



Yearly Status Report - 2019-2020

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.	9809566466
Registered Email	michaelscherthala@gmail.com
Alternate Email	iqacdocuments@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.stmc.ac.in/IOAC/AQAR_2018_19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.stmc.ac.in/IOAC/Handbook_19_20.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
One day State level Workshop on Public	23-Sep-2019 1	55

Financial Management Systems (PFMS) and Expenditure, Advance and Transfer (EAT) Module		
An invited talk on Respecting IPR in an Academic Environment	15-Nov-2019 1	56
Workshop on Outcome Based Education and ICT	10-Mar-2020 1	50
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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
NSS, SMC Unit	Regular activities Special camp	State Govt	2019 365	87888
SSP, SMC Unit	Student development	State Govt	2019 365	92000
WWS, SMC Unit	Student development	State Govt	2019 365	137600
St. Michael's College	Renovation works	UGC	2019 365	700000
NCC, SMC Unit	Washing allowance	Central/State Govt	2019 365	9225
Dept. of Chemistry	International Conference	SERB, DST	2019 365	75000
Soumya T Cyriac	National Science Day	KSCSTE	2019 365	15000
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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 :	8
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	No

during the year?

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

One day State level Workshop on Public Financial Management Systems (PFMS) and Expenditure, Advance and Transfer (EAT) Module. An invited talk on Respecting IPR in an Academic Environment. Workshop on Outcome Based Education and ICT Starting up of IGNOU Study centre in the Campus. Having a registered alumni, SMRUTHI

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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 NTS in e grants training
Supporting the skill component of NTS	Participation of NTS in e TSB training
Move towards registered alumni	SMRUTHI No.AL P/TC/221/2019
Igniting spirit of higher studies among students	Orientation for Civil Service aspirants by Sri. Nirmal Ouseph IAS
Support to NTS	Conduct of one day State level workshop on PFMS & Expenditure, Advance and Transfer Module
Understanding the area of IPR	An invited talk on Respecting IPR in an Academic Environment
Move towards understanding locational advantages and disadvantages	International Seminar on Responsible Tourism
Social outreach programmes	Activities of BEEP
Outcome based education	Workshop on Outcome Based Education and ICT
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14. Whether AQAR was placed before statutory body ?

Yes

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	2020
Date of Submission	28-Feb-2020
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

The University of Kerala prescribes the curriculum and academic calendar for respective courses and being an affiliated college, St Michael's too follows the same for the 8 UG and 3 PG programmes. The time table for the College as a whole is charted out by the College Council with the help of workload and time table committees at the beginning of the academic year. The Departments with active monitoring by the specially constituted College Level Monitoring Committee implements the curriculum within the stipulated time through well planned action plans and delivery mechanisms. The respective Department Level Monitoring Committees takes decisions on the division of papers and portions to be allotted to individual faculty. The modern innovative teaching methods involving projects, seminars, industrial visits and other criterias of industry - academia linkage are employed by the faculty in addition to the traditional chalk and talk method. Individual faculties might also develop their own assessment procedures to evaluate their students. Continuous and consistent methods of internal evaluation as prescribed by the University are also followed by each Department. The teaching - learning process and academic progress of students are closely reviewed at regular faculty meetings and grievances if any are attended too. The learning processes of students are supported actively by the College Library which has sufficient reading materials and e-facilities. To look into the particular situation of Freshers, an Induction Programme is conducted every year which provides them with ample Orientation. The gaps if any in their academic background is supplemented and refreshed through the Bridge Course provided in the beginning. Programmes like WWS and SSP addresses issues related to their academic calibre in the course of their study. Ideas and opinions related to course restructuring and syllabus revision of the courses offered are voiced by faculties by participating in related workshops and committees organised by the University. The academic quotient of the faculties is improved through participation in Orientation / Refresher Courses. Finally the feedback of the various segments in the constitution of the College like students, teachers, alumni and other stake holders is communicated to the University through faculty members who are in the Board of Studies and other Academic Bodies. Thus, consistent and continuous methods are employed by the institution for proper curriculum delivery and to mould students into socially committed, employable, innovative and research oriented individuals.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Cambridge	18/07/2019	180	Employabil	Language

	English-Business Bench Mark			ity	Skill
Nil	NACT Approved Certification on Basic Corporate Accounting	24/08/2019	180	Employability	Accounting Skill
Certificate course in Robotics Automation	Nil	17/09/2019	180	Employability	Circuit Designing
Certificate course in Food Science and Quality Control	Nil	23/09/2019	90	Employability	Quality Control

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	45	75

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
No Data Entered/Not Applicable !!!		
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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
MSC	Chemistry	14
MA	Economics	13
MCom	Commerce	20
BVoc	Software	47

BVoc	Tourism	55
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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
<p>Keeping in view the enhanced functioning of the institution, the College gives proper attention to the growing demands of the modern times which is obtained through the feedback system. Efficient delivery of the courses offered as also other facilities provided in the College is properly evaluated through the manual system of feedback collected and analysed. Different stakeholders like students, faculties, parents and alumni are approached for feedback survey which is done with the help of a structured questionnaire. The method of stratified random sampling ensuring due representation of all departments is resorted to. At the end of every academic year, questionnaire containing feedback related to all the areas of working of the College is circulated among staff, students and departments. PTA and Alumni meetings serve as time for collecting feedback from parents and alumni. Thus systematic collection of feedback is done by the institution. The data so collected provide sufficient insight into the growing needs of the hour and help us reach up to the required solutions. Count and percentage analysis is employed for analysing the data so collected and consolidated to arrive at general conclusions on important matters. This is then submitted to higher authorities for discussion and related remedial action to be followed. Such a system of analysis and action was intended to understand the performance appraisal of the College by different stakeholders and take action that bring general improvement of the institution. The College and Academic Council of the institution make timely intervention for proper and smooth functioning of the College and serious alterations if any regarding curriculum is reported at workshops and meetings for the same conducted by the University. The faculties of the College who are members of Board of Studies and other Academic bodies air the views from College at appropriate times of curriculum revision.</p>

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
MCom	Commerce	22	Nil	25
MSc	Chemistry	10	Nil	16
BVoc	Tourism and Hospitality Management	50	Nil	45

