The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Marian College Kuttikkanam

1.2 Address Line 1

> Kuttikkanam P.O

Address Line 2

> Peermade

City/Town

> Idukki

State

> Kerala

Pin Code

> 685 531

Institution e-mail address

> mariancollege@mariancollege.org

Contact Nos.

> +91-4869-2332203, 232654

Name of the Head of the Institution:

> Fr. Dr. Roy Abraham P, Principal

Tel. No. with STD Code:

> +91-4869-2332203, 232654

Mobile:

> 9447733265

Name of the IQAC Co-ordinator: | Dr. Binu Thomas

Mobile: | 9446845140

IQAC e-mail address: | iqac@mariancollege.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | KLCOGN 10253

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

EC(SC)/01/RAR/93

1.5 Website address: | www.mariancollege.org

Web-link of the AQAR: | www.mariancollege.org/iqac/AQAR16-17

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	83.00	2003	2003-2009
2	2nd Cycle	A	3.45	2009	2009-2014
3	3rd Cycle	A	3.52	2014	2014-2019
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 04/02/2004

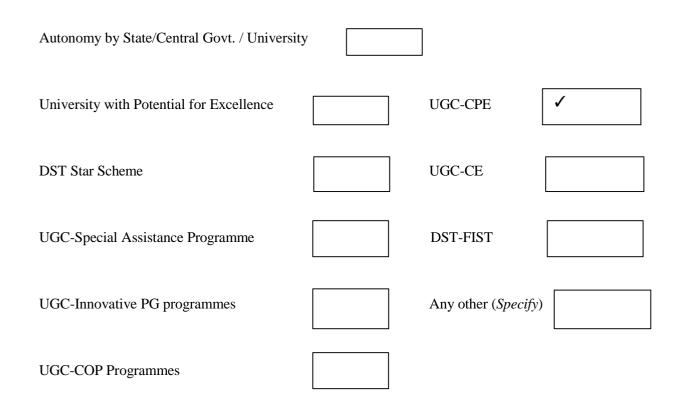**1.8 AQAR for the year** *(for example 2010-11)* | 2016-17

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

i.   AQAR 2009-10   22/09/2010 (DD/MM/YYYY)
ii. AQAR 2010-11   11/11/2011 (DD/MM/YYYY)
iii. AQAR 2011-12   27/09/2012 (DD/MM/YYYY)
iv. AQAR 2012-13   05/09/2013 (DD/MM/YYYY)
v.   AQAR 2013-14   10/11/2014 (DD/MM/YYYY)
vi. AQAR 2014-15   21/07/2015 (DD/MM/YYYY)
vii AQAR 2015-16   06/09/2016 (DD/MM/YYYY)

1.10 Institutional Status

University   State   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☑   No ☐

Regulatory Agency approved Institution   Yes ☑   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

                       Urban ☐   Rural ☑   Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

    Others   (Specify)   Social Work

1.12 Name of the Affiliating University *(for the Colleges)*   Mahatma Gandhi University

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

Autonomy by State/Central Govt. / University _____

University with Potential for Excellence _____   UGC-CPE   ✓

DST Star Scheme _____   UGC-CE _____

UGC-Special Assistance Programme _____   DST-FIST _____

UGC-Innovative PG programmes _____   Any other (*Specify*) _____

UGC-COP Programmes _____

2.IQAC Composition and Activities

2.1 No. of Teachers — 14

2.2 No. of Administrative/Technical staff — 5

2.3 No. of students — 8

2.4 No. of Management representatives — 2

2.5 No. of Alumni — 2

2. 6 No. of any other stakeholder and
     community representatives — 1

2.7 No. of Employers/ Industrialists — 1

2.8 No. of other External Experts — 0

2.9 Total No. of members — 33

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   0   Faculty   4

Non-Teaching Staff [5]   Students [8]   Alumni [2]   Others [1]

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

      If yes, mention the amount [   ]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [3]   International [ ]   National [ ]   State [ ]   Institution Level [✓]

