

# The Annual Quality Assurance Report (AQAR) of the IQAC

2017-2018

## 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-coordinator:

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/AQAR15-16](http://www.mariancollege.org/iqac/AQAR15-16)

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	1 <sup>st</sup> Cycle	B++	83.00	2003	2003-2009
2	2 <sup>nd</sup> Cycle	A	3.45	2009	2009-2014
3	3 <sup>rd</sup> Cycle	A	3.52	2014	2014-2019
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

04/02/2004

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted 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)
viii. AQAR 2016-17	22/09/2017 (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 (Phy. 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.IOAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

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

1

2.9 Total No. of members

22

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

10

Non-Teaching Staff  Students  Alumni  Others

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.  International  National  State  Institution Level

(ii) Themes

1. Outcome based education, Mapping of Program Output, Program Specific Outcome, Course Outcome
2. ICT Enabled Innovative Teaching Learning
3. Introducing the revised accreditation process
4. Exam automation

2.14 Significant Activities and contributions made by IQAC

1. Conducted the elaborate Marian Annual Academic Planning (MAAP-17),
2. AQAR 2016-17 was prepared and uploaded.
3. Revised the official website.
4. Conduct of Feedback analysis.
5. Seminars / sessions were conducted on Quality related themes
6. Workshop for promoting research activity – Research Methodology workshop
7. Energy Audit, IPR Workshop, Green Audit, Infrastructure Audit
8. Workshops on Moodle were arranged for new teachers
9. National Level Workshop on ICT enabled Teaching Learning
10. IQAC Steering Committee successfully spearheaded the implementation of following quality initiatives .
  - a. Curriculum revision.
  - b. Automation of continuous assessment was successfully implemented
  - c. Academic audit was conducted
  - d. Mapping of Course outcome, programme outcome and course outcome
  - e. Renovation of library.
  - f. Setting up of studio facility for MOOC courses
11. Establishing linkages and MoUs with corporates for training, placement, internship etc.
12. Gave direction for adopting a new Research Policy/initiatives for publications.

## 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
<b>Multi- level, multichannel communication</b>	Enhanced using ICT tools
<b>Marian Master Plan</b>	Updated
<b>MAAP</b>	Conducted
<b>Department planning</b>	Executed
<b>Staff meetings</b>	Conducted
<b>Staff council</b>	Constituted
<b>Infrastructure audit</b>	Conducted
<b>Corporate Responsibilities Allocation</b>	Allocated
<b>Annual Infrastructural Maintenance</b>	Completed
<b>University and Autonomous Results Analysis</b>	Conducted
<b>Placements Analysis</b>	Conducted
<b>Academic planning</b>	Conducted
<b>Department Budget Approval</b>	Completed
<b>Team IQAC</b>	Formed
<b>IQAC student team</b>	Formed

<b>Manuals /Handbooks</b>	Prepared distributed
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<b>Website</b>	Launched modified versions
<b>Blog</b>	Regularly updated
<b>College Annual Report</b>	Prepared
<b>Principal's Report</b>	Prepared
<b>Class Report</b>	Prepared for each class
<b>Department Association Reports</b>	Prepared for each association
<b>Green Audit</b>	Conducted
<b>Academic Audit</b>	Conducted
<b>Exam manual</b>	Revised
<b>Performance analysis of question paper software</b>	Conducted
<b>MOODLE Training</b>	Conducted

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	1	5	
UG	9	1	5	
PG Diploma				
Advanced Diploma				
Diploma				2
Certificate				42
Others MPhil	1		1	
<b>Total</b>	19	2	12	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	17
Trimester	0
Annual	2

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback	:	Online	<input checked="" type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>

*\*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 Media Studies

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
92	77	11	4	0

2.2 No. of permanent faculty with Ph.D.

21

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	1	0	0	0	0	0	0	10	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

3

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	18	1
Presented papers	8	23	0
Resource Persons	1	4	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. Simulation
3. Augmented reality based learning

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

184

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.
- Smarte- Automation of continuous assessment

