

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

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

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	Marian College Kuttikkanam
1.2 Address Line 1	Kuttikkanam P.O
Address Line 2	Peermade
City/Town	Idukki
State	Kerala
Pin Code	685 531
Institution e-mail address	mariancollege@mariancollege.org
Contact Nos.	+91-4869-2332203, 232654
Name of the Head of the Institution:	Fr. Dr. Roy Abraham P, Principal
Tel. No. with STD Code:	+91-4869-2332203, 232654
Mobile:	9447733265

Name of the IQAC Co-ordinator:

Dr. Binu Thomas

Mobile:

9446845140

IQAC e-mail address:

iqac@mariancollege.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN 10253

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/01/RAR/93

1.5 Website address:

www.mariancollege.org

Web-link of the AQAR:

[www.mariancollege.org/iqac/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)

2015-16

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) |

### 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)             

### 1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="14"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="5"/>
2.3 No. of students	<input type="text" value="8"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="3"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="34"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="0"/>	Faculty	<input type="text" value="8"/>
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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. Migrating to Moodle Platform
2. Evaluation based on Graduate Attributes
3. Effective Implementation of College Autonomy

2.14 Significant Activities and contributions made by IQAC

1. Conducted the elaborate Marian Annual Academic Planning (MAAP-15),
2. AQAR 2014-15 was prepared and uploaded.
3. Revised the official website.
4. Conduct of Feedback analysis.
5. Seminars / sessions were conducted on Quality related themes
6. Workshops on Moodle were arranged on a regular basis
7. Three workshops on syllabus preparation and revision
8. IQAC Steering Committee successfully spearheaded the migration towards autonomous status.
  - a. Different board of studies in are constituted.
  - b. Meetings on syllabus preparation were held
  - c. Workshop on question paper preparation based on Bloom's Taxonomy

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 Results Analysis</b>	Conducted
<b>Placements Analysis</b>	Conducted
<b>Progression to Higher Education</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

<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>Monitor's Diary</b>	Prepared for each class
<b>Department Association Reports</b>	Prepared for each association

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The AQAR is submitted to the IQAC Steering Committee for approval

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	1	1	0
PG	6	0	4	
UG	8	0	4	
PG Diploma				
Advanced Diploma				
Diploma				3
Certificate				2
Others MPhil	1	0	1	
<b>Total</b>	17	1	10	5
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.

NA

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

Department of English

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
90	70	17	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
10	0	0	0	0	0	0	0	10	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2	6	3
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	50	2
Presented papers	11	17	0
Resource Persons	0	3	6

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

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

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

195

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 (MOODLE).

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

92		
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2.10 Average percentage of attendance of students

90
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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		Awaited				
M Com		Awaited				
MSW		Awaited				
MCA	54	9	28	0	0	68.5
BCA	68	1	43	13	7	91.7
BBA	62	0	22	28	8	87.09
BCom	105	12	33	19	5	81.61

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.
- Sets standards for various processes and monitors the academic planning and implementation process
- Supports the management in task clarifications, timeline and quality measures.
- Plans and executes staff quality improvement programme (Trainings, workshops, mentoring etc.)
- Facilitates automation of various teaching learning evaluation systems.
- Advises various committees such as Library committee, IT committee, Research committee etc. of the college
- Internal examination Bench marking
- Periodic review of the documentation system.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2

UGC – Faculty Improvement Programme	1
HRD programmes	10
Orientation programmes	15
Faculty exchange programme	1
Staff training conducted by the university/Govt.	6
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	5
Others	10

#### 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	4	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Established 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	0	1	0	0
Outlay in ₹ (Lakhs)		6.44 lakh		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	2	1
Outlay in ₹ (Lakhs)	2.4 Lakh	2 lakh		1 lakh

#### 3.4 Details on research publications

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

Minor Projects	4	UGC	Rs. 6.65 lakhs	Rs.4.8 lakhs
Interdisciplinary Projects	1	Kerala Excise Dept	Rs.20,000	Rs. 20,000
Industry sponsored				
Projects sponsored by the University/ College	-			
Students research projects <i>(other than compulsory by the University)</i>	-			
Any other(Specify)	1(Kerala Migration Survey)	Kerala Govt	Rs. 1.5 lakhs	Rs. 1.5 lakhs
Total	6		Rs. 8,35,000	Rs 7,50,000

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

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	7	2	0	0
Sponsoring agencies		Management	Management	0	

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	Rs. 8,35,000
From Management of University/College	Rs. 2,32,000
Total	Rs.10,67,000

3.16 No. of patents received this year

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

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

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

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

4	12
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3.19 No. of Ph.D. awarded by faculty from the Institution

0

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

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 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 *MariCare* 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	36	4	Management	40
Laboratories	10	0	Management	10

Seminar Halls	6	1	-	7
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		1	Management + UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)		26,33,198	Management + UGC	26,33,198
Others		17	Management	17

