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 exMHCOGN 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

www.mariancollege.org

1.5 Website address:

Web-link of the AQAR: www.mariancollege.org/iqac/AQAR14-15

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 :   04/02/2004

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

2014-15

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
- ii. AQAR 2010-11   11/11/2011
- iii. AQAR 2011-12   27/09/2012
- iv. AQAR 2012-13   05/09/2013
- v. AQAR 2013-14   10/11/2014

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   3

2. 6 No. of any other stakeholder and

community representatives   3

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   2

2.9 Total No. of members   34

2.10 No. of IQAC meetings held   9

2.11 No. of meetings with various stakeholders: No.   1   Faculty   8

Non-Teaching Staff   6   Students   8   Alumni   2   Others   2

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. Implementation of Graduate Attributes

2. Merits and Challenges of College Autonomy

3. Effective use of Moodle as an e-learning platform

2.14 Significant Activities and contributions made by IQAC

1. Conducted the elaborate Marian Annual Academic Planning (MAAP-14),

2. AQAR 2013-14 was prepared and uploaded.

3. Updated the official website.

4. Conduct of Feedback analysis.

5. Workshop on Research Methodology and SPSS

6. Seminars / sessions were conducted on Quality related themes

7. Metle-Marian customized version of Moodle is installed in the campus.

8. CPE Phase II status was conferred in 2014.

9. Workshops on Moodle were arranged on a regular basis

10. Three workshops were arranged on Graduate Attributes.

11. IQAC Steering Committee successfully spearheaded the procedures for autonomous status.

    a. Submitted applications to the Govt. of Kerala to receive No-Objection certificate for autonomous status.

    b. Submitted application to the UGC for autonomous status and now IQAC is heading the preparations for UGC autonomy team visit.

    c. Different board of studies in are constituted.

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	Revisited
Marian Master Plan	Updated
Quality Policy	Reframed
MQM (Specific Policy documents, Standards, directives, guidelines & other facets)	Implemented
MAAP	Conducted
Dept planning	Executed

Staff meetings	Conducted
Staff council	Constituted
Interim academic audit	Conducted
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 & Kiosk	Launched modified versions
Blog& Channel	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

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	1	1	0
PG	6	1	5	
UG	8	2	4	
PG Diploma				
Advanced Diploma				
Diploma				3
Certificate				2
Others MPhil		1	1	
Total				

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	0
Annual	3

✓ ✓ ☐ ✓

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.

> MCA lateral entry scheme was introduced

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

> BA Economics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
82	67	12	3	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
18	0	0	0	0	0	0	0	9	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   2   12   1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	3	3
Presented papers	1	2	0
Resource Persons	0	1	4

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

> 1. Metle (Marian e-ware for teaching learning evaluation using Moodle) in course delivery and evaluation

2.7 Total No. of actual teaching days during this academic year   192

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

> Online Multiple Choice Questions using Metle

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   62   62   42

2.10 Average percentage of attendance of students   93

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	27	7	81	0	8	96
M Com	31	45	35	0	0	80
MSW	25	20	68	0	4	92
MCA	60	52	9	25.5	0	86.66

BCA	56	37	43	13	7	100
BBA	61	37	22	28	8	95
BCom	62	38	33	19	5	95

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 Retreat and prepares the annual academic plan MAAP).

- Systems have been developed for effective use of Moodle.

- Sets standards for various processes and monitors the academic planning and implementation process

- Supports the management in task clarifications, timeline and quality measures.

