



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**MAR GREGORIOS COLLEGE OF ARTS AND SCIENCE**

BLOCK NO.8, COLLEGE ROAD, MOGAPPAIR WEST, CHENNAI 600037  
600037

[www.mgcchennai.ac.in](http://www.mgcchennai.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

**Mar Gregorios College of Arts & Science** is a Model Educational Institution named after Benedict Mar Gregorios, Late Arch Bishop of Trivandrum Archdiocese and Managed by the Malankara Syrian Catholic Trust. The college was founded in 1994, with Rt.Rev.Dr.Joshua Mar Ignathios, Bishop of the Diocese of Mavelikara, as the first Director of the college. In **1997**, the college was affiliated to the **University of Madras**. As the Institution has been started with a Vision to make it as a **Model Educational Institution**, the Institution imparts **Value Based** and **Holistic Education**. The Institution is also committed to develop a complete personality of students besides Academic Excellence. The Management believes that pursuing knowledge is a basic requirement for all, to live in harmony with society.

The Malankara Syrian Catholic Trust began this colossal venture to educate all in this **Semi Urban** locality to make Education feasible for all students irrespective of financial or societal. The Trust's mission and vision has been carried forward by the Secretary of the Institution, who has been steering the whole team thus far, with his innovation, motivation, and enthusiastic involvement in the entire endeavor taken up by the institution. This college is a self financed institution, approved by the **Government of Tamil Nadu** and affiliated to the University of Madras.

### MOTTO

#### **Let Your Light Shine**

The College is located at Mogappair West, **Chennai** in an area of **4.5 acres**, with spacious classrooms, well-equipped Laboratories, An excellent Library and a Playground. The institution offers **18** Under Graduate Programmes and **3** Post Graduate Programmes. Presently about **3054** students are studying in the College. The College has **1 Unit of NSS** and **1 Unit of NCC** that inculcate values and social responsibility in students such as caring and sharing, civic responsibility, respect for fellow humans, sensitivity towards needs of the elderly and the underprivileged and the environmental issues.

The College has taken several initiatives to make the campus **Eco Friendly**, through careful nurturing of the green cover on the campus, minimum cementing to allow for water harvesting, tree plantation, production of organic manure from organic waste generated on the campus.

### Vision

**The College envisions facilitating transformation of students into good human beings, competent professionals, responsible and worthy citizens focusing on assimilation, dissemination of knowledge through holistic education in a Catholic Christian atmosphere.**

The College has always been driven by a Quest for Excellence; as stated in the vision it has also recognized the need for Excellence and formed the **Internal Quality Assurance Cell (IQAC)** to work towards the need and received ISO status for excellence. The perspective planning for institutional development is made by the Management Committee based on suggestions from the statutory bodies of the institution and the various

stakeholders.

As an Institution dedicated to the cause of higher education, the college is aware of the role that it must play in promoting **Gender Sensitization**. Gender empowerment is a part of the Value Education. Both the Genders are taught to respect each other.

The College over the years has constantly registered growth in all the aspects. The College aspires to grow further to continue with the vision.

Further the vision statement is communicated to all the stakeholders through Website, Prospectus, Magazine and Academic Calendar.

### **Mission**

**The College stands for academic excellence, development of skill and building of character based on the love of God and service to mankind as revealed by Jesus Christ, so as to send out intellectually trained, morally upright, socially committed and spiritually inspired men and women of India, to raise them as leaders of quality in all walks of life and to serve their fellow men in justice, truth and love.**

The Mission Statement focuses on

**1. Academic Excellence:** This is achieved through effective curriculum implementation, building Leadership qualities among the students through participative learning, developing self confidence and experiential learning through field visits, Industrial visits etc. The College takes special initiatives to augment infrastructure so as to strengthen the **Teaching-Learning** environment.

**2. Skill Development:** The College initiates various Add on courses and Skill Development Training Programmes. The main objective of the program is to provide adequate training in market relevant skills and to create opportunities for the development of talent and to improve the overall scope to meet the requirements.

**3. Building Character:** The College also helps in building the character of the students apart from academic achievements. Classroom culture is cultivated among the students which also includes discipline, time management, and respect towards each other, understanding and accepting failures, Empathy etc.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

### **Holistic Education**

- Stands for holistic development
- Comprehensive approach to impart and emphasise holistic education
- Raising student as tomorrow's leaders of quality in all walks of life

### **Social Responsibility**

- Students were mentored and empowered through various outreach and other social responsibility programs (NSS, ORPHANAGE VISITIS)
- Personal involvement of the Management to ensure that values and Social Responsibility are inculcated in staff and students.

### **Faculty Empowerment**

- Qualified, Experienced and Dedicated Faculty
- Leadership positions for senior faculty'
- Staff Orientation Programs

### **Conducive Academic Ambience**

- Strengthening Teaching-Learning
- Developing self confidence
- Experiential learning through field visits, industrial visits
- NPTEL Certificate Courses, Bridge Courses, Add On Courses, Remedial Classes for constant for Teaching and Learning

### **Building Students' Sports Activity**

- Sports and Games to represent College at University, State & National Levels

### **Career and Placement**

- Effective placement and training through placement cell

### **Mentoring System**

- Effective and healthy mentoring and tutor ward system

### **Teaching Learning Methodology**

- Innovative teaching learning
- ICT enabled learning resources and teaching

### **Promotion of folk art and cultural heritage**

- To inculcate the culture among the students coaching has been given on Thappattam, Parai, Poikaal kuthirai and Karagattam

### **Constant Support System**

- Systematic procedures and process flow to increase transparency in operations and grievance handling

### **Financial Assistance**

- Admitting weaker section students
- Providing good financial support to the deserving students

### **Institutional Weakness**

- As an Affiliated College lack of scope for planning the Curriculum
- Limitations on implementing Value Added Courses and rigorous Remedial Classes, as most of the students take part time jobs after college hours to support their financial needs of Education
- Lack of hostel facility discourages students from other states and country to join the Institution

### **Institutional Opportunity**

- Exploring possibility of Collaborative Research with Research Institutions
- Expansion of Academic programmes and also to build Research Centres
- Institution Innovation Cell has been set up which helps in providing more opportunities for Faculty and Students
- Construction of Hostel facilities to admit students from other states and Country
- Scope for faculty to involve in active Consultancy Services
- To strengthen the Alumni network and thereby seek financial, career and personal support for the Students
- To impart knowledge through more Value Added and Certificate Courses
- Signing MOUs with Foreign Institutions and have more Collaborative Activities

### **Institutional Challenge**

- Keeping pace with the rapid changes in Higher Education
- Girls settle down to an early marriage following their tradition and customs
- The College has to constantly encourage and guide the Students in their use of Library and Information and Communication Technology enabled learning as most of the students are First Generation Learners
- Being a Self Financing Institution mobilization of funds is limited
- Lack of motivation among students due to distraction by Social Media

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The College is affiliated to the **University of Madras** and adopts the Curriculum of the University in following the **Choice Based Credit System** with innovative methodologies to improve quality of instruction. In keeping with the requirements of society and higher education, the College has introduced **18 UG** and **3 PG** Programmes.

The Curriculum is implemented by the faculty members following the scheduled **Lesson Plan** and **Time Table** focusing on the comprehensive development of the students. Effective use of technology is in vogue in addition to the primary teaching methodology of lecturing. **MGC Knowledge Hub** helps in sharing the E-resources

which helps the students to prepare for their Exams.

The Curriculum is enriched through experiential learning in the form of Field Work, Internships, Industrial visits etc. Courses like **Environmental studies, Value Education** orient the students to social issues and environmental concerns and awareness. The curriculum is further enriched through conduct of **Add on Courses, Skill Development Programmes, NPTEL and Certificate Courses.**

Some of our experienced Faculty Members are active members in the **Board of Studies** and Syllabus Committee of various Colleges in and around the city, playing a vital role in Curriculum development and Evaluation process.

**Assignments, Presentations and Seminars** are a part of the Curriculum implementation in seeking academic competence. The Institution follows a well – planned **Academic Calendar** for effective execution of the Curriculum and other academic events. The college follows an effective **Feedback Mechanism** for amendment and implementation of plans. The response obtained through feedback is shared in the Academic council of the University of Madras which helps in reforming the Curriculum.

### **Teaching-learning and Evaluation**

The Teaching learning evaluation in the college is **Student – Centric**. The admission process of the College is framed in accordance with the norms of State Government reservation policy systematized and transparent. The college caters to students from different backgrounds enriching the **Geographical, Socio-Economic and Cultural Diversity** within the institution. Preference is given to First generation learners, women students and Divyanjan students during admission.

In keeping with the Vision and Mission of the Institution, each student is groomed as human resource potential set to make a difference to society. Students are familiarized with the **Program Outcomes** which are posted on the website. The mode of internal assessment and various regulations are communicated in the Orientation programme.

The students are given opportunity to be creative and critical in thinking through various competitions conducted in the Departments. **Slow-learners** are given due attention with remedial classes to raise their performance level.

IQAC plays a vital role in the teaching learning evaluation process. The IQAC also conducts FDP to enhance the capability of the faculty.

MGC houses a highly qualified faculty. The Faculty Members of this Institution are highly qualified and experienced. The untiring efforts of the teachers are evident from the success of the students through results and placement. The Institution has an effective mechanism for Redressal of Grievances both internal and external assessment evaluation.

### **Research, Innovations and Extension**

Though there is no exclusive provision for research and development, The College has provided the infrastructural requirements and learning facilities for supporting research.

The Institution organizes inter Departmental, Intercollegiate, National & International Workshops, Seminars and Conferences by inviting entrepreneurs and experts from various fields. Some of the faculty members of the institution have published research articles in various peer – reviewed journals. Students of the Institution are exposed to industrial and corporate front through **Internship Programmes**.

The promotion of Extension Activities is carried out through various clubs such as **NSS, NCC, Rotract Club, YRC, Consumer Club and Women Cell**. These clubs are formed to **Sensitize** the students on various social issues by conducting awareness programmes, **Health Camps, Outreach Programmes** etc.

### **Infrastructure and Learning Resources**

Infrastructure Facilities at MGC have been created and upgraded ever since its foundation was laid in 1997. The College has good infrastructure facilities comprising of well equipped laboratories, ventilated class rooms, auditorium, conference hall, smart classrooms, sports facilities, health centre, cafeteria, staff rooms and administrative office.

Computer lab has a total of **94** systems, Multimedia lab with **44** systems and Language lab with **10** systems helps in providing the students with knowledge enrichment. The campus is equipped with **WIFI** facilities which help in adopting various teaching methodologies. It has an upgraded **Edit and Recording Suite** with recording facilities and Audio Visual room.

Cafeteria with ambient spacing is provided separately for students and staff to relax themselves during their break. Safety and security is provided through **24/7 CCTV** surveillance and security guards are available all round the clock. Playgrounds, sports facilities and cultural programmes of the college motivate students to enhance their extracurricular abilities.

Rest rooms are properly maintained. **Napkin Vending Machines** are installed for the benefit of women students. Maintenance policy helps in maintaining the physical facilities available in the campus. **Hygienic Drinking Water** facility is available in the campus. The College has a full time **Physical Director** to develop and showcase the sports talents of the students.

### **Student Support and Progression**

The friendly atmosphere in the campus makes learning an enjoyable and rewarding experience for the students. Students are provided with a wide range of opportunities to participate in various inter and intra collegiate competitions.

**Entrepreneurship Development Cell** of the College helps to enhance the entrepreneurial skills of the students by organizing workshops, seminars and training programmes. Participation in Various **Clubs and Associations** activities help students to develop their **Leadership Qualities**. Career counseling at various levels prepares them for progression to **Higher Studies** as well as finding suitable Placements.

**The Carrier Guidance and Placement Cell** conducts various capacity enhancement training programmes and career counseling for the students.

Co-curricular activities are given the pride of place and are a vital part of the life of the students in the College

thus enabling them to discover their true potential. The College has an elected student council guided by faculty members. The students explore their talents and interests through creative and meaningful opportunities.

The College has a registered **Alumni Association** and the alumni work closely with the students and the Departments. The College at large provides guidance and mentorship as well financial assistance to the deserving students. All the students are covered under accidental insurance policy and proper follow up for the settlement is done and the amount is given to the family of the deceased.

### **Governance, Leadership and Management**

All the policies, programmes, governance and leadership are manifested with the vision and the mission of the college. The policy and plans are decided at the management meetings attended by the Vice-Chairman, Secretary, Principal and Vice-Principal.

The Head of the Department plays an advisory role in the effective functioning of the department. Various committees function to govern different sectors of the college activities with the participatory style of management.

The **IQAC** of the College meets every fortnight and the decisions taken are duly communicated to the faculty members to facilitate implementation. **Feedbacks** are obtained from the students at the end of the every semester on academic related issues.

