YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ST. MICHAEL'S COLLEGE, CHERTHALA
• Name of the Head of the institution	Dr. Mathew V
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04782822387
• Mobile no	9349317519
• Registered e-mail	michaelscherthala@gmail.com
• Alternate e-mail	mathewcheepinkal@gmail.com
• Address	Mayithara Market P.O., Cherthala
• City/Town	Alappuzha
• State/UT	Kerala
• Pin Code	688539
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Kerala**
• Name of the IQAC Coordinator	**Dr. Sindhu S. Nair**
• Phone No.	**04782822387**
• Alternate phone No.	**9895063195**
• Mobile	**9895063195**
• IQAC e-mail address	**iqacdocuments@gmail.com**
• Alternate Email address	**michaelscherthala@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://stmcc.in/IQAC/AQAR_2019_20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	Yes

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76.35**	**2004**	**16/09/2004**	**15/09/2009**
Cycle 2	**A**	**3.02**	**2015**	**03/03/2015**	**02/03/2020**

6.Date of Establishment of IQAC	**05/10/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	2.0	RUSA	2020-21	1,00,00,000
Faculty	WWS	Higher Education, Govt. of Kerala	2020-21	70,000
Institutional	NCC	State Government	2020-21	1,17,095
Faculty	Salary	State Govt/UGC	2020-21	4,09,27,859
Department	Guest Salary	State Government	2020-21	32,22,900
Institutional	PD Spl Fees	State Government	2020-21	696845

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

? Upgradation of facilities in the Department of Physical Education. ? Supporting teachers and students for online learning. ? Orientation for freshers ? Social extension activities during pandemic ? Experiential learning system

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Upgradation of facilities in the Department of Physical Education	Khelo India support from Sports Authority of India
Supporting teachers and students for online learning	Course on MOODLE LMS and different webinars
Orientation for freshers	INITIUM 2020
Social extension activities during pandemic	Serving as FLTC, manufacturing & distribution of sanitiser, face mask
Experiential learning system	Different methods of learning like field visits, industrial surveys, project

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	19/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	26/02/2022

15.Multidisciplinary / interdisciplinary

St. Michael's College Cherthala focuses on imparting quality education through value-based education. The institution offers nine UG Courses viz. BA English, BA Economics, BSc Physics, BSc

Chemistry, BSc Zoology, B Com, BBA, B.Voc Tourism, B.Voc Software Development and three PG courses i.e. M.Com, M.A Economics, M.Sc Chemistry. The courses provide opportunities for internships, research, leadership, and service. B.Voc Tourism and B.Voc Software Development courses integrate with NSFQ in order to enhance the employability of the graduates and meet industry requirements. It imparts technical, analytical, practical and conceptual skill requisite for a profession. BBA Logistics course enhances the ability of students to meet global challenges through sensitivity towards organizational, economic and cultural diversity.

16.Academic bank of credits (ABC):

The college follows the Choice Based Credit Semester System (CBCSS). Students can choose from the prescribed courses. Each course carries weightage and credit points. SGPA is awarded at the end of each semester which is carried over to the next semester. CGPA is given at the end of the final semester. For every course, marks and grades are assigned.

17.Skill development:

St. Michael's College, Cherthala focusses on skill development that prepares students to procure global competency standards. The college follows the curriculum and syllabus set by the University of Kerala which is centered on Outcome Based Education. Training and career guidance are given to the final year undergraduate and postgraduate students under the supervision of Placement and Career Counselling Cell. Soft skill development and personal development classes help the students to be employable. Students of B. Voc Tourism and B. Voc Software Development courses are given field experience to apply the knowledge acquired. NSS, NCC, Women Cell and other clubs take up various initiatives to introduce new skill sets in students. Vignjana Parithi, Aarushi 2021, Punarjani, Nirakathir are some of the enterprises undertaken. Students are encouraged to attend MOOC and SWAYAM courses. The community college of the institution offers several programmes for the skill development at various levels. Riffle Club situated on the campus give free training for students in shooting. Competitions like poster making, photography, painting, writing etc. are conducted regularly besides the Arts Festival and Sports Day to foster creative pursuits.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

NSS and NCC units are active in organizing social extension programmes, so that the students could take part in the development of the community and extend their cultural awareness. The

programmes provide rich and varied experiences to understand the culture, arts, literature, heritage, language, and tradition of an area, thereby forming a sense of identity and belongingness. Webinars, workshops, yoga classes, field trips, and projects are conducted regularly to promote and nurture the holistic development of students and the community. Knowledge and skill acquired can be integrated into promoting multidisciplinary research and innovation. The academic environment of the college is enriched by a wide variety of students with diverse levels of linguistic attributes. Special attention has been made to use both the mother tongue and English for a better understanding of the subject.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college follows the curriculum set up by the University of Kerala. The University is on the process of designing syllabus, pedagogy and assessment patterns based on Outcome-based education. The syllabus is revised every three years. Within a couple of years, outcome-based education will be full-fledged in all subjects. Outcome based education will definitely ensure the quality of education focusing on knowledge, skills set acquired following the completion of the course.