BVoc	Software Development	50	Nill	38
BCom	Commerce	50	Nill	57
BA	English	50	Nill	50
BA	Economics	60	Nill	63
BSc	Physics	34	Nill	25
BSc	Zoology	36	Nill	35
BSc	Chemistry	32	Nill	25
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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
2019	331	51	37	Nill	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	Numberof smart classrooms	E-resources and techniques used
61	61	10	22	22	18

[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)

The student development oriented principle of the College welcomes a consistent mentoring system to fulfil the academic and psychosocial needs of the students. Promoting a system based on mutual respect, dignity and compassion, the mentoring policy aims to provide care and support to the students to help them perform at their fullest potential under an atmosphere ensuring equality of opportunities. The attendance and general performance of students in a class is commonly looked into by the tutor of the class. The day of absence and proper reason for the same is informed by the parent of the student to the tutor over phone and is detailed. The departments are directed to provide mentors 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. Keeping in mind the changing socio economic environment of the society and challenges faced by the new generation learners, there takes place regular and consistent interaction between the mentor and the mentee. The frequency of the meetings, time and place are all decided by the mentor in consultation with the mentee. The process of mentoring helps the mentor to identify himself as one among the mentee and so have a better understanding of their situations and problems, if any. As such, they will be able to guide the mentees to overcome the hurdles and solve their problems. Looking into all aspects of the student life, the mentees are motivated to participate in the co-curricular and extracurricular activities of the college and proper complete details of each mentee are maintained by the mentor. Information on the social, economic and family background details of each mentee is elicited by the mentor in a tactful manner to have a proper understanding of the situation of the mentee. Every minute detailed is properly recorded and looked into from time to time for consistent supervision. Each mentoring session including details of the academic and emotional needs of the students is properly recorded and discussed. The duration of sessions depends on the nature of issues discussed. The aspirations, ambitions, insecurities and needs of the students are discussed. The mentor act 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 and thus help the overall development of students as responsible citizens.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1143	61	1:19

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	17

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
2019	Seena Elizabeth George	Assistant Professor	Board of Examiners, Maharajas College, Ernakulam
2019	Dr. Sindhu S Nair	Associate Professor	Subject Expert, H.H.M.S.P.B.N.S.S College for Women, Trivandrum
2019	Dr. P. Manoj	Assistant Professor	Guest Editor, Materials Today Proceedings (Elsevier, Oxford, UK)
2019	Dr. Pearl Augustine	Assistant Professor	Guest Editor, Materials Today Proceedings (Elsevier, Oxford, UK)
2019	Dr. P. Manoj	Assistant Professor	Member, Board of Studies in Polymer Chemistry, University of Kerala.
2019	Dr. Teny David	Assistant Professor	University of Kerala Best NSS Programme Officer Award
2019	Dr. Pearl Augustine	Assistant Professor	Board of Examiners, University of Calicut
2019	Joseph Libin K. L.	Assistant Professor	Board of Examiners,

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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
BVoc	Tourism and Hospitality Management	Sem 6	12/06/2020	11/09/2020
BVoc	Software Development	Sem 6	12/06/2020	11/09/2020
BA	English	Sem 6	15/06/2020	27/08/2020
BA	Economics	Sem 6	15/06/2020	27/08/2020
BCom	Commerce	Sem 6	10/06/2020	21/08/2020
BSc	Physics	Sem 6	10/06/2020	27/08/2020
BSc	Zoology	Sem 6	06/06/2020	27/08/2020
BSc	Chemistry	Sem 6	08/06/2020	27/08/2021

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Academic Calendar provided to the College by the University of Kerala details the procedures to be followed in the Continuous Internal Evaluation (CIE) System of students. The details about this evaluation process are made known to the freshers during the Orientation Programme conducted at the beginning of the course. Attendance, test papers and assignment/ seminar forms the components of CIE in UG programmes where as both assignments as well as seminars form part of CIE in PG programme. Proper usage of library and making use of the vast data of knowledge there thus forms an integral part of the course work of study. The College Level Monitoring Committee (CLMC) with active support from the Department Level Monitoring Committee (DLMC) takes decision on the details of internal examinations like fixing the date, evaluation of answer scripts and other related procedures. Strict participation of students is expected for internal exams and absentees with valid reasons are given chance for re tests. After evaluation and analysis of performance, remedial courses of action are recommended. Complaints if any are rectified at the bottom level itself and if not settled are passed over to concerned higher authorities. 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. End Semester Assessment (ESA) conducted by the University and implemented in Colleges under the supervision of the Chief Superintendent of Examinations in each College gives a summative assessment of the students. 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.

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

The University of Kerala prepares an academic calendar to be followed by the affiliated Colleges and makes it known through their website. It provides dates and details with regard to various campus activities like admission, working days, holidays, dates of examinations etc. This information in turn is handed over to students through the College handbook distributed at the beginning of each academic year. Such information at the beginning itself helps the faculty and students to plan the curricular, co-curricular and extracurricular activities of the College. The internal evaluation of students consists of attendance, assignments, seminars and test papers. However each teacher is given the freedom to evaluate their students through various methods like seminars, poster presentations, quiz etc. The activity of evaluation culminates at the internal examinations decided jointly by the Staff Council, CLMC- CBCSS. This is done after taking into consideration the phased completion of portions and announcement of the dates of University end-semester examinations. Micro planning at the department levels which is further extended to matters of the entire college, helps decide upon the conduct of internal examinations. Adhering to the principles of strict participation in internal examinations, retests are conducted for students with valid reasons of absence. Evaluation and analysis of results of internal examination helps to identify list of students for remedial teaching. 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 is 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
590	MCom	Commerce	20	15	75.00
635	MSc	Chemistry	14	11	78.60
352	BVoc	Tourism and Hospitality Management	56	32	57.14
351	BVoc	Software Development	50	15	30.00
159	BCom	Commerce	45	30	66.67
130	BA	English	49	23	46.94