The IQAC team provides back up support to the Departments to ensure the successful implementation of quality policy. The College conducts regular internal and external audit and prepares an annual budget estimate in consultation with Departments.

### **Institutional Values and Best Practices**

Various **Social Awareness Programmes** like health and hygiene are conducted periodically. To aid the students, smart classrooms are made available. Admission is given to all categories of students, especially preference is given to economically backward and first generation learners.

The College promotes gender equity and sensitivity through various gender equity promotion programmes. The College also provides lift facilities for the Differently-Abled. Environmental consciousness has been an integrated component of the College activities. The institution has a solar power system which provides partial power and as a part of power saving policy lighting fixtures are replaced with LED lights.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAR GREGORIOS COLLEGE OF ARTS AND SCIENCE
Address	Block No.8, College Road, Mogappair West, Chennai 600037
City	CHENNAI
State	Tamil Nadu
Pin	600037
Website	<a href="http://www.mgcchennai.ac.in">www.mgcchennai.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M. Sivarajan	044-26533140	9176734020	044-26530978	mail@mgcchennai.ac.in
IQAC / CIQA coordinator	S.shantha	044-9841327717	9841327717	044-26530978	iqacofficial@mgcchennai.ac.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	07-09-1997			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Tamil Nadu	University of Madras		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Block No.8, College Road, Mogappair West, Chennai 600037	Semi-urban	4.5	97488

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	Higher Secondary	English	70	18
UG	BA,Tamil	36	Higher Secondary	Tamil	50	7
UG	BA,Tourism And Travel Management	36	Higher Secondary	English	50	0
UG	BCom,Computer Application	36	Higher Secondary	English	50	49
UG	BCA,Computer Application	36	Higher Secondary	English	50	50
UG	BCA,Computer Application	36	Higher Secondary	English	50	50
UG	BBA,Business Administration	36	Higher Secondary	English	70	70
UG	BBA,Business Administration	36	Higher Secondary	English	70	41
UG	BSc,Computer Science	36	Higher Secondary	English	50	50
UG	BSc,Comput	36	Higher	English	50	28

	er Science		Secondary			
UG	BSc,Electronics And Communication Science	36	Higher Secondary	English	50	21
UG	BSc,Mathematics	36	Higher Secondary	English	50	10
UG	BSc,Visual Communication	36	Higher Secondary	English	50	44
UG	BCom,Commerce	36	Higher Secondary	English	140	140
UG	BCom,Commerce	36	Higher Secondary	English	70	70
UG	BCom,Corporate Secretaryship	36	Higher Secondary	English	140	139
UG	BCom,Corporate Secretaryship	36	Higher Secondary	English	70	68
UG	BCom,Accounting And Finance	36	Higher Secondary	English	70	70
PG	MSc,Computer Science	24	Under Graduate	English	15	13
PG	MCom,Commerce	24	Under Graduate	English	30	28
PG	MSW,Social Work	24	Under Graduate	English	40	40

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				112			
Recruited	0	0	0	0	0	0	0	0	37	75	0	112
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						31
Recruited	10		19		0	29
Yet to Recruit						2

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	12	18	0	30
M.Phil.	0	0	0	0	0	0	15	51	0	66
PG	0	0	0	0	0	0	9	5	0	14
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	133	187	170	171
	Female	60	59	79	60
	Others	0	0	0	0
ST	Male	1	6	2	2
	Female	1	0	2	4
	Others	0	0	0	0
OBC	Male	561	584	612	538
	Female	136	147	156	193
	Others	0	0	0	0
General	Male	56	66	56	60
	Female	18	23	16	25
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		966	1072	1093	1053

**Institutional preparedness for NEP**



1. Multidisciplinary/interdisciplinary:	Mar Gregorios College planning to initialize students exchange programme with advanced combination of subjects during the undergraduate course. It will kindle interest to choose various careers among the students of their choice. It also awakens their thought process, intellectual growth, personality enrichment, leadership quality, disciplined commitment towards the well being of the society. Along with that, this new way of approach enhances the professional growth of the teachers and can produce more aspiring young minds towards academics. This helps the institutions to collaborate with the foreign institutions and leads to multidisciplinary education. It can change the intellectual curiosity of the students to a broader view of the chosen discipline. Application of NEP 2020 will shape the young minds towards the growth and brighter side of India.
2. Academic bank of credits (ABC):	MGC as an Affiliated College we follow the guidelines provided by the University of Madras for implementing Academic Bank of Credits.
3. Skill development:	Skill development is significant to improve employability and growth of the students. It facilitates a cycle of high productivity, increased employment opportunities, income growth, and overall development. Based on the guidelines received from UGC (University Grants Commission), on the completion of one year of National Education Policy (NEP) 2020. Entrepreneurial development cell of Mar Gregorios college is planning to conduct various seminar, Training and workshop on Jewellery making, Bakery product making, Photography Video editing, Gardening, Mobile servicing as a part of skill development programme. Apart from this, Arts department planned to provide experiential learning to motivate the students to choose their career as Entrepreneurs.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	As a part of promoting Indian knowledge system, Mar Gregorios College is planning to implement natural farming inside the campus. Along with that workshop/Tranning on Yoga, Meditation, Linguistics, Art work will be conducted to the students. A plan is made to implement traditional sports like Silambam; dance form- Karagam; music- Natupura songs on the day of pongal/ onam/celebration etc. This idea will promote interest among the students regarding Indian culture and

	tradition. Students will be motivated to take up NPTEL Courses related to Indian Language and Culture.
5. Focus on Outcome based education (OBE):	University of Madras has adopted Outcome Based Education (OBE) across all the Affiliated colleges. This educational framework is based on desired outcomes and defined goals to be achieved by the students. It is expected to show evident distinguishable improvement and attainment of knowledge and skill. The components of OBE which have been defined by Mar Gregorios college of arts & Science include: • Vision Mission of the institution • Program Outcomes (POs) • Program-specific Outcomes (PSOs) • Course outcomes (COs) Based on the curriculum framed by the university, Mar Gregorios College is planning to introduce vocational Training, skill-based education, practical learning, etc.
6. Distance education/online education:	Mar Gregorios College is Creating awareness among the students regarding free online courses provided by top famous University around the world and also Motivating the students and Teachers to take at least one NPTEL and MOOC Course per semester.

## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
419	423	398	368	365
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
21	21	21	21	21

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2898	3216	3276	3153	2676
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
784	885	852	730	637

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1013	885	515	385	350

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
113	114	106	93	87

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
115	116	108	95	89

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 52**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
16.05	29.91	18.07	16.87	17.06

**4.3**

**Number of Computers**

**Response: 146**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

- Curricular Planning and Implementation are important for the success of any institution. Students are provided with **21 programmes** under **Choice Based Credit System (CBCS)**. Since the institution is affiliated to University of Madras, the Academic Curriculum of each course is framed by the University of Madras. The Annual Calendar of Events is prepared based on tentative University of Madras Academic Schedule prior to the commencement of the academic year for the entire college.
- The College with the help of HODs, IQAC members and committee members prepare an **Academic Calendar** before the beginning of the semester. This calendar is followed for implementation of curriculum. During the month of April and October, paper allocation is finalized for the forthcoming academic year by the HOD according to the preferences of the staff members of the Department.
- The syllabus is divided into units and each unit is completed within a given dead line.
- **Faculty members follow different teaching learning methodologies** like Class Room Teaching, **Seminars, Project Work, Quiz, Group Discussion** etc for effective implementation of the curriculum.
- Teachers are encouraged to impart the curriculum through **innovative teaching methods such as Presentation, Assignments, Workshops, Seminars, Industrial Visits**, Computer Education apart from regular / traditional teaching methods.
- **133 Guest lectures, workshops, seminars are conducted** and resource persons from other educational institutions/industries are invited to understand the curriculum better.
- **24 Add on courses and Certificate Courses** are provided to all the students to enhance their knowledge.
- The **Computer Lab** has **94 Computers** with latest IT infrastructure facilities. Keeping the syllabus in mind, the laboratory is equipped with resources for necessary procedures designed to dispense the practical knowledge of students for a hands-on experience.is yet another teaching technique, where the students get the opportunity to listen to the ideas or information given by the experts specialized in a particular issue or topic.
- The Institution encourages forums organized by other Colleges, Universities and Consortium.
- As a part of the **CIA and Model examination are conducted to check whether the students have acquired knowledge** and also to assess them. **Remedial classes/Special classes** are arranged for low achievers. Record of the regular attendance, Mark lists, and progress of the students are maintained and preserved by the respective departments.
- **Orientation Programmes** are conducted for the Faculty Members and are encouraged to be updated by registering themselves for online programs through **SWAYAM - NPTEL** portal and completed persons are appreciated.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

**Response:**

#### Academic calendar

- The teaching programmes are scheduled as per **University Academic Calendar**.
- An **Academic Calendar** is prepared and distributed to the students and teachers at the beginning of every academic year.
- Each Department prepares its **Action Plan and Time Table** for each semester.
- **Lesson plan** is prepared with the Academic Calendar
- Academic Calendar spells out major College events, public holidays, number of working days, **Unit Test Continuous Assessment Schedule**, Department Seminars, University Practical and Theory Examination schedule etc.
- Lesson plan is prepared by referring the Course file well in advance based on the Academic Calendar.
- Every HOD, **Departmental meetings**, monitors the work of the teachers and ensures the completion of the syllabus.
- Every Faculty prepares a course file for each subject before the commencement of the academic session.
- A **Question bank** for each subject is prepared and kept in the Department for the benefit of the students.
- The primary method of teaching is the Lecture method, supported by Power Point presentations and Interactive Sessions such as Group Discussions, Case Study, Role Plays, Guest Lecture by experts and Seminars. Theoretical concepts are made easy through **Audio Visual Aids**.
- The faculty follows a lesson plan, which contains the details of contents to be taught, the Teaching Methodology to be used inside the classroom. The subject Timetable is prepared and displayed on the notice board.

#### Evaluation Blueprint

- Students are evaluated based on the Unit Test, for which the schedule is given well in advance to the students through Iboss Software and also displayed on the notice board.

#### Criteria for internal marks

- **Mark Registers** are maintained by each staff of the Department. **Review Meeting** is conducted for all the Departments after every Internal Assessment test to assess the students. The **Slow Learners** are identified, and **Remedial Schedule** is prepared by each Department and **Remedial Classes are conducted apart from class hours**
- **Continuous Internal Assessment Tests** for **25** marks are conducted twice during the odd semester

and even semester. In addition one **Model Examination** for **75** marks is conducted for semester. Each test mark is scaled down to **10** marks. The best of the two test marks is chosen as the **CIA** marks secured by the student for each subject

- **Assignments** and **Seminars** are undertaken throughout the semester and **5** marks are allotted for each
- A minimum of 75 % attendance is eligible for the students to appear for the University Examination

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 76.19

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

**Response:** 16



File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 24

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
15	5	3	1	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 15.58

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1044	1202	127	19	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

The **Curriculum** imparted at the College aims to integrate Crosscutting issues relevant to Social Concerns, Media Ethics, Professional Ethics, Gender Equality, Human Values, Environment and Sustainability into the Curriculum.

**Women's writing in the Syllabus of Department of English** shows the plight of women of today, yesteryears and yestercentury. It asserts the fact that, education for all women' alone can challenge the **Patriarchal Society** and put an end to the regime of male chauvinism. Stereotyping women as dolls and the queens of kitchen by male chauvinistic world is vehemently condemned in Women's Writings. This act of condemning helps the students, especially women students to build **Self-Esteem** and establish the fact that they are in no way inferior to men and further, it gives them the opportunity to think critically and creatively towards the process of 'becoming' in their contemporary world

**Environmental Studies** focus on imparting knowledge to the students on components of environment, ecosystem, sustainability, sustainable development and resources. Students inculcate themselves the responsibility of preserving environment. Students are trained and encouraged to take part in **Street Plays, Exhibitions** and other **Environment-related Activities** such as planting saplings, recycling wastes, conserving water, reducing plastics by using things made of jute, eliminating organic waste in a more nature-friendly manner.

**Value Education** plays a vital role in reviving back the lost ethics in the modern world. The virtues like truth, commitment, honesty, integrity, forgiveness, Love-Empathy, care, unity and ability to sacrifice are cultivated to the great extent among the students. Further, a special initiative is taken by the **Prayer Cell** to promote **Spiritualism** and **Ethics** among the students through Bible Reading every day.

**Courses on Language and Communication Skills, Life and Managerial Skills, Spoken and Presentation skills, Personality Development** enhances students' skills in communication, leadership, goal setting, time management and other professional abilities. This helps the students to empower their lives in the journey towards success.

**Disaster Management** Course focuses on the impacts of the disaster caused by nature and man-made. The course on Disaster Management helps the students to face and prepare for the drastic situations. Further, the management has taken effort to provide provisions to the people through students as relief measure in the corona scenario and also has sheltered people in the institution during the crisis of floods.