    (ii) Themes
1. Moodle as Complete LMS 2. Academic Audit

2.14 Significant Activities and contributions made by IQAC

1. Conducted the elaborate Marian Annual Academic Planning (MAAP-16),
2. AQAR 2015-16 was prepared and uploaded.
3. Revised the official website.
4. Conduct of Feedback analysis.
5. Seminars / sessions were conducted on Quality related themes
6. Visaka (Digital India campaign) 4 volunteers selected for participation at Delhi
7. Energy audit was conducted
8. Gender audit was conducted
9. Workshops on Moodle were arranged on a regular basis
10. IQAC Steering Committee successfully spearheaded the implementation of autonomous status.
    a. New curricula was implemented.
    b. Meetings on syllabus preparation were held
    c. Automation of question paper setting was successfully implemented
    d. Academic audit was conducted after the implementation of autonomy

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Multi- level, multichannel communication	Enhanced using ICT tools
Marian Master Plan	Updated
MAAP	Conducted
Department planning	Executed
Staff meetings	Conducted
Staff council	Constituted
Infrastructure audit	Conducted
Corporate Responsibilities Allocation	Allocated
Annual Infrastructural Maintenance	Completed
University Results Analysis	Conducted
Placements Analysis	Conducted
Progression to Higher Education	Conducted
Academic planning	Conducted
Department Budget Approval	Completed
Team IQAC	Formed
IQAC student team	Formed
Manuals /Handbooks	Prepared distributed

Website	Launched modified versions
Blog	Regularly updated
College Annual Report	Prepared
Principal's Report	Prepared
Class Report	Prepared for each class
Monitor's Diary	Prepared for each class
Department Association Reports	Prepared for each association
Gender Audit	Conducted
Green Audit	Conducted
Academic Audit	Conducted

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The AQAR is submitted to the IQAC Steering Committee for approval

Part – B

Criterion – I

1.Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	0	1	0
PG	6	0	4	
UG	9	1	5	
PG Diploma				
Advanced Diploma				
Diploma				2
Certificate				2
Others MPhil	1		1	
Total	18	1	11	4

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	16
Trimester	0
Annual	2

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

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

*Please provide an analysis of the feedback in the Annexure

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

> Yes, the syllabus for all courses are revised under the autonomous courses

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

Department of Mathematics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
97	87	10	0	0

2.2 No. of permanent faculty with Ph.D.

18

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	2	0	0	0	0	0	0	10	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

5   6   3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	17	1
Presented papers	8	23	0
Resource Persons	0	2	4

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Metle (Marian e-ware for teaching learning evaluation using Moodle)

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

182

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

Moodle exams for continuous assessment.

Automation of the office of the controller of examinations

2.9 No. of faculty members involved in curriculum
Restructuring/ revision/ syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

95

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MMH		Awaited				
M Com		Awaited				
MSW		Awaited				
MCA		awaited				
BCA	68	2	11	20	11	64.7
BBA	62	0	22	28	8	87.09
BCom A	65	11	20	15	7	84.6
BSW	44	0	4	18	16	86.3
Mcom	15	0	14	0	0	93

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

  IQAC has contributed in the following ways to improve the Teaching learning
process of the college:
- Conducts Marian Annual Academic Planning and prepares the annual academic plan MAAP).
- Systems have been developed for effective use of Moodle for the continuous assessment of autonomous courses.
- Spearheaded the syllabus preparation process under autonomous status
- Sets standards for various processes and monitors the academic planning a n d implementation process.
- Conducted academic audit immediately after the 1st semester of autonomous exams
- Supports the management in task clarifications, timeline and quality measures.
- Plans and executes staff quality improvement programme (Trainings, workshops, mentoring   etc.)
- Facilitates automation of various teaching learning evaluation systems.
- Advises various committees such as Library committee, IT committee, Research committee etc. of the college
- Continuous assessment Bench marking
- Periodic review of the documentation system.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4

UGC – Faculty Improvement Programme	2
HRD programmes	7
Orientation programmes	5
Faculty exchange programme	1
Staff training conducted by the university/Govt.	4
Staff training conducted by other institutions	14
Summer / Winter schools, Workshops, etc.	0
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	36	0	0	0
Technical Staff	4	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- Established a new research centre in Commerce
- Admitted 9 research scholars
- Started a new Inter Disciplinary Research Centre for the smooth progress and effective implementation of research projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in ₹ (Lakhs)		6.44 lakh		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	3	0	1
Outlay in ₹ (Lakhs)	3.4 Lakh	4 lakh		1.5 lakh