20.Distance education/online education:

Being a government-aided college affiliated to the University of Kerala, the curriculum is designed by the University. The timetable for the academic year is set at the departmental level and strictly adhered to. The classes are taken both in online and offline modes. Online classes are conducted with the aid of different LMS platforms like Moodle, Google Classroom and other digital interfaces like Zoom, Google Meet, and YouTube. Assessment methods like tests, assignments, seminars, and quizzes are conducted using online platforms. The computer lab and library provide facilities to access e-learning resources like INFLIBNET and NList. The students are allotted INFLIBNET passwords which give them free access to scholarly content across the world at any time. Feedback is collected from the students to access the effectiveness of the curriculum delivery. Steps are taken to improve the quality as per the student's feedback.

Extended Profile

1.Programme

1.1   **12**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **1239**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **208**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **429**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **30**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **2**

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**12**

File Description	Documents
Data Template	[View File](#)

2.Student	
2.1 Number of students during the year	**1239**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**208**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**429**

File Description	Documents
Data Template	[View File](#)

3.Academic	
3.1 Number of full time teachers during the year	**30**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	2

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	38.6331
4.3 Total number of computers on campus for academic purposes	110

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. Michael's College, Cherthala affiliated under the University of Kerala is an influential academic institution which focuses on imparting quality education and thereby moulding responsible citizens. As a Government aided College, we run 9 UG and 3 PG courses as per the directions and syllabus prescribed by the University. As part of the possible measures taken to publicise the Programme Outcomes, Programme Specific Outcomes and Course Outcomes prescribed by the University, they are displayed at various places on the college campus and also in the college website. Teachers take various approaches to disseminate the same among students. An academic year begins with meetings of College Council, Academic Monitoring Committee, Time Table Committee etc. The College makes all necessary preparations for systematic delivery and documentation of curriculum in accordance with the Academic Calendar, Syllabus and the POs, PSOs and Cos. The Timetable Committee on receiving the workload from the departments prepare timetables.

Timely evaluation and assessment of students are conducted through appropriate assessment procedures and evaluation techniques. Overall supervision of these evaluations is done by the DLMC and y CLMC. The induction and orientation of freshers are undertaken through the Fresher's programme with further progress through the Bridge courses offered.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The affiliated colleges under the University of Kerala are to follow the academic calendar provided by the University.

Every detail with regard to the academic calendar is passed on to the students through handbooks distributed at the beginning of each academic year. Attendance, test papers and assignment/ seminar forms the components of CIE in UG and PG programmes. However each teacher is given the freedom to evaluate their students through various methods like seminars, poster presentations, quiz etc. Regular Academic Audits, PTA meetings and Open House are conducted to discuss the progress of the students. Students are also provided with the opportunities of attending invited talks, seminars, workshops etc so that they become competent enough to face the outside world once the course is over.The final Continuous evaluation sheet is verified by the students before the end semester exam and after obtaining their signature, the marks will be uploaded by the respective teachers in the University site. By remaining within the stipulated framework provided by the University, individual teachers adopt innovative and creative methods to boost the competency of students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The Institution has successfully integrated crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum through a variety of core/elective courses. The vision, mission, motto and core values of the college speak resolutely about these cross-cutting issues. The faculty and students are expected to follow the institute's code of ethics which is displayed on the college website and the handbook for dissemination. The aim of such a curriculum is to inculcate a value system which fosters sense of protection of nature, preservation of water resources, the importance of sustainable development, the impact of changes on earth, the awareness of gender issues in society and the need to educate professional ethics in students.

The NCC/ NSS/ Womens Cell unit of the College organized several activities in this regard. Cleaning public places including railway station, the whole Panchayat area in the adopted village,

providing saplings to be planted at home, avoiding use of plastic etc has been successfully chalked out and executed by our units. Programmes related to women empowerment, their safety actions, legal rights were conducted at different points of the academic year to inculcate such values into young minds and finally into the future society.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

58

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	http://stmcc.in/smc_college/ssssurvey.php
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://stmcc.in/smc_college/ssssurvey.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

479

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

162

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The academic environment of the College is enriched by a wide variety of students with diverse levels of comprehensibility as well as diverse regional and linguistic attributes. Special attention has been taken by the institution to analyse the learning levels of the students and to organize special programmes like revision classes, counselling sessions, mentoring programmes etc for advanced and slow learners.Bridge courses are conducted to cover the gap in the academic level of both advanced as well as slow learners.Faculty takes special care while recommending books for the library and ascertains that it caters to the needs of both slow and advanced learners. Peer learning has been going on informally for several years.Remedial teaching is organized for weak students to enable them to keep up with the pace of the classroom teaching and learning.The college conducts WWS and SSP'programme under the Higher Education Council for advanced and slow learners.Financially disadvantaged students are given aid to purchase study materials and also mobile phones to provide accessibility to learning resources.