550	MA	Economics	13	8	62.00
230	BSc	Physics	29	20	68.96
250	BSc	Zoology	37	23	62.50
235	BSc	Chemistry	32	18	56.25
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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
Any Other (Specify)	365	SERB DST	0.75	0.75
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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
Workshop on Outcome Based Education (OBE) and ICT	Chemistry and IQAC	10/03/2020
International Conference on Photochemistry and Sustainable Energy (ICPSE 2019)	Chemistry	19/10/2019
Meet the Scientists (Pre Conference Workshop)	Chemistry	16/10/2019
Seminar on wild life conservation and management	Zoology	28/06/2019
Seminar on value added products development from aquatic weeds	Zoology	30/07/2019
Invited Talk – Capture and CO ₂ convert	Chemistry	07/01/2020
Invited talk – Energy Conservation and Environmental Protection (In Association with BPCL Kochi)	Chemistry	10/02/2020
Seminar on Corona virus – cases and preventive measures	Zoology	13/02/2020

Career orientation talk	Zoology	17/02/2020
Invited talk - Artificial Photosynthesis	Chemistry	03/08/2019
Invited talk - "The Creative Rem"	Library	13/12/2019
Invited Talk - Beating the Virus- World War - III! (Webinar)	Chemistry	21/05/2020
Invited Talk - Thermoelectric energy harvesting: From fundamentals to device applications (Webinar)	Chemistry	23/05/2020
Invited Talk - Seeing the Nano - Importance of Advanced Electron Microscopy in Nanomaterials Research (Webinar)	Chemistry	28/05/2020

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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	Physics	1	5.2
International	Mathematics	1	5.75
International	English	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
Chemistry	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
Rational design of gelatin/nanohydroxyapatite cryogel scaffolds for bone regeneration by introducing chemical and physical cues to enhance osteogenesis of bone marrow mesenchymal stem cells	K.T. Shalumon, Han-Tsung Liao, Chang-Yi Kuo, Chak-Bor Wong, Chien-Ju Li, Mini P.A, Jyh-Ping Chen	Materials Science Engineering	2019	19	St. Michael's College, Cherthala	19
On matrix semigroups and matrix semigroup amalgams	Smisha M A and P G Romeo	International Journal of Research and Analytical Reviews (ISSN 2348-1269)	2019	Nil	St. Michael's College, Cherthala	Nil
Good Fences Make Good Neighbours : Water as a Natural Fencing in Movies	Sam Johnson	The Investigator (An International Referred Journal of Multidisciplinary Exploration, ISSN: 2454-3314)	2019	Nil	St. Michael's College, Cherthala	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
Good Fences Make Good Neighbours : Water as a Natural Fencing in Movies	Sam Johnson	The Investigator (An International Referred Journal of Multidisciplinary Exploration, ISSN: 2454-3314)	2019	Nil	Nil	St. Michael's College, Cherthala
On matrix semigroups and matrix semigroup amalgams	Smisha M A and P G Romeo	International Journal of Research and Analytical Reviews (ISSN 2348-1269)	2019	Nil	Nil	St. Michael's College, Cherthala
Rational design of gelatin/nanohydroxyapatite cryogel scaffolds for bone regeneration by introducing chemical and physical cues to enhance osteogenesis of bone marrow mesenchymal stem cells	K.T. Shalumon, Han-Tsung Liao, Chang-Yi Kuo, Chak-Bor Wong, Chien-Ju Li, Mini P.A, Jyh-Ping Chen	Materials Science Engineering	2019	8	16	St. Michael's College, Cherthala
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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	22	5	8	3
Resource persons	Nil	Nil	1	1
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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
ZEST Expo - Exhibition	Dept. of Zoology	3	90
Free medical camp and seminar on Lifestyle Diseases	Dept. of Zoology	3	70
Distribution of fruit plants	Dept. of Zoology	3	90
ChemWonders- Outreach programme	Department of Chemistry	8	350
ENCON Club (For energy conservation and environment protection) Quiz Competition	Department of Chemistry in Association with BPCL, Kochi	2	30
Preparation and Distribution of Sanitizer	Department of Chemistry in Association with Rotary Club	4	25
ENCON Club (For energy conservation and environment protection) Essay Writing Competition	Department of Chemistry in Association with BPCL, Kochi	2	20
Bench mark survey on e-literacy among higher secondary school students at GHSS, Areeparambu	B.Voc Education Extension Programme (BEEP)	2	180
Study gap identification test among selected group of students at GHSS, Areeparambu	BEEP	2	200
Four days Bridge Course at GHSS, Areeparambu	BEEP	4	250
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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	University of Kerala	200

	Unit award		
NSS	University of Kerala Best NSS Programme Officer award	University of Kerala	1
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
Extension activity of Chemistry Department	Department of Chemistry, Rotary Club	Preparation and Distribution of Sanitizer	4	25
Mission and Swachh Bharat	NSS Unit, St. Michael's College and Thanneermukkam Grama Panchayath	Pond rejuvenation project in adopted village	2	100
Gandhi Jayanthi	NSS Unit, St. Michael's College and Southern Railways	Thumpoli Railway station cleaning	2	50
Suchitwa Mission	NSS Unit, St. Michael's College, Pollution Control Board, Suchitwa Mission, Haritha Kerala Mission, House boat Owners Association and NCC	Clean Pallathuruthi Drive	1	10
Suchitwa Mission	NSS Unit, St. Michael's College and Thanneermukkam Grama Panchayath	Mega cleaning at Thanneermukkam Grama Panchayath	1	50
Women's Day	NSS Unit, St. Michael's College and Thanneermukkam Grama Panchayath	Class on women empowerment	1	10

Palliative Care Day	NSS Unit, St. Michael's College and Alappuzha District initiative	Palliative care	1	5
'Vimukthi'	NSS Unit, St. Michael's College, University of Kerala, Govt. of Kerala and Thanneermukkam Grama Panchayath	Drug awareness campaign in the adopted village	1	40
Vimukthi'	NSS Unit, St. Michael's College, University of Kerala and Govt. of Kerala	Drug awareness campaign among school and college students	1	100
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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
Cross cultural communication and study assistance to student groups from Kings College, London	30	Nil	9
Student Exchange	10	Nil	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
Project work	Project	SRMIST, Kattankulathur	01/04/2020	30/06/2020	Akhina Roshin
Project work	Project	University of Delhi	01/04/2020	30/06/2020	Robin S Babau
Project work	Project	Cohin Univiertsy of Science and Technology	01/04/2020	30/06/2020	Sreelakshmi S