3.4   Details on research publications

3.5

	International	National	Others
Peer Review Journals	5	4	
Non-Peer Review Journals	2	2	
e-Journals	1	0	
Conference proceedings	8	12	2

3.6 Details on Impact factor of publications:

Range [1.4]   Average [   ]   h-index [4]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Grant Received
Major projects	0	-	-	-

Minor Projects	4	UGC	Rs. 6.65 lakhs	Rs. 6.65 lakhs
Industry sponsored		KILE	2,85000	2,85000
Projects sponsored by the University/ College	-			
Students research projects *(other than compulsory by the University)*	-			
Any other(Specify)	1(Kerala Migration Survey)	Kerala Govt	Rs. 1.5 lakhs	Rs. 1.5 lakhs
Total	6		Rs. 11,00,000	Rs 11,00,000

3.8 No. of books published   i) With ISBN No. | 3 | Chapters in Edited Books | 1 |

ii) Without ISBN No. | |

3.9 No. of University Departments receiving funds from

UGC-SAP   CAS | | DST-FIST | |

DPE   DBT Scheme/funds | |

Autonomy   CPE

3.9 For colleges | ✓ | DBT Star Scheme | |

INSPIRE   CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	2	0	0
Sponsoring agencies		Management	Management	0	

3.12 No. of faculty served as experts, chairpersons or resource persons | 9 |

3.13 No. of collaborations   International | 2 | National | 3 | Any other | 2 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From Funding agency

Rs. 11,00,000

From Management of University/College

Rs. 1,85,000

Total

Rs.12,85,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	District	College
-	-	-	-	-	-	-

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

4   12

3.19 No. of Ph.D. awarded by faculty from the Institution   0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
JRF SRF   2   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   25   State level   4

National level   0   International level   0

3.22 No. of students participated in NCC events:

University level   5   State level   2

National level [4]   International level [0]

3.23 No. of Awards won in NSS:

University level [0]   State level [0]

National level [0]   International level [0]

3.24 No. of Awards won in NCC:

University level [0]   State level [0]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum [0]   College forum [11]

NCC [4]   NSS [15]   Any other [ ]

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

- House for The Needy: Under this scheme, a house was built for a very deserving staff of the college college canteen. The students also initiated *caribabe*, a mission to pool in their contributions towards a noble cause.
- *Snehadeepam*, was another initiative, where contribution by faculty was pooled to construct a house for the needy.
- Members of the *MariCar*e club of Marian College celebrated Onam in a befitting manner. They gifted new clothes (Onakkody) to the children of a nearby orphanage.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	27 acres	Staff quarters	Management	27 acres
Class rooms	40	6	Management	46
Laboratories	10	0	Management	10

	7	0	-	7
Seminar Halls	7	0	-	7
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		0		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		17	Management	17

4.2 Computerization of administration and library

Computer Lab + Academic block = ₹4,63,29,805

Library = ₹2,73,360

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18970	9485300	4175	2087500	23355	11572800
Reference Books	3390	3455000	210	168000	3600	3623000
e-Books	162000		2250			
Journals	190	225000	12	10000	202	235000
e-Journals	3196		350			
Digital Database	3					
CD & Video	1170	62300	130	8500		
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	315	237	90 mbps	4	2	15	24	44
Added	0	05	20 mbps	0	0	0	14	0
Total	315	242	110 mbps	4	2	15	38	44

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

4.6 Amount spent on maintenance in lakhs :

i) ICT

2900000

ii) Campus Infrastructure and facilities

1,00,000

iii) Others

| 27,34,645 |

Total : | 57,34,645 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Induction programme (College and Department level) – A college-level two day induction programme called Set-sail is organized every year. During this programme, the Vision, Mission and Objectives of the College is communicated to the students through multimedia presentations, sharing by Principal and faculty and interactive activities like preparing Collage/Tableau etc. A significant highlight of the programme is the involvement of senior students in the process. Besides this, Department level induction programme for PG students also instill the Vision in the students.

Calendar – The College calendar printed and distributed every year which states the Vision, Mission and Objectives of the College. The calendar reaches the students, teachers, staff and other stakeholders.