2.9 No. of faculty members involved in curriculum Restructuring/ revision/ syllabus development

95	95	95
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

87
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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	25	Nil	28	52	4	84
M Com	48	4.16	16.6	50	29.16	100
MSW	25	28	68	4	Nil	100
MCA	56	30.35	66.07	Nil	Nil	96.42
BCA	69	24	31.8	36.3	Nil	68.1
BBA	62	17.7	38.7	27.4	Nil	83.87
BCom A	64	53.12	25	9.3	1.5	89.06
BCom B	59	25.42	23.72	22.03	Nil	71.18
BSW A	19	5.26	15.78	47.36	5.26	73.68
BSW B	21	4.76	23.8	25.92	Nil	61.9
BACE	33	15.15	27.27	9.09	Nil	51.51
BA Eco	30	6.66	10	30	Nil	46.66

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.
- Smarte- Automation of continuous assessment was developed and implemented
- Spearheaded the syllabus revision process under autonomous status
- Sets standards for various processes and monitors the academic planning and implementation process.
- Conducted academic audit
- Plans and executes staff quality improvement programme (Trainings, workshops, mentoring etc.)
- Advises various committees such as Library committee, IT committee,

- Research committee etc. of the college
- Continuous assessment Bench marking
- Implementation of ICT enabled documentation system.
- Trainings and workshops for Programme Outcome, Programme Specific Outcome and Course outcome based teaching and evaluation.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	3
HRD programmes	1
Orientation programmes	3
Faculty exchange programme	1
Staff training conducted by the university/Govt.	5
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	9
Others	21

#### 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	40	0	0	0
Technical Staff	3	1	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Adopted a new research policy
- Incentives for publications
- Research methodology workshops.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	2	1
Outlay in ₹ (Lakhs)	0	1,95,000	3,70,000	1,75,000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	19	12	
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings	5	4	2

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 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 Rs.	Grant Received Rs.
Major projects	0	-	-	-

Minor Projects	2017-18	UGC-UGC	1,95,000 + 1,75,000	1,35,000
Industry sponsored				
Projects sponsored by the University/ College			20,000	20,000
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2017-18	<ul style="list-style-type: none"> <li>Gandhi Smaraka Nidhi</li> <li>Social forestry Department</li> </ul>	1,80,000 20,000	75,000
Total			4,90,000	2,30,000

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

3.9 For colleges	UGC-SAP	CAS	<input type="text"/>	DST-FIST	<input type="text"/>
	DPE			DBT Scheme/funds	<input type="text"/>
	Autonomy	CPE	<input type="text"/>	DBT Star Scheme	<input type="text"/>
	INSPIRE	CE	<input checked="" type="checkbox"/>	Any Other (specify)	<input type="text"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2	0	0	0

Sponsoring agencies		MSTC, KEA, Sance Pharma Kerala State Women Development Corporation Ltd, ChildLine, Kerala Association of Professional Social Workers, Kerala Stat-up Mission, SPICES, Entrepreneurship Development Council of India		0	
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3.12 No. of faculty served as experts, chairpersons or resource persons 16

3.13 No. of collaborations                      International 2      National 4      Any other 24

3.14 No. of linkages created during this year 7

3.15 Total budget for research for current year

in lakhs : From Funding agency	18,00,000
From Management of University/College	3,00,000
Total	21,00,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialized	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
-	-	1	-	-	-	-

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

4	9
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3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF	3	Project Fellows	1	Any other		
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3.21 No. of students Participated in NSS events:

University level	100	State level	5
National level	1	International level	0

3.22 No. of students participated in NCC events:

University level	5	State level	2
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National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS   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.
- Umbrella making training programme for the local unemployed women
- Aadar camp for tribal community in association with Peermade Tribal Department and Akshaya Centre.
- Soap manufacturing training for unemployed women
- Entrepreneurship training programme for women

## 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		Management	27 acres
Class rooms	46	10	Management	56
Laboratories	10	0	Management	10



Seminar Halls	7	1	Management	8
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	8	5	Management	5
Value of the equipment purchased during the year (Rs. in Lakhs)		35,00,000	Management	
Others		17	Management	17