**The Course Social and Psychological Foundations for Social Work** addresses social issues such as corruption, malnourishment, child abuse, violence against women, human trafficking, communalism and so on. The Department of **Master of Social Work** takes students to **Field Trip** every week to address the various social issues such as child abuse, violence against women, illiteracy, suicide and so on. Related Internships and Project work help students to learn and understand professional ethics in practice.

Significant days dedicated to **Communal Harmony** such as **World AIDS Day**, International Women's Day, International Day of Trafficking of Persons, International Youth Day, Youth Awakening day, International Human Rights Day and World Cancer Day are observed.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 4.58

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	18	18	18

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)****Response:** 16.56**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 480

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** C. Any 2 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

**Response:** D. Feedback collected

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 85.38

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
966	1072	1093	1051	892

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1235	1355	1305	1120	970

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
784	885	852	730	637

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

Yes, the College assesses the learning levels of the students. Once a student gets admitted, he/she will be having an interaction with the Head of the Department. During the interaction, the knowledge and the communication skills of the student are assessed. A **Bridge Course** is organized every year for all the **First-Year Students** when the College reopens.

An **Orientation programme** is conducted for the **First-Year Students** on the reopening day. The major objective of the programme is to make the Parents and the Students to be aware of the academic aspects of the course, the rules and regulations of the college and to ensure parental participation in monitoring the performance and progress of the students.

The respective staff in-charge would explain the rules and regulations of the College, the importance of **CIA, Discipline, Dress Code** to be followed, **Attendance Regulations, Extension Activities** and various privileges available for the students. **Anti-ragging** measures and other welfare measures are instructed to the students. Students are sensitized about various **Scholarships** available to them.

Some of the students hail from **Tamil medium** background and as per the Curriculum they must adopt themselves to study in English. To develop their **Interpersonal Skills** and **Personal Attributes**, the staff members from the Department of English train the students to learn these traits effectively during **Soft Skill** hour.

Under CBCS, more of **Elective** courses have been introduced to facilitate the students to have higher order learning level.

To enable the students to widen their knowledge level during the course of study all the students are sensitized about **NPTEL online courses** by **Single Point of Contact (SPOC)** of the College.

### Programmes for Slow Learners

Slow learners are motivated **through mentoring, counseling**, and through **remedial classes** by the course instructor who clears all their doubts even after the regular class hours. **Question bank** is prepared for each subject and based on that continuous assessment tests are conducted. Students are also given simple assignments and problems to enhance the practicality of learning. Parents are encouraged to facilitate their wards **in PTA meetings**. To increase the learning level, teachers practice **ICT-enabled teaching methodology**. Students are engaged in hands-on training and encouraged to participate in club activities, Department-level competitions, etc. To match their learning levels, programmes are organized to develop **Employability Skills, Soft Skills and Aptitude Skills**.

### Programmes for Advanced Learners

To fulfill the expectations and requirements of advanced learners, they are encouraged to participate and present papers in the **Conferences, Special Lectures and Workshops** in the College and in Intercollegiate forums. Club activities and Department-level association activities provide a platform for them to channelize their potential towards **Leadership Quality**. Advanced Learners in PG programmes are encouraged and guided for **Paper Presentation**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 25.65

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

The College has taken measures to adopt student centric methods in Teaching–Learning to enhance the quality of Teaching.

#### **Experiential Learning**

Besides imparting knowledge through lectures, students are taken for **Field trips and Industrial visits** to expand their learning beyond the walls of the classroom into the vast community outside. It also increases students' knowledge and understanding of a subject, adds realism to the topic of study, and provides an opportunity to socialize with others and to accomplish citizenship skills.

**Internships and projects** are great ways to apply knowledge from the classroom to real world experience. **Science Departments organises Project Exhibition** through which students can gain practical knowledge.

**Laboratory classes** provide first-hand experience to the students on course concepts and gives opportunity to explore methods used by scientists in their discipline. It also helps in better understanding of the concepts learned in the class. Fully equipped **Lab Facilities** are available for the students in the campus.

**The Library is equipped with 17,320 books and journals** which facilitates the students to access information and gain knowledge through **Learning Experiences**. To motivate students to reach higher



position in life, eminent personalities and experts are invited as chief guest from various fields such as Administration, Science and Technology, Social Sciences, Culture and Literature, Media, Business and Commerce. Social Reformers, Entrepreneurs, Artists, etc are invited for Seminars, Skill development programmes and Workshops.

## Participative Learning

Students are allowed to organize various **intercollegiate and intracollegiate competitions** which help them to enhance their administrative skills. Academic and non-academic **Seminars and Guest Lectures** are organised for the students and eminent speakers are invited. To have a participative approach, students are asked to take seminars and **Paper Presentations** during their class hours.

## Problem-solving methodologies

The level of understanding of the students regarding the subject is analysed through the assignment process. The competitive spirit of the students is improved through **unit tests, quiz and class tests**. The thinking capacity of the students is expanded through tasks like **mind mapping, brainstorming session**, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

The College adopts various effective teaching methodologies to impart knowledge and skills to the students. Use of **ICT-enabled teaching, E-learning resources and Online Courses** are promoted by the College to make Teaching–Learning process more outcome oriented and student centric.

**New technologies usually encourage Independent and Active Learning.** As a result, the students feel more responsible for their own learning. These technologies increase students' motivation, self-confidence and self-esteem to learn.

**Guest lectures, Seminars and Workshops** are conducted in the auditorium using **ICT** facilities. Each Department is equipped with **Computer and Internet Facilities**. The Laboratory is furnished according to the University norms. Computer Lab is equipped with **94 Computers**. Multimedia Lab is equipped with **44 Computers**. Electronic Lab is equipped with **20 advanced Microprocessor; 10 Microcontrollers and 30 Digital kits**. Keeping the curriculum in mind, all the laboratories were equipped with resources designed to inculcate the practical knowledge of students.

**Google Classrooms** are being adopted in the teaching process for **information exchange** and minor evaluation. All study materials and assignments are sent to the students through the Google Classroom. **E-**



**content** for all the courses is available in the **College Website** which helps the students to prepare for their **University Exams**.

The College is a local chapter in **SWAYAM – NPTEL**. The students and faculty members are encouraged to register for the certificate courses offered by **NPTEL**. The **Mentors** assist and guide the students in completing their assignments and exams. College facilitates the use of **UGC-SWAYAM video lectures** to the students in order to upgrade their learning experiences.

The **Language Lab is equipped with 10 computers** to train the students on English **Phonetics** and to access **Audio Materials** to hone their communicative skills. The Language faculty employs other medium of instructions such as **screening of classic films** and plays based on the adaptation of novels and other works to capture and sustain the interest of the students, for transferring the content of the subject taught.

**IBOSS software** of the College aids the teachers in collating student information from the time of admission till the completion of the programme. **Modules** incorporated in the IBOSS include admission, attendance record, exam schedule and internal mark allotment to promote **E-Governance**. The Commitment of the College towards **Quality Education** is reflected in its investment in infrastructure to provide a **Technology-Enabled Teaching** ambience. This commitment enables the teaching faculty to be more innovative in their approach during **knowledge transfer**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 27.34

#### 2.3.3.1 Number of mentors

Response: 106

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.07

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 16.57

#### 2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
29	24	16	11	8

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 6.56

#### 2.4.3.1 Total experience of full-time teachers

Response: 741.25

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

The Institution ensures that all students are aware of the evaluation process through the College prospectus which is updated annually. **The Orientation programme** held at the beginning of every academic year apprises the evaluation process and the schedule to the **Students and Parents**. Heads of various Departments discuss the curriculum transaction with the faculty members at the beginning of each semester being taught at Under Graduate and Post Graduate levels.

Before the semester begins, teaching plans are prepared and discussed along with the mode of **Continuous Internal Assessment (CIA)**. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised. Guidelines for **Teachers and Students** for internal assessments are prepared as per the **University of Madras** guidelines and are made available to all faculties.

**Schedule for the CIA** is notified on the College notice boards, **IBOSS software** and it is also announced by faculty in the respective classes at least a week in advance. After checking, answer sheets/assignments are given back to the students and the assessment marks would be posted in the **IBOSS software**. The internal marks split up are **displayed on the notice board** at the end of the semester.

**Transparency and Security** of evaluation system is ensured. The institution has an effective mechanism for **Redressal of Grievances** pertaining to **Internal Assessment**. **The Staff Council** moderates the range of assignment marks to equalize/moderate low marks if it has been strict. The maximum and minimum marks in internal assessments are further reviewed, discussed and debated regularly.

Students are also assessed by the **Teachers** based on their **participation** in the classroom. Department of Education has a strong component of formative assessment. Students' development in their subject areas and other co-scholastic activities is monitored through **Continuous and Comprehensive Assessment and Feedback Mechanism**. Assessment includes Presentations, Tests, Assignments and Projects by students who are **mentored** by teachers at regular intervals with feedback.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:**

#### Grievance Mechanism for Internal Evaluation

The Examination Committee, consisting of faculty members from various Departments headed by the Principal, functions effectively to address the examination-related Grievances. **Consolidated marks of CIA** are presented by the **Course Teacher** to the students to endorse the correctness of the marks. In case of any discrepancy, the teacher verifies the marks and rectifies it. If the student feels aggrieved in the fairness of evaluation, he/she represents the matter to the course teacher who, on case to case, gives the justification. If the student is not satisfied with the explanation, then he/she approaches the **Head of the Department** for solving the issue who in turn seeks clarification with the **Course Teacher** and resolves the issue.

Further, if the issue is not resolved, it is finally left to the discretion of the **Principal** who decides on the course of action. If any further corrections are required after the final submission of internal marks in the **University of Madras** website, it is addressed immediately by the course teacher through **Principal** to the **University** for Immediate Rectification.

#### Grievance Mechanism for External Evaluation

Any grievances related to the University question paper, the students report it to the concerned faculty member who, in turn, informs the Principal in writing. The Principal discusses the issues with the faculty member and **based on the genuineness of the grievance, forwards it to the Controller of Examinations, University of Madras**. When the results are published in the University Website, the Students can view his/her results with their **Register Number**.

After the publication of the results, if the students are not satisfied, the students can go for **Revaluation** and **Re-totaling** according to the norms of the University after paying a prescribed fee through online portal.

Students are eligible to take up instant exam only if he/she has not cleared just one paper in the final semester. This exam is conducted within a month after the Semester results are announced to enable the students to graduate along with their batch.

If the students have any discrepancy in their hall ticket/semester results with respect to **Name, Gender, Date of Birth** and any other Exam-related errors or omissions, it is addressed to the concerned **Head of the Department** who in turn submits the details to the **Exam Committee** and it is brought to the notice of the parent **University** through **Official Communication** from the Principal.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

**Response:**

**Programme Outcomes, Programme Specific Outcomes and Course Outcomes** are the basic set of concepts, knowledge and skills acquired by the students on successful completion of a specific **Course/Programme**. The University of Madras has various faculties and Board of Studies for each programme, who are responsible for periodically revising the set of **POs, PSOs and COs**.

The **Orientation programmes** are conducted by the individual Departments at the beginning of the Academic Year. The syllabus, **POs, PSOs, COs** and scope of the Programme/Course are communicated to the students.

**Learning Outcomes** of the programme is displayed in **the notice board of each Department**. The importance of Learning Outcome is communicated to the faculty members in the College Council meeting by the **IQAC**.

Complete syllabus is available on the **Website** and the subject teachers also provide the Syllabus for their subject at the beginning of the semester during the class. The **College Website** also provides POs, PSOs and COs of every programme/course offered by it.

The **Course teachers** clearly explain the course objectives and requirements in terms of Tests, Assignments, Seminars and the Scheme of evaluation for their respective courses.

The Programme Outcomes of our College, in general, helps in shaping the career of Graduates and Postgraduates with the following attributes:

- To create a self-esteemed, a self-sustainable future generation
- To make them at par with Global standards
- Practical and Theoretical knowledge acquisition
- Effective communication
- Critical thinking and Decision making
- Holistic development and Social Responsibilities
- Administration abilities

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

**2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**

**Response:**

The **College Website, Prospectus** as well as the **Annual Report**, states the Mission and Objectives of the College. This also highlights the achievements of the students and lists the kind of jobs that the students get after completion of the different programmes. An **Orientation Programme** is organized for the first year undergraduate and postgraduate students and the Programme objectives are explained elaborately. **PSOs** of all the Departments are highlighted through career options open to students after completion of the programmes and the achievements of the Alumni. Alumni of various Departments are invited to interact with the students and teachers during the **Orientation programme**, other events and meetings. They also share how different courses shaped their careers and thus help the students to appreciate the programme. This is also an opportunity for the faculty to take **Feedback** on the curriculum that need to be improved and the components which will make them more relevant for job placements.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad POs. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students to appreciate the topic being covered in the class.