- Coordinates Internal Audits

- 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

- Internal examination 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	3
UGC – Faculty Improvement Programme	1
HRD programmes	20
Orientation programmes	12
Faculty exchange programme	Nil
Staff training conducted by the university/Govt	2
Staff training conducted by other institutions	5

Summer / Winter schools, Workshops, etc.	Nil
Others	16

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	32	0	0	0
Technical Staff	2	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 Marian Research Committee for Social and Economic Development and the committee is promoting research activities in the campus

- Implemented Research Schemes and projects for the smooth progress and effective implementation of research projects. It is decided to adopt the following policies to promote research in the campus;

    - Autonomy to Investigator

    - Timely availability or release of resources

    - Adequate infrastructure and human resources

    - Time-off, reduced teaching load, special leave etc. to teachers

    - Support in terms of technology and information needs

    - Providing personal mentoring and guidance by the research supervisor throughout the research process.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1		1	1
Outlay in Rs. Lakhs	1.75		7	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	5	1	3
Outlay in Rs. Lakhs	0	4.5	1.5	4.5

3.4   Details on research publications

	International	National	Others
Peer Review Journals	2	10	0
Non-Peer Review Journals	0	5	0
e-Journals	0	0	0
Conference proceedings	2	1	0

3.5 Details on Impact factor of publications:

Range [1.2]   Average [NA]   h-index [4]   Nos. in SCOPUS [2]

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	Received
Major projects	3	UGC	6.4 lakh	0
Minor Projects	2	UGC	3.5 lakh	0
Interdisciplinary Projects	**0**	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	2	Management	1.75 lakhs	1 lakh
Students research projects *(other than compulsory by the University)*	2	Management	0.3 lakhs	0.30 lakhs
Any other(Specify)	0	0	0	0
Total			11.94 lakhs	1.3 lakhs

3.7 No. of books published   i) With ISBN No.   [2]   Chapters in Edited Books   [0]

ii) Without ISBN No. [1]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [✓]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [0]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	3	1	0	2
Sponsoring agencies		UGC+Management	Department of Health, Govt of Kerala	0	Management

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

3.13 No. of collaborations   International [2]   National [3]   Any other [2]

3.14 No. of linkages created during this year [2]

3.15 Total budget for research for current year in lakhs :

From Funding agency [4.6]

From Management of University/College [1.30]

Total [5.90]

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	Dist	College
3	0	1	0	0	1	0

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

| 4 |

| 10 |

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 | 1 | SRF | | Project Fellows | | Any other | |

3.21 No. of students Participated in NSS events:

University level | 10 | State level | 1 |

National level | 1 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 38 |

National level | 0 | 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

- Marian Buds – Peer teaching tuition programme for the school students by Marian students

- SMART community – An initiative of the extension department to train the parents of the students participating in Marian Buds in making household items

- 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	28	8	Management	36
Laboratories	9	1	Management	10
Seminar Halls	4	2	-	6
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		17	Management + UGC	3
Value of the equipment purchased during the year (Rs. in Lakhs)		8,35,415	Management + UGC	8,35,415
Others		8	Management	8

4.2 Computerization of administration and library

Computer Lab + Academic block = 4,10,218

Library = ₹2,08,769

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value				
Text Books	19,876	8,00,000	827	1,02,000	20,703	9,02,000
Reference Books	3260	4,60,000	190	57,073	3,450	5,17,073
e-Books						
Journals	205	-	Nil	2,10,000	205	2,10,000
e-Journals						
Digital Database	3	-			3	
CD & Video	1,060	42,000	70	8,300	1,130	50,300
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	315	232	10 mbps	1	1	15	24	44
Added	12	5	40 mbps	1	0	0	0	0
Total	327	237	50 mbps	2	1	15	15	15

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   3,30,055

ii) Campus Infrastructure and facilities   4,21,328

iii) Equipments   8,35,415

iv) Others   6,12,645

Total :   21,99,443

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 freshers 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 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.

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 (UG) 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
920	387	11	37

(b) No. of students outside the state

5

(c) No. of international students

0

Men

No	%
738	54

Women

No	%
617	46

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
869	109	21	106	6	1111	1065	120	24	141	5	1355

Demand ratio = 1:12   Dropout % =2

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

- Profession oriented coaching classes and trainings for competitive examinations are linked to furtherance of discipline related knowledge and gives impetus to optimal student progression to higher studies and job placements.

- 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:

  o The college library has a special notice board to display career news and information about competitive exams.

  o The College has provision for online aptitude training/ UGC/NET and online mock exam.

  o The College Library has a Career Centre where reference books and question bank for competitive exams are available.

o All the SC/ST students are supplied with 'Manorama Year Book' as reference books.