#### 4.2 Computerization of administration and library

Computer Lab + Academic block= ₹2489735

Library = ₹200173

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23355	11572800	973	247769	24328	11820569
Reference Books	3600	3623000	85	69000	3685	3692000
e-Books	164250		6750		171000	
Journals	202	235000				204838
e-Journals	3196		2958			
Digital Database	3					
CD & Video	1170	70800				
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	315	242	110 mbps	4	2	15	38	44
Added	30	0	130 mbps	1	1	0	6	8
Total	345	242	240 mbps	5	3	15	44	52

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

- Moodle training
- Smarte training
- Rovon software for CoE office automation.
- Class students of google drive
- Online payments
- Online examination registration facility for students.
- Online admission facility

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	5.8
ii) Campus Infrastructure and facilities	63.5
iii) Others	5.1
<b>Total:</b>	<b>74.4</b>

### 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, all the facilities and student support services of the college are communicated to the students through multimedia presentations, sharing by Principal and faculty and interactive activities like preparing Collage/Tableau etc. It also involves a presentations by various non-teaching and teaching faculty in-charge of various student support services in the college. The highlight of the programme is the involvement of senior students in the process. Besides this, Department level induction programme for PG students is also done.

*Calendar* – The College calendar printed and distributed every year contains information regarding the student support services and the staff in charge of each. The calendar reaches the students, teachers, staff and other stakeholders too.

Information dissemination through *IQAC Reps* and *Class Reps* - Each class has representatives to attend meeting convened by the IQAC Coordinator. Informations are conveyed to each class through them.

*Official social media* groups are also used as an effective tool for passing on informations.

*Career Guidance seminar by Dr Brijesh John through YouTube.*

##### 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.

Men	No	%	Women	No	%
	731	44.81		900	55.1

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1144	121	27	201	7	1520	1184	111	31	274	6	1631

Demand ratio = 1:16      Dropout % =1

### 5.3 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 experts like, 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.
- Most of the competitive exams are online. The online MOODLE exams for CA1 and CA2 enable the students to confidently appear for such competitive exams that are computer based.
- 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.

No. of students beneficiaries

1600

### 5.4 No. of students qualified in these examinations

NET	21	SET/SLET	8	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	2	UPSC	0	Others	165

### 5.5 Details of student counselling and career guidance

No. of students benefitted

1631

### 5.6 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
50	465	115	110

### 5.7 Details of gender sensitization programmes

- Advika 2018: National workshop on innovation, on the theme sustainable development of women and children (15, 16 February 2018)
- Programme among women in rural community on women empowerment at Theruvoram, Ernakulam in 2017.
- Aerobics programme for girls on campus, in association with Physical Education Department.
- Keralam@60 Art Camp was organized. In association with Kerala Lalithakala Academy MCMS Department organized a 4 days camp, (31<sup>st</sup> July to 3<sup>rd</sup> August 2017) at Marian. Seventy artists including Transgenders participated in the programme.

### 5.9 Students Activities

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

State/ University level

142

National level

12

International level

0

No. of students participated in cultural events

State/ University level

51

National level

0

International level

0

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

Sports: State/ University level

77

National level

3

International level

0

Cultural: State/ University level

51

National level

0

International level

0

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	243	1673850
Financial support from government	452	2,85,200
Financial support from other sources (We-Share)	43	6,96,821
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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
- Restructuring of curriculum based on programme outcome, programme specific outcome and course outcome during 2018.
- 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 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 be approved by the department council. A general guideline for the Teaching –Learning and Evaluation Process in Marian has been given. The key component of academic planning and organizing in Marian is discussed and approved in the Annual Academic Retreat and its outcome is 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, and deadlines are also detailed in the Course Plan. Compliance to the course plan is monitored during the department level meetings and during annual academic audits. 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 for examinations, seating arrangement to final publication of results. Question paper is also computer generated.