**Attainment of outcomes**

Marks awarded for **Assignments, Seminar** and **CIA** can be taken as evidence for the attainment of **COs** and **POs**. The **Result Analysis** meeting is conducted every semester after the publication of results and the result of each Course is analyzed for further scope of improvement. The **University Mark statement** of each semester and University Rank also serves as an evidence for the attainment of outcome.

**Assignment/Seminar**

Each semester, an assignment/seminar is given to UG students for each course. For PG students, an assignment and a seminar presentation is compulsory during a semester period. The marks of the seminar/assignment are considered for the Internal Assessment.

**Projects**

Group projects and individual projects are given for UG and PG students. This helps to evaluate the course outcome. Career-oriented papers not only help the students to get placed in reputed organizations but also help them to pursue their higher studies.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students during last five years**



**Response:** 72.94

**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1013	885	515	385	350

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1032	953	810	718	620

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.23

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 0.88

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0



## 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
21	21	20	20	18

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

## Response:

## Shade and Strength of Greenery

The College provides an **Ecosystem** with **Serene Breeze** of wind in the winter and soothing air in the summer with large trees resembling the **Silhouettes** of mountains. The **Herbal Garden** with **Medicinal Plants** strengthens the institution solemnly. Aloe Vera, Thiruneetru Pachillai, Insulin plant, Ponnanganni Stevia Rebaudiana, Kesavardhini, Henna, Karisalankanni, etc., in the majestic garden of EL **PARAISO** provide health benefits naturally. Further, **Vegetables like Beans, Cauliflower** are cultivated in the soil of MGC and the **Consumer Club** takes initiative to sell those vegetables, and the management reserves the income received from selling vegetables for students' welfare.

## Ecosystem: A Treasure Trove

The Ecosystem of the College proves to be a treasure trove for knowledge creation and its transfer among the students. Apart from theoretical knowledge, students are nurtured in the shade of green and enhanced with practical-oriented classes when it comes to the subjects like **Environmental Science** and **Green Studies**. The Institution takes every effort to select the saplings that befittingly fits the soil, and plants in the right place to restore **Ecology** to some extent. Large numbers of **Saplings** are planted by NSS students. Further, the transpiration by plants helps in maintaining balance in the environment by protecting the area surrounded by trees.

## Food Festival

As an act of preserving nature and conserving energy, the Department of Electronics and Communication Science organized a Food festival, **PARAMBARIYA UNAVU THIRUVIZHA**, on 28th September 2021. This event was initiated to revive back the forgotten health benefits of **Traditional foods**. The **Traditional Food** items were prepared and distributed to all the students and the staff gathered in the hall.

It is pertinent to note that most of the vegetables were gathered from the soil of MGC.

### Vermicompost and the Ecosystem

The College has the practice of collecting **Organic Wastes** such as waste papers, plant debris, cardboard wastes, fruits and vegetable wastes from the bins of the Canteen and College premises and then dumping into a yard especially reserved for **Vermicomposting**. Vermicomposting is an enriched form of compost where **Earthworms** feed on the dumped **Organic Waste Materials** and give out excreta that are rich in minerals and nitrates. These are used as fertilizers for the plants to enrich the quality of soil for **fruitful cultivation**.

### Best out of Waste

An Intercollegiate Workshop on “**Sustainable Living**” was organized in our College premises. **Ms.A.M.Malathi, President – Women Environmentalist Exnora**, was the Guest of honour. Importance of growing our own food and **Recycling** used Cloths to make bags with and without stitching was taught and explained to the participants by the guest. This in turn results in making best out of waste, thereby reducing the load of garbage to a greater extent in the campus. Students participated enthusiastically and **Creative Bags** were made by the students by recycling clothes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 2

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years****Response:** 1**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 1

**3.3.1.2 Number of teachers recognized as guides during the last five years**

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response:** 0.55**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
19	21	12	2	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.14**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	5	2	1	0

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

The **Extension Activities** of our Institution are designed in such a way that they befittingly reach their **Neighbourhood Community** via students. These activities not only **Sensitize Students** on the existing **Contemporary Social Issues**, but also inculcate civic, **Moral** and **Social** responsibilities among them, as they render their social work into the community for dawning and ushering best times in their neighbourhood community.

**Drugs Awareness Programme** was conducted by the NSS Unit, under the **Central Bureau Narcotics**, on 26th June 2016 to create awareness among the people. Students portrayed the bitter reality of life by holding hoardings and banners inscribed with slogans such as “**Tobacco Companies kill their best Customers**”.

NSS volunteers participated in **Green Abdul Kalam Rally** on 24th July 2016. They also conducted **Swachh Bharath Abhiyan** or a **Clean India Mission**, a country-wide campaign initiated by the **Government of India**. NSS Unit of Mar Gregorios College conducted **Leprosy Awareness Programme** in association with **Sparsh** on 3/2/2017.

**Harmful Plastic Awareness Rally** was organized on 10th July 2019. **Good Will Trust** supported and motivated students with certificates. **Public Helmet Awareness Program** was organized and conducted by NSS volunteers with the support of the **Traffic Police**.

NSS Volunteers observed **Swachhta Pakhwada** for 7 days from 4th July till 10th July 2019. Street play was performed in Mogappair area to illustrate the importance of **Cleanliness & Plastic Awareness**. People from that area understood the concept of performance and lauded the students for their outstanding performance.

An Intercollegiate Workshop on “**Sustainable Living**” was organized in our College premises. Ms.A.M.Malathi, President – Women Environmentalist Exnora, First Women to Excel in Detective Field, was the Guest of Honor. Making bags out of used cloths with and without stitching was taught and

explained to the participants by the guest. The **Child Sexual Abuse** programme was conducted by the Department of MSW in the year 2018. It really moved the audience.

A camp for seven days was conducted on the topic “**Healthy Youth and Healthy India**” at **Samuthayakoodam** in **Manjankaranai Village** from 23-02-2020 to 29-02-2020. The featured programmes are Workshop on Self Development, training on traditional **Cultural Parade, Campus and Temple cleaning, Medical camp**, session on **Practical Life and Self-Motivation**, Culturals, School premises Cleaning, session on Yoga and its importance, Eye camp, School campus painting, session on Active Listening and Dental camp, Workshop on Best out of Waste, session on cleanliness and soft skills. NSS students actively participated in **distributing food** for the needy people at the time of floods on 26 November 2021.

In MGC, **Anti Leprosy Day** was conducted on 30th January 2020 by the NSS team. Resource person from **GREMALTES Hospital** delivered a valuable speech on the causes of **Leprosy**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 2**

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 50**

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	13	8	8	12

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 3.19

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

2020-21	2019-20	2018-19	2017-18	2016-17
82	100	0	33	240

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 91

#### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/

**internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	75	8	3	0

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response:** 18**3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	4	6	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

#### Response:

Spread over an area of **4.5 acres** amidst brimming floral environment, MGC offers a **Serene, Conducive** and **Healthy** atmosphere towards the successful **Teaching-Learning** process. Capturing the essence of academic ambience, the management has offered the **State-of-the-Art** facilities to provide **holistic** and **quality** education.

#### Academic blocks and their infrastructure

1. An air-conditioned, spacious **Conference Hall** with a seating capacity of **150** is equipped with LED screen, LCD projector, flood lights and sound control room
2. **Mar Ivanios Hall** with a seating capacity of 400 students
3. **Seminar Hall** with a seating capacity of 200 students.

#### Academic Infrastructure

MGC is reputed for its infrastructure. The College provides students with all **Amenities** required for their academic excellence. The college has adequate Classrooms, Laboratories and other digital facilities for the effective teaching- learning process.

#### Classroom Facilities

- There are **48** classrooms in the institution. All are well **Ventilated** and **Spacious** with appropriate lighting and sufficient number of **fans** and **furniture**.
- **Black boards**, a reusable writing resource of knowledge and information are maintained in a good condition. All the class rooms have sufficient **Shelves** to sort and organize books and study materials in order.
- To ensure the safety of the students, the whole campus including all classrooms are equipped with **surveillance gadgets (CCTV)** for safety purpose and to monitor the students on disciplinarian grounds.

#### Additional Physical Facilities

- **Audio Visual room** is well-equipped with a processor, projector, four speakers and a mike
- **Television Production Room** is equipped with a computer and a speaker
- **Edit Room** is equipped with 3 Computers
- **NSS** and **Sports** amenities room.

#### Labs to facilitate experiential learning



- **Multimedia lab** comprises **44 systems with** a projector, **LAN** and **Internet** facility
- **Computer Science Lab** is a **galore of** 94 Computers, in addition to 74 Computers with LAN & Internet facility along with 2 Dot matrix Printers and 2 projectors
- **English Language Lab** is equipped with **10 computers** and **LCD** projectors to empower students in language proficiency in the present day world
- **Electronics Lab** is encompassed with Digital Kits, Microprocessor and Microcontroller kits
- **Library** with Books, journals, magazines, newspapers, E-resources, 13 Computers with internet facility, 6 printers, 1 scanner and a Xerox machine

### Other Essential Facilities

- Drinking Water- **RO** purified water is provided in all the floors.
- Playground, and Fire Extinguishers
- Separate **restrooms** for girls and boys are provided in **each floor**.
- **El Paraiso** Garden with medicinal plants, herbs and shrubs

### Additional physical facilities

- Wi-Fi enabled campus is provided to accelerate present education exponentially
- Faculty members are provided with Lenova TAB M8 to facilitate the maximum usage of ICT facility
- **ERP software** (I Boss Management) with integrated applications for admission, students' database, online attendance, internal marks and messages to parents/guardians is on sound lines
- **Elevator** facility is available for staff members
- **Braille Equipment's** are available for physically challenged students
- Separate room for **Counselling**
- Power generators

All the above facilities provide effective academic ambience for teaching and learning in the institution and the management is committed to provide facilities in compliance with the statutory bodies that govern the institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

##### Response:

To scale unseen summits in sports, the Management has provided all the facilities required for conducting sports activities. Students' scintillating performance show not only how champions are built but mirrors their glorious present and bright future. Further, the **Physical Director** plays a tremendous role in **Monitoring, Motivating, and Encouraging** the students to reach their goals.

The college **Playground** covers an area of **60 \* 120 sq. ft** with facilities for **Outdoor** and **Indoor Games**. The college has a Playground, Football Ground, Cricket Ground, Badminton Court, Volley ball Court, Kabaddi Court, Mini Basket Ball Court, Tennis Court, Cricket Net, and indoor sports such as Chess and Carrom.

Court	Area(sq.m)	Events being played/Used	Year of Establishment
Play ground	200 Meters	Athletics	2005
Football Ground	102 Meters	Football	2005
Cricket Ground	90 Meters	Cricket	2005
Badminton Court	44 * 20 Feet  Breadth 6.10 Meters  Length 13.40 Meters	Badminton	1998
Volleyball Court	18 Meters-9 Meters	Volleyball	2001
Kabbadi Court	10 Meters * 10 Meters	Kabbadi	1998
Mini Basketball Court	13 Meters * 10 Meters	Basketball	2021
Tennis Court One	78 * 36 Sq.Ft.	Tennis	2010
Cricket Net -5	Cricket Net	For Cricket	2021
Chess, Carrom(Indoor)	Indoor	Chess, Carrom	2015

Facilities on Campus equip the players to participate in the zonal, inter- zonal, university, district, state, and national level tournaments, which in turn helps to hold the College banner high.

## Gymnasium

The College has a well-built **Gym** for students to maintain their **physical** and **mental fitness**. It creates **health consciousness** and **awareness** among the students to lead a **healthy** and **stress- free life**.

## Cultural Activities

The College has a **Cultural Committee** which ensures the students' active participation in **Inter-Collegiate cultural competitions**. **Suvadugal (Shift I)** and **Vizhuthugal (Shift II)** an **Intra-College Cultural** extravaganza conducted **Annually** in the campus to bring out the latent talents of our students. Various **On-Stage** and **Off-Stage** events are conducted, and prizes are given for the winners.

## Sports Activities

It is for the first time our college **4\*400 mts Relay** team secured **Bronze medal** in the University of Madras **Dr. A.L. Mudaliar Athletic meet** held at **Nehru Stadium**. M. Sathish III B.Sc (CS), S.K Hariprasad III BCS ,M. Mohammed Asif III B.Com (AF) and J.Ashwin Surya I M.com, secured 6th place in 4\*100mts Relay. V. Ashok II M.Com, S.Abhishiek, II Bcom (AF), A. Allen Issac I BCA and S. Kamal I B.Com and Ramakrishnan I B.Com secured 5th place in **Decathlon event**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 15.38

#### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 181.66

#### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
16.50	29.91	91.32	16.89	17.06

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

Library is a repository of knowledge of information. **Digital Library** at MGC serves not only to **accelerate** the **knowledge** exponentially through education, but also sparks out the **creative imagination** and the talents of the students with **bounty of books** at the institution that signifies **plenty of reading**.

