



Yearly Status Report - 2018-2019

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 own campus		Yes
Phone no/Alternate Phone no.		04782822387
Mobile no.		9349317519
Registered Email		michaelscherthala@gmail.com
Alternate Email		mathewcheepinkal@gmail.com
Address		Mayithara Market P.O., Cherthala
City/Town		Alappuzha
State/UT		Kerala
Pincode		688539
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Riju Gregory
Phone no/Alternate Phone no.	04782822387
Mobile no.	9349317519
Registered Email	michaelscherthala@gmail.com
Alternate Email	iqacdocuments@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://stmc.ac.in/smc_college/pdf/AO_AR_2017_18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://stmc.ac.in/smc_college/pdf/handbook.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	76.35	2004	16-Sep-2004	15-Sep-2009
2	A	3.02	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC	05-Oct-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation programme on Familiarising the	21-Mar-2019 1	76

Reaccreditation Process

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Chemistry	Conference	KSCSTE	2018 1	100000

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

10

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Initiative for Campus recruitment Initiating financial support to sports students for participating in competitions. Seminar on RAF and Re - accreditation process Initiating the set up of IGNOU study centre in Campus. Departmental inspection of IQAC.

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

Plan of Action	Achivements/Outcomes
Skill upgradation of non teaching staff	Participation of non teaching staff in related workshops
Financial help to participants of Youth Festival	Participation and winning of prizes

Financial help to sports students	Participation and winning of prizes
Outreach programme for local populace	Starting of IGNOU study center at the college
Freshers induction and bridge course programme	Freshers Day
Extended aid and service to society	Scholarship distribution to school students
Conduct of Seminars and Workshops and Observance of days of national importance.	Several Seminars and observance of days of importance - Environment Day, Yoga Day and Red Ribbon Day
Familiarisation of reaccreditation process	Seminar on reaccreditation framework
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Council</td> <td>18-Aug-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Council	18-Aug-2021
Name of Statutory Body	Meeting Date				
College Council	18-Aug-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	21-Feb-2019				
17. Does the Institution have Management Information System ?	No				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Being a college affiliated to the University of Kerala, curriculum and academic calendar for respective courses are prescribed by the University. The College offers 8 UG and 3 PG programmes. Effective implementation of curriculum within the stipulated time is achieved through well planned action plans and delivery mechanisms charted by the Departments and monitored by specially constituted monitoring committees like CLMC. The Staff Council, headed by the Principal, time table and workload committees are engaged at the beginning of the academic year to chart out and approve the master time-table for the year. Division of papers and portions allocated are done in each Department by the Heads in

consultation with DLMC. Apart from the traditional chalk and talk lecture method, teaching is imparted through innovative teaching methods like seminars, discussions, projects, assignments, industrial visits etc to make the students socially committed, employable, innovative and research oriented. The assessment of students is done by each Department through continuous and consistent methods of internal evaluation supplemented by individual assessment procedures designed by teachers. Regular faculty meetings are conducted to review the teaching-learning process, academic progress of the students and to address grievances if any. Ample study and reference materials are provided by the Library also through active involvement of Library Committee in the procurement of required materials along with consistent subscription of e-facilities. The new entrants to the College are supported with Orientation and Bridge courses and through Remedial Coaching, Walk with a Scholar and Student Support Programmes in the course of their study. Faculty members are involved in course restructuring and syllabus revision committees set up by the University. Thus, they are able to make contribution towards curriculum development even by remaining within the affiliation system. The faculties are encouraged to attend Orientation / Refresher Courses, Seminars, Workshops etc to improve the teaching practices and thus improve the academic growth of the College. The feedback regarding the curriculum from the students, teachers, parents and employers is communicated to the University through the members of the faculty who are in the Board of Studies and other Academic Bodies. \

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Diploma in GST Practice and Tally	22/06/2018	180	Employability	GST Practise

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Nil	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	33

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	Software Development	46
BVoc	Tourism & Hospitality Management	46
BSc	Chemistry	36
MCom	Commerce	23
MSc	Chemistry	13
MA	Economics	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

A well deserved attention is given to the growing demands of contemporary times. So a proper feedback system is implemented in the institute for its enhanced functioning. The College has a formal mechanism of obtaining feedback to evaluate the efficacy of the programmes and services provided by the College. As of now, the manual system of collecting feedback is followed. Feedback is collected from most of the stakeholders like students, faculties, parents and alumni. Survey method is adopted for the collection of data using a structured questionnaire and resorting to stratified random sampling ensuring due representation of all departments. A set of structured questionnaires covering all the areas were prepared and distributed among the students and teachers at the end of every academic year. A similar one pertaining to all relevant matters of the time was distributed among parents during PTA meeting and among alumni during Alumni meetings of the year. The data so collected provide sufficient insight into the growing needs of the hour and help us reach up to the required solutions. Feedbacks are collected from the respective departments. The data thus collected is analysed using count and percentage analysis. Feedback was put to systematic analysis and consolidation to arrive at general conclusion about the noted points. After submission of the same to higher authorities remedial actions to be taken are discussed and directions passed downwards for remedial actions to be taken. This action was intended to understand the performance appraisal of the College by different stakeholders and take action that bring general improvement of the institution. College level interventions and modifications are decided by the academic council and serious alterations are reported to the University during curriculum revision meetings and workshops. Feedbacks on curriculum related issues are collected from faculty whenever required and passed on to teachers who are members of the various Board of Studies of the University. This was done so that these suggestions and recommendations could be considered and suitably implemented

when the next curriculum revision takes place.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	60	Nil	72
BSc	Physics	32	Nil	32
BSc	Zoology	30	Nil	32
BSc	Chemistry	32	Nil	41
BA	English	50	Nil	52
BCom	Commerce	30	Nil	48
BVoc	Software Development	50	Nil	51
BVoc	Tourism and Hospitality Management	50	Nil	50
MSc	Chemistry	10	Nil	14
MA	Economics	15	Nil	13