Internship	Industry-academia linkage	QUEST	02/04/2019	10/05/2019	4th Sem B.Voc SWD students
Industrial visit	Industry-academia linkage	IBS Bangalore	04/10/2019	08/10/2019	5th Sem B.Voc SWD students
Destination Visit	Industry-academia linkage	Marari Beach Resort	29/08/2019	29/08/2019	4th Sem B.Voc Tourism Students
Aviation training	Industry-academia linkage	Riya Travels, Kochi	01/11/2019	15/11/2019	5th Sem B.Voc Tourism Students
Internship	Industry-academia linkage	<ul style="list-style-type: none"> • Tea country, Munnar • Leaf, Munnar • Fog, Munnar • Cardamom country, Munnar • Xandari Pearl, Maraikulam • Cgh Coconut Lagoon, Kumarakom 	01/04/2019	15/05/2019	4th Sem B.Voc Tourism students
View File					

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
Red Hat India Pvt. Ltd	13/01/2020	Training certification in Red Hat courses	140
Proteus Info Tech	25/09/2019	Industrial training and career counselling	140
King's College, London	27/03/2019	Exchange of visiting scholars for the purpose of conducting seminars and classes	Nil
Pro Hub Process Management Pvt. Ltd and Department of Commerce, St. Michael's College, Cherthala	15/03/2019	Professional Training Service	33

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
50	46.65

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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 partially)	Version	Year of automation
Libsoft	Fully	2011	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23124	4697856	151	44668	23275	4742524
Reference Books	1216	1234577	5	7779	1221	1242356
Journals	29	161868	Nill	Nill	29	161868
Digital Database	1	38100	Nill	Nill	1	38100
CD & Video	60	7000	Nill	Nill	60	7000
Library Automation	1	14986	Nill	Nill	1	14986
Weeding (hard & soft)	58	4000	Nill	Nill	58	4000
Others(s pecify)	9	31000	Nill	Nill	9	31000
Others(s pecify)	25	25230	27	30476	52	55706

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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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!	

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
9	8.81	40	37.84

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 physical and academic support facilities available in the College are well maintained by following a system of consistent maintenance framework. 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 looked into by the concerned authorities and financial support for maintenance and utilization of computers, laboratory equipment, physical facility in laboratory, LCD projectors etc are provided by Management, PTA and other agencies. Coming to the case of facilities available in the College, the details are presented and updated in the college website timely by a System Administrator. The laboratory facilities available are fully functional with all necessary apparatus and chemicals. The College walked its talk on activities aimed 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 Library of the College is automated with Libsoft and statutory maintenance and utilization of the resources are ensured. The Management and faculty of the College is committed in its service towards community development which is portrayed through the efficient management and functioning of the IGNOU study centre in the campus. The College also has facilities like a well maintained canteen, a reprographic centre to support the all round ambience of 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 and clean environment of the campus is made possible by the selfless effort of the different staff, student and alumni segments of the college.

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	39000
Financial Support from Other Sources			
a) National	Fisheries e grant	222	2954669
b) International	Indian Jeevakarunya Trust Scholarship	15	15000

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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
Orientation Programme for First year Students	06/07/2019	230	Career Guidance and Placement Cell
Walk With a Scholar programme	16/09/2019	36	Kerala State Higher Education Council
Scholar Support Programme	01/11/2019	40	Kerala State Higher Education Council
Skill Development Programme	28/10/2019	40	GIIMS, Kochi
Skill Development Workshop	11/10/2019	45	SIPL Training House, Cochin

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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 students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Overseas Education	Nil	80	Nil	Nil
2019	Career Counselling by Level 3	Nil	30	Nil	Nil
2019	Civil Service Scholarship Exam	204	Nil	Nil	Nil
2019	Scholarship Test by Enbridge	80	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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	6	BSc	Physics	SN College, Cherthala	M.Sc Physics
2020	1	BCom	Commerce	Toi-Ohomai, Institute of Technology, New Zealand	Graduate Diploma in Mentoring and Professional Leadership ? Level 7

2020	1	BCom	Commerce	University of Kerala	M.Phil
2020	4	BSc	Zoology	S.N.College, Cherthala	M.Sc Zoology
2020	1	BSc	Chemistry	Central University of Kerala	MSc Chemistry
2020	1	BSc	Chemistry	Kerala Veterinary and Animal Sciences University	M.Sc Quality Control in Dairy Sciences
2020	4	BSc	Chemistry	St. Michael's College, Cherthala	MSc Chemistry
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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	4
SET	1
Any Other	1
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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 Level	235
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
2020	Best Actress	National	Nil	1	9245	Gouri Manoj Chandran
2020	First place in 120 kg power lifting	National	1	Nil	8843	Ajay James
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The participation of students in the effective governance of the College is materialised through the College Union Executive Committee and other students association, clubs and forums. In every academic year the College union is formed by the election held in parliamentary mode in accordance with the guidelines of Lyngdoh Committee, Government of Kerala and 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 college union 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 students under the leadership of college union, NSS, NCC and Women's Cell are very active to make clean and green campus. All the activities of the students are advised and facilitated by the Principal and Staff Advisor. The college union executive committee convene regular meetings with class representatives, department association in-charge students and inform the needs and concerns to the Principal, the College Council or to the Management. Each department has an association to coordinate and organize various academic and extracurricular activities in the campus. The IQAC, Anti-Ragging Committee, Library Committee etc are also functioning with the active participation and support of the students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni association of the College is named SMRUTHI and is functioning in accordance with the provisions of Travancore Cochin Literary Scientific and Charitable Societies Act of 1955. The office of the same is functioning within the campus of St. Michael's College with Alumni chapters of departments to be formed with approval and concurrence from the parent organisation. The aim of SMRUTHI is to foster relationship between past and present generations of the institution. All the past students of the College are eligible to become members of SMRUTHI and 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 and the main objectives include ? To maintain contacts of Alumni with the alma-mater. ? To foster relationship between past and present students of the institution. ? To keep the old students informed of the growth and development of the institution. ? To give an opportunity to the old students to take part in building up and maintaining the traditions of the institution. ? To serve as a forum striving to get a proper blending of the theoretical and practical aspects of education. ? To institute prizes, scholarships, book banks, infrastructure development etc for the students of the College. ? To help the students passing out of the College in securing employment in line with their qualifications. ? To enable projects to support eligible children of Alumni in terms of educational expenses. With the above said aims, the alumni of the College, SMRUTHI strives ahead to provide a congenial and promising atmosphere for the students.