A detailed write up is uploaded as additional information.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1239	**55**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning promotes learning with experience among students through activities like web-based learning and activities of different Clubs. Projects are made mandatory in all UG courses in which the students have to identify an area in their discipline and are supposed to experience and undergo an inquisitive learning to learn the nuances, techniques, methodologies, practices in that domain. Assignments are also given to test the problem solving ability of the students. Each department follows unique programs to enhance the learning experience of students which include ICT used seminar presentation and assignments, Projects, Industry Visits and Field trips.

Internships are undergone by the students to get a hands-on experience in an industry as part of the curriculum. On completing the internship, students report and the certificate issued by the organization, is evaluated and assessed. Participative learning methods such as interactive group discussions, presentations by students, movie screening, case studies etc are used. Students are given assignments and seminars related to all topics taught so as to enable students to apply principles and theories studied to analyze phenomena relating to day to day aspects.

A detailed write up is uploaded as additional information.

File Description	Documents
Upload any additional information	[View File]
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In our College teachers use diverse set of ICT tools and resources to communicate, create, disseminate, store and manage information.

In addition to the chalk and talk method of teaching, the faculty members are using IT enabled learning tools to expose the students for advanced knowledge and practical learning. The departments have been using assorted digital learning platforms to update students' knowledge. The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped create a student centered learning approach in the campus. The teachers of the college use online education resources, social networking sites, blended learning platforms like google classroom to effectively deliver teaching and provide enhanced learning experience to the students. They make voluminous and productive use of digital platforms and ICT tools such as laptops, Desktops, LCD projectors and speakers. E-resources used by the teachers are Google Classroom, Moodle, Inflibnet, EPG Pathshala, NList, Google Forms, Google Meet, Research articles, Gretl, Interactive Softwares and Interfaces, Google Scholar, Linguistic softwares and apps, SWAYAM and YouTube videos. Teachers use Google classroom wherein the teaching material and syllabi are uploaded.

A detailed write up is uploaded as additional information.

File Description	Documents
Upload any additional information	[View File]
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

55

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

345

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students and the other members of the institution are provided with a printed copy of the comprehensive academic schedule in the form of an academic calendar detailing the evaluation methods, rules and guidelines of the affiliating University as well as the College.

The internal assessment is 20% of the total assessment for all programmes. The internal evaluation is done in the College with the help of a monitoring Committee set up at the College as well as the Departmental level. The internal assessment of each student is conducted on the basis of the criteria viz., seminar, assignment and internal examination. The college level monitoring committee, CLMC with a Convenor and DLMC also with a Convenor are entrusted with the task of conducting the internal examination. Senior faculty, on rotation basis, are given the task of supervising examination process. Timely and adequate guidelines are provided to every department for the conduct of free and fair examination. Oral forms of assessment include debates, role plays, presentations, viva, and class discussions.

A detailed write up is uploaded as additional information.

File Description	Documents
Any additional information	[View File]
Link for additional information	Nil

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

Students can approach the respective subject teachers and the class tutors in case of any queries once the mark is published. Only after rectifying or clarifying their doubts the mark sheets will be finalized and uploaded to the University for Continuous Evaluation. The evaluations of all components are to be published and are to be acknowledged by the candidates. Queries, if any, exist even after this can be raised to the Head of the department or the CLMC authorities the issue will be dealt with on a time bound basis. All processes in this regard shall be completed before the publication of internal assessment marks.

PTA Meetings are conducted regularly to inform the parents about the overall performance of their ward. Tutorial and mentoring sessions are conducted to closely interact with students and know more about the problems faced by them in academics. Teachers are evaluated based on the Feedback collected from the students and appropriate measures are taken to improve the teaching- learning techniques.

A detailed write up is uploaded as additional information.

File Description	Documents
Any additional information	[View File]
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The University of Kerala has a Board of Studies for each programme with members consisting of academic experts from respective streams which is responsible for defining the set of POs, PSOs and COs.

Besides the COs, the syllabus structure of every course carries a

'course objective' which sums up what is expected in terms of learning outcomes at the completion of that course. Whereas, the programme specific outcomes of every programme in general manifest the learning outcomes of each programme, the course objective carries learning outcomes related to any given course of a given programme .In order to design the curriculum, the POs, PSOs and COs, are basic and essential requirements.

At the beginning of each academic year, a detailed and comprehensive department meeting is held to allot subjects to individual teachers and to communicate POs, COs and PSOs to them. The syllabus prepared as such by the BoS is discussed by each department. On the basis of Programme Outcome and Course Outcome, Course Plan by each faculty is created at the beginning of each semester considering the number of working days and accordingly the syllabus is divided to deliver contents.

A detailed write up is uploaded as additional information.

File Description	Documents
Upload any additional information	[View File](View%20File)
Paste link for Additional information	http://stmcc.in/smc_college/programme_outcome.php
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of Programme outcomes, Programme Specific Outcomes and Course Outcomes are evaluated by the College by engaging informal and formal methods. Under informal approach, the teachers have discussions with the students about their perception on the attainment of programme outcomes. The institution provides space for students to discuss and raise doubts in their field of interest during the conduct of seminars, peer teaching, paper presentations etc. which motivates them to attain the outcomes as specified in the syllabus. This also assists the faculty to judge the index of their learning levels.