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	328	50	35	Nil	24

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
59	59	10	22	22	15

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A well-structured mentoring system is adopted by the College with a view to fulfil the academic and psychosocial needs of the students. The Mentoring Policy aims at the creation of an environment of care and support to the students to help them perform at their fullest potential, assuring equality of opportunities and promoting a system based on mutual respect, dignity and compassion. General monitoring of each student is done by the tutor who looks into their attendance performance regularly and takes follow up action. The parents inform the class tutor

over the phone about the reason for absence. The departments are directed to provide a teacher mentor to each student. Mentors are arranged for groups of students on class or year basis and the mentors are accessible, responsive, open minded, student oriented and dedicated to the development of mentees. It is essential for the educator to regularly interact with the students, particularly in the context of the increasing challenges in the socio-cultural sphere. The frequency of the meetings, time and place are all left to the freedom of the mentor. The activities are chalked out jointly by the mentor and the mentees. Through mentoring the teacher is able to identify the problems the students may have and suggest suitable measures to overcome the hurdles that the student faces in the various spheres of their life. The teachers also motivate the students to participate in the co-curricular and extracurricular activities of the college. A confidential report of each mentee is also maintained by each mentor. The mentor becomes aware of the social background of the mentee and elicits information from students in a respectful and dignified manner. A detailed procedure is followed using templates to keep complete track of the student. There is provision for recording the date, time and brief content of each mentoring session. The academic and emotional needs of the students are discussed during the sessions. The sessions may last up to 30 minutes. In special cases, it may last longer. The aspirations, ambitions, insecurities and needs of the students are discussed. The mentor also conducts one-to-one interactive sessions with the mentees whenever necessary and acts as a guardian of the mentee on the campus. The mentor identifies the strengths of the mentee and inspires them to pursue every opportunity to utilize their potential and fulfil their aspirations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1156	59	1 : 20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	31	4	Nil	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. M A Florence	Assistant Professor	Member, PG Board of Studies, Univeristy of Kerala
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	235	Sem 6	25/04/2019	25/05/2019
BSc	230	Sem 6	25/04/2019	25/05/2019
BSc	250	Sem 6	25/04/2019	25/05/2019
BCom	159	Sem 6	25/04/2019	26/05/2019
BA	150	Sem 6	25/04/2019	25/05/2019
BA	130	Sem 6	25/04/2019	25/05/2019

BVoc	351	Sem 6	29/04/2019	25/05/2019
BVoc	352	Sem 6	29/04/2019	24/05/2019
MCom	590	Sem 4	20/09/2019	31/10/2019
MSc	635	Sem 4	05/09/2019	28/10/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has a well-planned Continuous Internal Evaluation (CIE) System keeping in line with the guidelines provided by the University of Kerala, Academic Calendar. The freshers are given information about the evaluation processes in the Orientation Programme conducted at the beginning of each academic year. In UG programme, the CIE components are attendance, test papers and assignment/seminars whereas PG programme includes both assignments and seminars. Summative assessment is accomplished through the End Semester Assessment (ESA) conducted by the University and supervised in the College by the Chief Superintendent of Examinations. Internal exams are monitored by College Level Monitoring Committee (CLMC). The CLMC with the help of Department Co-ordinators fixes the dates of conduction, evaluation and distribution of papers with regard to the internal exams. Retests are given to students who were unable to attend the Internal Examinations. The performance of the students is analysed and remedial courses of action are recommended. Evaluation related complaints are settled at the primary level itself and if not passed over to the concerned class teachers, HoDs and Examination Committee. Regular Academic Audits, PTA meetings and Open House are conducted to discuss the progress of the students. Seminars are being conducted with the aid of ICT tools, thus ensuring that students are adequately competent by the time the course is over. Library oriented assignments are also allotted so as to help students use these forms of knowledge. 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 and it is verified by the Head of the Department and Principal. While the University CIE system itself is not amenable to much reform, teachers adopt innovative and creative methods to ensure that assignments, seminars and tests seek to build the competencies of the student.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of every academic year, the University of Kerala publishes through their website the academic calendar indicating various dates and details pertaining to activities like admission, examination, working days, holidays etc. These details are then passed on to our students through the College Handbook distributed to them. This aids the Departments and teachers to plan the curricular, co-curricular and extracurricular activities of the College. The students are assessed and evaluated at two levels. The Internal evaluation consists of attendance, assignments, seminars and test papers. Each teacher is given freedom to evaluate their students through various methods like seminars, poster presentations, quiz etc. The Staff Council in consultation with CLMC - CBCSS decides the date of conduct of the internal examination. The dates for internal exams are chosen depending upon the phased completion of portions and announcement of the dates of the University end-semester examinations. The examinations for all the UG programs are conducted together and a schedule is followed with the aid of micro planning at the department level. Retests are conducted for students with valid reasons of absence. Based on the assessment of termly tests, a list of students for remedial teaching is prepared. The internal marks after scrutiny by the Heads of departments and internal exam coordinator are shared with the students and

chances are given to raise objections/ask for clarifications if any. The CA is prepared by the teachers and submitted to the Heads of Departments for enabling online submission. Parents are requested to come so as to interact with all the teachers. Online registration, fee submission, exam registration are carried out at teacher level, HOD level and Principal level and submitted to the University. External / End Semester Assessment of students are done through the End Semester exams conducted by the University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://stmc.ac.in/smc_college/programme_outcome.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
159	BCom	Commerce	44	30	68.18
590	MCom	Commerce	20	16	80.00
635	MSc	Chemistry	13	9	69.20
352	BVoc	Tourism and Hospitality Management	45	31	68.88
351	BVoc	Software Development	46	20	43.47
130	BA	English	46	23	50.00
150	BA	Economics	68	24	35.29
230	BSc	Physics	26	19	73.07
250	BSc	Zoology	32	21	65.00
235	BSc	Chemistry	35	21	60.00

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.stmc.ac.in/smc_college/ssssurvey.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the	365	KSCSTE	0.1	0

University)