#### 4.2 Computerization of administration and library

Computer Lab + Academic block = ₹3,60,29,663

Library = ₹2,73,360

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value				
Text Books	18466	9283300	404	202000	18970	9485300
Reference Books	3360	3360000	30	95000	3390	3455000
e-Books	162000				162000	
Journals	190	225000			190	225000
e-Journals	3196				3196	
Digital Database	3				3	
CD & Video	1130	50300	40	12000	1170	62300
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	300	237	50 mbps	2	1	15	24	44
Added	15	0	40 mbps	2	1	0	0	0
Total	315	237	90 mbps	4	2	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

8,79,081

ii) Campus Infrastructure and facilities

3,51,50,582

26,33,198

iii) Equipments

iv) Others

17,04,633
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**Total :**

5,57,06,49
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## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

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

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

#### 5.2 Efforts made by the institution for tracking the progression

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

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1042	421	11	44

(b) No. of students outside the state

7
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(c) No. of international students

22
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No	%
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Men

Women

No	%
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775	51.05
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743	48.94
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Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
982	120	23	148	6	1333	1173	130	27	159	7	1518

Demand ratio = 1:14      Dropout % =1

#### 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:
  - The college library has a special notice board to display career news and information about competitive exams.
  - The College has provision for online aptitude training/ UGC/NET and online mock exam.
  - The College Library has a Career Centre where reference books and question bank for competitive exams are available.
  - All the SC/ST students are supplied with ‘Manorama Year Book’ as reference books.

No. of students beneficiaries

800
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#### 5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>1</td></tr></table>	1	SET/SLET	<table border="1"><tr><td>0</td></tr></table>	0	GATE	<table border="1"><tr><td>0</td></tr></table>	0	CAT	<table border="1"><tr><td>0</td></tr></table>	0
1											
0											
0											
0											
IAS/IPS etc	<table border="1"><tr><td>0</td></tr></table>	0	State PSC	<table border="1"><tr><td>0</td></tr></table>	0	UPSC	<table border="1"><tr><td>0</td></tr></table>	0	Others	<table border="1"><tr><td></td></tr></table>	
0											
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Revised Guidelines of IQAC and submission of AQAR

1200
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## 5.6 Details of student counselling and career guidance

No. of students benefitted

## 5.7 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
14	326	234	40

## 5.8 Details of gender sensitization programmes

- Several safety awareness classes
- Regular Judo classes for girls to develop self-defence.
- A talk on 'Women empowerment' by Dr. M.S. Sunil (Professor, Dept of Botany, Catholicate College, Pathanamthitta.
- Launch of a website for girls to report any instances of harassment that they may encounter on the campus or outside. The website was launched on International Women's Day, 8 March 2016 by Ms. Merin Joseph IPS, Asst. Superintendent of Police, Munnar, who also gave a very sensitizing and inspiring talk on the topic 'Empowering Modern Women- A Glance at the Existing Laws'.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	199	₹ 5,94,500
Financial support from government	Nil	Nil
Financial support from other sources	6	₹ 1,23,500
Number of students who received International/ National recognitions	Nil	Nil

### 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

- 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 were 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 , standards maintained, feedback received from stakeholders 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. 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 2015-16 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 module, methods of transaction of each topic, details of the materials to be referred and assessment/evaluation methods. The course related assignments and submission

deadlines are also detailed in the Course Plan. Compliance to the course plan is monitored during the department level meetings. Feedback on faculty and curriculum delivery is collected through an automated process. The consolidated feedback is communicated to the individual faculty by the Principal. When required, performance counseling is also given. The 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 provide 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 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).

The college has started a new research programme in Commerce leading to PhD in Commerce during the academic year 2015-16.

### **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 comprises 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 2015-16

- Provision for academic discussions inside the library
- National workshop on D-Space
- Career Notice Board facility 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 up-gradation. In addition, as and when required replacement of the malfunctioning/damaged equipment is done as reported by the IT support staff.

### **6.3.6 Human Resource Management**

#### **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.

### 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.

Under this, the following programs were organized:

1. 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.

#### 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 4,53,24,222
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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 college received Autonomous status in June 2016.

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. The Alumni provide help for job placements especially in companies where they work.
5. They give support also in arranging project/internship placements
6. Alumni feedback that helps in updating add-on and enrichment programmes.
7. 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 ₹ 2,50,000/-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 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.

#### **Waste Management:**

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

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The major innovative practices initiated during this academic year are listed below;

- Use of Moodle

- Day Care Centre
- Promotion of GA linked course plan
- Developed systems for 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*)

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Campus Community Partnership (CCP)</li> <li>• Marian Annual Academic Planning(MAAP)</li> </ul> |
|---|

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

7.4 Contribution to environmental awareness / protection

Last year alone Marian students provided more than 15000 hours of service to the local community through projects like awareness on cleanliness, cleaning the locality and nearby tourist places.

7.5 Whether environmental audit was conducted? No

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

SWOC analysis of the College is as follows.

### **Strengths**

- 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
- 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.
- Present government policy on Incubation.

### **Challenges**

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

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

### **Strengthening of Academic Performance of students**

- New Syllabus for all autonomous programmes
- Marian Incubation centre
- Centralized internal examination in view of autonomous status
- More courses to be offered by community college in life skills
- Marian Community radio
- 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 freeships with the support of alumni. Free ships and tuition waiver 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

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

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