The internal evaluation is done based on two centralized internal examinations, assignments, seminars and attendance. This strategy facilitates the continuous monitoring of students' progress and also assists in the evaluation of attainment of programme specific

outcomes. Student progression details are collected and recorded which facilitates proper and systematic follow up. The feedback is sought from the students with clear indicators to measure the time frame, mode, methodology and teaching style of every course. This feedback is analysed and found to be useful to measure the course outcomes of every student.

A detailed write up is uploaded as additional information.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

252

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://stmcc.in/smc_college/ssssurvey.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

2

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

St. Michael's College Cherthala implemented various innovative strategies for the transfer of knowledge during the year 2020-21. Most of the activities were focused on the creation and transfer of e-contents to overcome the limitations created by the pandemic and to make the learning more effective. All the departments and co-curricular organizations in the college developed contents and methods suitable for their focus group. The teachers developed e-learning contents of various modes such as video classes, audio classes, quizzes, online exams, online notes etc. to make the teaching more effective. Various learning management systems such as Moodle, Google classroom and also other platforms such as Google meet, Whatsapp, Zoom, Youtube etc. were adopted to conduct the academic activities. The Department of Chemistry constituted an International Webinar Series, An Alumni Lecture Series and Michael's Erudite Lecture Series in the online mode to provide more academic exposure to the students. The Department of English and Department of Botany created Youtube Videos and Channels to reach the students. In addition, the library, National Cadet Corps, National Service Scheme and Women cell of the college also conducted online seminars, competitions and campaigns on various topics to support the academic progress of the student community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

17

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5	

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This academic year has taken the students through new and unthinkable ways of action and extension work. These actions were undertaken and carried out with the guidance and support of NCC, NSS and Women"s Cell units of the College along with other forums and committees associated with different departments of the College. The pandemic situation induced by COVID 19 necessitated several peculiar activities from the part of society which became the need of the hour. Creating awareness about the disease and its spread, making and distributing face masks and sanitisers and maintaining safe environment were all included in the above. Our College prepared and supplied ssanitizerin large quantities to the government authorities, functioned as First Line Treatment Centre for COVID patients and also undertook distribution of face masks. Online meetings and awareness programmes helped the students to have an idea about the devastating effects of the pandemic. The whole hearted participation of staff and students in these extension programmes promote the institution – neighbourhood network as well as nurture holistic development of students and community. Basic lessons of leading emotionally, physically and spiritually healthy life were thus conveyed to the students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

540

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

10

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution is highly equipped with infrastructure and physical facilities for teaching – learning namely classrooms, digital seminar hall, laboratories, computing equipments etc.

The status-quo was maintained since the pandemic situations forbid any kind of updating activities in the campus. The 16 UG class rooms and 6 PG classrooms are equipped with Internet connection, Laptop, projector and whiteboard or white screen. A Digital seminar hall is stand-by for any kind of interactive activities to take place promptly. The science courses of UG and PG, mandatorily has the chemistry, physics, zoology and botany laboratories of the required strata. The Phd research laboratory of the Chemistry Department, possesses advanced equipments. The three computer labs, with a total of 110 computers, on the whole are accessible to the entire student community and especially to the students of Commerce and Software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The Institution holds a unique position in possessing a 400 meters track. In addition there is a Volley ball court, Badminton court, Cricket Nets, Basket-ball court, Football ground and Cricket pitch. Under the aegis of the Department of Physical Education, regular coaching for sports and games, both indoor and outdoor is organized. Annual Athletic Meet, Inter-department games, Inter-college staff Cricket Tournament, Rugby, Rowing, Powerlifting, Taekwondo and Ball Badminton are organized. Matches are organized amongst students, staff and also on inter-collegiate level in several events. An indoor stadium of is on the completion, which will open up new vista in sports and games. The gymnasium of this college, at the time of its inception itself had sufficient equipments. The beauty and wellness center, associated with the

Community College, offers yoga practice for the aspiring students. A sports complex with a total area of 22690 square feet area is on its completion. Cultural activities in association with Women Cell, National Service Scheme, Library, various clubs and as part of departmental activities, take place regularly. The college auditorium, open stage and the old MIMAT hall serves as the venue.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

23

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

38.6331

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The Intergrated Library Management Software used in the Library is 'Libsoft Solutions'. This software was installed in the college in the year 2011. Presently the version running is the 4.1 version. The functions of the library is fully automated. Cataloging, Classification and the Circulation processes is completely done with the help of this software. 'Information Retrieval' and the 'Book Status' is easily available through the OPAC or Online Public Access Catalogue, which serves to minimize the time loss of the user. In stock taking process also this software is made use of very effectively. E-resources like e journals and e books are made available through 'Inflibnet'. Every student is provided with a username and password, using which these e resources can be accessed 24x7, from anywhere.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.51174