- The College library has an area of **1356 sq.ft** with a spacious reading room. It has **56** seating capacity. The Students and the faculty members can **access** library from **8:30 a.m.to 5:30 p.m.**
- The service of the Library is fully **Automated** in the year 2021 with **Bar code technology**. It is uploaded with **ILMS software “KOHA”** with Full Automation Version 18.05.
- The **Library Advisory Committee** is constituted in our institution. The Advisory Committee discusses and finalizes the **infrastructural** and **academic requirement** of the library & chalks out the strategy regarding the functioning of the library, so that the resources from the library can be utilized to maximum extent by the staff members and the students.

#### Initiatives implemented by the College Library Advisory Committee:

- Students can avail **Books** even during the **Examination Period**
- Semester wise question papers are made available
- Information regarding **new arrivals** is provided via library **notice board**
- **Notice board** for **newspaper clippings** is displayed. Notice board to display information regarding course, career & newspaper clippings, new arrival of books etc. is allotted exclusively for the library. Circulation desk at the front of the library is the service point where the books are lent, renewed and returned
- Library staff assists students and teachers in locating books. They ensure that the library is noise free, so that the readers are not disturbed and distracted
- The Library possesses **17361** books and **N-LIST programme**. Although it is enabled with facilities, the college is trying its best to automate the library with ILMS
- Library is amended with **RFID tags** for books and RFID reader

#### Amenities provided for the students and the staff:

1. Ample and spacious reading atmosphere with **10 reading tables**
- 2.No. of Book racks-**53**

- 3.4 almirahs with reference books
- 4.1 periodical rack for journals & magazines
- 5.11 computers with Internet facilities

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** C. Any 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 2.8

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	4	1	2

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 5.35

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

Response: 161

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

Use of **innovative tools** is presently essential for **Teaching – Learning** in Higher Educational Institutions. **Technological improvement** and **Innovations** in education has made a visible impact on **Academic Development** to adapt various **teaching methodologies** for the implementation of the **Curriculum**, and for **Administration** as well as on **Governance** of the college. Along with conventional methods of teaching **ICT enabled** is also adopted. WI-FI enabled teaching with a paraphernalia enters the institution through teachers to meet the current demands of the society.

All buildings in the college, including the library, are enabled with **Internet Facilities**. The college sets up and upgrades its **IT infrastructure** and its associated facilities every year to fulfill the objectives of a course and to meet the needs of the students.

The College has **Local Area Network (LAN)** facility with **Advanced Configuration Server** to provide **speedy** flow of data across computers. **Internet broadband** connection is provided to all the **Department Computers** to surf net. The network is managed and controlled by **High-End Server**. During the last 5 years, the College has added **new computers** with **latest configurations**.

All computers are equipped with Internet connection of around one MBPS bandwidth. About **48**

**Classrooms** and 3 **Seminar Rooms** are enabled with **ICT facilities** such as LCD, WiFi and LAN. The college always prefers and purchases **branded Computers** and **accessories**. Technical snags are met on time. In case of major hardware problems, the college takes the services of hardware engineers. Institution facilitates extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students. ICT-enabled teaching is preferred and executed by most of the staff members. Audio-Visual mode of teaching is followed in all the departments.

## IT and Wi- Fi facilities:

### Servers

3 Nos. of HP Server X3200 M2 Intel Xeon Processor 3.00GHZ 250 SAS HDD, 3GBECCRAM, DELL 18.5" LCD Monitor

### Nodes

- 1.120 Nos. of Lenovo Think Centre, Intel Core 2 Duo 2.66 GHz, 250 GB HDD, 2GB RAM, Dell 18.5"TFT Monitor
- 2.145 Nos. of Dell Optiplex 3040 Desktop, Intel Core i3 6th Generation Processor, 4GB DDR, RAM,1600 MHz, 500 GB HDD, Dell 19.5" Monitor
- 3.87 Nos. of IBM ThinkCentre 8123, Intel Core i3, 500 GB HDD, 2GB DDR3 RAM, Dell 18.5" Monitor.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 19.85

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS



File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 100.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
16.50	29.91	18.07	16.89	17.06

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:**

The **Institution** has various **Committees** to maintain and improve the **Infrastructure** of the institution. The **Committees** meet periodically to satisfy the requirements and demands pertaining to **Infrastructure**.

**The Administrative Committee:**

The **Administrative Committee** is headed by the Secretary and Principal. IQAC also plays a vital role in maintaining and upgrading the physical and academic amenities. The **Maintenance** and **Renovation** / repairing works are taken care by the **Administrative Office**. They meet periodically and take major decisions pertaining to the maintenance and upgradation of the physical and academic amenities.



## **The General Maintenance Team**

The College has a Maintenance Committee headed by the Secretary. The **Maintenance Supervisor** is solely responsible for **coordinating** and **Supervising** physical and academic amenities in the campus. He is assisted by the carpenters, plumbers, electricians, gardeners, scavengers and support staff team. The General Maintenance team meets every day and undertakes the following works:

- The Classrooms, Staff rooms, Laboratories, Library, Common areas and the Green space are cleaned daily by the support staff
- The restrooms for boys and girls are cleaned twice a day
- Continuous flow of water is ensured in the rest rooms in all working days
- Refilling of sanitary napkin vending machines are done regularly
- Purified drinking RO water is provided
- Fridge is cleaned and maintained in proper condition to serve

## **Technical Team**

The Technical Team is headed by the Secretary and the Principal with the assistance of three technical experts. The team ensures that all the required service is rendered on time without any technical snags.

## **Brimming Floral Environment**

The institution is blooming and brimming with nature's beauty. Along with the trees, medicinal and seasonal herbs and shrubs are nurtured with utmost care. The lush green leaves symbolize the efficiency of the team of full-time gardeners at the institution.

## **Classroom Maintenance Team**

The Classroom maintenance team ensures that all the classrooms are cleaned after every shift, twice a day. If the classrooms demand any repair or mending of the assets, it is met immediately.

## **Laboratory Maintenance Team**

Computer Lab, Electronics Lab, Visual Communication Lab and Language Lab are maintained by the Laboratory Maintenance Team or Lab Assistants. The lab assistants of the college look after the routine maintenance of equipment's in various **Science Laboratories**.

## **Library Maintenance**

The Library is maintained by the Library Committee headed by the Librarian. The Librarian maintains the accession register and the files pertaining to the purchase of books, renewals of periodicals and e-resources.

## **Security Measures**

The campus is under the surveillance of **140** CCTV cameras. It is maintained by the system administrator. In addition, security guards are present 24/7 to ensure the safety of the students and staff. Besides, the

police personnel from the police station close by patrol in and around the college.

The Principal of the college and the IQAC also ensures the maintenance of the available infrastructural facilities and equipment's from time to time through the members of the Administrative Committee.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 10.36

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
334	312	346	331	255

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.49

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
151	238	52	82	17

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 17.68

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1025	778	633	189	94

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 15.98

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
29	24	82	84	128

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 31.98

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 324

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

Response: 100

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	1	1	1	1

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	1	1	1	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural**

**activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 67

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	25	16	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

The **Students' Associations** of the College are very active and function in a dynamic way. Each Academic year begins with the nomination of the students from each class of the various Departments. **Head of the Department** play a vital role in nominating the Students from their Department concerned. **Office Bearers** are elected from the nominated students. Convenors and Co-convenors are elected from III and II year respectively. Four associations such as Sports, Cultural, Tamil and English are formed.

In addition, representatives are also selected for **Cultural** and **Sports** Departments. The Students Association play an **integral role** in organizing all kinds of college activities such as **Inter-Collegiate cultural activities, Inter-Collegiate Sports Meet and Tournaments.**

The Student representatives from individual Department take charge of Inter Departmental activities. The unstinted support provided by the Principal, Staff members and Management have been crucial in guiding the Students to shoulder various responsibilities with perfection.

On the Academic front, **Students Commit** themselves in coordinating and arranging symposiums, inter collegiate workshops, conferences, and seminars. The **Office Bearers** along with the **Convenors** and **Co-convenors** collaborate in celebrating festivals like Christmas, Onam, Pongal and other traditional

festivals.

Students also actively participate and celebrate the **Independence Day** and the **Republic Day** with Patriotic fervour. College Day and Sports Day are celebrated with zeal and zest. NSS and NCC play a pivotal role in grooming the students with **Discipline** and **Patriotism**. The performance of **Parai** by the students of NSS **Stimulates, Enthusiasm** and **Confidence** among the students.

Apart from NCC and NSS, there are also many Clubs and Extension activities in the college such as RRC, Friends of Police, YRC, Social Excellence, MGC IAS Academy, Techie Club of Information Technology, Entrepreneur Cell, Consumer Club, RRC and Rotaract club which are dependent on the active participation of the students. These activities also provide a lot of exposure for the students to excel in their area of interest. A lot of students also take up **Leadership Responsibilities** while being a part of these extension activities. All augurs well with their **Commitment** and **Team spirit**.

The Students participate in the orderly conduct of the **College prayer** every day, proceeded by the recitation of the verses from the **Bible**. They are also part of **Discipline Committee**, the sole purpose of which is to maintain decorum while students gather in large numbers for any college activity. Besides, the students are given an opportunity to become members of various committees such as IQAC, Grievance Redressal Committee, Library Committee etc.

In short, the contribution of the students at every step has been pivotal in the proper functioning of the College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 42.6

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	71	50	74	18



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

**Alumni** play a significant role in **strengthening** their alma mater, with values and virtues tinged with academic excellence. The **Alumni Association** of the college was **registered** under the title “**Mar Gregorios College Alumni Association**” with registration no: **SRG Chennai North 263/2020 on 17/08/2020**.

The Alumni Association is an **active** and **vibrant** body with more alumni as its members. **Office bearers** are elected from the **Alumni** and the **meetings** are conducted regularly. Such meetings are mutually essential for the institution as well as the alumni.

Every year **Alumni Association Meet** is conducted by the Management. In the year 2019, Alumni Meet was conducted on 26th January at our college premises. In the year 2020, Alumni Meet was conducted on 25 January. Due to pandemic, in the year 2021, the Alumni Meet was conducted via virtual mode, on 10th January. The **Minutes** of every Alumni Association is recorded every year.

The Alumni Association is an **integral continuation** of the relationship of the alumni with their **Alma mater**. It provides an opportunity for the alumni to meet their old friends and **reminiscence** and **cherish** their past memories in the present moment. They also share their successful journeys, experiences, knowledge, and insights through their **ebullient** speeches. They also provide **exposure** to the students during cultural fests.

The Alumni involve themselves not only in the **Academic growth** of the students, but also, they help in developing the **infrastructure** of the institution. Above all, their **Commitment** towards their alma mater is the greatest investment in building the institution. Though, they seem to play the **minuscule** role by settling in the different parts of the world but they have the **best** and **amiable** relationship with their alma mater and the **College**.

Each alumnus considers his or her sole responsibility in shaping the future of their alma mater. **Students Training Programmes (SRT)** are arranged periodically, and the members of the **Alumni** association who are in responsible position as **HRs** are very much keen on building the **Career** of their alma mater by providing **Placements** in various fields.

The **Alumni** visit the institution to deliver **Guest Lectures** and **Seminars** for the students in their areas of expertise and they motivate the young and dynamic minds. The **Alumni Community** always keeps in touch with the College, and it is a close and well-knit body that always has the growth of the organization as its major concern. Alumni meet at the **Department** level also takes place. They share their **Expertise** in their field of interest, with their alma mater, to enable them to gear up with the competitive world. Alumni make a considerable impact on the functioning of the institution. Their views are respected and taken into consideration.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### Vision Statement:

The College envisions facilitating **transformation** of students into good human beings, competent professionals, responsible and worthy citizens focusing on assimilation, dissemination of knowledge through **Holistic Education** in a Catholic Christian atmosphere.

##### Mission Statement:

The College stands for academic excellence, development of skill and building of character based on the love of God and service to mankind as revealed by Jesus Christ, so as to send out intellectually trained, morally upright, socially committed and spiritually inspired men and women of India, to raise them as leaders of quality in all walks of life and to serve their fellow men in justice, truth and love.

##### Motto

Let your light shine.

##### CORE VALUES

##### To pursue values

The College attempts to **instil** core **Human Values** (Moral, Spiritual, Ethical and Professional) in its students. This is realized through activities/ programmes such as Value Education, Prayer Fellowship which includes Praise and Worship, Testimony, Word of God, Prayer Request, Rosary Prayer, College Prayer and Choir, and Thought from the Bible.