#### **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. The college has signed linkages with

- i. Mahindra for training as part of CSR Youth employment initiative
- ii. Progno Financial Planning System Pvt Ltd. for internships
- iii. Logistics Services and Solutions for internships
- iv. Global Talent Track Pvt. Ltd. for training
- v. Campus visits Real Assets for training
- vi. Synergy Thoughts for skill development programmes
- vii. Concepts Interia for Internships

#### Collaboration for Research Activities

The college has 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 transparency

#### 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 4,50,44,812

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. Fine tuning of these systems have also been done. It has sent in place online systems for registration for examinations. Online payment for examination and online result publication procedures have been put in place.

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. An Alumni meet was organized by the college in April 2018
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 ₹ 3,50,000/-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 commissioned 500 KW Solar project.
- Marian boy's hostel uses steam generated by firewood, coconut shell, husk etc. for cooking, instead of LPG.
- LED lamps 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.
- Members of faculty make group transportation arrangements.
- Two full-time gardeners are appointed for the upkeep of garden, conservation of biodiversity, reclamation of unkempt land by planting plants on campus.

### **Water Harvesting:**

- Two Check Dams are there 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 segregate waste materials.
- 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;

- ICT integration in Teaching Learning process
- Developing outcome-based curriculum.

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 batches and the audit reports are prepared
- Curriculum was restructured for Outcome Based Education
- Course Contents were modified to add ethical/environmental/Gender issues
- Software systems were developed for assessing CO,PO & PSO
- Moodle training was given to newly recruited teaching staff
- Induction programme was arranged for new staff
- All the recommendations of Energy audit were implemented
- The recommendations of green audit were implemented
- Software system was developed for feedback collection and analysis
- Internal financial audits are conducted
- Recommendations of internal audits are periodically implemented

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

- |   |
|---|
| <ul style="list-style-type: none"><li>• ICT integration in Teaching Learning Process (Annexure II)</li><li>• Marian Annual Academic Planning(MAAP) (Annexure III)</li></ul> |
|---|

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

#### 7.4 Contribution to environmental awareness / protection

Marian students as part of their extension activities have distributed vegetable seeds in the Kanchiyar panchayat, trained students gave classes on organic practices and undertook projects to study the impact of pesticides usages in the area. Also provided service to the local community through projects like awareness on cleanliness, planting construction of vegetable garden and cleaning the locality and nearby tourist places.

#### 7.5 Whether environmental audit was conducted?

No, Green Audit was conducted

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

SWOC analysis of the College is as follows.

### **Strengths**

- Autonomous status
- Highly motivated staff and Healthy relation between staff and management
- Highly co-operating staff
- Refreshing 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.
- Full-fledged active Extension Department.

### **Weaknesses**

- The hilly and remote location of the College
- Lack of regular transportation facilities to students from remote areas of Idukki.
- Unavailability of land and government restriction, 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 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**

- Highly innovative programmes in Data Analytics
- More Post Graduate programmes and research centers
- New UG programme in Physics
- To start short term courses on e-learning platform
- Course outcome evaluation through Moodle
- More alumni interaction for supporting the weaker students

Name \_\_\_\_\_

Name \_\_\_\_\_

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*Signature of the Coordinator, IQAC*

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*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

## **Best Practice I**

### **1. Title of the Practice**

ICT integration in Teaching Learning and Evaluation

### **2. Objectives of the Practice**

- Addressing the needs of Millennium generation in learning
- Addressing core values of NAAC
- Integrating LMS into teaching learning
- Equipping students to face competitive exams
- Software Integration of blooms taxonomy in evaluation and question paper generation
- Using ICT enabled innovative teaching methods
- Automating examination division
- Automated evaluation of CO,PO and PSOs
- Use of technology to develop students' multidisciplinary and multicultural competences

### **3. The Context**

Promoting the use of technology is one of the core values of NAAC. Marian's stated mission too espouses strategies to ensure a learning environment of creativity. The inquest for ICT enabled innovative teaching methods is thus innate to Marian. Also, it is no secret that the Millennium generation has never known a world without technology. Their approach towards learning is undoubtedly unique. To address their needs, LMS has been integrated into the teaching and learning process. It has been done with the objective of enhancing the students' multidisciplinary and multicultural competences, and to place them ahead in the competitive realm.