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

101

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

40 MBPS NMEICT Connection provides Wi-Fi connection in the college campus. The provider is BSNL. The internet connectivity is highly prompt in the campus area. A total of 110 computers are provided for the use of the student community, and 25 computers are used by the college office and various departments. All computers are

provided with internet connectivity. Hence the students, faculty and the staff have information and access to the required websites at their fingertips. The IT facilities promptly made available in the vicinity enhances the work output in a totality.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

106

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

54.72232

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

This is done with the assistance of timely monitoring and evaluation conducted by the College committees like Purchase Committee, Library Committee, College Development Council, and Academic Monitoring Committee. The periodical report is well inspected by the concerned authorities and financial support for maintenance and utilization of these facilities. The College aims at sustainable development and energy conservation which culminated in the installation and maintenance of solar power systems including solar street lights in the campus. Situations of power failure are overcome with the help of generator supporting the entire operations in the College. The Department of Physical Education with the help of PTA and Management looks into the maintenance of the 400 m track and the Gymnasium. The well maintained green and clean environment of the campus is made possible by the selfless effort of the staff, student and alumni segments of the college. The physical and academic support facilities available in the College are well maintained by following a system of consistent maintenance framework.

A detailed report of is uploded in the addditional information.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

896

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

35

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	http://stmcc.in/smc_college/dep_physical_education_new.php?cmd=cbw
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

40

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

40

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

40

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Their participation in the effective governance of the institution is materialized through the College Union and other students associations andclubs. Every academic year, the College Union is

formed in continuation of the election procedure notified by the University of Kerala. The Union consists of Chairman, Vice-Chairman, General Secretary, University Union Councilors (Two), College Magazine Editor, Arts Club Secretary, Lady Representatives (Two), Sports Secretary and Class Representatives. The role of the Union is to organize student related curricular, co-curricular and extra-curricular activities of the institution, advised and facilitated by the Union Staff Advisor. The elected College Union under the leadership of the Chairman is responsible for organizing activities for that academic year. Each department has an association to coordinate and organize various academic and extracurricular activities in the campus. The College Union with active support from other student organizations like NCC, NSS, Women Cell and other clubs organizes various extracurricular activities such as Arts Festival, Sports Festival, Food Fest, Onam and Christmas Celebrations and many other capacity building activities of the campus. The IQAC, Anti-Ragging Committee, Library Committee etc are also functioning with the active participation and support of the students.

A detailed write up is uploaded as additional information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

SMRUTHI, the Alumni association of the College is is functioning in accordance with the provisions of Travancore Cochin Literary Scientific and Charitable Societies Act of 1955with an office of the same functioning within the campus of St. Michael's College, Alumni chapters of departments were formed with approval and concurrence from the parent organisation. Department Alumni Associations make annual get together and contribute to the development of the departments. The aim of SMRUTHI is to foster relationship between past and present generations of the institution. The affairs of the organisation is managed by the Executive Committee of 8 members – One President, two Vice Presidents, one Secretary, two Joint Secretaries, one Treasurer and five other members. The General Body Meeting of the association is proposed to be conducted every year on the 26th of January. The Bye law of SMRUTHI spells out the rules and regulations to be followed.

A detailed report of the objective and functioning of the alumni association is uploaded in the additional information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year	E. <1Lakhs

(INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College being the only higher education institution of the Diocese of Alleppey is established with a specific vision and mission laid down by the founders since its inception. The governance of the institution is perfectly in keeping with the vision and mission which aims at the transformation of the coastal society. Training in arts, science and technology is ensured to the stakeholders by providing such education at their doorsteps.

The Governing body of the College has as its members prominent educationists and people of social commitment from the coastal society. Even though governed by the rules and regulations of the University and Government, any deviation hampering the interests of the community and going against the tenets of the institution are effectively stopped. The vision and mission is reflected in every aspect of the functioning of the college. Quality education and personality development are given due importance while roping in programmes and conducting public functions. The vision of the college is nation development which is ensured through extension activities and association with national bodies. Both teaching and non-teaching staff have their own associations and are duly represented in the governing and decision making process.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Bishop of the Diocese is the highest authority in the management of the College. He has I turn delegated powers to the

Manager appointed under his sign and seal to run the College according to the rules and regulations of the University and Government. The Board of Education for the Diocese of Alleppey (BEAD) was also established as a committee of representatives of the Diocese to advice the Manager. The Manager has appointed a Principal of the College who satisfies the qualifications prescribed by the UGC and the University. Principal who directly acts as the executive has the College Council incorporating Heads of various departments who are to guide the Principal in the decision making process. Various responsibilities in the campus are divided among the staff of the collegethrough specific orders granting them jurisdiction and authority to carry out several duties vested with them. Various clubs and associations are also formed with teachers at the helm. Students are given due representations and leadership in all College activities. The elected College Chairman and his executive body members are entrusted with various responsibilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan of the college is effectively deployed by formulating vision, mission and quality policy statement duly displayed in the website, handbook and also in front of the College. Based on this, the institution has followed a policy of bringing in several courses for imparting quality education. As laid down in the mission statement, importance is given to national development, giving affordable education, inculcation of values and moulding responsible citizens. Various extension activities, clubs, associations and public functions are organized in this line. Social commitment to uplift the backward and marginalized sections is well reflected in the strategic plan of action. Hence conventional courses are also offered as first generation learners have to be brought to the portals of education. Target to make the college a Post Graduate one was successfully done with a Government order to that effect. Planning was also done to elevate the College departments to the level of Research centres – one has achieved this and another is on the threshold. The conceptual idea of Community college run by us also