5.4.2 – No. of enrolled Alumni:

7

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

56000

5.4.4 – Meetings/activities organized by Alumni Association :

1. A Historical document on the phenomenal contributions by the cultural luminaries in the Latin catholic anjootikar community authored by Fr. Nelson Thaiparambil, a former student of St. Michaels college was published in St Michaels College and released by Dr James Anaparambil bishop of Alapuzha on 17th August 2020. An online discussion of the book was organised for 10 days consecutively by SMRUTHI and many Malayalam writers took part in the discussion. 2. Father John Boya a former student of Saint Michaels college has been appointed as the secretary to Inter nuncio in Burkina faso Africa. SMRUTHI executive committee extended heartiest congratulations to Fr. Boya on his appointment . 3. Mr. Joy Sebastian, former student of St Michaels college Cherthala and CEO of Techgentsia with his innovative V-console project bagged rupees one crore.V-Consol, the videoconferencing solution developed by Techgentsia, will now become the official videoconferencing partner of Government of India. It achieved this by competing against some of the biggies in the sector. According to officials, 1,983 applications were received to develop the solution. Of this, 12 applicants with innovative videoconference solutions were shortlisted. It was further cut to five for building a ready for the market product before the winner was selected. Joy Sebastian, 44, Chief Executive Officer and Managing Director of Techgentsia, expressed happiness at winning the challenge and thanked his 65-member team. "From now on V-Consol will replace foreign tools for videoconferencing of government meetings. Executive committee of SMRUTHI congratulated Joy Sebastian on his spectacular achievement. 4. MJ Emmanuel, former student of St Michaels college has been selected by Caritas India as the best volunteer for mass awareness campaign on covid-19 immunization programme by characters India SMRUTHI executive committee congratulated him. 5. Michaels career and sports academy was set up by the management in collaboration with a team of former students of St Michaels college to facilitate the physical fitness training program for military recruitment and for other career possibilities in defence and law enforcement 6. Rev Sr Gizala George, former student of Saint Michaels college was appointed as the principal of Mercy College Palakkad. SMRUTHI executive committee congratulated the sister on her achievement. 7. Vijay Victor a former student of Saint Michaels college was felicitated by SMRUTHI, former students forum on successful completion of his PHD in Szent Istavan University Hungary. 8. A gathering of the economics 1982-85 batch was convened at St Michaels college in the month of January 2020 9. As part of the golden jubilee celebrations, Alumni association decided to make a contribution to construct a new college canteen and an appeal in this regard was sent to the members and a collection has been made to the tune of Rs. 56000 on 4th April 2019

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)

A culture of solidarity and mutual respect is nurtured in the College through the system of decentralisation of authority and participatory management in the system of governance. The organisation of the College apart from the Management authorities has Principal as the academic and administrative head. The principle of decentralisation is practised from the Governing Body right down to the grass root level which helps develop the quality of leadership and subsidiarity among the staff. The College strictly adheres to the rules and directions of the University as well as the policy decisions of the Governing Body. This is carried out in the daily functioning of the College by the decisions of the College Council consisting of the Principal, Heads of departments and elected members from the faculty. The clubs and organisations

in the College also help to fulfill these principles. The faculty members are given freedom to organise teaching - learning and extracurricular activities within the prescribed curriculum. The IQAC of the College initiates quality enhancement programmes while futuristic plans are evolved and implemented with active participation of the Planning Board. A two tier body is constituted in the College for effectively running the academic activities of the CBCSS programme. This system has the Department Level Monitoring Committee (DLMC) at its base consisting of the Head and faculty members of each department which looks into 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 higher level 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. This system of decentralisation and subsidiarity operationalised in the institution helps in the effective management of the functioning of the College.

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 system followed in the University of Kerala makes it the prerogative of the University to frame the scheme and syllabus of courses offered and obligatory for the affiliated Colleges to follow the same. As followed, our College also offers courses / programmes prescribed by the University and follows strict norms to ensure quality delivery. Choice Based Credit and Semester System is followed in the case of curriculum of UG courses. The faculty members of the College participates in the workshops and training sessions organised by the University and Kerala State Higher Education Council on curriculum development and voice their opinions gathered from different stake holders of the institution. The academic efficiency of the faculty is supported to improve by participating in research work and making publications to keep abreast of emerging avenues of knowledge. The academic year begins with a meeting of the College Council to decide upon the implementation of the prescribed curriculum. Department level discussions are made and individual teachers finally take up the final responsibility of quality deliverance with effective supervision and support from the authorities. Added to this, Seminars / Invited Talks along</p>

with the stipulated programs like Walk with a Scholar, Student Support Programme, 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 BoS members and thus the institution finds ways of expressing their views and opinions even by remaining within the stipulated framework.

Teaching and Learning

The teaching and learning process followed by this affiliated College is that of CBCSS as prescribed by the University of Kerala. The traditional talk and chalk method is followed side by side with the use of modern techniques of teaching keeping in line with the demands of new generation learners. The faculty makes use of advanced ICT tools and LCD projectors mounted in classrooms in addition to providing advanced references and study materials to inspire students towards higher levels of learning and understanding. This inculcates in them a method of assisted as well as self learning. Skill development is improved through knowledge acquisition gained with practical sessions. 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. At the beginning of courses, freshers are made to participate in Orientation and Bridge Courses which helps them to acquaint with the curriculum as well as the proceedings, rules and regulations of the campus life. Quality education is delivered through systematic methods of internal examinations, proper evaluation and feedback from students along with systems of tutorial and mentoring. Doors to arenas of higher levels of knowledge are opened through components of assignments and seminars which insists on the efficient usage of library and knowledge media. 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 and helps in the development of all round personality and academic development of students.