Online Moodle Calendar- The entire activities in the campus are scheduled online and the calendar is uploaded online. With the facilities of Moodle the staff and students will be provided with the automatic alerts of the events.

Display Boards – The boards which display the Vision and Mission of the College are displayed in different parts of the campus.

In addition to the above modes, the College *Website*, Official *College Blog* (Marian Pulse), the Marian *Channel*, College and Department *Brochures*, PTA *Meetings*, Class Teacher's/HOD's *Interactions*, Department *Handbooks* and Interaction by the Principal and the Manager are other significant ways of communicating the Vision and Mission of the College.

5.2 Efforts made by the institution for tracking the progression

The monitoring of student performance and progression begins by documenting the entry-level marks/grade of all new admissions in the office. Head of the department along with class teacher and course faculty monitors student progression through semester-wise formative and summative evaluations, monitors diary, best class evaluation and annual class reports. The overall performance of the students is communicated to the parents during class wise PTA meetings. The results of internal examinations are sent to parents periodically.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1142	378	11	22

(b) No. of students outside the state | 6 |

(c) No. of international students | 14 |

	No	%			No	%
Men				Women		
	712	46.3			808	53.15

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1173	130	27	159	7	1518	1144	121	27	201	7	1520

Demand ratio = 1:16   Dropout % =1.2

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

- Coaching is provided for CPT/IPCC, P O Bank Test, UGC-JRF/NET, Public Service Commission/UPSC exams, MAT, C-MAT and CAT. As part of this, the college has initiated tie-ups with training institutes such as TIME Kottayam, Career Launcher Thodupuzha etc. These institutes are given training slots which are incorporated in to the class schedule of various departments.
- Marian has a Centre for Training and Development (MAGIS) which organizes soft skill development programmes such as Resume preparation, GD, personal interview, leadership skills and personality development.
- Career development expert, Sri. Abraham Kurien IPS (DGP, Rtd) serves as the Institutional Advisor and Facilitator for career development. He frequently engages orientation and current socio-economic trend analysis sessions to students. Civil service aspirants are identified and specially groomed by him and are guided for the career pursuit. A few students have joined the inter-Diocesan Civil Service Training Academy at Pala and Kanjirapally and are gearing up for the exams.
- The college provides other infrastructural and resource support also to help students prepare for competitive exams:
    - The college library has a special notice board to display career news and information about competitive exams.
    - The College has provision for online aptitude training/ UGC/NET and online mock exam.
    - The College Library has a Career Centre where reference books and question bank for competitive exams are available.
    - All the SC/ST students are supplied with 'Manorama Year Book' as reference books.

No. of students beneficiaries | 1100 |

5.5 No. of students qualified in these examinations

NET | 1 | SET/SLET | 0 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | |

| 1200 |

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	260	125	93

5.8 Details of gender sensitization programmes

- A gender audit was conducted and the major recommendations are implemented
- Several safety awareness classes
- Regular Judo classes for girls to develop self-defence.
- A website for girls to report any instances of harassment that they may encounter on the campus or outside is provided.

5.9 Students Activities

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

State/ University level | 10 | National level | 7 | International level | 0 |

No. of students participated in cultural events

State/ University level | 94 | National level | 2 | International level | 0 |

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

: State/ University level | 9 | National level | 1 | International level | 0 |

Cultural: State/ University level | 11 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	263	₹ 8,24,095
Financial support from government	**NA**	NA
Financial support from other sources	3	₹ 2,43,500
Number of students who received International/ National recognitions	Nil	Nil

5.11   Student organised / initiatives

Fairs   : State/ University level   [4]   National level   [5]   International level   [0]

Exhibition: State/ University level   [5]   National level   [0]   International level   [0]

5.12   No. of social initiatives undertaken by the students   [30]

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

Criterion – VI

6.Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Marian Vision
To be a transformational leader in education, facilitating and celebrating the full flowering of life in abundance
Mission
1. Relentless pursuit of knowledge, realizing that the horizons of knowledge are ever expanding.
2. Fostering spiritual and humane values, being proud of our Indian ethos and the Christian message.
3. Networking and collaborating for synergy, knowing well that in today's world none of us can be as smart as all of us together.
4. Expanding campus-community network, because we are aware of our obligation to reach out to our less privileged brethren.
5. Promoting sustainable living and environment friendly campus, being sensitive to the fact that our planet Earth is the only one that we and our future generations have.
6. Ensuring a learning environment of creativity, adventure of ideas, constant innovation, enabling academic ambience and the state-of-the-art Information Communication Technology.