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Third National Seminar on Recent Advances in Photochemistry (NSPC 2019) Supported by KSCSTE, Govt. of Kerala	Chemistry	22/02/2019
Seminar on Plastic Waste Management-sponsored by KSCSTE, Govt. of Kerala	Zoology	13/06/2018
Workshop on SCUBA diving	Zoology	08/08/2018
Seminar on Medical coding jobs	Zoology	20/10/2018
Seminar - Sasthrajalakam - sponsored by SIET, Govt. of Kerala	Chemistry, Physics Zoology	25/10/2018
Biodiversity Awareness Campaign-sponsored by KSBB, Govt. of Kerala	Zoology	30/01/2019
Seminar on 'Climate change mitigation and wetland protection' - sponsored by KSCSTE, Govt. of Kerala	Zoology	05/02/2019
Field Workshop at CMFRI - sponsored by KSCSTE, Govt. of Kerala	Zoology	08/02/2019
Seminar on Perennial Paradox of Kerala Agriculture	Economics	20/02/2019
Seminar on Kerala State Finance	Economics	21/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	4	2.63
International	Economics	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	3
Zoology	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Phytochemical investigation on Myristica fragrans stem bark	Beena James, Sajin K Francis, Sunil Varughese Mangalam S Nair	Natural Product Research	2018	12	St. Michael's College	12
Lewis acid catalyzed Povarov reaction of pentafu lvenes and spiro[2,4]-hepta-[4, 6]-diene: An efficient access to cyclopentene fused quinolines	S.Saranya Thekke Veettil Baiju Greeshma Gopalan Kokkuvayil Vasu Radha krishnan	Synthetic communications	2018	1.796	NIIST, Trivandrum	6

A Facile Access to trans-3-Styryl-4-hydroxy-2-pyrone-5-carboxylic Acids via Palladium-Catalyzed Ring Opening of Diazanorbornenes with (Z)- α -Bromostyrenes / 2,3-Dibromohydrocinnamic Acids	S. Saranya S. Sarath Chand Greeshma Gopalan V. Jijitha K. V. Radhakrishnan	Synthesis	2018	2.867	NIIST, Trivandrum	1
Biopolymer Based Electrochemical Sensor for Ponceau 4R: An Insight into Electrochemical Kinetics	Soumya T Cyriac, Unni Sivasankaran, and Krishnapillai Girish Kumar	Journal of The Electrochemical Society	2018	9	Cochin University of Science and Technology	7
Inflation Unemployment dynamics in Hungary- A Structured Cointegration and Vector error correction model Approach	Vijay Victor, Maria Fekete Farkas, Florence Jeison	Theoretical and Applied Economics	2018	Nil	St. Michael's College	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Phytochemical investigation	Beena James, Sajin K	Natural Product Research	2018	5	12	St. Michael's College

on Myristica fragrans stem bark	Francis, Sunil Varughese Mangalam S Nair					
Lewis acid catalyzed Povarov reaction of pentafu lvenes and spiro[2,4] -hepta-[4, 6]-diene: An efficient access to cyclopente ne fused quinolines	S.Saranya Thekke Veettil Baiju Greeshma Gopalan Kokkuvayil Vasu Radha krishnan	Synthetic communicat ions	2018	Nill	6	NIIST, Trivandrum
A Facile Access to trans-3-St yryl-4-hyd razinocycl opentenes via Pallad ium- Catalyzed Ring Opening of Diazanorbo renes with (Z)-? -Bromostyr enes / 2,3 -Dibromohy drocinnami c Acids	S. Saranya S. Sarath Chand Greeshma Gopalan V. Jijitha K. V. Radhakr ishnan	Synthesis	2018	Nill	1	NIIST, Trivandrum
. Biopolymer Based Elec trochemica l Sensor for Ponceau 4R: An Insight into Elect rochemical Kinetics	Soumya T Cyriac, Unni Sivas ankaranand Krishnapil lai Girish Kumar	Journal of The Ele ctrochemic al Society	2018	7	7	CUSAT
Inflation Umemployme nt	Vijay Victor, Maria Fekete	Theoreti cal and Applied Economics	2018	Nill	Nill	St. Michael's College

dynamics in Hungary- A Structured Cointegration and Vector error correction model Approach	Farkas, Florence Jeeson					
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	11	7	Nill
Presented papers	2	1	Nill	Nill
Resource persons	1	1	4	2

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Sasthrajalakam	Chemistry, Physics and Zoology in collaboration with SIET, Govt. of Kerala	1	88
Empowerment program for filarial patients	Zoology in collaboration with K Chilttilapilly Foundation Amrita Institute of Medical Sciences	2	95
National Science Day	Department of Chemistry with the financial support from KSCSTE	2	125
ENCON Club (For energy conservation and environment protection) Quiz Competition	Department of Chemistry in Association with BPCL, Kochi	2	25

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	University of Kerala Best NSS Volunteer award	University of Kerala	1
NSS	Kerala State Best NSS Volunteer award	Government of Kerala	1
NSS	Nomination to the NSS National award for the best NSS volunteer	Government of India	1
NSS	Participation in RD Camp 2019	Government of India	1
Red Ribbon Club	Recognised as one of the best 10 Red Ribbon Clubs in Kerala State	Kerala State AIDS Control Society	100
NSS	Participation in Pre RD Camp 2019	Regional Directorate, NSS	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Mission	NSS Unit, St. Michael's College Thanneermukkam Grama Panchayath	House renovation	2	30
Women's day	NSS Unit, St. Michael's College St. Michael's College	Women's day celebration	2	100
Social Justice Day	NSS Unit, St. Michael's College St. Michael's College	Interaction with Transgender activist Sudish Sitara	1	100
Red Ribbon Club - Aids Awareness	NSS Unit, St. Michael's College Red Ribbon club under Kerala State Aids Control Society	World AIDS Day	3	200
Suchitwa Mission	NSS Unit, St. Michael's College Govt.	Awareness class on waste management	2	200

	of Kerala			
Swachhata Hi Sewa	NCC Unit, St. Michael`s College Govt. of India	Cleaning drive	1	90
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student exchange (For M.Sc. Project)	8	No External Funding	90
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
M.Sc project	Project work	Coir Board, Alappuzha	01/04/2019	30/06/2019	Aneeta Joseph
M.Sc project	Project work	CUSAT	01/04/2019	30/06/2019	Arya Bhanu
M.Sc project	Project work	CUSAT	01/04/2019	30/06/2019	Emiline Bastian
M.Sc project	Project work	IISER Thiruvananthapuram	01/04/2019	30/06/2019	Surabhi R. M.
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Pro Hub Process Management Pvt. Ltd and Department of Commerce, St. Michael`s College, Cherthala	15/03/2019	Professional Training Service	33
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
32	28.09