upholds vision and mission. It is also our plan to achieve a commendable grade of NAAC accreditation as early as possible.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Institutional bodies like the Governing Board and College Council are effective in managing the College in accordance with the set vision and mission. They stick to the instructions issued by BEAD which is directly presided over by Bishop of the Diocese, the owner and Patron. The appointment of the Principal and teachers made according to the academic qualifications and regulations of UGC and University. At the same time, it also ensures the commitment of the candidate towards society and their service mindedness to uplift the society. The service rules stipulated by the law and Government orders are meticulously followed. In academic scenario the scheme and syllabus of courses, procedures for teaching, examination and valuation as prescribed by the University are strictly followed. The office and its administration is directly under the Principal who gives instructions to the Junior Superintendent. Office procedures are purely on the basis of instructions issued from time to time by the Director of Collegiate Education through the Deputy Director of the region.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://stmcc.in/smc_college/pdf/organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in	**A. All of the above**

areas of operation Administration Finance and Accounts Student Admission and Support Examination	

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

All permanent appointees of the College are considered as assets of the College and their well-being is well assured by the Management. On initial appointment when delay occurs in processing their papers for salary, Management provides subsistence allowance which can be refunded on getting salary. The teaching and non teaching staffs have their own separate associations which meet regularly and maintain their own funds to meet the urgent needs of their members. The College has a Staff Co-operative Bank to provide loans to the staff when they are in financial constraints. A staff co-operative store functions in the campus for making purchase of essential items. To take care of the health of the entire staff, a system called MEDISEP is put in place to provide health insurance. Permanent staff is provided with Provident Fund facilities as well as pension on retirement.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has designed and gives regularly Performance Appraisal Reports to teaching and non-teaching staff to evaluate their professional growth and development. Work efficiency methodologies, academic & research contributions, technical contributions, productivity, interpersonal skills, willingness to learn, team work, etc are accessed in order to improve the standard of the staff and institution. Performance Appraisal Reports are given to the teaching and non-teaching staff for promotion. The college is now complying with the Performance Based Appraisal System (PBAS) prescribed by the University Grants Commission. Self-assessment for PBAS is collected annually detailing the contribution and initiatives undertaken for the career advancement and development of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The UGC / RUSA/ other government funds are sanctioned with specific instructions will be utilised for the purpose and the statements of expenditure and utilization certificates are then

sent to the UGC / RUSA/ other government organizations.

The funds raised through fee collection and given as grants by the state government are audited by the officials from the Directorate of Collegiate Education.

Scholarships and grants received from the state government are disbursed to the beneficiaries through their own bank accounts. It is monitored by the clerk, HA, Superintendent and the Principal in the office.

The PTA funds are requisitioned in emergencies and the executive committee which sanctions it monitors its utilization and the general body of the PTA elects auditors to audit the PTA accounts.

The funds received by the NSS and the NCC are audited separately by the agencies deputed for the purpose by the authorities concerned.

The Establishment Development Fund, formed with the contributions of the teaching and non-teaching staff from their monthly salary pooled together, is utilized for the development of the college and is monitored by a committee constituted for the purpose.

A detailed wite up is uploaded as additional information

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

71.48

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The fund handled by the college is put to optimal use by the management and is effectively monitored by various agencies constituted for the purpose. The UGC / RUSA/ other government funds are sanctioned with specific instructions as to how they should be utilized and this is ensured by the Principal who is directly responsible for the utilization of such funds. The statements of expenditure and utilization certificates are then sent to the UGC / RUSA/ other government organizations.

The funds raised through fee collection and given as grants by the state government are audited by the officials from the Directorate of Collegiate Education. The funds collected as university fees randomly audited by the Audit team of the University of Kerala.

Scholarships and grants received from the state government are disbursed to the beneficiaries through their own bank accounts.

The PTA funds are requisitioned in emergencies and the executive committee which sanctions it monitors its utilization and the general body of the PTA.

The funds received by the NSS and the NCC are audited separately by the agencies deputed for the purpose by the authorities concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC is committed to design, initiate and monitor the overall development of the college. Efforts and measures are taken to execute initiatives in par with the global educational standards. To upgrade the quality of imparting education, faculty are encouraged to lead and participate in faculty development programmes, refresher course, seminars and workshops. Financial assistance is provided for conducting various programmes in the institution. To facilitate and maintain efficiency in teaching and research, persistent focus has been given. IQAC also ensures to adhere to academic calendar. Infrastructure and learning resources are upgraded and maintained periodically. ICT enabled classrooms, library, lab, gym, computer lab, WiFi facilities are provided to the students and teachers. Feedbacks are collected from the stakeholders regularly and systematically to assure the efficacy in functioning.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Continuous evaluation of the academic and non- academic activities of the college is monitored consistently by IQAC. IQAC meetings are conducted periodically in which activities are accessed, suggestions are invited and incorporated. The Internal College Level Committee coordinates internal exams at the end of every semester to familiarize students with the exam pattern. Parent- teacher meetings are held regularly, which becomes a platform to discuss the pupil's progress. WWS and SSP -Government initiated and financed programmes for mentorship are implemented in the college. Scholar Support Programme (SSP) extends additional support to students through tutorials, interactive sessions, additional lectures. Walk with a Scholar (WWS) is a specialized mentoring programme for advanced learners at the undergraduate level. Departments formulated initiatives to bridge the learning gap in the first-year students. Apart from the classroom teaching, activities to impart first-hand knowledge are incorporated.