6.2 Does the Institution have a management Information System?   Yes

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

6.3.1 Curriculum Development

- New curriculum is implemented for all the courses with the new autonomous status
- Extensive preparatory works were done in the process of curriculum development
- The Curriculum Implementation Process starts with the annual academic review (Retrospect) and stakeholder feedback analysis at the school/department level.
- The inputs of Retrospect are utilized to prepare the curriculum implementation plan in the department.
- The final stage of planning (Corporate Plan and Schedule) is done at the Marian Annual Academic Planning (MAAP) process which is a 2-day stay-in programme for the entire faculty. The implementation of this plan is monitored and reviewed by the Principal, Vice Principal, Directors and Heads of various Departments. The individual Departments prepare their timetables, discuss course plan and outcomes prepared by individual faculty, monitor faculty and student attendance, ensure timely delivery of course modules, conduct review staff meetings, conduct internal exams, and publish results on time
- Board of studies meetings and academic council meetings were held as per the norms fixed by UGC

6.3.2   Teaching and Learning

With the new autonomous status the continuous assessment evaluation and final examination has become an important activity in the campus. The college follows the 60-40 pattern for end semester evaluation and continuous evaluation. The teaching plan which includes the schedule for continuous evaluation has to approved by the department council. A general guideline for the Teaching –Learning and Evaluation Process in Marian - The key component of academic planning and organizing in Marian is discussed and approved in the Annual Academic Retreat and its outcome the Marian Annual Academic Plan (MAAP).

At the end of each Semester the department staff council is convened to review and take stock of the years' activities and evaluation results. The compliance to continuous assessment plan, the quality of implementation, programmes conducted, results and achievements , standards maintained,   feedback received from student etc. are critically reviewed and gaps are identified. Based on the review findings and suggestions from the faculty and students, a department level plan for the next year is prepared.

At the end of the first semester of autonomous batch the IQAC conducted an internal audit to ensure the quality in teaching, learning and evaluation

6.3.3 Implementation of the Academic Plan

A detailed Course plan which includes the details of continuous evaluation is prepared and submitted by the faculty to the HOD/Director before the commencement of the session. The Course Plan contains information on the outcomes and number of sessions allotted to each module, methods of transaction of each topic, details of the materials to be referred and assessment/evaluation methods. The course related assignments and submission

---

deadlines are also detailed in the Course Plan. Compliance to the course plan is monitored during the department level meetings. Feedback on faculty and curriculum delivery is collected through an automated process. The consolidated feedback is communicated to the individual faculty by the Principal. When required, performance counseling is also given. The Controller of examinations serves also in the capacity of internal exam coordinator, who schedules the internal exams and sets standards for valuation and submission of results. Interim Audit of the academic plan is conducted by the Principal/External experts.

Moodle platform is used in the process to implement the course plan and also to conduct internal examinations.

6.3.4 Examination and Evaluation

For the effective implementation of the evaluation reforms under autonomy, the institution has adopted the following mechanisms: controller of examinations and a joint controller are appointed both for internal and external exam. Exam calendar is prepared in advance and finalized during MAAP. The schedule is intimated to the students during induction programme/Principal's address at the beginning of the academic year. Timely publication of internal marks is communicated to the parents. Benchmarking is done by IQAC in scheduling and in the conduct and timely evaluation of the examinations. Controller of Examination monitors the conduct of examination, valuation of papers in time and dissemination of the assessment outcomes to students and parents. Centralized Valuation camps are organized by the controller to facilitate the timely publication of results.

6.3.5 Automation of controller's office

For the smooth and effective functioning of the evaluation process, the Controller's office is automated and this software is used to manage exam activities starting from student registration, seating arrangement to final publication of results.

6.3.6 Strategies for Deploying and Upgrading the IT Infrastructure

The College has set up an ICT committee consisting of the Manager and Principal and staff in-charge for Website management, IT Operations and Training, METLE, and System Administration. The committee, in line with the policy guidelines, operationalizes the Marian Quality Model of the IQAC by visualizing, designing and deploying ICT innovations for Academics and administration from time to time. The committee conducts Performance Audit of IT infrastructure and makes recommendations to management for maintenance and up-gradation. In addition, as and when required replacement of the malfunctioning/damaged equipment is done as reported by the IT support staff.