Examination and Evaluation

The teaching and learning process is duly followed by systematic method of examination and evaluation as prescribed by the directives provided by the University in the Academic calendar. A Continuous Internal Evaluation (CIE) followed by an End Semester External Examination is prescribed in the two tier evaluation system of the University. 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. Internal examinations are conducted on a centralised mode with timetable being prepared by the Staff Council and the Examination Committee with the involvement of CLMC. CBCSS Co-ordinator looks into the conduct of the same. The departments' calls upon an Open House/ Meet the Parent programme after this examination to make the parents know about the academic position of their wards. Proper evaluation is also supplemented through presentations, assignments and such other methods as suited to the topic and aptitude of students. These methods of assessment and evaluation are meant to 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 evaluation and assessment pattern as prescribed by the University.

Research and Development

A College started in the midst of first generation learners has now graduated into a centre assisting Research and Development. The faculty and students of the College are provided with ample opportunity for pursuing quality research and this is well indicated by the increasing number of faculty with research degrees and many on their way. Added to this encouragement is given to faculty by the Management and authorities to do

research in relevant disciplines and publish articles in reputed journals as also participate in seminars/ workshops of different categories. The Research Promotion Council of the College encourages teachers for the same as is evident in 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 participate in the call for projects and such other associations made time to time by reputed and official agencies.

Library, ICT and Physical Infrastructure / Instrumentation

The Library of the College is modernised with automated facilities of bar coding and related procedures. The ambience provided in the Library by the future oriented directives of the staff makes the place apt for research assisted reading and action. Access is provided in the library to online resources like INFLIBNET that makes available e books and e journals. The N LIST programmes in INFLIBNET helps updation of knowledge and the Online Public Access Catalogue (OPAC) aids users search the information resources available in the library. The requirements of Divyangjan students are also looked into by making provisions for ramp access and making available audio books and DAISY assistance when need arose. To aid the unending quest for knowledge, uninterrupted high speed internet facility is made available in the library. 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 high speed internet connectivity and Wi-Fi adds to the ICT infrastructure of the College. With regard to the facilities available in the science laboratories, the situation is appreciable which is also extended to the usage of students from other educational institutions. Provisions are made for smart classrooms and we also have a language and computer lab to assist the students in their pathways of learning. CCTV is installed at crucial spots in the Campus. The College was selected for

financial assistance under the RUSA scheme of Govt. of India. The basic infrastructure is in a phase of continuous improvement.

Human Resource Management

The human resource army of the College comprises of able and efficient staff and students. Policies and strategies are formulated from time to time to assess and meet the human resource requirements along with providing opportunities and incentives to better their output. The College strictly follows the stipulations of the State government, University and UGC with regard to matters of human resource management as well as appraisal of staff. The system of participatory management as well as decentralisation of power helps in the promotion of leadership qualities among the staff. The members are also encouraged to participate in various forums through the dissemination of information regarding such opportunities and support for the same. Updation of knowledge and productivity is promoted through participation of staff in orientation/ refresher/ short term courses. Apart from the academic and official activities of the staff, their extracurricular and recreational activities are supported through conduct of 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. Regular conduct of value education classes looks into the personality development of students. In their academic field, proper individual attention is provided through the mentoring system where each faculty maintains a healthy and consistent relation with their mentees and thus functions as their guide and motivator.

Any problems if found among the students are addressed by the Grievance Redressal Cell as well as the Anti Ragging Cell. Being in College under such guidance and supervision, the future of their wrds are too looked after by the Career Guidance and Placement Cell of the College which conducts or guides the students to

<p>Industry Interaction / Collaboration</p>	<p>participate in placement drives.</p> <p>Aligning the academic as well as the extra curricular activities of the students, the College aims at the attainment of high standards of intelligence and employability skills among students. This skill upgradation and attainment of employability skills is further assisted by the signing of MoU by the College with various institutions and departments to bring in academia - industry interface. Industrial visits and internships are arranged for students of several departments of study with various governmental and non-governmental organisations as well as in national reputed agencies. Trends in modern methods of research and analysis are amassed by the faculty through their participation in various assignments and seminars. The Vocational department of the College has regular industry and destination visits as well as internship programmes included in their syllabus along with major tie ups. ED Cell of the college has been registered with the District Industries Centre, Dept. of Industries and Commerce, Govt. of Kerala and this cell ignites the hidden entrepreneurship skill among students.</p>
<p>Admission of Students</p>	<p>Being a College affiliated to the University of Kerala, the admission and allotment of students to various academic programmes are done through the Single Window Centralised Admission Process done by the University and intimated to the College from time to time. Allotment of seats for each category is fixed by the State Government and the University strictly follows the rules. Due weightage is given for Divyagjan, SC/ST/OEC/OBC students as well as students who excel in sports and cultural activities. The only freedom given to College authorities with regard to admission of students is the allotments to be made under Management and Community quota. The 20 of seats each covered under this two heads are filled by the Management following certain merit based stipulations set by the authorities. Information regarding the courses offered by the College, facilities available, code of conduct for</p>

different stake holders and rules are made known to students through it's prospectus, handbook and website. After involving in initial allotment process by the University, the remaining part of admission procedure is made hassle free in the College. At the College, the young aspirants and their parent / guardians are assisted by an admission committee constituted at that time for providing timely help to the newly added members of the College family.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The implementation of e - governance in the College is in a limited way only and hence the section of planning and development is not making full usage of technology. Planning of the various activities and implementation of academic programmes is done in the College through the conventional method involving regular meetings of concerned bodies. However, communication among staff and with students is done through WhatsApp groups. Class tutors properly monitor the media messages sent. 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.</p>
<p>Administration</p>	<p>Electronic media aids the communication of academic and administrative functions. 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. Electronic formats also supplement communication with the University and Government departments and also intra college communications. Government has issued orders making the regional language Malayalam official medium of communication to Government. Use of SPARK to manage salary, PF and other</p>

financial statements of staff and regular exercise of PFMS portal to upload the expenditure details with regard to Government funds is resorted to in the respective matters.

Finance and Accounts

The finance and accounts of the College is managed partly through the system of e-governance. The Principal's signature is made digital. Details regarding personnel administration and payroll function of staff are conducted through SPARK software. The government funds are received and disbursed through PFMS (Public Financial Management System) 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. The use of e-governance is also resorted to in the disbursement of various grants for students, funds under several projects/ schemes/ funds for new initiatives of government such as SSP, WWS, ASAP etc.

