the college. This testifies to the fact that internal assessment is done fairly and impartially leaving no room for complaints.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The college adheres to the Regulations for Choice Based Credit and Semester System for Under Graduate Curriculum-2014 of Kannur University to address the exam related grievances of students. The college strictly follows this regulation to pre-empt any grievances regarding Internal Assessment. As per University Regulations Clause No. 3.18 A 'College Co-ordinator' is nominated by the college council to co-ordinate the effective running of the process of internal evaluation undertaken by various departments within the college. The Co-ordinator of the Examination Committee of the College ipso facto holds the position of College Co-ordinator.

The following are the concrete steps taken by the institution to ensure transparency, efficiency and time-boundness. The internal assessment marks awarded to the students in each course in a semester is notified on the notice board at least one week before the commencement of external examination. In case of clarifications, students are given opportunity to verify the academic record kept by the course teacher. In

case of grievances a student can approach the Examination Grievance Redressal Committee in each department comprising of course teacher and one senior teacher as members and the Head of the department as chairman. This committee generally addresses all grievances relating to the internal assessment marks of the students. The highest appellate authority in case of grievances regarding internal assessment is college level Grievance Redressal Committee comprising of student advisor, two senior teachers and two staff council members (one shall be elected member) as members and Principal as chairman. Students need to apply to the university for correction in the university marks and revaluation. The process is governed by the Kannur University guidelines. The administrative wing of the college guides the students in the process of revaluation. The details are explained on the university website.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The College adheres to the academic calendar and University Regulations for the conduct of Continuous Internal Evaluation. The evaluation scheme of the University comprises of two parts, viz, External Examination (End Semester Evaluation ESE) at University level and Internal Assessment (IA) at the College level. The college has given the departments freedom to prepare a calendar based on the university calendar. 80% weightage is given to external evaluation and the rest 20% is for internal assessment. While Kannur University has its own mechanisms like revaluation of the papers and opportunity for improvements in the case of internal assessment, there shall be no chance for improvements. Hence the University stipulates that the 'the internal assessment shall be based on a predetermined transparent system involving written test, assignments/ seminars/ Viva and attendance in respect of theory courses and lab involvement and records, tests and attendance in respect of practical courses'. Components with percentage of marks of Internal Evaluation of **Theory Courses** are: Attendance 25%, Assignment/ Seminar/Viva 25 % and Test paper 50%. For **practical** courses: Attendance 25 %, lab involvement and Record 50% and test 25% as far as internal is concerned.

Above 90% attendance carries 100% marks, 85 to 89% attendance carries 80% marks, 80 to 84 % attendance carries 60% marks, 76 to 79 % attendance carries 40% marks and 75 % carries 20% marks.

A mid-semester examination is conducted every semester at the College level. (An Examination Committee is in charge of this) (upload). Hour wise attendance is regularly taken and every week the students are let to know the position of their attendance and this is sent to the university at the end of a semester. To make the attendance system more student friendly, we have shifted to electronic attendance system last year onwards. (An Attendance Committee is in charge of this) 25% marks is for Assignment/ Seminar/Viva, and all the department see to it that a student would make at least one PPP during her/his tenure in the College.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college website, calendar and the annual report states the mission and objectives of all the departments of the college. These documents highlight the achievements of the students. The orientation programme at the beginning of every year communicates the objectives of every programme and lists the kind of jobs that the students can get after the course completion. Alumnae of various departments are invited to interact with both the students and teachers. They share their experiences and also how the various courses they studied helped in shaping up their career. This is also an opportunity for the faculty to take feedback on the courses that need to be modified and the components that need to be added. Every course has a set of well-defined objectives and these are communicated to the students. These are linked to the learning outcomes too. This is communicated during the classes. The syllabus which depicts the learning objectives is made available in the class and on the college/university website.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

One of the most objective methods of evaluating the learning outcomes is through the university examinations. The results are evaluated at various levels (individual teachers, Depts., Principal and common staff meetings) and feedbacks taken. Corrective measures and steps for improvement are identified, discussed and put in practice as per the findings. Students requiring additional support are assisted by teachers, either individually or collectively. Toppers and other good students are felicitated and appreciated. The Academic Excellence Day conducted every year is an occasion for the validation and affirmation of the success and good performance of our students. Every year, an illustrious alumna/alumnus also is felicitated on the day. Periodical exams/tests conducted in the classes, seminars, assignments and discussions are also methods of evaluating the progress and performance of the students. Relevant findings are communicated to all the teachers concerned and to the higher levels of academic administration. Student feedback is taken by individual teachers, Depts. and to the Principal. This also adds

to the evaluation process. Importantly, the lasting association of the alumni with the institution and their inputs are major elements helping us understand the efficacy of our academic programs and the experience of our students in the world outside.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 68.55

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 170

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 248

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 13.33

3.1.2.1 Number of teachers recognised as research guides

Response: 6

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.22

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 11

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 45

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has created an ecosystem for innovations and takes initiatives for the creation and transfer of knowledge. The Research Advisory Committee of our college, comprising of senior faculty members from various departments, functions to instill a research culture among the faculty members and students. The faculty members are encouraged to take up externally funded major/minor research projects, to organize seminars/conferences/workshops/training programmes. They are also encouraged to participate and present their findings in state/national/international seminars/conferences/workshops/training programmes.

Creation of knowledge takes place through research activities, conducting seminars, workshops, conferences and invited talks. The knowledge generated from these activities is transferred to the public/stakeholders in the form of writing articles in newspapers/popular magazines and publishing research papers in peer-reviewed journals of national and/or international repute.

We have two Research Centres, in Zoology and Mathematics, which actively engage in studies relevant to our context and locale. The Western Ghats mountain ranges of Kerala, a biodiversity hotspot for a variety of organisms including a large number of endemic flora and fauna, is least explored for scientific research. Our College is situated on the foothills of the Wayanad part of Western Ghats of Kerala. The Zoology Research Centre, with its faculty members actively involved in research and guiding scholars pursuing Ph D, has undertaken several minor/major research projects and students' projects on diversity of spiders, freshwater crabs, snails, gastropods and millipedes of Wayanad; biology, reproductive physiology and dietary value of meat of locally available edible crabs which form a major source of animal protein for the poor, malnourished local tribes and use of agricultural pesticides and their impact on people of Wayanad.

Research Department of Mathematics offers excellent opportunities for research in both Pure and Applied Mathematics. The research scholars can choose a field from a variety of topics like Algebra, Graph Theory, Number Theory, Cryptography, and Topology. The Mathematics Research Centre (MRC) has to its credit, nine PhDs completed and four on the roll. This research centre has more than hundred publications in referred international/ national journals and referred proceedings of national/ international seminars/

workshops/ conferences. The Research centre organises international, national and regional workshops, seminars, lecture series and group discussions.

Other Departments also take initiatives in creation and transfer of knowledge. The Physics Department is currently running a Certificate Course in Basic Electrical (CCBET), which is designed to impart concept and hands-on training to students of non-physics stream, in assembling LED bulbs and distributing in the neighbouring area. Department of Chemistry conducts Certificate Course on Water Quality Analysis and Soil Tests for the public. Department of Zoology conducts Certificate Course on Organic Farming. The research facilities and faculty resources of our college are extended to students of other colleges and schools in doing major and minor research activities. Thus, the college has created a very friendly ecosystem for innovations, and creation and transfer of knowledge./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 8

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 2.76

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	16	44	24	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.8

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	7	9	9

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

- The Department of English has officially launched its extension programme **SCHOLLEGE** on February 23, 2018 at Kartikulam Higher Secondary School, Wayanad. Teachers and students of the department engage classes for plus two students. This programme intends to improve the communication skills of the students and also to improve the academic performance of the students. Various activities like language games, debates, personal corrections get conducted to improve the language skills of the plus two students.
- Computer Science Department conducts **NET coaching** for the public as well as for the students of the department.
- Physics Department conducted a survey and campaign in the neighbourhood community to reduce the use of electricity and distributed LED bulbs also. **Save Electricity: Save Energy Programme (SESE 18)**

- **The Budding Researcher Programme** initiated by IQAC to promote research culture among the students encourages the students to pursue research that would benefit the local community.
- The college provides Centre for **IGNOU** (2014 onwards). Mary Matha Arts and Science College IGNOU study centre is the approved centre of BA and B.Com programmes apart from the certificate programmes of CBS (Certificate Programme in Business Skills) and CFE (Certificate Programme in Functional English). The centre is awaiting approval for the MEG (Master of Arts in English) and M COM (Master of Commerce) programmes with effect from the January session of 2019. Nearly 200 students have registered for the various IGNOU programme and of these more than 70 percent belong to the SC/ST category. The Centre is expected to be elevated as an examination centre from December 2018.
- The College acts as **Distance Education Centre (SDE)** of Kannur University (2017 onwards). More than 3000 students are utilizing this centre for contact classes, exam, the collection of study materials, mark lists, ID card etc.
- The College serves as centre for **PSC Examinations**.
- It serves as **Election Booth** for Parliament, Assembly and Panchayath elections.
- **Indoor and outdoor stadia** are extended to the public for conducting various matches.
- Conducted "**Shastrajalakam 2018**" in collaboration with State Institute of Education Technology (SIET) for 50 selected students of I th standard from Wayanad District./
- Organised "**Sasthrapadam**" in association with Kerala Higher Secondary Education Department

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 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 last five years**Response:** 41

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	8	8	2

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**Response:** 43.63

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
535	265	258	265	280

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	2

File Description

Document

Number of Collaborative activities for research, faculty etc

[View Document](#)

Copies of collaboration

[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years

[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College which started functioning on 6 July, 1995 in the TTI building at Kaniyaram on a temporary basis, within one year, shifted to a new building with adequate facilities in the present campus spread over 18.5 acres of land. Over the years, the main thrust of the Management has been to provide state of the art facilities for teaching and learning. Now, on the threshold of silver jubilee year, the College building has grown into three major blocks, the fourth one, Library cum Auditorium, in the offing.