6.3.7 Faculty and Staff recruitment

The college has an HR policy which streamlines the human resource development and management activities. The policy guides the recruitment, training and development of faculty and administrative staff, and appraisal, welfare and compensation aspects of the employees. For instance, all faculty appointments are based on merit and the management follows a liberal approach in sending teachers for faculty improvement programmes. There is also a separate policy regarding faculty development.

6.3.8 Industry Interaction / Collaboration

Industry/organization interaction happens at three levels – firstly, as a means to enhance and enrich the curriculum delivery; secondly, to gather feedback on curriculum and training, and finally, industry representatives visiting the campus for job recruitment. The college facilitates this by formalizing the relation through MoUs and academic linkages. The students also visit an organization every year to familiarize with the industry.

Collaboration for Research Activities

The college has signed an MOU with Fraser Valley University Canada for faculty and student exchange. The college already have memorandum of understanding with the University of Utah, USA, Rust College, Mississippi, USA, University of Arlington at Texas, USA, Ryerson University, Toronto, Canada for initiating collaborative research, conferences, seminars, workshops and training, faculty and student exchanges. The college has tie-ups with IPSR Solutions Pvt. Ltd, LSGs and many NGOs/companies for facilitating field practicum/ research experience.

6.3.9 Admission of Students

Student admissions are strictly done on the basis of University and Government rules. We cater to students from different socio-economic factions of the society. The government quota admissions are done from the university through centralized allotment. The college also provides equal opportunity for SC/ST/OBC students and a significant number of students belonging to this community got admission this year.
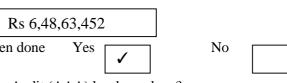
Under the autonomous scheme the college has enforced automated systems for student registration and admissions management. Even the management quota admissions are computerized to bring transperancey

6.4 Welfare schemes for Teaching and Administrative Staff

For the aided staff, UGC scale and other associated benefits are available. For the self-financing staff, the Management has made provisions for Gratuity, primary medical care, free bachelor/spinster accommodation for gents and ladies staff, subsidized food, fitness facilities, staff get-together and interest free loan for purchasing laptop. Maternity leave, Paternity leave, festival allowance, recreation facility like badminton, table tennis, basketball, multi-gym, staff family get-together and picnics are also among the welfare measures. The college also has a staff quarters (Six families and 3 single accommodation). The college has the following welfare schemes for the students also;

1. Endowments, scholarships and freeships.
2. Counselling Centre

3. Wellness Centre/ Fitness centre
4. Gymnasium
5. Marifit – Total fitness programme
6. First aid and medical assistance is provided to the students through a full-fledged Health Centre operating on the campus.
7. 'Earn While You Learn' programme in the library

6.5 Total corpus fund generated

> Rs 6,48,63,452

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	No	Yes	College Apex Body
Administrative	No	No	Yes	College Apex Body

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

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ✓   No ☐

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

The office of the controller of examinations is established with all reprographic facilities and supporting staff. The office is completely automated to handle all the exam related activities effectively. The college also developed a question bank in each course and an automated system to prepare the question papers. This system found to be very effective in the conduct of examinations.

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

> The college received autonomous status and all the programmes of the college are now running under autonomy with new syllabus

6.11 Activities and support from the Alumni Association

The support and contributions made by the Alumni are listed below:
1. A Alumni meet was organized by the college in April 2017
2. Alumni of the BCA Department provide financial assistance of Rs 25,000 every year to needy students.
3. Alumni Association has constituted Scholarships / Endowments to the tune of Rs 2,10,000

(approx.)
4. Alumni give preference to Marian students in their startup companies
5. The Alumni provide help for job placements especially in companies where they work.
6. They give support also in arranging project/internship placements
7. Alumni feedback that helps in updating add-on and enrichment programmes.
8. The Alumni provide career related guidance and training for placement for the students.
8. A Book Bank in MCA Department was set up with the support of the passing out students who contribute books every year.