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Libsoft	Fully	2011	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22907	4646880	217	50976	23124	4697856
Reference Books	1206	1222207	10	12370	1216	1234577
Journals	29	131715	Nill	Nill	29	131715
Digital Database	1	32200	Nill	Nill	1	32200
CD & Video	60	7000	Nill	Nill	60	7000
Library Automation	Nill	Nill	1	14986	1	14986
Weeding (hard & soft)	Nill	Nill	58	4000	58	4000
Others(s pecify)	9	31000	Nill	Nill	9	31000
Others(s pecify)	25	25230	25	25230	50	50460

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	110	3	1	0	0	14	11	40	0
Added	0	0	0	0	0	0	0	0	0
Total	110	3	1	0	0	14	11	40	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4.5	4.34	115	107.92

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has a well-structured system for the maintenance of physical facilities and academic support facilities. Various committees in the college such as Purchase Committee, Library Committee, College Development Council, and Academic Monitoring Committee constantly monitors, evaluate and report the status of the physical facilities and academic support facilities in the college. The maintenance and utilization of computers, laboratory equipment, physical facility in laboratory, LCD projectors are done periodically with the financial support from management, PTA and other agencies. All the laboratories in the college are fully functional with all necessary apparatus and chemicals. The college website is maintained and updated by the system administrator. As an initiative towards sustainable development, a 20 KW solar energy system was installed in the College. This facility meets the energy requirement for the main building of the College as well as the Library Block. Solar street lights

were installed in the campus as part of promotion of renewable energy sources. The institution is also equipped with generator, which can support the entire building in the college, in case of power failure. The library is automated and statutory maintenance and utilization of the resources are ensured. The IGNOU study centre functions with an independent office in the college. The institution has a well maintained canteen and reprographic centre which is maintained by the college management. The college has 400 m track and a Gymnasium. All the sports facilities are well maintained by the Department of Physical Education with the help of PTA and management. The overall cleanliness of the institution is ensured with the collective effort of the faculty, non-teaching staff, students, alumni and all the stakeholders.

https://www.stmc.ac.in/smc_college/qpolicy.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Scholarships	35	28500
Financial Support from Other Sources			
a) National	Fisheries e grant	243	3367487
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Training program on SCUBA diving	08/08/2018	90	SCUBA Cochin, Kadavanthara
Handicraft Training	28/09/2018	44	Light It Up, Alleppey
Employability Skills Training	06/12/2018	28	Sompou India, Kochi
Scholar Support Programme	01/10/2018	39	Kerala State Higher Education Council
Walk With a Scholar programme	01/09/2018	36	Kerala State Higher Education Council
Orientation Programme / Bridge course for 1st year students	06/07/2018	230	College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	Career Orientation by Ignist	Nil	180	Nil	Nil
2018	Career Guidance by Fly On I	Nil	65	Nil	Nil
2018	Career Guidance by Fly On II	Nil	70	Nil	Nil
2018	Career Guidance by Fly On III	Nil	35	Nil	Nil
2018	Career Awareness Day	Nil	160	Nil	Nil
2018	Career Mapping by Guiders Academy	Nil	148	Nil	Nil
2018	IAS Training Scholarship Test	45	Nil	Nil	Nil
2018	UGC NET coaching by Dept of Commerce	40	Nil	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Proteus Infotech	46	13	Wipro	1	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2019	6	BSc Chemistry	Chemistry	St. Michael's College	MSc Chemistry
2019	3	BSc Chemistry	Chemistry	Shobha College of Teacher Education	BEd
2019	1	BSc Chemistry	Chemistry	Amritha Vismayapeetham	MSc Chemistry
2019	2	BSc Chemistry	Chemistry	CIPET, Kochi	MSc Polymer Chemistry
2019	2	B.Sc Physics	Physics	SD College Alappuzha	MSc Physics
2019	3	B.Sc Physics	Physics	St Joseph's College, Alapuzha	MSc Physics
2019	2	B.Sc Physics	Physics	S N College, Cherthala	MSc Physics
2019	1	B.Sc Physics	Physics	S N College, Chengannur	MSc Physics
2019	2	B.Voc THM	Tourism	Speedwings Academy	PG Diploma in Airport Operation Management
2019	2	BCom	Commerce	St. Michael's College	MCom
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	11
Any Other	6
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Arts Festival	College	250
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	1st Prize	National	Nil	Nil	8288	Bony Kuruvila
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College Union Election for the year 2018-19 was conducted on 9th October, 2018. Gaudhamdhar T. of 3rd B.Voc Tourism was elected as the Chairman of the College Union. Agnes PA, 2nd B.Sc Zoology was elected as the Vice Chairman and Abhirami AN, 2nd B.A Economics was elected as the General Secretary. Deepak J. of 2nd B.Sc Zoology and Alan C. Joseph of 3rd B.A English were elected as the University Union Councillors. Alan Manuel George of 1st B.Sc Zoology was elected as the Magazine Editor, Nevin Francis of 1st B.A Economics was elected as the Arts Club Secretary and Ajay James of 2nd B.A Economics was elected as the Sports Club Secretary. Abhishekh Rajendran PR (2nd M.Com), Dani David (3rd B.Sc Physics), Suraj P. Suresh (2nd B.A English), Shahul KS (1st B.Com), Daleena Linet Antony (1st B.Sc Physics) and Anila G.Alocious (2nd B.Voc Software) were elected as the College Union Members. The inaugural ceremony of the College Union was conducted on 13th November, 2018. Young poet Mr. Sam Mathew was the Chief Guest of the inaugural meeting. Christmas celebration was organized by the College Union on 23rd December, 2018. The College Union organized Arts Club Day on 23rd January, 2019 and College Day was organized on 21st March, 2019.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