The main block accommodates 26 classrooms (15 out of 26 are ICT enabled), 2 research centres, 4 science labs, 2 computer labs having—systems, a language lab, an ICT enabled audio-visual room, a UGC Network Resource Centre, a seminar hall, an auditorium, a fully automated library, ICT enabled IQAC room, a women's room, 11 staff rooms, Manager's office, Principal's cabin and administrative office. This building is augmented with a lift and fire safety measures as per government rules.

The second block, The Students Activity Centre, provides rooms for College Union, Fine Arts, NCC and NSS. It also lodges IGNOU Study Centre, Co-operative store, a 3000 sq ft spacious Canteen with separate halls for staff and students, a dining hall for day scholars and a recreation room for administrative staff.

The newly constructed block, Guest House cum Conference Hall complex houses a state of the art Conference Hall, a spacious Seminar Hall, VIP Lounge and Fr. Francis Njallanpuzha Memorial Heritage Museum.

The Management has already levelled the ground for the construction of a fourth block to relocate the Central Library and Auditorium, and is waiting for getting the plan approved by the government. The building will also accommodate a Reprographic Centre as well as printing and publishing unit./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The college has an indoor stadium-cum-multipurpose facility with an area of 6000 sq. ft and houses a basketball court, a volleyball court, four badminton courts, table tennis, and facilities for wrestling, judo, and yoga. The solar-lit indoor stadium becomes a hub of sports activities in the mornings and evenings.

Our students regularly practice and participate in various games at the district level, state level, Intra-University level and inter-University level. As the annual reports of the college show, our students regularly bring laurels to college, very often becoming University champions in wrestling, judo and table tennis. An added advantage of this is that a large number of students acquire grace marks through their performances in sports and games.

The Certificate Course in Yoga offered by the Physical Education Department also makes use of the facilities in the indoor stadium. Our Yoga team has been the University Champions continuously for the last fifteen years – all the members are fetching grace marks and most of them get opportunities to participate in All India Inter-University Yoga Championship.

The outdoor stadium having an area of 4.5 acres lodges a football ground, cricket ground and facilities for other outdoor games. Recently, a retaining wall was built around the ground, spending 65 lakhs rupees to facilitate the expansion of the present 200 metres track into 400 metres track.

The College has a gymnasium which provides necessary equipment and practice for power lifting, weight lifting and archery. Our students are given training in all these; archery being a unique item which brings many medals to College.

The College extends its sports facilities to the public. Every day, during early mornings and late evenings, the indoor stadium is used by the registered public for basketball and badminton. The outdoor stadium is used by the youngsters in the vicinity of the college for football and cricket. Apart from this, on holidays, these facilities are made available to other institutions, government departments, clubs and associations to conduct sports and games, competitions and other programmes.

The Fine Arts Committee of the College monitors the cultural activities of the College and extends all the facilities of the college for training and practice. Our talented students present their specialised items in almost all formal and informal programmes of the college. Every year, around hundred of our students qualify for and participate in the University Fine Arts Festival, and many of them bag prizes and grace marks./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 62.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 20

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 55.23

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
105.08	27.58	20.82	36.90	119.18

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The College library is fully automated with KOHA (Version 3.12.03.000) software. All the services in the library are computerised. The staff and students can access to library catalogue through Integrated Library Management System from any systems in the College. OPAC is provided to users by which they can search library catalogue at their disposal. The members are issued identity cards with barcode, and issue and return of the books are done through barcode reading. INFLIBNET access is made available to students in the college. The teachers can get access to it from anywhere using the password provided. The library also provides access to National Digital Library of India.

The college library, as the centre of learning, is open from 9 am to 4.30 pm on all working days. Reference books, periodicals and stack are separately arranged. Enough space is provided for staff, research scholars and students. Books are classified according to the Dewey decimal classification scheme and arranged

accordingly. We are following the open access system by which the students are allowed to enter the stack room and select the books of as per their interest. They can take and return books on all working days. There is no restriction in this regard. The library has subscribed to 15 journals and 17 popular magazines in addition to 6 Malayalam newspapers and 2 English newspapers. The library has a total number of 14844 books in its collection and is maintaining a book bank system for the financially backward students./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library does not have a collection of rare books, manuscripts and special reports except for a small collection of rare novels which was published before 1970, and the bound volumes of the research journals, newspapers and periodicals.

However, the Heritage Museum maintained by the college is being gradually developed to a knowledge resource centre. A brain child of Late Fr.Francis Njallanpuzha, a faculty member of the English Department, the Heritage Museum was set up in a designated place which has a large collection of rare artefacts - household articles, agricultural tools, fishing equipment, utensils- all reflecting the life and culture of indigenous people of Wayanad. Though the sad, untimely, demise of Fr.Francis was a blow to his dream project, recently, the heritage museum was relocated in the new block, with state of art facilities, and was renamed *Fr.Francis Njallanpuzha Memorial Heritage Museum* in honour of its founder. The institution plans to make it a showcase of cultural history and heritage of Wayanad./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.11

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.80	3.01	1.25	3.37	1.11

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 8.9

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 75

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college regularly augments and updates its IT infrastructure facilities. Of the 137 systems in the college almost half of the systems have been converted into original Operating Systems. The systems in the library were converted to Linux in tune with the policy of the Kerala Government. The systems in the computer lab are frequently updated with applications and software, depending on syllabus revision.

The Management was keen to solve the network and internet connection problems that had been faced by the college. The college provided land in the college campus for the installation of BSNL tower, and at present the college is provided with dedicated optical fibre line internet connection. The mobile phone network problem on the college campus and vicinity also was solved with the construction of BSNL tower.

At present college provides Wi-Fi facility to entire campus with 10 MBPS speed. For internet connection we have a common router at the college administrative office. The college office, library, audio visual room, research centres, corridors, indoor stadium, manager's room, staff rooms etc., are covered by Wi-Fi facility./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 6.05

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 5.58

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
8.84	9.52	3.52	1.32	3.23

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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.

Response:

As a government aided institution established and run by the Catholic Diocese of Mananthavady, the Management takes maximum effort to provide ample physical and academic facilities in the college and also to monitor the maximum utilisation and maintenance of them.

The institution has its own mechanism functioning, with the Principal at the helm and various committees looking after the utilization and maintenance of each section. For example, the Infrastructure Committee under the supervision of the College Manager looks after the construction work, maintenance and repair, related to the building and other major infrastructural facilities like laboratories, stadium etc. Major maintenance and upgradation work is done under the supervision of an engineer appointed by the Manager. All minor works are attended and repaired by the technician or mechanic appointed by the college. The Management has appointed two labourers to look after the water supply, power supply and for the daily maintenance of the campus.

The procedure to use major facilities like library is explained in the College Handbook. The common facilities like audio-visual room, auditorium etc can be reserved early to facilitate proper planning and implementation of programmes and for this purpose a register is maintained in the College office. For other purposes, for example, getting an LED Projector for a special programme, the college follows a system: the student/faculty concerned writes a formal request to the Principal, with the recommendation of the Head of the Department. Principal gives permission for the use of equipment in writing and the office superintendent, after recording it in the issue register hands over the equipment. When it is returned, it is again recorded in the return register. This procedure ensures responsible handling of all the equipment of the College.

A complaint register is kept on the table of the Office Superintendent to record complaint regarding the functioning of any computer, equipment, classroom facilities and the like; as soon as a complaint is recorded, the Superintendent in consultation with the Principal, and if necessary, with the Manager, takes prompt action to repair or replace the equipment.

All the Departments and laboratories are maintaining stock registers which are signed by the Principal annually, after the stock verification by the committees concerned.

All these are systems and procedures for the maintenance and upkeep of the facilities of the college./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 79.07

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
707	704	613	443	441

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.95

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
40	38	34	34	34

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 10.05

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
136	48	54	65	66

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the students benefited by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 6.38

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	14	18	14	9

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 27.02

5.2.2.1 Number of outgoing students progressing to higher education

Response: 67

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 38.25

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	18	17	8	6

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	45	35	30	25

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	1	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Involvement of students in the functioning of college is a valuable part of the education process. Student council provides the opportunity for students to engage in a structured partnership with teachers, parents, and management for the benefit of college and college community. Student council helps students in acquiring the sort of communication, planning and organizational skills which will certainly benefit them in the future.