No. of students beneficiaries

1150

5.5 No. of students qualified in these examinations

NET 3   SET/SLET 0   GATE 0   CAT 0

IAS/IPS etc 0   State PSC 0   UPSC 0   Others

5.6 Details of student counselling and career guidance

No. of students benefitted

1130

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	300	106	30

5.8 Details of gender sensitization programmes

Three programmes were organized by the women cell, they are;

1. Seminar on " Changing role of women in society"

2. Awareness programme on "Health and hygiene "

3. A campaign on hair donation for cancer patients

5.9 Students Activities

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

State/ University level 8   National level 1   International level 0

No. of students participated in cultural events

State/ University level 5   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 | 8 | National level | 0 | International level | 0 |

Cultural: State/ University level | 12 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	118	1,58,300
Financial support from government	253	16,34,652
Financial support from other sources	8	73,000
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 6 | National level | 2 | International level | 0 |

Exhibition: State/ University level | 4 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 28 |

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 has a management Information System   Yes

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

6.3.**1 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

- This year the departments involved in the restructuring of the curriculum and it was presented during MAAP

- In view of the autonomous status the departments also constituted the Board of Studies in different disciplines.

6.3.2 Teaching and Learning

Scheduling of Teaching –Learning and Evaluation Process in Marian - The key component of academic planning and organizing in Marian is the Annual Academic Retreat and its outcome the Marian Annual Academic Plan (MAAP). The major inputs into MAAP comes from the departmental review of the implementation of previous year's curricular and co-curricular activities.

At the end of each academic year the department staff meeting is convened to review and take stock of the years' activities. The compliance to previous year's plan , the quality of implementation, programmes conducted, Results and achievements , standard maintained, feedback received from stakeholders etc. are critically reviewed and gaps identified. Based on the review findings and suggestions from the faculty and students, a department level plan for the next year is prepared. The plan incorporates Portfolio allocation, Course allocation, teaching learning schedule, preparation of course plan by individual faculty, proposed dates for seminars, Fests and training activities, and Review schedules. The planning also includes schedule of Add-on , Bridge, Remedial and enrichment courses. The department plan is presented at Annual Academic retreat for the general observations and suggestions from the teaching community.

In the end of the 2014-15 academic year also the department meetings were held in the presence of the principal to review the implementation of the annual academic plans.

Implementation of the Academic Plan

Course plan 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 modules, 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 Vice principal 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.

6.3.3 Examination and Evaluation

Dissemination of Evaluation Procedures

The Principal and HOD provides information regarding the processes of evaluation to the students during the Induction programme and Class teacher's opening address to the class. The Course Plan presented to the students precisely communicates the detailed schemes of course evaluation. Student Handbook, METLE (Marian E-Ware for Teaching Learning and Evaluation) CBCSS Coordinator's Presentations and Interaction in Parent Teachers Association Meetings provide sufficient opportunities for students and parents to get clear idea about evaluation process.

Implementation

For the effective implementation of the evaluation reforms the institution has adopted the following mechanisms: CBCSS co-coordinator and controller of examinations 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 and it is communicated to the parents. Benchmarking is done by IQAC in scheduling and in the conduct and timely evaluation of the examinations. Vice–Principal as the internal 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 certain departments for internal examinations to facilitate the timely publication of results. This is done after the regular working hours.

6.3.4 Research and Development

The Research Committee looks into the research enhancement of the institution. It includes constituting research awards, conducting workshop and seminars on Research Methodology and SPSS, establishing coursework in partnership with foreign university (MSW), arranging seed money/research assistance, monetary awards for teachers, students, and recommending for FIP (M Phil and PhD).