General body meetings are conducted annually.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The governance system of the College promotes decentralization of authority and participatory management which creates an environment of solidarity and mutual respect. Principal is at the helm of the institution functioning as the academic and administrative head. Properly following the principle of subsidiarity and grooming the quality of leadership, authority is delegated from the Governing body of the College right down to the grass root level. The

daily functioning of the College is managed by the Staff Council consisting of the Principal, Heads of departments and elected members from the faculty which promptly executes rules and directions of the University as well as the policy decision of the governing body. Faculty members are given freedom to organise teaching - learning and extracurricular activities within the prescribed curriculum with active help from various clubs and organisations of the College. Quality initiatives and enhancement is done by the IQAC of the College while futuristic plans are evolved and implemented with active participation of the Planning Board. The academic activities of the CBCSS programme are run in the College with the help of a two-tier body. The Department Level Monitoring Committee (DLMC) is at the base level in all departments consisting of the Head and faculty members of each department. This committee runs the normal curriculum and continuous evaluation process of students and also grievances of students in these matters if any. The College Level Monitoring Committee (CLMC) at the secondary tier consists of the Principal as the Chairperson and all Heads of departments. Activities like conduct of internal examinations and evaluation, allotment of students for open courses, student grievance redressal etc are conducted by the CLMC.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The University of Kerala has the prerogative to frame the scheme and syllabus of courses offered and the affiliated Colleges are called upon to ensure its quality delivery. The academic programs offered by the College are in tandem with the format prescribed by the University of Kerala.</p> <p>The curriculum followed by the UG courses in the College is that of a Choice Based Credit Semester System of the University. The PG course follows the semester system. Faculty members actively participate in the workshops on curriculum development as well as training sessions on Outcome Based Education organised by the University and State Higher Education Council in connection with syllabus revision undertaken currently. Faculty members are also supported to do research work and make publications to keep abreast of emerging avenues of knowledge. At the beginning of the academic year, the Staff Council meets and decides upon the implementation of the prescribed curriculum. It is then discussed at the department level and individual teachers finally take up the final responsibility of quality deliverance. All these are subject to monitoring and evaluation at the Department level.</p>

Added to this, Seminars / Invited Talks along with the stipulated programs like Walk with a Scholar, Student Support Programme, and Remedial Coaching etc are conducted for students to supplement the content of their curriculum. The Bridge courses given to students give them an opportunity to integrate their prior knowledge in all subjects with due proficiency. Feedback on curriculum given by various stakeholders is communicated to the University through Board of Studies members.

Teaching and Learning

In line with the prescriptions of the University of Kerala, the College follows CBCSS system in its teaching and learning process. The demand of new generation learners to incorporate more modern methods of teaching has made the faculty move away from the traditional talk and chalk method to sophisticated use of electronic media. The faculty take the aid of ICT tools and LCD projectors mounted in classrooms and also provide advanced reference materials to students for higher learning and understanding. Thus, streams of assisted as well as self learning are made available to the students. Apart from knowledge acquisition, practical sessions give due weightage to skill development. The locational significance of the College calls for adopting the strategy of inclusion involving advanced as well as slow learners in various programmes like WWS, SSP, the Remedial Coaching ASPIRE, Expert talk etc. Orientation and Bridge courses are conducted for freshers to make them aware about the procedures as well as curriculum. Methods of internal examinations, proper evaluation and feedback from students through systems of tutorial and mentoring are part of our system to help delivery of quality education. The components of assignments and seminars in internal evaluation encourage research and library use. The clubs and organisations in the College provide multifarious learning opportunities to students outside their syllabus. Added to this are Field/ Industrial/ Institutional visits and extension activities which add to the matter gained from the Campus.

Examination and Evaluation

Examination and evaluation form a key component of the teaching learning process. For this, the College strictly adheres to the directives provided by the University in the Academic calendar. The University has formulated a two-tier evaluation system for the students - End semester external examination and Continuous Internal Evaluation. The external examination and evaluation is done by the University whereas College takes special care to stick to the regulations mentioned by the University with regard to internal valuation. A centralised system is followed in the College for the conduct of internal examination. A timetable is prepared for the same by the Staff Council and the Examination Committee with the involvement of CLMC and CBCSS Co-ordinator looks into the conduct of the same. The examinations are followed by Open House / Meet the Parent programme conducted by respective departments. Proper evaluation is also supplemented through presentations, assignments and such other methods as suited to the topic and aptitude of students. Such evaluations also provide for the intellectual development and creative thinking of the students. Internal marks are then uploaded to the University to be further considered for the final result.

Research and Development

Starting from the basics of academic endeavours providing foundational knowledge, the College has now reached the threshold of Research and Development. The Management and official authorities of the institution are now giving importance to the persuasion of research with quality as indicated by teachers pursuing part time research. The faculty is encouraged to do research in relevant disciplines and publish articles in reputed journals as also participate in seminars/ workshops of different categories. The College has a Research Promotion Council which encourages teachers for the same. To note along is the successful progression of the DST FIST. Seminars/ workshops at National and International levels are organised by departments to widen the area of knowledge as well as providing the students with a wider academic area of

research. Teachers are also encouraged to undertake major/ minor projects from various National funding agencies.

Library, ICT and Physical
Infrastructure / Instrumentation

The College has a student friendly library that has introduced bar coding and other related automated facilities. It homes separate space for staff and students and functions under the guideship of a qualified and future vision oriented Librarian. Access is provided in the library to online resources like INFLIBNET that makes available e-books and e-journals. Updation of knowledge is done by making use of N LIST programmes in INFLIBNET. The library has Online Public Access Catalogue (OPAC) through which users can search the information resources available in the library. The library is Divyangjan friendly with ramp access and also had audio books for the visually impaired when there was one such student. To have uninterrupted internet facility, the speed of broadband facilities were steadily increased. Understanding the importance of ICT based learning, classrooms are provided with LCD projectors to make the teaching learning process more interesting and easily understandable. The ICT infrastructure is sufficient to cater to the needs of the College with high speed internet connectivity and Wi-Fi. The laboratories in the College also deserve special mention with regard to the facilities available. Social extension activity is undertaken through the extension of the usage of lab facilities by students from other educational institutions. Provisions are made for smart classrooms and we also have a language lab. The College also has a computer lab to assist students in learning ICT tools. CCTV is installed at crucial spots in the Campus. The College was selected for a financial assistance of rupees Two Crore under the RUSA scheme of Govt. of India. The basic infrastructure is in a phase of continuous improvement.