Our college has an organized students' union to ensure the participation of students in academic and administrative responsibilities of the college. To ensure a violence-free, politics-free and strike free

campus, parliamentary mode of election, strictly following the Lyngdoh Commission recommendations is adopted for the selection of students' union members. Class representatives, both male and female, are elected by students of each class. They, in turn, elect the students' union members. Students' union body consists of the Chairman, Vice-chairperson, General Secretary, Joint Secretary, University Union Councillor, Secretary to the Fine Arts Association, Student Editor to the college magazine, General Captain to the sports and games activities, Secretaries to the Department associations and representatives of 1st, 2nd, and 3rd-year students. In the above structure, two seats, the Vice-chairperson and Joint Secretary are reserved for woman students. A faculty member is entrusted to advise the students' union. Director of Physical Education helps to coordinate indoor and outdoor sports activities. Fine arts coordinator and staff editor help to organize cultural activities and bringing out the college magazine.

Students' union members and members of other committees are involved in various college activities. Members of various committees are selected by the faculty-in-charge of the committee. House captains and student representatives from various classes are actively involved in the planning and execution of annual sports meet and intramural games competitions. Students good at sports are identified by the student committee and are trained for inter-college and inter-university competitions. Cultural activities of the college are planned and executed by the committee for the promotion of fine arts. Participants for Kannur University inter-collegiate fine arts competition are selected through college level competitions on The Arts Day conducted by the student union. Student editor and other student members of magazine committee wholeheartedly work in bringing out the college magazine.

Student representatives enthusiastically participate in the functioning of various committees like Library Committee, Grievance Redressal Committee, Anti-ragging Committee, Women Welfare Committee, Examination Committee, Committee for Classroom Arrangement, Canteen Committee etc. Examination Committee ensures the convenience of students while setting the dates and timings of internal examinations through the student representatives. The Chairman and Vice Chairperson of the student union are permanent members of the Canteen Committee and College Co-operative Society. The College Union Chairman is nominated a member of Board of Governors, the highest decision making body of the College.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 18.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	17	20	16	18

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni Association plays an important role in helping to shape the future of our college by representing the views of its members, and contributing to the academic and infrastructural development of the institution. The alumni association of our college has been running unregistered since 1998. On 11th November 2018 the official alumni association of our college "MARY MATHA ARTS AND SCIENCE COLLEGE POORVA VIDHYARTHI ASSOCIATION" got registered at the office of Wayanad District registrar (Ref. No. WYD/CA/441/2018). Facility for online alumni registration is provided on the college web site. In addition to this registered association, there are various Department level and location-based functional alumni units. Various alumni groups are active in new media like Facebook and Whatsapp. December 26 is observed as the alumni day of our college and annual alumni meetings are conducted on the same day. Earlier this get-together day was the only occasion when alumni members interacted with the institution. But With the advent of Social Media, alumni relationship has taken a different flavour altogether. Presently our alumni frequently interact with each other and with the institution through various networking platforms like LinkedIn, Facebook, Twitter, WhatsApp etc. by creating their alumni groups and profiles on them. Our alumni members are prominent people in the society in various fields like education, IT, banking, politics, real estate etc. Alumni are the brand ambassadors of our college and those who are well positioned in various careers help students through placement cell. Alumni representatives who are members of college Advisory Committee actively take part in academic and administrative functioning of the college. The college has a mechanism named 'Luminous Alumni' intended to recognize and honor illustrious alumni members every year. Alumni members occasionally deliver motivational talks to our students and significantly contribute financially or by other means during various fests/activities of the college. By their goodwill, our alumni make several contributions, both monetary and non-monetary to their alma mater. A remarkable incident is the involvement of the Bangalore based alumni WhatsApp group "Suhruith" during the flood relief work of Kerala. In August 2018, severe flooding affected Kerala, especially Wayanad District due to unusually high rainfall during the monsoon season. The members of "Suhruith" came forward to donate funds and collect supplies such as dresses, rice, candles, medicines, personal care products, baby food etc and distributed to the flood-affected people of Wayanad through our college.

A corpus fund is generated every year with their goodwill by deducting a sum of rupees fifty from the caution deposit that is refunded to the outgoing students after the completion of the UG and PG

programmes. This fund is credited to an SB account (A/c No. 0063-021524281900, Catholic Syrian Bank) maintained by the college authority.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Twenty four years in the history of an institution is a very short span of time, but within this limited period the College has proved that it has been translating its vision and mission into reality. It was with the aims and objectives of imparting quality education to the students irrespective of their religion, caste or sex so that human resources be developed and utilized for the service of the country that the College started. More specifically, it was at a time when the opportunity for higher education was denied for a large number of students because of the lack of higher educational opportunities in North-Wayanad, the Catholic Diocese of Mananthavady took the leadership in establishing this institution.

Providing infrastructural facilities has been a Herculean task, but the effective leadership from the part of the Management, with the vision of giving quality education, has been providing state of the art infrastructural facilities in the College.

The quality of an educational institution is counted by the quality of the academics and the resultant success and progression of the students. The Principal and the College Council, and faculty have always taken care of the quality of education, the evidence of which is the positions held by our alumni in fields like education, media, social work and the like. This institution is bound to follow the curriculum designed by the Kannur University to which it is affiliated. Yet, it maintains its own distinctive culture and academic ambiance on the campus.

The academic and administrative hierarchical System function as a well-oiled machine to implement the decisions made at different levels. The IQAC acts as the nodal agency to formulate action plans for all operations and ensures the incorporation of the same into the institutional strategic plan. The Master Plan designed by IQAC in consultation with the Board of Governors includes three major aspects: Academic Growth, Infrastructure Development and Promotion of Research & Extension Activities.

At the beginning of every academic year, different committees are formed and entrusted with responsibilities of various activities for the smooth functioning of the College. The Principal as the head of the institution provides leadership to the system. He, in consultation with the College Council, plans all activities deploying the available resources and oversees the entire process. The Principal conducts regular meetings of the staff and evaluate the functioning of the College. Regular departmental meetings are held under the Head of the Department concerned to monitor the teaching-learning process.

In short, it is the collective leadership and the concerted effort of the Management, Principal and other functionary bodies that paved the way for steady growth of this College, now enabling us to apply for the third cycle of accreditation, having scored B++ grade in the first cycle and the prestigious A grade in the second cycle./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Institution encourages a system of decentralization and participative management in all its initiatives and activities through the following functionary bodies.

Board of Governors is the highest hierarchical body of the College. Even though it is a representative body of the management, the management of this institution ensures the inclusion of the Principal, Deputy Director of the Collegiate Education, Co-ordinator of IQAC, Representatives of Faculty and the Local Self Government Bodies, College Union Chairman and other stakeholders in the Board.

The Management, Catholic Diocese of Mananthavady, entrusts a Senior Administrator as the **Manager** of the College to function as a bridge between the Board of Governors and the Principal.

The Principal is the head of the Institution. The Principal is held responsible for the effective execution of academic and administrative policies and plans of the Government, the University and the Management. The Principal coordinates the academic staff, the administrative staff, and the student body members for the effective functioning of the College.

The College Council is the advisory body to the Principal in academic and administrative matters. It comprises of the Principal as the chairman, Heads of all major departments and the Department of Physical Education, representative faculties from the complementary subjects, second languages, co-ordinator of IQAC, the College Librarian and the office bearers of the Teaching Staff Association.

The Heads of the Department has the freedom and authority to decide on the various activities pertaining to academic and administrative work related to their department. The HODs are given the responsibility of delegating work to other faculty members in their department.

Faculty members are entrusted as coordinators of various associations and clubs and given autonomy to organize activities, both curricular and co-curricular. Some faculty members are given responsibilities to act as mentors and counsellors. Every batch of students has a Mentor who is responsible for the welfare of that batch.

The Students' Union takes an active part in the organization of the activities in the campus. Their representation is ensured in various bodies of the College. The Union, in consultation with the Union Advisor, conducts all cultural and sports programmes in the College.

The College Office functions under the leadership of the Office Superintendent. He acts as a link between the administrative team and the Principal.

The IQAC is responsible for the development and application of quality benchmarks/ parameters for the

various academic and administrative activities of the institution and for motivating the academic community in organizing workshops, seminars on quality related themes and documentation of the various programmes/ activities.

Parent Representatives (one male and female) from each class constitute the Representative Council of the PTA. The Executive Committee comprises of one representative each from every Department. The Vice President is elected from the Executive Committee./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The Institution prepares its strategic plan in accordance with the Vision and Mission of the college and deploys its personnel for the implementation of the same. Deployment of the duties and responsibilities of the teachers regarding academic work is done at the departmental level. The Principal in consultation with the Office Superintendent allocates duties and responsibilities to each office staff, the details of which are uploaded.

Apart from this, various committees are formed to aid the implementation of different strategic plans which are prepared in consultation with the Board of Governors and the College Council. Following are some of the committees of the College that help in the implementation of various plans:

Admission Committee: The Admission Committee is responsible for the admission procedures of the graduate and postgraduate students. The committee ensures fair and smooth admission process in the College. The committee ensures that all students get a fair chance to pursue the course of their choice.

Committee for Mentoring and Counselling: The committee monitors the mentoring processes of the College. Each batch of students has a mentor who is responsible for the welfare of the batch. Faculty members are encouraged to assist the students who require extra help in academic, and non- academic matters. In addition to the mentoring system, counselling services provided in the College is also monitored by this committee. Feedbacks from the students are taken regularly and necessary changes are made to the system.