Student Admission and Support

Single window Common Admission Procedure of the University is attempted by the College for admission of students to various academic programmes of the University offered by the College. Total Campus Solutions attends to the remaining procedures to be done at the College. Online information is provided about details of the fee structure and programmes/ courses offered. After admission, procedures in their tenure as student like student enrolment, exam registration, fee remittance etc are done online in the College. Educational assistance to various categories of students like scholarships, fee concessions etc are verified, processed and disbursed directly through beneficiary account. Beneficiaries are also provided with online facility about the resources covered by digital library.

Examination

Online facility is resorted to in the entire process connected with examination 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. Online downloading and printing of PG question papers was introduced by the University

recently and being an affiliated College, we also practise the same efficiently. Details about internal assessment of students are submitted to the University online. However, with regard to the usage of online facilities in the conduct of internal exams, e-governance is used in a limited way like centralised printing of question papers, assignment of invigilation duty for staff etc. The College offers extended service to the society by providing facilities to private registered candidates of the University of Kerala.

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 for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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	Nil	One day State level Workshop on Public Financial Management Systems (PFMS) and Expenditure, Advance and Transfer (EAT) Module	23/09/2019	23/09/2019	Nil	55
2019	An invited talk on Respecting IPR in an Academic E	Nil	15/11/2019	15/11/2019	56	Nil

	Environment					
2019	Workshop on Outcome Based Education (OBE) and ICT	Nil	10/03/2020	10/03/2020	50	Nil
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
Orientation Programme XLI	2	13/11/2019	03/12/2019	28
Orientation Programme XL	2	16/10/2019	05/11/2019	21
UG sponsored refresher course in Media Studies	1	23/01/2020	05/02/2020	14
A short term course in e-Teaching with Learning Management Systems	1	08/05/2020	17/05/2020	10
UGC sponsored refresher course in Citation Network Analysis and exploratory data analysis using R	1	18/02/2020	02/03/2020	14
Refresher course in Material Sciences, UGC-HRDC University of Calicut	1	03/12/2019	16/12/2019	14
Refresher Course in Environmental Sciences, UGC - HRDC , Kerala University	1	11/01/2020	24/01/2020	14
Refresher Course In Chemistry For Higher	3	01/09/2019	31/12/2020	90

Education (Swayam) SWAYAM ARPIT, AICTE, MHRD, Government of India (Online)				
Short term Course (Swayam) (Online)	1	29/07/2019	20/09/2019	52
Refresher Course for University/ College Teachers U.G.C- Human Resource Development Centre (HRDC) University of Kerala	1	30/01/2020	13/02/2020	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	6	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? 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 ? Cricket Practice Nets	? 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 ? Cricket Practice Nets	? 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)

Keeping in line with the principles of our institution, transparency is maintained in the management of financial resources of the College. From the

base, all bills and payment vouchers are checked and signed by the Accountant and presented to the Principal for pay order. The Planning, Purchase and Finance Committees of the College in consultation with each other takes decision on major matters of internal finance. The cash registers and official accounts are regularly checked by the internal audit committee of the College. The Utilisation Certificate with regard to UGC/ Government grants/ projects is produced to concerned authorities after completion of audit. 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 statement of the PTA of the College is also subject to audit by concerned audit members in the PTA Executive Committee and finally presented to the General body for approval. The other organisations and Programmes conducted in the College are also made to follow transparency in matters of finance. So the funds of NCC, NSS, WWS, ASAP etc are also monitored and audited by concerned Central/ State Government Departments. Such practices of internal and external audit help us to maintain sound financial health and proper accountability of the institution.

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	8210828	College Expenses
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	Deputy Director of Collegiate Education, Ernakulam Account General Office Thiruvathapuram	Yes	Governing body

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

? Contribution towards departments for conducting State/National/International Seminars and Conferences ? Contribution towards activities of NCC/NSS ? Contribution towards student participation in Youth Festival and Drama Festival ? Contribution towards conduct of Michael's Cricket League ? Contribution towards initiation of INFLIBNET in Library ? Contribution towards completion of Sports Complex

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

? One day State level Workshop on Public Financial Management Systems (PFMS) and Expenditure, Advance and Transfer (EAT) Module Participants : All Non-

Teaching Staff ? RUSA-PFMS Workshop College of Engineering Thiruvananthapuram on 25.02.2020 Participants : Priya Antony ? e-Grants Training Workshop at St. Joseph's College, Alapuzha on 05.07.2019 Partipants : Sri. Santosh A R and Sri. John K C ? E-TSB Training session at Govt. Boys HSS, Cherthala Participants : Smt. Priya Antony and Sri. Joseph T D

6.5.4 – Post Accreditation initiative(s) (mention at least three)

? Registered Alumni of the College - 'SMRUTHI' ? Inauguration of IGNOU Study Centre at the College ? State Level workshop on Public Financial Management Systems for Non-Teaching Staff ? Invited talk on 'Respecting IPR in an Academic Environment' ? Workshop on Outcome Based Education and ICT

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2019	One day State level Workshop on Public Financial Management Systems (PFMS) and Expenditure, Advance and Transfer (EAT) Module	23/09/2019	23/09/2019	23/09/2019	55
2019	An invited talk on Respecting IPR in an Academic Environment	15/11/2019	15/11/2019	15/11/2019	56
2019	Workshop on Outcome Based Education (OBE) and ICT	10/03/2020	10/03/2020	10/03/2020	50

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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
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			Female	Male
Nirbhayam - Women empowerment project	06/06/2019	10/06/2019	60	Nil
Women's Day	24/11/2019	24/11/2019	10	Nil
Awareness Programme on Laws of the Protection and Care of Women & Children	13/02/2020	13/02/2020	100	Nil
Focus your dreams	25/07/2019	25/07/2019	150	Nil