##### To impart Holistic Education, to Achieve Excellence

The College imparts holistic and quality education by focusing on academic as well as grooming the students in other aspects also. This is accomplished through initiatives, activities or programmes such as:

- Certificate Courses
- Soft Skills
- Placement and Career Guidance
- Co-curricular and extra-curricular activities
- Participation in regional and national competitions

## To encourage creativity and innovation

The institution provides ample opportunities to its students for self-development through programmes/activities such as:

- Entrepreneurial Development Cell (EDC)
- Techie Club of Information Technology
- MGC IAS Academy
- Consumer Club
- Creative Club
- Language Lab
- Sports and other extra-curricular activities in [intra-collegiate, regional, national]

## Service to humanity and Social responsibility

**Service to humanity** begins from the **FIVE LOAVES** plan, where eatables are displayed in the fridge everyday by the staff and students of the Department as charitable measure. The 'concept of sharing' begins here. Further, **Infirmary** plays a vital role in ensuring the fitness of the students

Students in the College imbibe the spirit of service to humanity and the society through the following programmes:

- National Cadet Corps
- National Service Scheme
- Red Ribbon Club
- Youth Red Cross
- Social Excellence
- Outreach Activities

Keeping the Vision, Mission and Motto in vogue, we train our students in all Academic, Extra-Curricular and Vocational fields, so that they develop to their fullest potential.

Staff and students joined hands in the noble cause of helping the affected, needy by providing Cash on behalf of the **Management to the Government of Kerala on September 2018 for KERALA FLOODS**. Other than this Students and faculties had taken initiatives such as visiting **orphanages, distributing blankets** to the supporting staff, conducting **food distribution** campaign to the needy during Christmas, Covid Vaccination Camp, providing mask during covid -19 pandemic, helping the people in Covid Relief Camp, conducting Eye Donation Camp, Rally on Child Abuse, and providing Scholarship for the needy students. All activities organized by the College reflect its Vision and Mission statement and are oriented towards the fulfilment of the same.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

Mar Gregorios College encourages a culture of **Participative Management** by involving staff members in several **Administrative Roles**. The College promotes a culture of Participative Management as all the College operations are managed by **Committees** constituted for **Academic** and **Non-academic** activities. At various levels, the College grooms the leadership. Patron, Chairman, Correspondent, Secretary and Local Manager, Principal, Vice Principal, Deans, IQAC Members, Teaching staff, Non-teaching staff, supporting staff, student representatives, Stakeholders, Alumni, and various Committees jointly empowered to propose, design, formulate and execute their plans within the framework of governance.

The College has created a **decentralized structure** for decision making. The **College Council** consists of the Principal, Vice-Principals, IQAC Co-ordinator and the Heads of the various department. They play a vital role in day-to-day functioning of the College. Various committees such as, Ragging Redressal Committee, Discipline Committee, Examination Committee, Calendar Committee, Cultural Committee, Magazine Committee, etc., are constituted by the College Council for managing various functions of the college. The College Council have freedom to formulate their plan and decide execution strategies. First, the **Agenda** for the meeting is set and circulated among the council members by the Secretary and the Principal, and the **silhouette** for the programmes to be scheduled are sketched in the meeting, it is floated among the staff members for their suggestions in the Heads' meetings and finally the decision is strengthened and promoted to execute.

#### Case study on the creative club of Co-curricular Activities Committee:

The Co-Curricular activities committee has decentralised the activities through various clubs and cells. The **Creative Club** is one among the clubs which has the staff members as Convener and Co- convener and a student's committee with President, Vice-president, Secretary and Joint Secretary. The Creative Club submit the **Proposal** of the program to the Secretary and the Principal for approval. After the approval from the management, the Creative Club conducted various competitions for the Academic year 2020 to stimulate interest in creative ideas among students during this pandemic. It focused on the fine arts and allied art in grooming the most **ingenious** personal of the students.

The club wanted to create an **awareness** among the student's and has planned to organise competitions for the UG and PG students. The Student Committee organized different competitions such as Poetry / Article/ Essay writing/Declamation, Creativity in Singing, Instruments, Beat Box, Short film, Photography, Art from waste, Graphic Designing, Web Page creation, Cartoon Animation. The competitions were well planned and executed by Convener and Co Convener along with the student representatives before in hand. Similar competitions were formed into groups and the details regarding the competitions were sent through WhatsApp to the students, the competition started from 12th Nov, 2020, around 75 students sent their exhibits through Google, among which 23 students received prizes.. The grand finale of the Creative club 2020 competition results was announced on 12-12-2020. The program was felicitated by the Chief Guest Ms. Suni Joseph, IT professional and a classical dancer, Barclaycard, Delaware, U.S.A.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

**MGC Strategic Plan and Deployment 2022 -2027** is a road map focused on MGC's future plan in the areas of **Academics, Campus Environment and Upgradation**. This strategic plan will serve as a guide to refine and renew our vision to be recognized as an exceptional, Catholic College; an institution that transforms students through rigorous and relevant learning experiences that are grounded in a **Value-Based Curriculum**. Our Strategic Plan is comprehensive and far-reaching in its Initiatives, Goals and Objectives, and will enhance MGC's long-term well-being.

The following are the "Strategic Plan" designed to implement for the overall Institutional Development in the next five years.

#### Teaching Learning Process

- Start new programmes by identifying the specific needs of the industry.
- Strengthening ICT enabled Teaching & blended learning
- More value-added courses

#### Research and Innovation

- Promoting Innovation through Innovation Cell.
- Initiating Research Centre
- Attracting funds for Research Project
- Apply for Government/Non-Government Industry sponsored funds
- Collaborations with Government & Private Institutions/Universities and Research Organizations

#### Infrastructure

- Infrastructure building development & modifications
- More ICT enabled classrooms
- Functional facilities for E-learning using E-resources
- Revamping Canteen facilities
- Developing sports(indoor/outdoor) facilities
- Promoting Green Campus through Terrace Garden
- College Ground Development- Synthetic track

## **Community Services and Outreach Activities**

- Budget from Institution resources/ Faculty/ Students/ Other Donors. Mobilization of funds from outreach program
- Conducting awareness camps
- Provide vocational training/job-oriented training to the needy as per industrial need at the Institute
- Setting up Consultancy - MGC Care
- Enhanced placement activities
- Campus Radio
- Developing and Conducting service oriented activities in the adopted Village

## **Institute-Industry Interaction**

- Formation of Industry-Institute Interaction cell
- Increase in collaboration
- Support for Internships, Visits, Trainings and Guest Lectures
- Generating funds Industry based/sponsored projects
- Attract CSR Funds

## **Students Development and Participation**

- Budget allocation for student development programmes and activities
- Increase students training and placement activities
- Students representation in various committee and cells
- Motivating students to participate in competitions, seminars, workshops & paper presentation
- Special awards & Recognitions for achievers.

## **Staff Development & Welfare**

- Staff training for quality improvement
- Career advancement schemes
- Rewards, recognitions & Incentives
- Deputation for Seminars/Conferences/Workshops and Refresher Course
- Financial support for Professional development programmes
- Support for Research, Consultancy, Innovations

## **Alumni Interaction**

- Formation of Active Alumni Association every year
- Regular interactions with Alumni and networking
- Recognition of successful Alumni
- Exploring contributions
- Sponsorships/Scholarships/Fund generation

## **Accreditation/Status/Ranking**

- College for Potential Excellence (CPE)
- 2F,12B
- National Institute of Ranking Framework (NIRF)

File Description	Document
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

#### The Management Committee

The Management Committee comprises of His Beatitude Moran Mar Baselios Cardinal Cleemis Catholics, Major Archbishop is the **Patron** of the institution. His Excellency Dr.homas Mar Anthonios is the **President**. Rev.Fr.Shinu Varghese Angadiyil is the **Vicar-General** and the Correspondent. Rev.Fr.Philip Pulipra is the **Local Manager, Secretary** and **Bursar** of the Institution. Dr.M.Sivarajan is the Principal. Dr.R.Vasudevaraj, is the University Representative. Rev.Fr.Moncy Kaleekal, and Mr.P.A.Joy Kutty are the trust members of the Management.

#### The General Committee

The General Committee consists of His Excellency Dr.Thomas Mar Anthonios, President. Rev.Msgr.Shinu Varghese Angadiyil i, Vicar General, Vice President and the Correspondent. Rev.Fr.Philip Pulipra, Local Manager, Secretary and Bursar of the institution. Dr.M.Sivarajan, Principal. Dr.R. Vasudevaraj is the University Representative. Rev.Fr.Moncy Kaleekal is the trust member of the Management Committee. Dr.G.Gayathri, Vice Principal (Shift-I) and Ms.K.Subhashini, Vice Principal (Shift-II). DrT.Prema is the Member, Academic Council, University of Madras. Mr.P.A.Joy Kutty is the member.

#### Executive Committee

Chairman, Correspondent along with Secretary and Local Manager are the governing bodies of the Institution. The Secretary is the top executive Head of the Institution. He directs the Principal in academics and controls the administration of the Institution.

#### The Principal

The Principal is the executive head of academics in the institution. He is authorized to take decisions regarding Academic, Ragging Redressal and Grievance Redressal in accordance with the policy decision decided by the Executive committee and the College Development Committee. The Principal discusses



important issues with the Vice-Principal, Dean of Arts, Science and Disciplines, Co-ordinator and Heads of the Department. Then the matter is represented to the Secretary, after which a final decision is taken. Regarding funds and Finance the Secretary takes the final decision after consultation with President and Correspondent for ratification.

### The Internal Quality Assurance Cell

The IQAC is headed by the Principal and the Co-ordinator who is selected from the faculty members to look after its activities. A representative of the management, faculty members, non-teaching staff member, Social activist, Alumni and student are the members. IQAC works for the development and application of quality parameters for the various academic and administrative activities of the College leading to quality improvement.

### Dean and Head of the Departments

Dean of Arts and Science and Heads of the various Department look after the regular administration, teaching and research, issues of the students and staff members of the Department. Every fortnight, core committee headed by Secretary, Principal, Vice- Principals, IQAC Co-ordinator discusses the academic growth of the institution. Every month, meeting is conducted for the Heads of the various department. In turn, the head will conduct meeting every Thursday to discuss the action plan for the upcoming weeks.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

The College has many welfare schemes in place for both teaching and non-teaching faculty members.

- All employees' shall receive a monthly salary that will be paid once a month. Deductions required by law are automatically withdrawn from the pay
- As per the provisions of provident fund act, institute contributes to Provident Fund
- Staffs who have completed the probation period (one year of service) successfully are eligible for Vacation salary for the month of April and May
- Maternity and Medical leave are sanctioned for staff
- ESI benefits is provided for all the employees whose salary is less than Rs. 21,000 /. ESI provides medical benefits as well as other benefits as the college is providing the premium for all the employees
- Teaching and non-teaching staff contribute Rs.100 and Rs.50 respectively towards the Staff Welfare Association. Every Staff is eligible to avail loan once they complete their tenure of two years successfully. Depending upon the Gross salary, the loan amount is sanctioned.
- The loan amount should be repaid in twelve installments with the interest rate of 7.5%. The loan amount and the interest rate are divided into 12 parts, and the loan availed staff should repay the loan amount by paying one part of the loan amount with one part of the interest rate every month for consecutive twelve months
- The wards of Teaching and Non Teaching Staff studying in this College or School (MAR GREGORIOS PUBLIC SCHOOL - RUN BY SAME TRUST) were provided with 30% fee concession
- The college has provided the **POLICY SCHEDULE FOR STAFF SAFETY PACKAGE INSURANCE** for all the employees without any contribution from the employees in this regard. According to this insurance scheme, Rs.35, 000 is reimbursed to meet the medical expenses of a staff who has met with an accident and in case of death Rs.1,00,000 is granted to the family of the deceased
- Employees' at MGC upon confirmation will be entitled to paid leave in a year, which includes the following:
  - Casual leave - 12 days
  - Sick leave - 7 days
- Free health check-up camps are organized by the college with the help of many corporates in Medical sector
- Summer and winter Vacation for staff
- The Teaching Staff are awarded with cash prize for producing 100% Results in the University Exam for each subject and for providing Centum and University Ranks.
- Partial amount in Staff Tour expenses is shared by the College Management
- Annual orientation, workshops for teaching and Non Teaching staff at the beginning of every academic year
- Reimbursement of claim for attending Conference/FDP/STTP/Workshop
- **Gratuity** - Gratuity is a lump sum that will pay to its employees when they retire or resign from the Institution. The employees need not contribute any portion of their salary towards this amount

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.24

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	1	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 6.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	10	6	1	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 50.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
199	89	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In this way, the institution has performance based appraisal system for the assessment of teaching and non-teaching staff. The appraisal report is based on the annual performance of the employees' on the basis of their academic, research and other extra- curricular activities.