Committee for Infrastructure Development: The committee identifies the infrastructure requirements of the College and approves the infrastructure proposals in consultation with the Management. It also monitors the maintenance of the College building and other facilities.

Committee for the Promotion of Research: Since the College has two research centres and many

recognized research guides, this committee is constituted to develop a research culture among the faculty members and the students. The committee facilitates opportunities for the teachers and students to keep pace with the developments in their subject area by participating in refresher courses, orientation programs, conferences, and seminars.

Committee for Women's Welfare: This committee is constituted with the aim to empower the women on the campus, by ensuring equality in all matters. The Committee for Women's Welfare along with the Internal Complaints Committee for Women's Harassment Prevention looks after the welfare of the women. Several programmes are organized to motivate the students and sensitize them on gender issues.

In addition to the aforementioned permanent committees, certain temporary committees are formed as and when the situation arises. For example, ensuing a request for the introduction of college uniforms for the students, a **Uniform Committee** was formed to review the need for such a change. After the proposal was sanctioned by all stakeholders, the committee monitored the implementation of the proposal in the College. Grievances related to the same were also redressed by this committee. The strategic plan to introduce uniforms for the first year students is uploaded./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Institution has a structured hierarchical system to ensure proper planning and implementation of academic and administrative policies. The College is managed by the Catholic diocese of Mananthavady, and a senior administrator of the diocese is appointed as the Manager of the Institution. The Governing Body, the highest hierarchical body of the Institution, is comprised of the Principal, Deputy Director of the Collegiate Education, Co-ordinator of IQAC, representatives of faculty and the Local Self Government Bodies, the College Union Chairman and other stakeholders. The Principal is the head of the institution and is responsible for the effective execution of academic and administrative policies and plans of the Government, the University and the Management. The Principal coordinates and ensures the proper functioning of the College. The College Council, the advisory body to the Principal in academic and administrative matters, comprises of the Principal as the Chairman, Heads of all major departments, and representatives from other minor departments, Co-ordinator of IQAC, College Librarian, and office bearers of the Teaching Staff Association. The IQAC monitors the quality performance of the institution and prepares the Academic and Infrastructure Master Plans in consultation with the Governing Body. Various committees like Admission Committee, Library Committee, Grievance Redressal Committee, Canteen Committee, etc. are constituted to execute the decisions of the Council. The Heads of the various

departments are given autonomy to take decisions on academic matters at the department level. Mentors are entrusted to look after the welfare of a batch of students each and they serve as a bridge between the HODs and the students of that particular batch. With an objective of achieving the overall development of students through co-curricular activities, the Institution has a number of Forums/Clubs/ Associations under the leadership of the faculty members. The College has a well-structured organization of Administrative Staff which works under the guidance of the Office Superintendent.

The recruitment of the staff is as per the norms of the UGC, State Government, and the University. Applications are invited from suitable candidates after the vacancies are notified in newspapers and in the college website. Applications are screened and candidates are shortlisted for a personal interview before an interview board which includes a Government Nominee, the Manager, the Principal, the H.O.D and a subject expert. Selected candidates are inducted to duty with an appointment letter. The service rules are informed to the staff at the time of appointment. It includes rules and regulations of the institution in addition to the rules regarding leaves, duties, promotions, resignation, termination, code of conduct etc. When a staff becomes eligible for promotion by acquiring required service, qualification and the score as stipulated by the API of UGC norms, the College management initiates the procedures as early as possible for his/ her promotion.

The Institution has an effective way of handling complaints and grievances. The grievances/complaints are received through feedback forms and the complaint register. Grievance Redressal Cell of the College discusses the matter in detail and takes appropriate actions./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Various Committees/Associations/Clubs are formed with the involvement of the teaching staff, non-teaching staff and the students for the effective functioning of the college. The following are the various committees constituted in the college: Library Committee, Grievance Redressal Committee, Committee for Promoting Discipline & Preventing Ragging & Disharmony, Internal Complaints Committee for Women's Harassment Prevention, Committee for Mentoring & Counselling, Committee for Infrastructure Development, Examination Committee, Committee for Promotion of Research, Committee for the Time Table & Classroom, Committee for the Promotion of Fine Arts, Committee for Network & Office Automation, Committee for Website Management, Committee for Govt. Scholarships, Committee for Endowments and Institutional Scholarships, Committee for Career Guidance & Placement, Committee for PEN-R, Admission Committee, Canteen Committee, College Co-Operative Society, Committee for Women's Welfare, Committee for College Magazine & Calendar.

The Manager, the Principal, the Office Superintendent, and the IQAC co-ordinator are the ex-officio members of all the committees. There are also various clubs and associations in the College like the Media Club, Debate , Quiz & Elocution Club, Tourism Club, Green Campus & Save Green Club, Bhoomithrasena, Vimukthi Club, Red Ribbon Club, Music & Film Club, Youth Red Cross, AICUF, Jesus Youth, and Yoga & Health Fitness. All the activities of the College function through various committees and clubs with the approval of the Principal.

The following details of the procedure followed by the Committee for Infrastructure to build a staff quarters cum guest house evidences the functioning of Committees in the College:

As per the suggestion of NAAC, the College Council decided to construct a staff quarters cum guest house on the campus. A meeting of the Committee for Infrastructure Development was convened on 14/05/2014 and it was decided that the initial steps to build the staff quarters should commence immediately. In a meeting held on 31/01/2017, the Manager informed the members of the Committee that the procedure for obtaining the building permit is in its final phase and the work of the new staff quarters cum guest house would begin soon. In the next meeting on 29/05/2017, the building committee approved the building plan verified by the Municipality. It was decided that the documents required to start the construction work should be submitted to the UGC. On 21/06/2017 the Principal and the project co-ordinator met the Deputy Secretary of UGC and submitted all the relevant documents at the UGC office in Bangalore. Permission to commence the construction work was granted by the UGC. In a meeting held on 23/06/2017, the decision to start the construction work of the staff quarters cum guest house was taken./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The management recognizes the commitment and dedication of the teaching and non-teaching faculty and strives to satisfy the needs of the employees proactively. Some facilities provided for the welfare of the employees of the institution are:

- Staff quarters are available within the campus for the teaching and non-teaching staff.
- The Institution has its own Staff Benefit Scheme through which short term and long term loans are disbursed to the staff members.
- The teaching staff is granted leave to participate in Orientation Programmes, Refresher Courses, Short Term Courses etc.
- Career advancement of the teaching staff is given due importance by the institution by facilitating Faculty Development Programme.
- Group Insurance facility is provided to both teaching and non-teaching staff.
- Participation of the non-teaching staff in courses/seminars related to computer literacy, administrative skill etc. is ensured.
- The teaching and non-teaching staff are granted different types of leaves such as commuted leave, leave surrender facility, maternity leave, paternity leave, earned leave, medical leave etc. as per the norms of the State Government and the UGC.
- Provident fund, General Life Insurance Scheme(GLIS), State Life Insurance (SLI) etc. are provided for all the employees.
- Canteen facilities are provided inside the campus at subsidized rates.
- Recreation room and sports facilities like gym, indoor and outdoor stadium are made available for the staff without any membership fee.
- The stationery, photostat, and spiral binding facilities are provided at subsidized rates for the staff and the students.
- The management advances a portion of salary to meet the needs of the newly appointed staff until the sanction of the government salary.
- The college organizes an annual tour for the non-teaching staff and financial assistance is provided for the same.
- Teaching and non-teaching staff associations ensure the welfare of the staff and provide financial assistance and compliments on various occasions.
- The Institution acknowledges the academic and non-academic achievements of the teaching and non-teaching staff.
- Well- secured parking area is provided for the staff.
- Retiring rooms for both gents and ladies staff are also provided./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	00	00	04

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 14.11

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
06	07	05	09	03

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Every academic year, the faculty members maintain a record of their performance and activities, and are required to submit a performance appraisal form designed on the basis of PBAS (Performance Based Appraisal System) approved by UGC. The format includes details of the academic and administrative responsibilities like question paper setting and the examination/ evaluation duties undertaken by the faculty members in a particular academic year. The academic and non-academic achievements of the faculty members, details of seminars, conferences, refresher courses, and orientation programmes attended, and presentation and publication of papers in books and journals are also evaluated through the self appraisal system. Participation of the staff in important academic bodies like Board of Studies and Board of Examination, and their innovative practices in teaching and research are recorded.

Faculty appraisal is also done through the student feedback mechanism. A comprehensive feedback form is distributed among the students towards the end of each academic year to evaluate the teaching and communication skills, mentoring and counselling abilities, and how far he/ she was successful in reaching out to the advanced, average and slow learners in the classroom. This is further intimated to the faculty concerned in the academic meeting and suggestions for improvement are made.

The IQAC monitors the time-bound submission and evaluation of the self- appraisal forms and the feedback forms. These forms are assessed by the Heads of each department, IQAC, and the Principal of the college, and constructive feedbacks are shared with the faculty members. The Diary of the Academic Work

Done, lesson plans and other individual records of each staff member are examined by the IQAC and the Principal every semester.

The performance appraisal of the administrative staff is done by the Principal and the Manager based on the nature, quality, and quantity of their work. Skill and efficiency of the administrative staff are monitored by the Principal.

The 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	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College has both the internal auditing system and external auditing system. An internal audit is conducted every year by the Auditing Committee. The reports are regularly monitored by the Principal.