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
<p>Striving towards developing citizens who understand the importance of the environment they live in has been one of the guiding principles of our institution. The effort towards this end is visible in the conduct of several seminars and workshops on related topics. We have also been walking our talk by making active participation in programmes like Anti Plastic Awareness Campaign which aimed to spread in the community the harmful effects of plastic and the waste accumulated by it. The NCC unit of the College participated in the Swachhta Pakhwada Campaign in this regard. Cleaning public places including railway station, the whole Panchayat area in the adopted village etc has been successfully by our NSS team. People in remote areas are quite unaware of the importance of living in a clean and safe environment. This was understood and reflex action of such information was promptly attended to by the Clean Pallathuruthi Drive undertaken by our NSS team. We are to understand that it is not just development but sustainable development that is to be welcomed. This idea reflected in the pond rejuvenation and fish farming restarted in due course with due support from our volunteers.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nil
Ramp/Rails	Yes	4
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	4
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	Nil
Any other similar facility	No	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	1	Nil	12/08/2019	14	Flood rescue and relief	Flood relief	102
2019	Nil	1	23/08/2019	1	Kuttanadinu Vendi'	Bund reconstruction	62
2019	Nil	1	14/09/2019	1	Pond Rejuvenation project in adopted village	Sustainability	102
2019	Nil	1	25/01/2020	1	Mega cleaning drive at Cherthala South Panchayath	Clean environment	32
2019	Nil	1	02/10/2019	1	Thumpoli Railway station cleaning	Clean environment	52
2019	Nil	1	05/10/2019	6	Karshakanoru Koottu'	Rice harvesting project	102

[View File](#)

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	12/06/2019	The Higher Education Institutions of today has a great role in the character formation of the new generation students. Understanding fully the essence of this importance, the Handbook of our College functions as a document imparting human values and ideals to its students. By providing affordable education in a highly conducive atmosphere, the

College has been fulfilling the vision and mission envisaged by the founders of the College. The disciplined, research oriented and progressive environment of the College beckons the students to start their journey into newer areas of knowledge. The profile of the College with details of the departments, staff, fees and University procedures along with the specific rules and regulations of the College is detailed in the Handbook provided to students at the beginning of the academic year. The dedicated service of the staff extending whole hearted community participation is evident in their involvement in the various clubs and organisations of the College. Details of such clubs and organisations along with the prescribed code of conduct expected from all stake holders of the institution are explained in the Handbook. Violations if any, is attended to by concerned higher authorities. In short, the College Handbook portrays the due importance given to human and ethical values in the organisation as well as functioning of the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Santhwanam' - Organ transplantation project	20/09/2019	09/02/2020	202
Snehaveedinoru Kaithangal' - House construction	01/04/2019	07/07/2019	202

project			
Mega medical camp	04/08/2019	04/08/2019	102
Padam Onnu - Oru karii Sahayam	28/05/2019	28/05/2019	102
Dathu Gramathinoru Punchiri Padam	30/05/2019	30/05/2019	102
National Parents Day	27/07/2019	27/07/2019	27
Palliative Care Day	15/01/2020	15/01/2020	6
Vimukthi" - Drug Awareness Campaign	27/02/2020	06/03/2020	101
Training Programme on Effective Communication	03/03/2020	05/03/2020	64
Broken Bones : Unbroken Spirit	27/02/2020	27/02/2020	79
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Swachhta Pakhwada activities ? Participation in Swachh Bharat Abhiyaan ? Anti plastic awareness campaign ? Programme on social commitment ? Distribution of fruit plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Moulding the knowledge seekers in the College to responsible citizens has been the proclaimed motto of the College. The dedicated and selfless service of the staff of the College in imparting value based education has been aimed in this direction. The vision and mission of the founders of the College has been the upliftment of the marginalised section of population in Alappuzha district by providing them affordable education. Literate citizens are bound to make an impact on social development and this helps the College in its endeavours towards societal development. This centre of assistance image portrayed the real meaning of the idea during the flood relief operations carried out in 2018 August in our College with active support from various clubs and organisations here. The motto of doing yeomen service to the society is continued this year also as is evident from the programmes of Women's Cell conducted during the year in association with Kerala State Women Development Corporation. The activities of the Cell during the period were aimed at women empowerment not only in College, but also in the society. The different activities include Gender Awareness Programme titled "Laws for the protection and care of women and children" which threw light on issues like POCSO Act, Domestic Violence Act, Dowry Prohibition Act etc. The boys and girls who attended the session were enlightened about the legal supports available in this area. The programme named "Broken Bones, Unbroken Spirit" took the students to another world of experiences when Mrs Latha Nair narrated the stories of extreme determination and courage shown by the victims of Brittle Bone disease. The exemplory social commitment shown by her led to the genesis of the organisation "Amrithavarshini" which serves as a motivation for them to survive and excel in life. The Performance Success Programme on Effective Communication conducted by

Mrs Patricia Robin encouraged them to let off their inhibitions and speak with confidence. The activities of the Cell for the year also brought into light a handwritten magazine titled "Penvakku" - a venture that provided an opportunity for the budding writers to express their talent. 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, the programme named "CHEMWONDERS" organised by the Department of Chemistry adds colour. In every year the Department organises science workshop for the school students. The workshop aims to foster an interest in science among the school students. It focuses on the performance of chemistry experiments by the students and teachers of the Department of Chemistry. It provides an opportunity for the students to get hands-on experience to various chemistry experiments.

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

The founders of the institution visioned national development by imparting education to the underprivileged masses along the coastline of Alappuzha. Moulding citizens of merit and calibre, the educational, social and economic development of the society is aimed at. 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. In line with this thinking, the Department of Vocational Disciplines ventured on its mission to provide information on area of Software Development to the students of GHSS, Areeparambu which is an educational institution in our neighbourhood. The students of Soft Ware Development section of the Department of Vocational Disciplines took it as their service to start from the base level of identifying the knowledge gap through an examination conducted by them for the students and then proceeding further. All this were undertaken as an initiative of the programme titled B.Voc Education Extension Programme (BEEP). The activities included providing the students with Bridge Courses taken by the students and the final action of donating academic books to GHSS for further enlightenment. This activity is another golden feather in the cap of our College in its moves that makes it a distinct institution. The details of the above are provided in the web link as given below.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

- Upgrading the institution to higher and levels of learning and knowledge.
- Motivate faculty towards research activities and publications.
- Initiating courses on professional development.
- Making the campus more technologically updated and hands on experiences to staff and students
- Eco friendly campus.