Industrial visits provide students opportunity to learn practically from the real working environment. Covid-19 pandemic has disrupted the smooth functioning of the educational system, but the institution has made every effort to ensure inclusive and equitable quality education. Mobile phones were distributed to the needy students for the continued access to education. Peer teaching is also encouraged to enhance students' communication and confidence level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Every student on the campus is given an equal opportunity to participate in different activities of the college. Grievance

Redressal Cell, Equal Opportunity Center, Internal Committee for Women, Prevention of Caste Discrimination, Human Rights Committee, and Women Cell are actively participating in ensuring gender equity and safeguarding rights. Safety and security are ensured on the campus by the management. CCTV cameras are installed in different parts of the campus for monitoring. Women's Cell regularly conducts legal awareness classes, seminars, and workshops to develop the personality and empower the students. Counseling is given to the needed students by a professionally qualified counselor. Women's Day and National Girl Child's Day are celebrated by the Women's Cell and NSS. Mike Kid Zone is the daycare and preschool available on the campus. Kids of the staff as well as those from outside can avail the facility. Girl students are encouraged to avail scholarships and funds instituted by the state and central government.

File Description	Documents
Annual gender sensitization action plan	http://stmcc.in/smc_college/wcell.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://stmcc.in/smc_college/wcell.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has facilities and arrangements to dispose the waste in an eco-friendly way. Vermicomposting unit is owned and managed

by the Department of Zoology. The manure collected is used in the gardens. Solid wastes are taken up by the Harithakarma Sena of the local body. Bins are installed in various spots on the campus to collect segregated wastes. NSS volunteers are given training for utilizing recyclable materials. Students and staff are encouraged to use eco-friendly materials. The use of steel bottles, steel lunch boxes, cloth bags, paper pens, paper files, and cloth banners is promoted. Minimum and optimum use of chemicals are encouraged in the Chemistry lab. Reuse and purification of chemicals are done wherever possible. Electronic waste like motherboards, hard drives, and cables are reused to fix faulty systems. Besides this, other e-waste in the college is collected by Harithakarma Sena for proper disposal. The quantity of hazardous waste produced is limited by reducing the number of such experiments in the lab.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways**	A. Any 4 or All of the above

4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

St. Michael's College has incorporated an inclusive environment into its institutional culture. Students from different part of the state take part in the process. Orientation and bridge programme enable the students to gel with the new environment. Social extension activities initiated by various organisations like NCC, NSS enable students to nurture tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic diversities. Nature camp and National integration camp promotes cultural exchange, thereby becomes beneficiaries of cultural awareness. Students belonging to the vocational courses get hands on experience in training programmes. The MoU signed with King's College London guarantees opportunities to interact with eminent personalities of international repute. The stupendous college ground is given to Sports Authority of India (SAI) for training purposes. The 400-metre track is open for the public for walking. Centralised sophisticated instrumentation facilities in the Chemistry lab can be utilized by research scholars from outside. Scholarships and financial aid are provided for economically deprived section. Internal Compliance Committee, Anti- Ragging Cell, Minority Cell, SC/ST Cell, Grievance Redressal Cell, Anti Sexual Harassment Cell and Discipline Committee ensure justice, equality and inclusiveness in the campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution is committed to promulgating constitutional obligations to the students and staff. The Electoral Literacy Club handles the duty of imparting constitutional awareness. The vision and mission of the college are attuned to imparting value-based education through selfless service. NSS, NCC, Women Cell, and other bodies of the college are diligent in the conduct of activities for students to ascertain the values, rights, duties, and responsibilities of citizens. They coordinate diverse social extension programmes to promote public welfare. Cleaning of public places like canals and beaches, adoption of a village in a Panchayat, donation of television to the public library, planting of saplings, distribution of masks, and sanitizers are some of the initiatives undertaken. Awareness programmes, seminars, campaigns, and competitions are organized regularly to create social commitment. To list a few, plastic-free campaigns, blood donation campaigns, awareness programmes on Covid-19, tobacco use, drug abuse, illicit trafficking, women empowerment and safety, legal rights, voting rights, and effective use of resources. Republic Day and Independence Day are celebrated by NCC and NSS units. Students get opportunities to interact with society thereby could gain practical knowledge, personality development, and awareness of social responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Observed National Voter's Day and Constitution Day. Organized Voter Enrolment Campaign. Constitution Day: On November 26, 2020, St. Michael's College Cherthala observed Constitution Day to raise awareness of the Indian Constitution among our student body and staff. The preamble of the constitution was read aloud in all UG and PG classes at 10:15 am