Various government departments verify the funds received and disbursed by the College. In this respect, the following are the external audits conducted:

- Departmental Audit: Officials from the office of the Deputy Director of Collegiate Education conduct the departmental auditing to verify salary, DCB, attendance and acquittance in case there need to be any rectification. The last departmental audit was done in the year 2014 and only a few minor objections were raised. Clarifications for the same were given.
- Accountant General's (Government of Kerala) Auditing: The Officials of the AG's Office conduct the auditing.
- The College Management audit is conducted every year by a Chartered Accountant, and the Income & Expenditure Statement and utilisation certificates are prepared.
- The audit of National Service Scheme in the College is conducted every year by a Chartered Accountant and the audit report is submitted to the DSS office in Kannur University.
- Auditing of the fund allocated to the individual faculty members to carry out research projects is done by Chartered Accountants and the reports are submitted to the College Office, UGC, and authorities concerned./

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 245.19

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
92.97211	49.02753	40	42.23250	20.96246

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The optimal mobilization and utilisation of resources and funds are ensured by the Institution for the development and promotion of academic excellence. The College gets financial assistance from the Government in the form of salary grants for aided courses. The salary grants are spent on the staff members as per the norms of the Government, and an annual assessment of the same is conducted by the Office of the Director and the Deputy Director of Collegiate Education.

The College has a proper mechanism for mobilizing funds from the Central and State governments. With a view to availing of the funds provided for various projects by submitting proposals in time and coordinating the proper utilization of funds in the stipulated time, one senior faculty member is entrusted by the College Council to be the Project Co-ordinator. Over the years the College was able to get many projects funded by UGC, and at present, on submission of DPR, the RUSA has sanctioned two crores of rupees to our college, and the college is awaiting for the fund to be released for constructing Central Library and Auditorium, and other renovations and purchases. The Project Co-ordinator, the Infrastructure Development Committee, Renovation Committee, Purchase Committee and the IQAC co-ordinator monitor the proper utilization of funds allocated for the development of infrastructure in the College.

The College Management is keen on the implementation and time-bound completion of every project in the College. Every year the Management sets apart a large portion of their budget for the infrastructural development and maintenance. The Management also releases a large sum of amount as an advance payment in partial financial support for the starting and completion of projects funded by government agencies. The Management, the Catholic Diocese of Mananthavady, has an efficient system of Financial Management. The Bursar (the finance officer appointed by the Management) closely monitors the proper utilization of various funds. Whenever there is a genuine demand for financial assistance, the bursar in

consultation with the Manager takes initiatives to make the fund available from the Management.

The major fund allocation from the State Government includes e-grants and various scholarships. The Scholarship Committee, the Office Superintendent, and the Head Accountant monitor the procurement and the efficient use of these funds.

Students' Welfare Fund collected at the time of the first-year admission is the fund available at the disposal of the Principal and is utilized to meet the expenditure incurred for the co-curricular and extra-curricular activities of the students.

The fee collected from the students of the self-financing programmes is another source of income for the College. The major portion of this is used to pay the salary of the Guest Faculty. A portion of the income is utilized for the maintenance of the infrastructure facilities.

The budget is prepared as per the requirements of various departments. The dispersal of funds for the daily needs is strictly monitored by the Principal./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institution has formed Internal Quality Assurance Cell (IQAC) in the year 2006 as per rules and guidelines of NAAC. The Internal Quality Assurance Cell this College strives to bring quality improvement in pedagogic processes and other academic activities of the institution. It is in charge of the overall quality control of all the dimensions of the academic activities of the College. Following the second cycle of re-accreditation and in line with the suggestions of NAAC, a twenty-member IQAC was newly formed comprising of Management representatives, Industry experts, and alumni representatives. IQAC is integral to the protraction and augmentation of the quality of an institution. In our college, the Cell serves as a vehicle that streamlines the efforts of the institution in promoting its holistic academic excellence. The genuine efforts of the Cell have been central to the development of a system for action to improve the performance of the institution, both academic and administrative, and have been the impetus behind the internalization of quality culture and the institutionalization of best practices that are the precursors of quality enhancement. The IQAC has been providing quality in the following areas of the College by ensuring:

- Timely, efficient and progressive performance of academic, administrative and financial tasks.

- The relevance and quality of academic and research programs.
- Equitable access to and affordability of academic programs for various sections of the society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of the evaluation procedures.
- The adequacy, maintenance, and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.

Thus, IQAC of this institution is playing a key role in generating ideas, planning and implementing good practices, and measuring the outcome of academic and administrative performance of the institution. The Budding Researcher Programme is one of the best practices envisaged by the IQAC to bring a research culture even among students, utilizing the resources of Ph D holders of the College. The Students' Radio Service is another programme whereby the students prepare and broadcast daily news, and it was initiated by IQAC, with the support of Career Guidance Cell.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institution has got different mechanisms of reviewing its teaching learning process, structures and methodologies and the IQAC suggests and facilitates the creation of new approaches and methodologies depending on the feedback from the students, parents, teachers and the other stakeholders.

The mid-semester examination is conducted at the college level and each department analyse the result and let the parents know the progression of the ward. The class wise PTA meeting is an occasion for reviewing the teaching learning process. Individual teachers, parent, and the ward together discuss the learning outcomes and review the teaching learning process. This mechanism enables the teachers to make necessary improvements.

The same mechanism is repeated at the college level after the announcement of the semester examination result by the University. In a common meeting the result of each Programmes are reviewed. Of late, after the University replaced direct grading system with marking system there was obvious fall in the pass percentage of the College. It is based on the review of the result and the feedback from the students, parents and teachers the IQAC recommended the implementation of separate Learning Management System and establishment of a question bank for the College instead of the present LMS that has been

functioning through the limited space of the College website.

Another method of reviewing the teaching-learning outcome is the introduction formal feedback system. The proforma prepared by the IQAC is given to students and their responses are evaluated carefully by the IQAC and the shortcomings mentioned by the students regarding the teaching-learning are conveyed to the teacher concerned by the Principal.

The IQAC follows the Academic Calendar provided by the University to plan yearly teaching-learning process and prepares action plans for the academic year. IQAC also presents proposals for the quality enhancement programmes which are generally approved by the Principal and the College Council.

The introduction of the Diary of Academic Work is one such example in this direction. Each teacher is to record briefly the academic work done on an hourly basis. At the end of each semester, the IQAC collects the Diary of Academic Work of each teacher and evaluates the daily teaching-learning process and completion of the syllabus. It also takes initiatives for academic audit and reviews the academic activities of all departments including the teaching-learning process./

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 6.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	4	7	3	8

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual

Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The College had been regularly applying for various U G and PG Programmes like BSc Botany, BSc Physics, MSc Computer Science, M Com, MSc Zoology and M A English to be sanctioned by the Government. In 2013–14 academic year the Government sanctioned M.Sc. in Computer Science, and in 2014-15 B Sc in Physics.

The College started the following Certificate Courses during the post accreditation period:

- Certificate Course Yoga and Meditation
- Certificate in Communicative English
- Certificate Course in Tally

Various other initiatives that were introduced during the period are:

- Orientation Programme for freshers giving training in soft skills before the commencement of the regular UG Programmes

- Bridge Course in English for the freshers during the first two weeks in the Common English classes
- Training in Recruitment Management Skills is given to all the outgoing students to enable them to face the competitive exams and interviews for employment.
- Soft skill training, spoken English classes and campus recruitment by the Career Guidance and Placement Cell.
- Introduction of student project works by various Departments.
- Remedial Coaching, coaching for SET / NET and other competitive examinations are given to the students.
- UGC sponsored Career Oriented Course in office automation is conducted for the non-teaching staff.
- News Letter, which is a collection of all the activities of the college, is published.
- Morning news reading services using the centralized PA system.

The participation, positions, publications that ensured quality enhancement are:

- Six faculty members were recognized as Research Supervisors by Kannur University
- Seven faculty members were recognized as Reviewers of various national/international journals and members of various Academic / Professional bodies.
- 33 research papers have been published in national journals and 139 research papers in International journals.

The infrastructural and supporting facilities introduced during post accreditation period are:

- The third block, Guest House cum Conference Hall housing a state of the art Conference Hall, a spacious Seminar Hall, VIP Lounge and Fr. Francis Njallapuzha Memorial Heritage Museum is constructed.
- Alternative energy sources are tapped for partially fulfilling the energy requirements of the college: Various electrical appliances like fans, lights etc. in the classrooms, indoor stadium and campus pathways are powered using solar inverters.
- Biogas plants were also installed for utilization of alternative energy sources.
- The centralized RO system is installed in the college to provide purified drinking water.
- Traditional blackboards are replaced with green boards in 12 classrooms.
- Physics laboratory was installed.
- Basic Science Research Laboratories began to be extended for Governmental programme for school children, *Sasthrapadam* and *Sasthrjalakam*.
- Student Activity Centre was established.
- Library stock verification began to be done by the Computer Assisted-Portable Data Collection Terminal.
- Construction of retaining wall of outdoor stadium was completed./

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 28

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	6	6	1

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

a) Safety and Security: Students' safety is the primary concern of the institution. The college has efficient and proactive security guards working round the clock. Two security officers are appointed near the main gate to assist all students, especially the first-year students. The officers make sure that there are no incidents of ragging. They also help the students reach their hostels safely after special classes and remedial classes. Their presence often deters trouble. Students' vehicles are safely parked near the security room. Students are permitted to leave the campus during college time only with the out-pass issued by the mentors. It is mandatory for the students and faculty to wear ID cards.