Undoubtedly, engaging the digital-native millennial students in the teaching, learning and evaluation processes is a challenge. Blended learning through the use of LMS is enticing as well as well accepted by them. Thus the integration of ICT in teaching, learning and evaluation was to mould these students to meet the 21<sup>st</sup> century exigencies. The design of the whole system to align with the institution's aim to inculcate in the millennial students the ability to evaluate and analyse information, and enable them to apply their knowledge in solving real-life problems was a challenge in itself. A step towards this was software integration of Blooms Taxonomy in evaluation and question paper generation. Also, the college being autonomous, needed error free, fast and reliable systems for question paper generation, exam management and co-ordination of continuous assessment. Evaluation of attainment of COs, POs and PSOs too had to be integrated into the assessment process.

### **4. The Practice**

In Marian College ICT tools are integrated in every aspect of teaching learning process. All the courses are offered through Moodle LMS. 100% of students and teachers are using Moodle. ICT tools are also used for managing the continuous assessment evaluation. In-house software systems are used for the preparation of question papers for end semester examinations. All the process in the office of the controller of examinations are automated. This includes exam registration,



payment of fees, publication of results etc. Evaluation of attainment of CO,PSO & PO are also well integrated into our software systems.

## **5. Evidence of Success**

Marian college has developed its expertise in deploying LMS systems, Exam automation systems. We are providing Moodle Consultancy and training to leading educational institutions across the nation. Our Question Bank software for the preparation of Question Papers is even purchased by our parent university.

## **Annexure III**

### **1. Title of the Practice**

Marian Annual Academic Planning ( MAAP).

### **2. Objective**

The following list indicates the Goals and objectives of MAAP:

- To set the 'Motto' for the succeeding academic year and commit to work for it.
- To plan the annual academic activities, aligning to the 'Mission' and 'Vision' of the college.
- To provide direction and purpose for all future activities.
- To identify potential opportunities and areas of improvement for the college and all the departments.
- To communicate the planned activities of every department with the rest of the faculty members.
- To strengthen the sense of cooperation and camaraderie between the management and faculty members.
- To help the coordination of various activities of the college in a prefixed time frame.
- To prepare Annual Corporate Action Plan ensuring active participation of the faculty.
- To provide a venue for expression of opinions, feedback, new ideas and valuable suggestions for improvement.
- To share Institutional Social Responsibilities.
- To provide the ideal induction of the new faculty members.

### **3. The Context**

Marian Journey towards excellence begins with the process of MAAP which is conducted at the tail end of an academic year. This gives the Marian family an opportunity to introspect and take stock of the activities of the current academic year, get the errors corrected and move ahead with greater conviction and purpose. Since the Marian family believe that success comes with proper, realistic planning and timely implementation of the same, the MAAP process has gained popularity and significance over the years. In the context of Marian's quest for the best possible take-off, steady flight and ideal landing at the end of the academic year, MAAP process has proved to be of great help.

### **4. The Practice**

MAAP is a two day residential programme organized for the entire teaching staff of Marian with the purpose of framing the academic activities for the succeeding academic year. Every Department of the college presents the activities done in the current academic year and prospective plans. Every participant has the freedom to voice his/her opinion, critically assess the activities and provide suggestions for improvement. It is also a once in a year opportunity for the faculty members to come together, share their experiences, discuss matters that affect curricular and co-curricular activities of the institution. MAAP also gives an opportunity to the new faculty members to announce their arrival in the Marian family, familiarize with the rest of the team, involve in the activities and give their commitment to work as a good team member.

### **5. Evidence of Success**

- Clarity in academic schedule and ease of monitoring
- Systematic implementation of curricular and co-curricular activities as per planning.
- Regular stock taking and evaluation results in sustainability and quality enhancement.
- Ensures that all vital aspects of higher education are attended to
- Helps in identifying areas of emphasis and setting yearly goals for specific improvement.

### **6. Problems Encountered and Resources Required**

MAAP is planned well in advance and during the days of MAAP university examinations are sometimes unexpectedly rescheduled which affects the participation of teachers.

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