Human Resource Management

The teaching and non-teaching staffs as well as the students comprise the human resource of the College. Along with providing opportunities and incentives to better their output, policies and strategies are formulated from time to time to assess and meet

the human resource requirements. Orders issued by the State government, University and UGC are strictly adhered to for the management of human resources and so is the conduct of annual appraisal of staff. The practise of decentralisation and participative management practised in the College gives motivation as well as promotes leadership skills. The members are also encouraged to participate in various forums through the dissemination of information regarding such opportunities and support for the same. The faculty is also encouraged to participate in orientation/ refresher/ short term courses to update themselves. With reference to the other extra activities of the teaching and non-teaching staff, the respective staff associations arrange picnics, sports events for members, retirement functions etc along with several welfare schemes. The HR management of students is done through effective implementation of teaching learning process and the various programs and extension activities that help develop the hidden talents among them. Personality development of students is given attention through the value education programs conducted regularly. To tap the best result from students, the support of mentoring system is resorted to by the College. Maintaining good rapport with their mentees, the teacher mentors were able to function as a proper guide and motivator to the students. Problems if any otherwise are attended by the Grievance Redressal Cell and the Anti Ragging Cell. Finally, the Career Guidance and Placement Cell of the College look into the placement drives and related activities of the students.

Industry Interaction / Collaboration

The College aims to work diligently towards aligning the academic and extracurricular activities for attaining high standards of intelligence and employability skills among students. For this connectivity, MoU is signed by the College directly or by various departments to bring in academia - industry interface. In the course of their study, students from several departments undertake industrial visits. Internships are also undertaken in various governmental and

non-governmental organisations as well as in national reputed agencies. Our faculty members serve as resource persons for various institutions and contribute to research and analysis of contemporary trends. The Vocational department of the College has regular industry and destination visits as well as internship programmes included in their syllabus. The department also has tie ups with eight major partners. ED Cell of the college has been registered with the District Industries Centre, Dept. of Industries and Commerce, Govt. of Kerala.

Admission of Students

The admission and allotment of students to various academic programmes are done through the Single Window Centralised Admission Process by the University of Kerala and is intimated to the College from time to time. The State Government fixes the number of seats to be filled under each category and the University strictly follows the same. Due weightage is given for Divyagjan, SC/ST/OEC/OBC students as well as students who excel in sports and cultural activities. The only choice or freedom given to the College with regard to admission process is the seats allotted to Management and Community quota which comes to 20 percentage each of the total seats available for each course. These 20 percentage seats each in these quotas are filled by the Management following certain merit based stipulations set by the authorities. Information about courses offered, rules and regulations, amenities/ facilities available in the College are made known through its prospectus, handbook and website. The admission processes remaining to be done in College is made hassle free for the aspirants and their guardians by a small admission committee set up at that time by the academic and administrative staff of the College.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The College has not fully implemented the usage of technology in its planning and development. E-governance is implemented in the College in a limited way only. A hands on conventional method involving regular meetings of

concerned bodies is resorted to with regard to planning. However, there is a WhatsApp group for the staff members for effective dissemination of information. Class tutors and concerned teachers too maintain such communication facilities with their group of students. Though informal such initiatives help the effective planning and implementation of regular activities. The academic schedule, course details and other relevant information of the college is uploaded to the college website for information of different stake holders.

Administration

All the communications related to the academic and administrative functions are performed through electronic media. Various details of students with several subdivisions, timetable preparation, process of conducting internal examination and evaluation, exam registration, scholarship details etc are managed through online portals. The student information related to attendance, mentoring, assignment etc as also their admission and TC related matters are recorded with the help of Total Campus Solutions. Communication with the University and Government departments and also intra college communications are done in electronic format. Following government orders, regional language Malayalam was made the medium of official communication to Government. Use of Service and Payroll Administrative Repository for Kerala (SPARK) to manage salary, PF and other financial statements of staff and regular exercise of Public Financial Management System (PFMS) portal to upload the expenditure details with regard to Government funds is also made use of.

Finance and Accounts

E-governance of finance and accounts of the College is undertaken in a limited way only. Digital signature of the Principal was made use of. Details regarding personnel administration and payroll function of staff are conducted through SPARK software. The receipt and disbursement of government funds are made through PFMS of Government of India. Gain PF is applied for matters connected with staff PF. State Government Scholarships and e grants are disbursed to students through

online operations. Various grants for students, funds under several projects/ schemes/ funds for new initiatives of government such as Scholars Support Programme (SSP), Walk with Scholar (WWS), Additional Skill Acquisition Programme Kerala (ASAP) etc are also managed through e- governance of finance and accounts.

Student Admission and Support

Admission of students to various academic programmes of the University of Kerala offered by the College is done through the single window Common Admission Procedure of the University. The procedures remaining to be done at the college level is attended to through Total Campus Solutions. The Fee Structure and Programmes/ Courses details are made available online. After admission, procedures in their tenure as student like student enrolment, exam registration, fee remittance etc are done online in the College. Scholarships, fee concessions and other educational assistance to various categories of students are verified, processed and disbursed directly through beneficiary account. Steps were also initiated to make available online the resources covered by our digital library.