The campus is monitored with 24/7 CCTV surveillance. Cameras are installed as per the university norms to provide our students with a secure environment. The college has a Grievance Redressal Cell which is always accessible to the students. We have a very active Women Harassment Prevention Cell and Women's Cell which addresses the concerns of girl students. The college also has an anti-ragging committee. As part of safety and security, the institution has implemented an access control for internet

usage. Loudspeakers are installed in each classroom so that channels for communication in an emergency situation is always kept open. The College Attendance Management System automates the process of student attendance, and absence report can be communicated through SMS to parents.

b) Counselling: The College provides services of a professional counsellor to address the personal, academic, and psycho-social issues of the students. A well- furnished counseling room is allotted to the Counsellor to provide assistance to the students who are in need of his/ her services. The meetings and records are kept confidential to make the counselling process more approachable. The faculty coordinators follow up the procedures and guidelines suggested by the Counselling Cell and implement the suggestions with the approval of the Principal. The College also has an effective mentoring system. Mentors provide guidance and counselling on academic and non-academic matters. The mentors are encouraged to be responsive to the needs of his/ her mentees. Furthermore, every year an orientation program is conducted for the freshers at the beginning of the year to provide guidelines to make the best use of all the facilities available to assist the students. The Women's Cell, Grievance Redressal Cell, etc. actively engage in making the campus gender sensitive by organizing seminars and classes.

c) Common Room: A spacious, comfortable and well-furnished common room is provided for the girl students to relax. The room has facilities like beds, first aid kit, attached bathroom, etc. A faculty member who is in charge of the Women's Cell extends all help and assistance to the students who utilize the room when they are sick. Medical services and the services from the canteen are made available to the students who require them.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 12.82

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 10

7.1.3.2 Total annual power requirement (in KWH)

Response: 78

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 90

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 58.9392

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 65.488

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid waste management: Wastes generated in the science labs of the College are disposed of with utmost care. The wastes generated are incinerated on the campus itself. Paper wastes are first collected separately and then given to the recyclers. Biodegradable waste from the campus is collected in the vermicompost pits and is converted into bio-manures. The waste from the canteen is collected at the biogas plant installed and the gas thus generated is used as an energy source in the canteen itself. Waste pits (waste plants are installed) on the campus are used to collect the waste from the two toilets of the campus and from the women's hostel.

Liquid waste management: The College has a proper drainage system and soak pits to manage liquid wastes. The non-hazardous liquid wastes are drained to the pits dug in the premises. Chemical wastes are drained off without causing harm to the environment.

E-waste management: Since the mechanism of maintenance and upkeep of electronic equipment in the Institution is efficient, the quantity of electronic waste generated is minimal. E-waste in the college is usually sent to recyclers.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The location of the College near the Wayanad Wildlife Sanctuary, a biological hotspot, results in sufficient monsoon rainfall in the area. The green landscape of the College helps in the infiltration of rainwater to the soil, thereby recharging the groundwater naturally. Besides the natural methods of rainwater conservation, rainwater harvesting is implemented in the College to reduce runoff and to improve the water quality. Rainwater is collected in reservoirs and rain pits. Rainwater is harvested and stored in the huge pond on the campus and thereby recharges the well that supplies water to the College. The water harvested on the rooftop is used for conducting routine laboratory experiments in the Chemistry lab for undergraduate students. It helps meet the demand for pure water and to reduce the cost of operation of the double distillation apparatus. Excess water is also collected in a tank and is directed to the laboratory through pipes for the students to easily avail of pure water as and when needed for experiments. The students are made aware of the importance of water conservation through awareness programmes and campaigns.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The location of the College in close proximity to the Wayanad Wildlife Sanctuary—a part of the Western Ghats, a UNESCO World Heritage Site and one of the "hottest hotspots" of biological diversity in the world— makes environmental protection and conservation the institution's utmost priority.

Nearly 80 percent of the students use public transport facilities for commuting to the College. The bus stop is right in front of the College entrance and a spacious waiting area is constructed at the bus stop for the convenience of the students. Separate parking areas are provided for the students and the faculty members. Carpooling is practiced by many faculty members to save energy, and to contribute to protecting the environment.

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

Realizing that the easiest method of waste management is to reduce the creation of waste, the staff and students are instructed to minimize the use of paper and plastic and to dispose of waste carefully for recycling. The College campus was declared “Plastic Free and Eco-friendly Campus” in the year 2006.

A beautiful and inspiring atmosphere is created on the campus through green landscaping. The College maintains a primary healthcare garden to grow medicinal herbs and trees. The Management takes special care and effort to collect and plant herbs which are on the verge of extinction. The local and scientific names of plants are displayed on them. The vast tea plantation on the campus adds to the scenic beauty. The compost waste generated is used for landscaping purposes. The Save Green Club, Bhoomitrasena and NSS take initiatives to protect the environment along with a full-time worker who looks after the plants in the campus. Awareness campaigns are organized in the College during days like the Environment Day, Water Day and Earth Day.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.65

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.45	.45	.65	.65	.65

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination

7.Special skill development for differently abled students**8.Any other similar facility (Specify)****A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**Response:** 36

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	7	6	5	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	3	2	2

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response: Yes**

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response: 21**

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	3	3	3

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The College celebrates several festivals like Onam, Christmas, Independence Day, Republic Day, and birth/death anniversaries of eminent Indian personalities like Mahatma Gandhi, Dr. S Radhakrishnan, S Ramanujan, etc. with great enthusiasm and fervor.

Teacher's Day is celebrated every year on 5th September, the birthday of Dr. S Radhakrishnan. On this day, celebrations are organized by the students at department levels and they express their gratitude and appreciation for their teachers.

On 2nd October, Gandhi Jayanti is celebrated by undertaking cleanliness drives. The students and the staff make use of this opportunity to create awareness in the society about the importance of maintaining a clean environment. The College campus and the surrounding areas are cleaned by the students on this day under the leadership of NSS and NCC cadets. A similar programme is organized on the occasion of NSS Day, which is celebrated on 24th September. Around two hundred NSS volunteers along with a few teaching and non-teaching staff from all the departments participate in the cleaning initiative. Message cards and sweets are distributed within the campus.

National days like Republic Day and Independence Day are observed with great enthusiasm in the College every year. The National Flag is hoisted by the Principal and the National Anthem is sung by the students to show respect to our nation. It is followed by a parade by the NCC cadets of the college. The Principal addresses the audience at this ceremony. On 30th January, we also celebrate Martyrs Day to pay homage to the heroes who fought for the freedom, welfare, and progress of India and sacrificed their lives for the country. A silence of two minutes is observed in the memory of Mahatma Gandhi and other martyrs of the country.

Onam, the festival of Kerala is celebrated in the College with much vigor and zeal. Onam is a time to showcase the rich culture and heritage of Kerala, and the College encourages the students to celebrate the festival and be in touch with the traditions and culture of the State. Various cultural events and games are organized by the students. The celebrations culminate with the *Onam sadya*, which is enjoyed by the students and the staff alike.

Besides these festivals, our departments take initiatives to celebrate days like Mathematics Day, Environment Day, Water Day, Women's Day, etc. by organizing cultural programs, seminars, competitions, and exhibitions.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains transparency in its financial, academic, administrative, and auxiliary functions in

a fair manner.

All the financial transactions are regularly audited by internal and external auditors. The external audits are conducted by various government departments and agencies. The funds received and disbursed by the Institution are verified by them. The internal audit is conducted by the Auditing Committee. The Committee, which comprises academic and administrative staff, scrutinizes the utilization of finances. Employee salaries, including that of the Guest Lecturers are disbursed transparently either online or by issuing cheques. The scholarship amounts are made available to the students through their personal bank accounts.

The admission process at the graduate and postgraduate levels is done following the rules and norms stipulated by Kannur University. The Admission Committee coordinates the admission processes. The procedures are published on the College website for the prospective students to read and understand. The community rank list is published on the College notice boards and the website. Grievances regarding admissions are answered by the Admission Committee. All queries and doubts regarding the process are dealt with transparently.

Continuous evaluation of the students' performance is done at the department level. The attendance of students is maintained by the mentors of each batch. The students are notified when their attendance falls short of the required percentage as stipulated by the University, so that they are given a chance to make up their absences. The internal assessment marks are published on the notice boards and students are asked to sign in the internal assessment list once they are satisfied with the marks. The rules and regulations are made clear in the Students Handbook which is available online. Grievances regarding the evaluation system are redressed by the Examination Committee.

For the appointments of faculty members to the college, vacant positions are notified on the College website and newspapers well in advance. All appointments are made, abiding by the rules of UGC and the parent University.