Faculty Assessment will be done in the following manner:

- 1.Preparation for Classes like Lesson Plan
- 2.Innovative Practices for Teaching
- 3.Students' Feedback
- 4.Peer evaluation by the Department heads/ Principal/ external expert

At the end of each semester, feedback forms are collected through IBOSS Software from the students for each of the courses attended by them. Before the implementation of online software, the feedback forms in

the form of questionnaire is circulated among the students to collect information about the teacher and different aspects pertaining to the teaching process.

A performance appraisal report is filled by employee in a given prescribed proforma which includes all the above set related to points and sub points. Filled in the prescribed format is revised by HOD to assess the attitudinal / behavioral / professional aspects of the faculty concerned. The self assessment mechanism does not have any negative impact on the staff as he/she is provided with the opportunity to comment on the evaluation outcomes and for improvement.

The Academy rewards and awards recognizes the teachers by commending them for their teaching approaches and research initiatives, which helps them to work with renewed zeal.

Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc.

1. Dean of Arts & Science are responsible for the assessment/collection/ reporting of Students Feedback on Faculty.
2. Every Faculty will have to submit a Self-Appraisal form based on the above parameters and submit the same to HODs and in turn to Principal / Secretary.
3. The frequency for Students Feedback on Staff performance and Self-Assessment will be in the month of September and February of every academic year.
4. HOD's maintain confidential records of multiple activities and other information regarding the staff members of the Department, and the same is submitted to the Principal at the end of the year.
5. Feedback obtained from students and alumni are considered for appraisal.
6. SAR (Self Appraisal Report) is obtained from the Staff/Committee Coordinators.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The Malankara Syrian Catholic Trust is a registered charitable trust that governs the Mar Gregorios College of Arts and Science.

The **Department budgets** are collected from all academic and supporting Departments. These budgets are scrutinized and consolidated to prepare the **annual budget** of the College. The expenses will be monitored by the accounts department as per the budget allocated by the management.

The College spearheads the discussion pertaining to the financial aspects. At MGC, a financial audit is performed on a yearly basis and the financial statements are certified by the Registered Chartered

Accountant. The institution has a very strong mechanism for conducting an internal and external audit. Daily accounts are maintained and reconciliation of daily accounts is done by the accountant of the college.

The yearly audit enables the stakeholders to know the state of the current financial position with which further actions are planned and processed. Year over year funds generated was properly utilized and no major audit objections were raised.

### External Audit

The external audit is carried out in an elaborate manner on a yearly basis by the Chartered Accountant. The External Auditor also checks the day to day transactions of all the accounts as and when required. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits.

The mechanism of External Audit:

1. Verifying of Vouchers for the receipts by payments, PO, etc.
2. Verify the salary payment, TDS, Income Tax, EPF, ESI, Professional Tax, Gratuity, etc.
4. Examining the property titles, approvals and fee payments to regulatory bodies.
5. Evaluating fee receipts.
6. Certify the audit reports.
7. Filing the Income Tax returns at the stipulated period.

### Internal Audit

A **stock register** is maintained by each Department and the College has an **Auditing team for the inventory** which visits every Department to verify the stock register, equipments, sports facilities, library and administrative offices.

Internal academic audit is conducted at the end of every academic year by a team of staff. All the files maintained in the Department are verified. The auditing team will submit a detailed report on findings and suggestions from which necessary action will be taken.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response: 0**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

Broadly the resources are required for various purposes like administration academic, affiliation, infrastructure, development and maintenance and for miscellaneous. The Resource Mobilization Policy helps the College uplift towards building strong finance to provide sound base for its programs. It reviews the funding pattern and also provides guidelines and strategies for mobilizing resources to support the implementation of the strategic plan of the College and also to attain the ultimate fulfillment of its vision and mission.

Since it is a Self financing Institution, the Institution mobilizes the required funds through its own sources and also by collecting the fees from the students. The Institution is effective in resource mobilization and planning development strategies.

The financial resources of the Institution are judiciously allocated and effectively utilized by a proper budgeting system. The College formulates a budget for every academic year. All the Departments give their proposals based on the Department activities planned for the academic year. This is consolidated at the Principal level and sent for further approval to the Management. Based on the budget proposal, funds are sanctioned on priority basis.

The College encourages the Departments to mobilize funds from various sources to organize their Department activities. The annual budget is prepared by the Accounts Department and submitted to the board of management for approval. For the majority of the institutional financial needs and requirements, funds generated from fee collection are utilized.

The College also spends a considerable amount by the way of fee concession to the deserving needy students. It offers free seats for economically weaker students and scholarship for meritorious students through its institutional social responsibility. Institution frames variable fee structures for different programs. The entire financial needs of the institution are managed through these funds. The donations are invited for the purpose of instituting endowments for giving medals, awards, fellowships, research, etc



Renting of auditorium, conference room, sports ground to outside agencies for organizing non-academic activities like prayer meeting, sports coaching and personal functions. Funds generated from above sources are principally used for the maintenance and for the overall Development of the College.

The infrastructure is being utilized in multiple shifts for ensuring optimal resource utilization. The Institute has been able to start several new programmes and enhance the numbers in the existing programmes very rapidly because of this reason.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

IQAC was formed in 2016. It functions efficiently under the leadership of the Head of the Institution and IQAC Coordinator in accordance with the guidelines framed by NAAC. It supervises all the academic matters of the institution and suggests measures for achieving excellence. IQAC meetings are conducted frequently along with the HOD of departments and associations. The follow up meetings is with the management to ensure the implementation of suggestions.

New courses are introduced every year based on current trends. An IQAC meeting is convened at the beginning of every semester to discuss the matters related to the introduction of new courses for the upcoming academic year, in the presence of the Management members, Principal and Heads of the Departments. The suggestions are analysed and the final decision is taken by the Management, Principal and IQAC members.

#### The objectives of the IQAC are:

- To ensure continuous improvement in the entire operations of the Institution.
- To ensure stakeholders connected with Education, namely parents, teachers, staff, employers, funding agencies, society in general, of its own quality and probity.
- To develop a quality system for conscious, consistent and programmed action to improve the academic and administrative performance of the institution.
- To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.



The IQAC is a part of the institutions' organization and installation towards the realization of the Goals of quality enhancement. The prime duty is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution.

### Quality Initiative 1:

#### Student Assessment:

- All first-year students have to attend the initial Orientation which will be organized by IQAC Cell.
- Students Progression in each semester should be monitored by the mentors along with HODs and Principal.
- This will be recorded and kept for future reference.
- Mentors are responsible for Student Assessment (Academic & Personal).
- Student Assessment to be done in the following frequency:

1. When they get admitted and join the College
2. After the announcement of results in Each Semester
3. After the Remedial Classes are taken

- Students should be evaluated / assessed based on their Attendance, Academics, Communication, Approach and Personality Traits, and sent for Counseling based on the outcome of the assessment.
- IQAC has to monitor the Student Progression based on the evaluation made and gives suggestions for improvisation if required.

### Quality Initiative 2:

#### Lesson plan:

As a part of Teaching & Learning process, staff members prepare an action plan regarding the subject and other activities related to the major. The next step, all the teachers will prepare lesson plan for the handling subjects. As per the lesson plan, the departments plan for conducting lectures and other activities. Heads and vice principal monitor the teaching learning process. Both staff and student assessment will be done based on the teaching & learning process.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

#### Response:

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. An Academic Calendar is prepared every year in advance, displayed and circulated in the Institute and strictly followed.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the Teaching Learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute.

The Discipline Committee members make random visits to ensure smooth functioning of classes. Feedback is taken at the end of each semester and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses. IQAC Feedback is properly analysed and shared with the Deans, HODs and individual faculty members.

#### **New programmes introduced during the last 5 years**

<b>S.NO</b>	<b>YEAR</b>	<b>DEPARTMENT</b>
1.	<b>2017-2018</b>	B.COM ACCOUNTING& FINANCE
2.	<b>2017-2018</b>	B.SC. COMPUTER SCIENCE
3.	<b>2017-2018</b>	B.COM COMPUTER APPLICATION
4.	<b>2018-2019</b>	B.A TOURISM & TRAVEL MANAGEMENT

The teaching-learning processes are reviewed, and improvements are implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

- **Student Assessment (Each semester)**
- **Staff Assessment**
- **Remedial classes**
- **Add on Course**
- **Bridge course**
- **Counseling**
- **Lesson Plan**
- **Introduction of new courses**
- **Language lab**
- **ICT enabled classes**
- **Library Automation**
- **Feedback from stakeholders**
- **ISO Audit**
- **AAA Audit**
- **Green Audit**
- **Energy Audit**
- **Waste Management Audit**

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Our College Mission is to provide our students with quality, safe and secure services inside the campus. Protecting the Students and Staff is the top priority of the College. A **Disciplinary Committee** is exclusively deputed to monitor the **Security** of the students. Any violation of the Discipline inside the campus is seriously dealt by the Discipline Committee. The rules and regulations of the College for admission, recruitment, administrative and academic functioning safeguard the interest of the Students and Staff without showing any **Gender Discrimination**.

#### A. SAFETY AND SECURITY

The College is under Vigilance for 24/7, 365 days by **CCTV** facilities provided and security personnel deployed at various points to ensure the safety of the Students and Staff. **Grievance Redressal Cell** addresses to the issues and concerns of the students both Academic and Non-Academic matters. **Anti-Ragging Cell** ensures the safety of boys and girls against ragging, teasing or performing any unpleasant act willingly. **Lift Facility** and **Restroom** facilities are provided for **Divyangjan** Students.

**Light facility** – The campus has adequate lighting facility with floodlights at important points.

**Fire safety extinguishers** are installed in all the buildings / floors.

**Electrical safety** is taken care by a qualified electrician. Proper earth with ground rods is available to avoid electric shock.

**First aid** –First aid facility is available in NSS, NCC, Staff Rooms, Sports Room and College office. Liaison has been made with nearby hospitals for emergency requirements.

**Suggestion boxes** are placed in various places. The mobile numbers of the Principal, Dean (SW & CCA) Anti-ragging cell related concerns and grievances, if any, may be posted in the college website too.

#### B. COUNSELLING

A Full Time counsellor has been appointed to offer advice to students at crucial turning points in their lives. Students who were in need of counseling are identified by the Mentor and he/she is directed to counselor.

#### C. COMMON ROOMS

Girl's common room is provided with all the basic facilities which helps the students to have a privacy at odd times.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** B. 3 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

The college takes every effort to have a **Cleaner, Greener and Healthier** environment. In the process of creating cleaner, greener and healthier environment, the institution is **reusing** and **recycling** the wastes that are produced in the campus. The College has taken various measures to manage various kinds of waste to **protect** and **preserve** our Ecosystem.

#### **Solid waste**

Different **colours** of **dustbins** are kept across the College to dump the waste accordingly. Kitchen wastes are dumped into green bins, papers into yellow bins, plastics in red bins. Solid wastes such as garbage, sludge from water supply treatment plant, waste tires, scrap metal, Uncontaminated solid waste resulting

from the construction etc are safely disposed to reduce environmental pollution and avoid health hazards. The institution uses landfills to conserve ecosystem. Landfill is an engineered pit specially designed to encourage anaerobic biodegradation. Solid wastes are deposited in the landfill. The degradation of compounds by microorganisms in the absence of oxygen is termed as anaerobic biodegradation. Anaerobic biodegradation reduces the emission of landfill gas into the atmosphere that results in the conservation and preservation of our environment and the nutrient-rich solids left after digestion is used as fertilizers for the lush greeneries in and around the campus.

## Liquid waste

Liquid Waste generated from College Restrooms, Hand wash area and Canteen is routed to the soak pit. Utmost care is taken to dispose the liquid waste in an eco-friendly and hygienic way. Wastewater from **RO** plant is used for **Gardening** trees and plants.

## E Waste

E-waste is particularly dangerous due to toxic chemicals that naturally leach from the metals inside when buried. Sorting of e-waste is carried out before it is disposed. They have different toxic levels and while some of them are recyclable, there may be several components that can't be recycled are disposed in a proper manner through corporation.

Electronic goods are put to optimum use. The minor repairs are set right by the Laboratory assistants and teaching staff and the major repairs are handled by the Technical Assistant and are reused.

UPS Batteries are recharged / repaired / exchanged by the suppliers. The waste compact discs and other disposable non-hazardous items are used by students for decoration during college fests as a creative means of showcasing the waste management practice that has been induced in the minds of the students.

## Hazardous wastes

The support staff inspects whether all hazardous wastes were handled properly and ensures that the areas are cleaned properly. The hazardous materials are disposed in a proper and safe manner. Awareness is created among the staff, students, supporting staff and the lab in-charges for the management of hazardous waste via various awareness programmes.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge

3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** B. 3 of the above

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

**Response:** C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** C. 2 of the above

File Description	Document
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**Response:** A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

The conducive atmosphere at MGC is regarded as an indispensable resource as it caters to the students of **diverse regions** and **communities**. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic and other diversities. Keeping in mind the great diversity of our nation, the Institution takes sincere efforts to provide an inclusive environment bringing harmony among the students of varying grounds and cultures.