	as part of a day dedicated to praying for our nation, its leaders, and all of its citizens. Students were then requested to post a photo of the preamble as their social media story for the day. Voter Enrolment Campaign: The College's Electoral Literacy Club organised a one-week voter registration drive from January 6 to January 12 in accordance with Kerala State Election Commission guidelines in order to register new voters on the state's voter lists. The government-created mobile phone application was used to enrol the students in the voters list. To do so, as per the government request, directed the students to bring their address proof, a copy of their matriculation certificate, their parents' voter identification card number, and a passport-size photo. National Voter's Day: National Voters Day is observed annually on January 25 to commemorate the founding day of the Election Commission of India 1950. The primary goals of National Voters Day are to promote, expedite, and increase voter registration. All the students and staff members of St. Michael's College Cherthala took part in Voters Day Pledge at 11 am on 25th January 2021. Kum. Ann Sajeev, the Campus Ambassador for the Electoral Literacy Club, read the Voter's Day pledge aloud through the college's public address system, prompting everyone else to follow the lead.
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for	A. All of the above

students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college organises various programmes to observe National and International commemorative days such as International Yoga Day, World Environment Day, Independence Day, NCC Day, Republic Day etc. Some other days are listed below.

International Women's Day

On International Women's Day, the library, organized a seminar on 'Changing definitions of Gender Equality'.

International Tiger Day

A State-Level Webinar was organized by the Department of Zoology on 7th August 2020 in connection with the International Tiger Day.

World Books & Copyright Day (23 April 2021)

The NSS volunteers conducted a short story writing competition on the topic "Importance of books in this changing society" on 23 April 2021.

World Intellectual Property Rights Day (26 April 2021)

To observe the day, NSS unit organized a programme named "INGENIUM 2021" which upheld the theme 'Taking your ideas (intellectual properties) to the market'. The main aim of the webinar was to

make students aware about the intellectual properties and rights.

World Veterinary Day (27 April 2021)

NSS volunteers of St. Michael's college Cherthala observed "World Veterinary Day" on 27 April 2021.

National Technology Day (11 May 2021)

NSS volunteers of St. Michael's college, Cherthala celebrated "National Technology Day'. The programme was titled as 'FUVENTS 2021'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. St. Michael's College has been instrumental in strengthening the communities by extending service and sharing its resources. The initiatives coordinated in the communities open up opportunities and facilitate learning new skills, values, instills service-mindedness, personality development, and invokes eco-consciousness and social awareness on social issues. During the Covid-19 pandemic, the institution along with the various organizations had undertaken many projects. The college buildings were given to the government to set up Covid First Line Treatment Centre (CFLTC). The various departments of the college collaboratively prepared sanitizers in the lab and dispersed them to the needy. Gloves and masks were distributed in large quantities. Post covid health care awareness classes were given through virtual spaces. When there was a dire need for blood during the pandemic, the students actively participated in blood donation.
2. When the pandemic made the world stand still, the education

sector was laming to switch over to online. The college was mandated to ensure online education for all students. It was found that some of the students were lacking the resources to attend the online classes. For that, mobile phones were given to students from poor economic backgrounds. The college ensured the acquisition of digital competency by the staff and students. The lockdown and pandemic deteriorated the physical and psychological well-being of the students. Yoga classes were conducted through the online platform to maintain a healthy lifestyle in students. The NSS unit assessed the economic needs of the students and provided food kits for the underprivileged.

File Description	Documents
Best practices in the Institutional website	http://stmcc.in/smc_college/best.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

During the Covid 19 pandemic, the staff and students went hand in hand to provide relentless service to humanity as they did during the Kerala Floods in 2018 & 2019. The college buildings were handed over to the Health Department to convert into Covid First Line Treatment Centre (CFLTC). The NSS and NCC Units of the college collaborated with the collectorate of Alappuzha to plan, execute and coordinate the essential services. The students were instrumental in spreading Covid awareness in the community through virtual space and surveys. Department of science took up the charge to manufacture sanitizers. Masks, gloves, and sanitizers were distributed abundantly. Yoga sessions were conducted online to improve students' mental, emotional, spiritual, and physical well-being during the pandemic. An essay writing competition on the topic "The Blood Donation During the Covid Pandemic Situation" was held to make awareness about the importance of blood donation in contingency situations. The NSS unit along with the Red Ribbon Club of the college donated blood to neighbouring hospitals. Groceries were distributed to the students belonging to the financially poor background. The Management provided mobile phones to indigent students for uninterrupted learning.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- Improve the research culture of the institution
- Upgrade the PG Departments to Research Centre
- Create more ICT enabled classrooms
- Strengthen the add-on programme of the institution.
- Construction of a Research Block.
- Implement socially relevant research projects
- Increase the use of Renewable energy in the campus.