6.3.5 Library, ICT and physical infrastructure / instrumentation

The management policy of Marian College is to provide quality infrastructure, adequate for the academic and administrative requirements of the college. The master plan of the college gives direction to the spatial/infrastructural planning and development in sync with the academic growth. The implementation of the policy is primarily through the Infrastructure Committee which is constituted of the Manager, Principal, IQAC coordinator, Faculty Coordinator as Convener, and Administrative staff Representative. HoDs of various Departments including Physical education are consulted as and when required the institution has a Library Advisory committee which comprised of a representative from the Management, Principal, and

representatives from all departments, two student representatives, and the Librarian. Principal presides over the meeting. The Librarian serves as the secretary to the Committee. The Committee meets at least once in every four months. The following are some of the activities initiated in the library on the basis of recommendations made by the Committee during 2014-15

- Provision for academic discussions inside the library

- National workshop on Koha(Digital Library System)

- Career Notice Board was installed in the library to inform the students about the various upcoming career opportunities.

- Special book exhibitions of famous writers

- Special space for differently-abled

- 'Love your Library' campaign

- 'Read for Gold',- a gold coin was awarded to a student who read maximum number of book during this academic year too.

Strategies for Deploying and Upgrading the IT Infrastructure

The ICT policy states the commitment of the institution to envisioning new avenues of technology integration, and to the effective deployment and maintenance of ICT in Academic and Administrative functions. The policy promotes the indigenous development of ICT systems utilizing the resources of the students and faculty. Efforts are also being taken to promote open source systems.

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 upgradation. In addition, as and when required replacement of the malfunctioning/damaged equipments are done as reported by the IT support staff.

6.3.6 Human Resource Management

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.

6.3.7   Faculty and Staff recruitment

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 coming to the campus for job recruitment. The college facilitates this by formalizing the relation through MoUs and academic linkages.

Collaboration for Research Activities

The college has signed a 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.

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 trough centralized allotment. The college also provided equal opportunity for SC/ST/OBC students and a significant number of students belonging to this community got admission this year.

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 lap top. 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 has recently purchased a facility to be used as 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 4,18,65,145 |

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	Yes	No	Yes	College Apex Body
Administrative	Yes	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?

| N.A. |

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

> The college received No-Objection for autonomous status from government of Kerala and now waiting for the UGC-Autonomy team to visit the campus for the award of autonomous status

6.11 Activities and support from the Alumni Association

The support and contributions made by the Alumni are listed below:

1. Alumni of the BCA Department provide financial assistance of Rs 25,000 every year to needy students.

2. Alumni Association has constituted Scholarships / Endowments to the tune of Rs 2,10,000 (approx.)

3. Alumni give preference to Marian students in their startup companies

4. A Laptop, digital camera, and a portable LCD were contributed to the BBA department by the Alumni.

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.

9. 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

10. The PTA has spent more than ` 1,75,000/-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.

- CFL 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.

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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;

- Extensive use of Moodle in teaching learning and evaluation
- Promotion of GA linked course plan
- Implementation of Marian Quality Model
- Started Marian SMART Community and Marian Buds

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 Audit

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

- Campus Community Partnership (CCP)
- Marian Annual Academic Planning(MAAP)

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

7.4 Contribution to environmental awareness / protection

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

- Healthy relation between staff and students

- 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

- The affiliated system with only limited academic freedom to 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 which is expected very soon
- 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.
- Pleasant climate and exotic scenic beauty.
- Opportunities for the Community College to design unconventional courses and training programmes.
- Goodwill among industries, organizations and among local communities.

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

- Autonomous status
- Entrepreneurship promotion centre
- Business incubation centre
- Centralized internal examination in view of autonomous status
- More courses to be offered by community college in life skills
- To start short term courses on e-learning platform
- Use of ICT teaching and learning shall to be encouraged through the effective use of MOODLE

- Enhance scholarships and free ships with the support of alumni. Free ships and tuition waver shall be treated as zero percent interest loans the beneficiaries will be encouraged to return it back.

- More alumni interaction for supporting the weaker students

- More support and encouragement will be given for the faculty to apply for research projects and to publish their research works.

- More efforts to improve English and computer proficiency to be taken up in the Campus

Name ___Dr. Binu Thomas_____ *Name ___Dr.(Fr) Roy Abraham P_____*

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

_____***_____

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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