Auxiliary functions are conducted in a transparent way. For this purpose, decisions are taken at Staff Council meetings. All circulars regarding students, teaching staff & non-teaching staff are circulated, announced and displayed on the notice boards. Important notices regarding the College are regularly posted on the college website to ensure complete transparency. Different committees like the Canteen Committee, Committee for Infrastructure Development, Library Committee, etc. are formed for the effective functioning of the Institution.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice-I

1. Title of the Practic

“Implementation of the Parliamentary Mode of Students’ Union Election incorporating the Lyngdoh Commission Recommendation”

2. Goal

- To implement the Parliamentary Mode of Students’ Union Election following the Lyngdoh Commission Recommendation at the behest of the Honourable Supreme Court to ensure peaceful teaching-learning on the campus.
- This has been practiced in the College since 2007 as a regulatory measure to ensure educational standards and to maintain excellence in education by replacing the older Presidential Mode of Students’ Union Election
- It also aims at maintaining discipline in the Institution by strengthening the head of the institution with sufficient powers so that students, who are keen to study and to improve their career are not be made victims of the anti-social activities a handful of students, whose dominant interest is indulging in party politics.

3. The Context

- Several instances of election-related violence and other malpractices have been observed during the conduct of elections on college campuses in Kerala.
- Several instances of violence against college teachers and students by union activists, as well as of armed violence between union members and the police have been reported from Kerala.
- Before implementing the Parliamentary mode of election, this College experienced election-related violence between two groups of students.
- It is a fact that a substantial portion of the academic year in most colleges gets exhausted in conducting elections and other union activities, leaving very little time for academic activities.
- After having discussions and negotiations at various levels, the College Council took a strong decision to implement the Parliamentary Mode of Election on the campus, taking the students into confidence and following the Lyngdoh Committee recommendations.
- It has also been decided to set up a special Grievance Redressal Cell with senior faculty as members to address election-related grievances on disputes regarding the fairness, eligibility of the candidate and/or the nonobservance of norms while holding the elections, etc.

4. The Practice

- To ensure peaceful teaching-learning environment on the campus a democratic system of electing Students’ Union has been prevailing in the College since 2007 following the Lyngdoh Commission

Recommendations.

- A male and female representative (Class Reps) each are elected from every class. The Chairman, General Secretary, University Union Councilor, Secretary to the Fine Arts Association, Student Editor to the College Magazine, General Captain to the Sports and Games activities, Secretaries to the Department Associations and Representatives of 1st, 2nd and 3rd-year students are elected through Parliamentary Mode of Election. Two Seats, the Vice-Chairperson and the Joint Secretary are reserved for girl students. It is to be highlighted that more than 50% of the candidates for the above major posts are girl students.
- The Class Representatives elected through this system function as a link between the College Union and individual Classes. Therefore, the decisions taken at higher levels are immediately conveyed to the entire students.
- In this system, the Class Reps play a significant role in the effective day to day functioning of the College as custodians of Class Diaries, distribution of English Newspapers to their respective classes, etc.
- The policy of the institution is to promote co- and extra-curricular activities with equal importance to that of curricular activities and accordingly the College organizes various Programmes such as sports, games, quiz competitions, debate, and discussions, cultural activities etc. regularly. Through the parliamentary mode of election, the institution ensures a peaceful, party-politics free campus, and organizes co- and extracurricular activities with the full co-operation of all students.
- The Institution entrusts the responsibility of the Students' Union Advisor to a Senior Faculty as in the older system. However, in the present system, the Advisor has more responsibilities. The Union Advisor serves as the Mentor of the Union office bearers and the Co-ordinator of the Union activities.
- In order to put the policy of the College on co-curricular and extracurricular activities into practice in a time bound manner, the College entrusts the responsibility with the Physical Education Director, Teacher coordinators of the Debate, Quiz, Fine Arts Clubs and other Clubs & Organizations. It is the policy of the institution to bring Personalities of Eminence in various fields to inaugurate the fine arts/sports activities in the College.
- Apart from the leadership role of the Chairman, Vice Chairperson, Secretary, Joint Secretary, and Association Secretaries, the following portfolios are allocated in the College Students' Union to ensure student participation in all areas of student activities:
 - Secretary to the Fine Arts Association: Responsible for promoting the artistic talents of the students, organizing fine arts activities on the campus and ensuring the participation of the students in intercollegiate competitions.
 - General Captain for Sports and Games: Responsible for promoting the sports talents, organizing sports and games activities on the campus and ensuring the participation of the students in intercollegiate sports & games competitions.
 - Magazine Editor: Responsible to compile the creative ideas of the College Community and publish the same in the form of a College Magazine. The Staff Editor and the Editorial Team support the Magazine Editor in publishing the College Magazine.
 - University Union Councilor (UUC): Represents the College in the University Union and serves as a link between the College Students' Union and the University Union.

5. Evidence of Success

- This is the only aided College affiliated to Kannur University and one among the very few aided colleges in Kerala State that successfully implemented the Parliamentary Mode of Students' Union Election. It has been proved that this mode of election ensures a party-politics-free, violence-free Campus where academic, co- and extra-curricular activities can be planned and implemented/organized in a peaceful atmosphere and that too under the leadership of elected Student Union office bearers.
- The prevalence of Parliamentary Mode of Students' Union Election has been appreciated by the public in general and the parents in particular which are reflected in the enhanced rate of applications for admission received in the recent years.
- This Practice has become an accepted system in the College and the students who resisted in the initial stage realized the merits of the system and extended their co-operation in the succeeding years.
- As a recognition for the efforts in implementing the system, the academic community of the State, honoured the Principal of the College, Dr Raju George with the Award of the Best College Principal in Kerala, instituted by Dr Tharsis Joseph (NAAC Peer Team Member and former Secretary of the State Principals' Council) Foundation based on the initiatives taken to implement the Lyngdoh Commission Recommendations as per the Hon. Supreme Court directives to ensure peaceful teaching-learning by maintaining the campus violence-free.

Best Practice-II

1. Title of the Practice

BEST PRACTICE-II

1. Title of the Practice

'PEN-R' – Project on English Newspaper Reading

2. Goal

- To inculcate reading habit among the entire students of the college.
- Subscription to more than hundred English newspapers for the students aims at improving their reading skills, developing confidence in English communication, improving their general awareness, broadening their vision, improving their vocabulary, inspiring their thoughts and helping them to absorb all kinds of information.
- Though the primary objective of subscribing the 'Business Line' is to develop business orientation among the Commerce students, it helps them to improve their English language skills.

3. The Context

- Majority of the students hailing from poor rural background and first generation learners of this Institution are the products of Malayalam Medium Schools.
- Even though they are better in their major subjects, their Communication Skill (both oral as well as written) in English Language is poor.
- The Institution realizes that English communication skills are essential for the overall development of students. The confidence level of students can also be improved by acquiring competency in English Language.
- This was the driving force in introducing the practice of subscribing English National Dailies, The New Indian Express and The Hindu for each batch of UG students of the College.
- The recommendations of the NAAC Peer team in 2005 to give maximum emphasis on developing the communication skills of students have been considered very seriously. This project is an effort to materialize the same.

4. The Practice

- The Institution started subscribing two copies of The New Indian Express to each class on an experimental basis in 2006 and the result obtained was amazing.
- This was literally the driving force to think of making English newspapers available to each student in their class room, free of cost.
- The number of newspapers available to the students has been raised to three in the next year. The development in the reading habit of students was discernible.
- In the next year, the Institution has contacted the authorities of The New Indian Express and The Hindu to provide newspaper at reduced rate.
- The New Indian Express has agreed to reduce the rate to Rs. Two per copy, provided the College should subscribe a minimum of fifty copies.
- When the Student Edition of the New Indian Express was launched in 2011, the regular newspaper being supplied to the students was replaced with this.
- The Hindu daily has also agreed to supply the newspapers on a subsidized rate.

- Since the Peer Group Learning is an accepted practice in the College, the Slow Learners and the Advanced Learners sit together to read newspapers to engage in news analysis etc.
- The Media Club of the Institution conducts news reading contest and Newspaper Quiz for the students every year.
- The evidence of its successful impact on each batch of our students and the continuing feed back of the outgoing students suggested the continuance of PEN-R as one of the best practices of the college.
- In order to put the objectives of the Project into practice, the Institution gives the following directions to the students:
 - Try to read at least one small article twice a day.
 - Do not try to read much, but try to make it a habit to read something every day.
 - Try to read without a dictionary and guess the meaning of the whole article, even if you do not understand some parts.
 - Choose articles that the student is interested in reading.
 - Read the same type of article every day at the beginning and gradually increase the amount that he/she reads.
 - After he/she can read that type of article well enough, try different types.
 - Try to memorize words or phrases, which appear many times.

5. Evidence of Success

- Visible attitudinal change in the reading habits among the students
- Better results in the University examinations in the Common Course in English
- Improvement in the Presentation of Seminars by the students
- Improved classroom performance of students
- Active participation of students in participatory learning
- Results of Campus Interviews for Placement in the recent years.
- Increased number of readers of English magazines and subscribers of English books from the Central Library.

6. Problems Encountered and Resources Required

Problems Encountered:

- Majority of the newly admitted students do not have the habit of reading newspapers, even in their mother tongue, regularly.
- To bring back the students to the print media was a challenging task in the initial stage as their

access to the mass media was limited to Television.

- Since the competency in English language is limited, the level of confidence of the students, especially the Poor Learners, was very low.