Examination

The entire examination process starting from exam registration to fee remittance and downloading of hall tickets and results for both UG and PG courses offered by the University of Kerala is done online. Recently the University also introduced the downloading and printing of question papers for PG examinations by the Colleges and we also practise the same efficiently. Uploading of details related to internal assessment of students is also done online. For internal examinations e-governance is used in a limited way like centralised printing of question papers, assignment of invigilation duty for staff etc. The college also facilitates the conduct of examinations of private registered students of the University.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Familiarising the Reaccreditation Process	Familiarising the Reaccreditation Process	21/03/2019	21/03/2019	57	18
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC sponsored Orientation Programme	1	12/09/2018	09/10/2018	28
Orientation Programme at UGC-HRDC, University of Kerala	1	16/01/2019	12/02/2019	28
One day Cluster Workshop by Office of the New Initiatives in Higher Education	1	08/11/2018	08/11/2018	1
Orientation Programme at UGC-HRDC, University of Kerala	1	26/04/2019	23/05/2019	28
Recent Analytical Trends in Research	1	27/03/2019	27/03/2019	1
Refresher Course by Summer School,	1	23/07/2018	13/08/2018	21

University of Kerala				
Short Term Course on Evaluation on Higher Education	1	23/02/2019	01/03/2019	7
Educational Conclave	1	27/06/2018	27/06/2018	1
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Staff Cooperative Bank and Cooperative Store • Medical reimbursement • Festival allowances • Tour Programmes • Interim relief for newly appointed staff • Day Care Centre for the children of staff members • Michael's Cricket League 	<ul style="list-style-type: none"> • Staff Cooperative Bank and Cooperative Store • Medical reimbursement • Festival allowances • Tour Programmes • Interim relief for newly appointed staff • Day Care Centre for the children of staff members • Michael's Cricket League 	<ul style="list-style-type: none"> • Scholarships instituted by various agencies. • Endowment prizes instituted by various departments, PTA, Management and Alumni • Stipend • Free medical check-ups • Cooperative Store • Cafeteria • Students Group Accident Insurance Policy scheme • Hostel Facility • Special Grants for SC/ST students • Emergency Medical Help • Wellness Centre • Physical Fitness Training • Common room and Toilet for Girls • Cyber Café and Network Resource Centre • Toilet and Ramp for PWD students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly Efficient and transparent management of financial resources is maintained in the College. All bills and payment vouchers checked and signed by the Accountant is presented to the Principal for pay order. Decision on major matters concerning internal finance is consulted with the Planning, Purchase and Finance Committees of concerned matters. The internal audit committee of the College regularly checks the cash registers and official accounts. With regard to UGC/ Government grants/ projects, audit is done at the time of submission of Utilisation Certificate. External audit is done by officials from the Office of the Accountant General, Trivandrum, Office of the Deputy Director of Collegiate Education, Ernakulam and also Department of Finance, Government of Kerala whenever required. The income and expenditure incurred by the PTA is also

subject to audit by concerned audit members in the PTA Executive Committee and finally presented to the General body for approval. The funds of NCC, NSS, WWS, ASAP etc are also monitored and audited by concerned Central/ State Government Departments. These internal as well as external audit practices to monitor financial management help us to maintain sound financial health and proper accountability..

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	15061808	College Expenses
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	Yes	Office of the Deputy Director of Collegiate Education, Ernakulam. Accountant General Office, Trivandrum	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> • Contribution towards solar panel installation • Financial support to activities of NCC/NSS • Support to seminars / workshops conducted by various departments • Felicitating winners of cultural and sport competitions • Contribution towards completion of sports complex

6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> • Two Day State Level Workshop on Igniting – Spark held at St. Teresa’s College, Ernakulam on January 18th, 19th 2019 in collaboration with SPARK, PMU • Participant: Two Non- Teaching Staff • State Level Training Programme for non- Teaching Staff organized by the IQACs in the Association of Latin Catholic Colleges (University of Kerala) at Fatima Mata National College, Kollam on 11 May 2019 • Participants : All Non- Teaching Staff • Promotion to deserving staff – Mr. Prem Vineeth M Eresseril
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> • Enhancement of student facilities in College – WiFi, Smart class, Drinking water • Renovation and enhancement of physical and IT infrastructure. • Inculcating the trait of community participation among students – Village adoption programme by NSS.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal
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	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Induction cum Orientation programme for Freshers	09/07/2018	09/07/2018	11/07/2018	366
2018	Implementation of WWS	01/09/2018	01/09/2018	18/01/2019	36
2018	Implementation of SSP	01/10/2018	01/10/2018	26/02/2019	39
2018	Initiating the starting of IGNOU Study Centre at the College	30/10/2018	30/10/2018	30/10/2018	Nil
2018	Familiarising the Reaccreditation Process - Orientation by Prof. Harry Cleetus	21/03/2019	21/03/2019	21/03/2019	75
2019	Supporting student participation in Kerala University Youth Festival	26/03/2019	26/03/2019	30/12/2019	35

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Adolescent Gynaecological Issues	01/08/2018	01/08/2018	100	Nil
Awareness	13/11/2018	13/11/2018	80	Nil

Programme on Transgenders welfare				
Skill Development and Training Programme for Mothers	26/07/2018	26/07/2018	100	Nil
Panel Discussion among Students regarding Women Rights	13/11/2018	13/11/2018	60	Nil
Open Forum on Women Empowerment" Sadhairyam Munnottu	10/12/2018	10/12/2018	150	Nil
Poster Exhibition on Women Rights	07/02/2019	07/02/2019	100	Nil
Social, Health and Financial Survey at Thannermukkam Grama Panchayath	23/06/2018	23/06/2018	54	31
Social Justice Day	20/02/2019	20/02/2019	107	73
Women's day	31/03/2019	31/03/2019	103	72

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Nurturing the development of environmentally conscious citizens has been one of the prime mottos of the institution. Focusing on this motive, several seminars on related topics like Awareness on Biodiversity, Plastic Waste Management, Climate Change Mitigation Wetland Protection etc were conducted. Activities were undertaken to foster this consciousness in the society also through Empowerment Program among Filarial Patients, Sea wall Construction Aids Awareness and Pond Rejuvenation. A project sponsored by Kerala State Council for Science Technology and Environment entitled 'Economic uplift of women from Cherthala South Panchayath through transfer of Vermi composting technology' was run by the College with the intention to promote the technique among the local society. The Encon club of the College in its tie up with BPCL makes endeavours to spread knowledge regarding environment conservation and renewable energy through their activities like competition on painting, quiz and essay writing.