6.12 Activities and support from the Parent – Teacher Association

The PTA has spent more than ₹ 3,00,000/-for the promotion of sports. The association has sponsored proficiency awards, awards for university rank holders, best outgoing students. PTA meets the expenses of all internal examinations in the campus. It has also provided newspapers, magazines and journals to the library, Photostat machine etc. The association has also sponsored all the expenses incurred for sending the progressive report of all UG students to their parents.

6.13 Development programmes for support staff

The non-teaching staff members also receive professional development opportunities through capacity building training programmes, IT skill development, annual retreat, team building tour programmes, etc.

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

friendly The college has initiated the following energy

conservation activities:

- Marian college has become a complete plastic free campus. The college ensures minimum use of plastics in all its activities. Flex boards are never used in the campus.
- Sunshine @ BBA – the BBA department of Marian College installed solar panels to save electrical energy.
- Marian boy's hostel uses steam generated by firewood, coconut shell, husk etc. for cooking, instead of LPG.
- LED lamps and tube lights are used in all the class rooms to ensure minimal use of electricity.
- All hostels have solar water heaters installed.
- SH girl's hostel has set up a biogas plant for renewable fuel generation.
- Tree Saplings are planted on the campus as part of birthday celebrations of the faculty.
- New generator is installed in order to reduce carbon emission
- Members of faculty are encouraged to make group transportation arrangements.

Water Harvesting:

- Two Check Dams were constructed in the college campus, and one in Amala girls hostel, for harvesting and reserving the available water resource.
- Rain water harvesting is done in the College campus and in the SH Hostel.

Waste Management:

- College has taken efforts to manage plastic and e-waste on the campus.
- The computers with low configuration are not abandoned. Instead, they are used in the hardware lab where hands-on training in computer assembling, installation etc. are given. The students of the Marian Community College also undergo hardware courses in the lab.
- College has conducted several programmes on the theme of managing waste and protecting nature. Students have organized, anti-plastic campaigns.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact
on the functioning of the institution. Give details.
The major innovative practices initiated during this academic year are listed below;

- Use of Moodle in the implementation of course plan and continuous assessment.Day Care Centre
- Promotion of outcome based course plan

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the
beginning of the year
- Assigned corporate responsibilities for different activities of the college.
- Interim Academic Audit conducted for all autonomous bathes and the audit reports are prepared

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

> - Marian Annual Academic Planning(MAAP)
> - Moodle based course plan implementation

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Last year alone Marian students provided more than 10000 hours of service to the local community through projects like awareness on cleanliness, construction of vegetable garden and cleaning the locality and nearby tourist places.

7.5 Whether environmental audit was conducted?   No

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

SWOC analysis of the College is as follows.

Strengths

- New Autonomous status
- Youngest autonomous college
- Highly motivated staff and Healthy relation between staff and management
- Highly co-operating staff
- Refreshing cool atmosphere in the campus
- Marian Quality Model (MQM) being implemented for continuous improvement
- Policies, systems and procedures in place for most of the activities in the institution
- Special efforts for value education.
- Institutional Commitment to develop avenues and networks for community oriented activities.
- The Extension Department with full-fledged staff, and MAGIS - Marian Centre for Training and Development-which taps the talents of faculty.

Weaknesses
- The hilly and remote location of the College
- Lack of regular transportation facilities to students from remote areas of Idukki.
- Unavailability of land, limiting the faster expansion of the College

Opportunities

- The autonomous status and ability to start innovative programmes
- Well-positioned alumni across the globe who carry their alma- mater in their hearts.
- MoUs signed with international Universities and a number of national organizations and industries.
- Opportunities for the Community College to design unconventional courses and training programmes.
- Goodwill among industries, organizations and among local communities.
- Present government policy on Incubation.

Challenges

- Upcoming new colleges in the region
- Media and peer-group influence negatively affecting the academic orientation of students.
- Bringing about greater inclusion and equity in the admission process.
- Remote geographic location.
- Economic, social and educational backwardness of the hill district of Idukki

8. **Plans of institution for next year**

Strengthening of Academic Performance of students

- New highly innovative programmes
- More research centers
- To start short term courses on e-learning platform
- Course outcome evaluation through Moodle
- More alumni interaction for supporting the weaker students

Name _____   *Name* _____

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_

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Annexure I

Abbreviations:

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

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