Resources Required:

- In order to materialize the objectives of the project, discussions/meetings at various levels have been conducted/convened.
- The possibilities of the Mentoring System have been utilized to the maximum extent to get the project materialized.
- Open forums to discuss the significance of acquiring competency in the Global language have been organized.
- The availability of the English National Dailies at concessional/cheaper rates has been explored.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Human Resource Management: An institution's performance is defined and characterized by its reason for coming into existence, its vision, the nature of the stakeholders, access to various resources, cultural ambience, physical location etc. But as an educational institution, students are the primary human resource of our College and we claim that the distinctiveness of this institution lies in the way these human resources are managed.

The college is located in the Northern part of Wayanad, which is a backward, remote and rural district. The district has no railway line or airport. It is the district in Kerala which has the least population and the highest number of Scheduled Tribes. Most of the people here depend on farming for their livelihood and find it difficult to make both ends meet. Their children had no facility for higher education. It is this context that inspired the Management to establish Mary Matha Arts and Science College, with the mission to provide quality education to the youth of Wayanad.

Unlike most other higher educational institutions, our task is to bring solutions to the socio-economic backwardness of the district by educating the children. The steps through which solutions to these problems are brought by the college define the Human Resource Management of the institution.

Most of the students of the college come from economically backward families. Many students who are admitted to the College hail from educationally backward families and are first-generation learners. The academic and socio-cultural challenges faced by these students are immense. Facilities like personal

computers, internet access, labs, journals, and reference books are inaccessible to most of the students. They do not get opportunities to meet eminent scholars and personalities in their areas of interest to get motivated. There are students who find even normal classroom interactions very difficult in the initial phases of their entry to the Programme, as English is the medium of instruction. Participation in classroom activities and other extracurricular activities due to poor communication skills and interpersonal skills are major challenges they face. They come to the college without a hint of what to expect in their academic life and career.

Convinced of these ground realities, the College, through the following processes make a convincingly successful human resource management resulting in the progression of the student, uplift of the family and the betterment of the community.

Soon after the admission of the students to different courses, the teachers understand the learning levels of different students through entry level tests, quizzes, and other activities. Students are divided into advanced, average and slow learners, based on their learning abilities, and different methods of teaching are adapted to cater to the needs of the students. Bridge Courses introduced at the beginning of the first semester help many students to get in tune with the degree level teaching/ learning system. It acts as a bridge between the higher secondary and degree course. In addition to the General English classes prescribed by the University, the College also offers a Certificate Course in Communicative English. Teachers insist on the students reading more books and journals in English. Each class is provided with a sufficient number of English newspapers. The language acquisition process of the students is further supplemented with daily news reading sessions, discussions and debates. The Institution also has a good library with an excellent collection of books, journals and other articles.

Most of our classrooms are equipped with projectors and smart boards which make ICT enabled teaching possible. The students are provided access to computers with internet facilities free of cost. Computer literacy among the students is made certain by the faculty members by sending group emails, collecting assignments online etc.

The mentoring and counselling system of the college enables each student to get adequate care and attention. They are also provided with ample opportunities to interact with teachers from other institutions, scholars and scientists, which motivate them. Industrial Visits, motivational tours, seminars, and workshops are regularly organized by all departments. Students are encouraged to do internships and projects in their subjects. Soft-skills training given to the students help them develop interpersonal skills. The organizational skills of the students are also developed by involving them in all activities of the College including extension activities under the guidance of experienced teachers. The College also ensures that all students benefit the most from all government initiatives like WWS, SSP, ASAP, etc. which help them to be a part of a positively influential peer group.

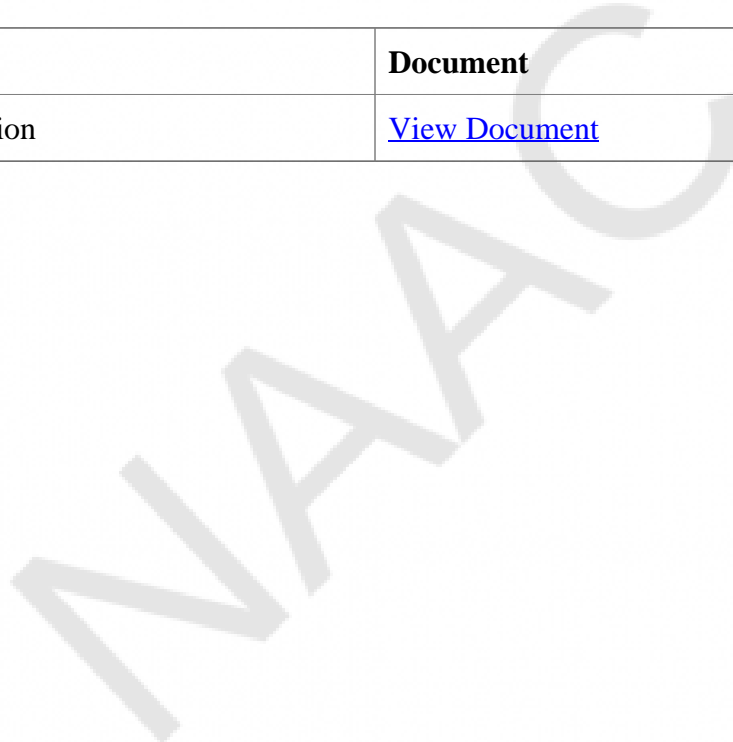
Since many students are from economically backward families, the College provides financial assistance to the deserving students through the scholarship section. Government scholarships are notified to all the students on time. Additionally, the institution provides scholarships to meritorious and deserving candidates. With proper training during the course of their graduation, students are made well equipped to face different challenges of the world like facing large audiences, interviews, group discussions, etc.

The guidance and motivation given to our students for higher education, and the close monitoring of their progression enabled many of our students climb greater heights. A closer analysis of our alumni who hold reputed position in society and their backgrounds (before and after college) would supplement the

effective Human Resource Management of the college with sufficient evidence. The Institution has witnessed the metamorphosis of low profile students into talented academicians, technocrats, and journalists. The distinguished alumni of the College like Vinod K Jose, Executive Editor, The Caravan, Dr. Sarath Sasi, Assistant Professor, IIT Palakkad are a few examples.

Another evidence of the College's effective human resource management is the increasing number of our alumni who are getting appointed as faculty members in our college and in the neighbouring institutions. During the initial years of the college, all our faculty members were recruited from outside the districts as there was a dearth of qualified hands but in recent years, the permanent and guest faculty who are recruited are from Wayanad district itself, most of them our own students.

File Description	Document
Any additional information	View Document



5. CONCLUSION

Additional Information :

The college is surrounded by lush greenery all around and the location is a paradise of herbs of all varieties. Many such herbs used effectively for traditional and tribal medicine systems are fast disappearing from the hills. In this context, a **herbal garden** was first contemplated and then set up on the campus. Many of our students are not familiar with the herbs and herbal medicine. The herbal garden having more than 100 varieties of herbs including some rare medicinal plants and endangered species like *maramanjil*, *amalpori* and *nagapoov* are preserved and maintained. The Students and visitors are invited for field trips to the garden and instructions are given on the medicinal values of the plants.

Erratic power supply, frequent voltage fluctuations and hefty electricity bills led the college management to switch over partly to the **solar power**. Accordingly, solar panels were installed on the spacious roof-top of the college building with assistance from UGC and State Government. Nearly 50% of the electricity requirement of the college is presently generated from solar power. Further, we have applied for 170 KV solar power generation project to KSEB to meet the required power supply of the College, and the project has a provision to give back the excess power to the grid.

Although blessed with an abundance of greenery, the college faces acute water shortage in the peak of summer. The large well that meets the water requirement of the college and hostel would get drained during summer causing water shortage. **Rain harvesting** and recharging of the well were the ultimate solutions. A large pond with the storage capacity of two lakh litres of water was dug. The pond has so far not gone dry and so is the well.

Earlier, the college situated on a hillock had multiple entry points. This possibility was misused on several occasions. Although the fencing of the sprawling campus was a Herculean task, we did it eventually. Presently, the entire campus is fenced and gated. Besides, **24x7 security surveillance** is enforced on the college campus with the help of the security personnel and CCTV cameras.

Concluding Remarks :

From a humble beginning in 1995 with three courses, six teachers and 72 students; the college has moved ahead to be one of the favourite destinations of higher learning for the students of North Wayanad. On the eve of completing 25 years of service in the cause of higher education in this educationally backward district, it is the mission of the college to march ahead with greater zeal and expansion plans. It is also an important occasion to take stock and plan for the next 25 years for the institution to make its presence felt meaningfully in the field of higher education. To cater to the diverse educational requirements of the locality, the college needs to strive for the autonomous status and to make the institution an important place for research, consultancy and collaboration.

The college has always been a beacon of light and hope for a large number of students. Their heartfelt appreciation of the instrumentality of the college for making them what they are today is a great motivation for the college community to march ahead. The sweeping changes all around us especially in the higher education sector pose opportunities and challenges to the college. Making use of the opportunities effectively and facing the challenges hold the key to success and survival.

The management, staff and students of the college firmly believe that they have the potential to scale greater heights and excel in all the activities they are engaged in. Although it is an uphill task, we will strive to overcome the constraints with a positive outlook, team work and perseverance. Success is not normally achieved by overnight efforts, it is a laborious and time consuming process. With a strong footing on the ground realities around us, we shall continue to commit ourselves to the pursuit of academic excellence.

NAAC