As part of move towards sustainable development, enquiry was made into alternate energy sources. This culminated in the installation of 20 KW solar energy system during the year in the College which satisfies the energy requirement of the main building of the College as well as the Library Block.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	3
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	11	11	16/01/2019	1	Empowerment program for filarial patients	Local health issue	97
2018	Nil	Nil	17/08/2018	10	Flood relief camp at Thanneermukkom Grama Panchayath	Climate issue	102
2018	Nil	Nil	19/08/2018	12	Flood relief camp at St. Michael's College, Cherthala	Climate issue	102
2018	Nil	Nil	08/10/2018	3	Rebuild Kerala at Thanneermukkam Grama Panchayath - Post flood rehabilitation project	Climate issue	27
2018	Nil	Nil	17/08/2018	3	Post	Climate	32

			018		flood cleaning and distribution of relief materials at Thannermukkam Grama Panchayath	issue	
2018	Nill	Nill	23/06/2018	1	Social, Health and Financial Survey at Thannermukkam Grama Panchayath	Local status issue	102
2018	Nill	Nill	18/09/2018	1	Swachhata Hi Sewa	Environment issue	91
2018	Nill	Nill	10/12/2018	1	Sadhairyam Munnottu	Gender issue	154
2018	Nill	Nill	28/09/2018	1	Light it Up	Handicraft training	45
2018	Nill	Nill	06/12/2018	1	Employability Skills Training	Employment issue	29
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Handbook	11/06/2018	The Handbook of the College is a document imparting human values and ideals to its students along with emphasizing the particular role of HEI in their character formation. The document reiterates the commitment of the institution in providing a progressive, professional, disciplined and welcoming academic ambience to its students. Every student is given a College Handbook which communicates the Vision and Mission as envisioned

by the Founders of the College. The Handbook gives an account of the profile of college organisation, details of departments and staff, programmes offered, details of fees, college rules regarding general discipline, attendance, fees, examinations etc, clubs and organisations, facilities in College and the Academic calendar. The value orientation and ethical consciousness of the staff community is portrayed through their active participation in various clubs and organisations of the College. Any violation of the prescribed code - if happens, is immediately attended by competent authorities based on the seriousness of violation.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Flood relief camp at Thannermukkom Grama Panchayath	17/08/2018	27/08/2018	100
Flood relief camp at St. Michael's College, Cherthala	19/08/2018	30/08/2018	100
Rebuild Kerala at Thanneermukkam Grama Panchayath	08/10/2018	10/10/2018	25
Post flood cleaning and distribution of relief materials at Thanneermukkam Grama Panchayath	17/08/2018	18/08/2018	30
Fund raising programme for House construction	17/01/2019	28/01/2019	20
Pond cleaning and agricultural activity at adopted village	25/12/2018	29/12/2019	100
Health for All and Wealth for All' Medical camp at	13/08/2018	14/08/2018	100

adopted village			
Social, Health and Financial Survey at Thannermukkam Grama Panchayath	23/06/2018	23/06/2018	100
Gandhi Jayanthi - Cleaning and implementation of a vegetable garden at Hopes Community Village	02/10/2018	02/10/2018	50
Children's Day Celebration at Cherthala South Anganvadi	14/11/2018	14/11/2018	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Seminar on Plastic Waste Management ? Biodiversity Awareness Campaign ? Swachh Bharat Mission ? Suchitwa Mission ? Swachhata Hi Sewa

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

St. Michael's College has been rendering long years of selfless service towards the formation of erudite citizens through value based education. Providing yeomen service to the marginalised sections of population in Alappuzha District in the field of imparting knowledge, the institution is also committed towards social development. Extending helping hands to society, the institution stands out as a centre of assistance to community in different ways. In 2018 August the College was called upon to do extended community service during the occasion of the great floods that engulfed the State. The College functioned as the Relief Camp for the victims of the flood. The entire College team along with the NSS, NCC and Women's Cell units joined hands to offer help to the suffering victims. The report of the same which galleries the commitment of our college to the stated vision and mission is provided below. Disseminating information and teaching students is not just the focused aim of our college. The institution has to its credit several good practices that makes learning and working a unique experience for both the staff and the students. Amidst the busy academic schedules, being conscious about the social commitment of the institution and our goal to promote all round development of students as responsible citizens, the NSS unit of our College has been continuously making relentless efforts in this direction. Making dedicated service to the society, the Programme Officers and student volunteers have been engaging themselves in various activities like supporting the marriage of needy family, support to cancer patients, hair donation, pond rejuvenation, cleaning of public places etc. This year too they had done appreciable service in this area. Reconstructing the house of an elderly lady and making it comfortable to live has been one among the many best practices followed by them in the year. The details of the same may be viewed as below.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.stmc.ac.in/smc_college/best.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

St. Michael's College envisages national development through the improvement of the educational and socio economic standards of the backward and marginalised sections of the society in the coastal areas of Alappuzha District. This is attained by imparting affordable education which inculcates values - moral and ethical to mould responsible citizens of merit and calibre. The College stretches its hand to Community Development and Service grounded on values, discipline and intellectual advancement keeping pace with global developments. This mission and values remain strong at the background of all actions taken by the members and stakeholders of the institution. Taking its cue, the College was beckoned to adhere to the concept of "Adopted Village" and execution of related actions. This concept was put into practice through the activity of NSS unit of the College by adopting 8th ward of Thannermukkom Grama Panchayath. The activity report can be viewed in the below link which galleries the commitment of our organisations too towards the stated vision and mission of the College.

Provide the weblink of the institution

https://www.stmc.ac.in/smc_college/distinctiveness.php

8.Future Plans of Actions for Next Academic Year

- Keeping in view the future of students, promote industry - academia linkage to develop employability skill among student community.
- Motivate faculty towards research activities and publications.
- Promote the use of alternate renewable energy in the campus.
- Eco friendly campus.