## **LINGUISTIC AND CULTURAL DIVERSITY**

To ensure religious harmony among the students, the College organizes Holy Book Reading every year as a part of Orientation Programme, the inaugural session for the First years. The Bible, Quran and Bhagavat Gita, the three Holy Books of Christians, Muslims and Hindus are read by students from second and third years.

To preserve and link the linguistic and cultural diversity, **KULAM & PULAM** Tamil Literary Association promotes and creates opportunities for the students to enrich their knowledge of the Tamil language and motivates them to showcase their **linguistic skills**. The activities of the association is an eye-opener for the students to know the unique elements of Tamil culture and literature by organizing **Silambattam** (martial arts), **Paraiadithal** (drumming), **Therukoothu** (street theatre), **Karakaattam**(folk dance form) and other folk arts.

The **UMANG** Association of the Hindi Department conducts Hindi literary events, translation activities, poetry and essay writing competitions in Hindi as a part of celebrating **National** and **International Hindi**



**Day.**

French National Day is observed by the students learning French as a Foundation course for non-French speaking students too.

To remind the young generation of their tradition and culture, the College celebrates **Pongal**, the **Harvest Festival**, as an occasion of festivity. Traditional delicacies like **Sarkarai pongal**, the traditional sweet dish is cooked and distributed to students and Staff. Traditional events like **Pattimandram**, recitation of poetry is conducted and the students of varying backgrounds participate and thus the values of our rich heritage are reinforced to those witnessing it.

The College's annual inter-House cultural program, **FEISTA** which is conducted by the Cultural Committee, promotes the **cultural diversities** of the students by providing platform for enacting various **traditional fine arts** performances. The various Departments of the College conducts seminars, workshops and outreach programmes to promote communal harmony and tolerance. Also an Add on course on French was provided to all the students of the College to learn a new language.

Onam is the annual harvest festival of the State of Kerala. Students and Staff of the College celebrate Onam every year with enthusiasm which ensures unity among students from various communities. Different competitions were organized and prizes were distributed. Adapratham is distributed to all the students and staff.

With great fervour the national festivals, birth anniversaries and memorials of great Indian personalities were celebrated. This **inculcates** a spirit of **appreciation** and **harmonious** feeling amongst students towards various aspects of **Indian culture**.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The institution sensitizes the students to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities.

The Institution hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

Every year Independence Day is celebrated on August 15th with great patriotism. Staff and Students

actively participate and National Flag is hoisted by the Chief Guest. Students choir sing the Flag song and the program ends with National Anthem. Also Republic Day is celebrated on January 26th of every year. These programs are organized by the students of NCC and NSS. Many of our Students had a chance to participate in the Republic Day Parade held at New Delhi and in State too.

The college establishes policies that reflect core values. Code of conduct is prepared for the students and staff and everyone should obey the conduct of rules. The Institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

The institution takes pride of raising up successful leaders among the students by conducting the Student Council election every year. The elected representatives are given leadership training and delegate the responsibilities of organizing college program with the support of other student volunteers.

The institution takes many initiatives like conducting awareness campaigns, organizing orientation programs, training programs, seminars and workshops to sensitize the future leaders to inherit human values coping with the constitutional obligations.

The college encourages the students to take part in blood donation camps, study tours that makes them understand the importance of protecting the cultural heritage of the country. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we have organized an awareness rally for the students. The Institution has strive forward with great effort to increase the level of awareness and appropriate practices among the students.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

#### Response:

MGC celebrates days of national importance to sensitize students towards patriotism. Celebrating days of National importance and festivals in our college has become an integral part of learning and building a strong cultural belief. Such celebrations bring the students closer to each other's traditions and cultural beliefs and develop respect and understanding for each other's customs and traditions. MGC has a tradition to celebrate festivals like Pongal, Onam, Christmas. With so many festivals to celebrate, Indians surely have millions of reasons to rejoice. Furthermore, when students from different regions experience this joy of festivals, it truly enhances the Indian culture.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

### BEST PRACTICE – I

**Title of the Practice: Remedial Class& Counseling**

#### Objectives of the Practice

- To identify the slow learners and elite Students and train them in their respective subject on regular basis.
- To give individual attention to the students according to their caliber.
- To teach the subject in depth and enable him/her to score good to excellent marks in the University

Examinations.

- To understand themselves and the issues that trouble them and guides them
- To resolve their problems which are likely to be personal, emotional, social, and family oriented, peer pressure, academics related, sexual etc.

## **The Context**

The aim is to identify slow learners and coach them to prepare for the University Examinations and facilitate personal well-being of the students, to address and help in resolving emotional and psychological issues through the support and guidance of trained counsellors, for healthy mind and body.

- To support and empower Students to develop their potentiality, improve mental health and wellness: define and achieve academic and personal goals.
- To help the students to know their skills, interests and personality.
- To Identify and evaluate the academic, career, and personal/social development of all students, including those with special needs.
- To assist students with both addressing difficulties encountered and promoting greater overall wellness.
- To manage stress, clarify goals, adjust and cope with life, heal from loss, crisis and trauma, strengthen relationships, empathy towards the society.

## **Challenges**

- Ensuring the presence of the students is a big challenge.
- As most of the students go for part-time job, it is a challenge for the Subject Teacher to make them attend the Remedial Class.
- One hour duration and one subject in a week is a challenge as the Students may not have the continuity of the subject.
- As most of the irregular Students are in the Remedial Class, its difficult for the Staff to do the follow up.
- As the Remedial Classes are conducted during the Shift-I timings for the Shift-II Students, space is a major constraint.
- Students often fail to understand that they have a mental health condition, despite their symptoms and behaviors being obvious and a nuisance to others in the campus.

## **The Practice**

Remedial Classes are conducted immediately after the results of the I Internal Assessment based on the failure percentage of the students. Remedial Classes are extended till the commencement of the University Examinations. Attendance is taken and documented on regular basis.

Counselling is given to an individual or to groups, to help them with academic goals, career goals, social and personality development by enhancing their listening skills, empathy and interpersonal skills to have healthy relationships and healthy lifestyle. It provides a platform for students to pursue both their professional and personal goals with greater self-awareness, self-esteem, understanding and a focus in life.

## **Evidence of Success**

- Evidence of success is the increase in pass percentage of the University Examinations and elite the students in scoring centum and University Ranks
- Students' response to the Counselor are welcoming and effective
- A consistent transformation is witnessed after counselling
- The academic performance had significantly improved among the students

### **Problems Encountered and Resources Required**

- It is a challenge to make the students understand the significance of the Remedial Class
- To make them wait after college hours (Shift-I) and to instruct them to come before college hours(Shift-II).
- Students do not open up their personal issues with a fear of no confidentiality
- Few students under counseling are irregular to college, this becomes a challenge for the counselors to do the follow up
- Tools related to counseling will be of great help to the counsellors

### **BEST PRACTICE – II**

#### **Title of the Practice: Five Loaves Plan**

#### **Objectives of the Practice**

#### **Sharing is Caring**

- To inculcate the joy of giving
- To feed the needy
- To inculcate the habit of giving, a significant attitude booster
- To enable the students to feel the sense of happiness and satisfaction by helping the needy people
- To contribute in a small possible way is a sense of moral conscience
- To teach the importance of giving back to the society

#### **The Context**

The aim is to feed the hunger.

#### **Challenges:**

- Space was a challenge and then a small room was built near the Security Room so that it is easily accessible to the outsiders too.
- It was a challenge to make the Students understand the significance of the Plan.
- The food
- Prayer Cell was given the responsibility to frame the Department-wise schedule for every month.

#### **The Practice**

Students are encouraged to bring any eatable of their choice and convenience and place it in the Five

Loaves Room. The Food will be kept in the Refrigerator and will be taken by the students during break time.

### Evidence of Success

Evidence of success is the increase in the number of students who show immense interest in bringing food. The number of people who benefit from this plan is also rising day by day.

### Problems Encountered and Resources Required

- Space was a challenge and then a small room was built near to the Security Room so that it is accessible to the outsiders too.
- It was a challenge to make the Students understand the significance of the Plan.
- Resources required: Facility to keep more food.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

Driven by the mission, MGC envisions imparting quality education, equipping skills and promoting creativity with an emphasis on **Holistic Development**. MGC focuses on robust and multi-dimensional Teaching/Learning process. Here we look at the decades-long movement behind this revival.

The ‘**Adorable Man**’ behind MGC is **BENEDICT MAR GREGORIOS**, the **LATE ARCHBISHOP of Thiruvananthapuram Arch Diocese**. He is the **Founder** of our College whose Principles and guiding force is explicated through his Motto “**Sneham Mamadeepam**”. The literal meaning of “**Sneham Mamadeepam**” is “**Love is my Light**”. He was an embodiment of love. He manifested his love concretely into the society where the problems of the people became his problems. He was very much concerned to help the poor and needy. His generosity was brimming in the mundane life of the poor and needy. He dedicated his entire life for the well-being of poor. His **Spiritual Preaching’s** purged the vices and inculcated the virtues among the people.

**MGC** follows his footpath in all its activities and continues to work to fulfil his motto. The Staff and the students are vibrantly contributing and helping the poor and the needy. Keeping in mind that Higher education is not predominantly the prerogative of the riches, the management gives preference to the students hailing from poor economic background, further concessions are granted to the deserving students. It is pertinent to note that many students who are the first-generation learners are little cherubins who drag their family to meet both the ends.

## Social Relief Fund

**Mar Gregorios College – Student Welfare Fund (MARG – SWEF)**, a relief fund was initiated to honour our founder Late Archbishop Benedict Mar Gregorios during his Centennial Year. The fund was raised to extend a helping hand to the students who need medical aid. An amount of Rs. 3 lakhs were collected and given to Mr. Gokul Sai of B. Com (Shift I) towards his cancer treatment.

## Flood Relief Fund

The **Disastrous Chennai floods (December 2015)** which caused havoc to Chennai resulted in heavy damages to Chennai city and its people. On humanitarian grounds, the Institution helped the affected people in the disaster. The College raised funds to construct a **concrete house** at a huge cost for a **septuagenarian woman, a pathetic victim of floods**. This is a remarkable event in the diary of Mar Gregorios Centenary year.

## Gaja Cyclone

**Severe Cyclone Storm Gaja** intensified into a depression over Bay of Bengal made landfall in Tamil Nadu and caused disaster in various parts of Tamil Nadu. During this disaster, our **NSS volunteers** joined hands with **Tamil Nadu State Government**, collected relief materials like Dresses, Medicines, Bedsheets, mosquito repellent, candles and rice and other products from students and staff and handed over to the affected people.

## Kerala Flood Relief:

Staff and students joined hands in the noble cause of helping the affected, needy by providing Cash on behalf of the **Management to the Government of Kerala** on **September 2018** during flood in Kerala.

## Village Adoption

When ignorance accompanied with illiteracy, echoing in the village of Perungavur in Thiruvallur District, Malankara Syrian Catholic Trust bought 3 acres of land in Perungavur Village in the year 2019. There was no significant development in the village neither in the past nor in the present. With full filial piety, Mar Gregorios College adopted the village. The institution cognizant of the village, decided to reform the people including children for a bright tomorrow.

## Covid 2019

During the crisis of covid-19, face masks were in high demand. **MGC SEVA TEAM** came up with the noble and novel idea of making 1,000 face MASKS and donating it. On the 25th March 2020, the team donated the face masks to the community in and around Mogappair, Chennai. To breathe the dawn of best times and as a measure to educate people, Rev.Fr. Philip Pulipra, Secretary went door to door and street to street to distribute the masks to the fellow citizens.

MGC Family stood together with the Nation to help those in need. As a giant leap, **MGC SEVA TEAM** headed by Rev.Fr. Philip Pulipra, Secretary and Dr. M. Sivaraman, Principal deputed NSS, NCC and MSW Volunteers to take a survey on **stranded migrants** from **Andhra Pradesh, Bihar** and **Odisha** who are at a high risk of missing out any Government aids. The team also ensured that the Corona affected families are



safely quarantined in their homes. The **MGC SEVA TEAM** identified 300 families inclusive of children and elderly people in the neighborhoods. The Teaching Fraternity of MGC, MSC Trust and St. Thomas Malankara Syrian Catholic Church donated **Rs.10,000/-** and **250 Kilos** of **Rice** to the **CHIEF MINISTER'S RELIEF FUND** through NEWS7 Tamil News Channel and distributed **HOUSHOLD ESSENTIALS** worth **Rs.500/-** each to **300 families**.

In the year **2020**, the institution joined hands with the **Corporation of Chennai** and volunteered to **Quarantine** the **Corona affected** patients in the College. As a gesture of compassion, MGC sheltered the patients with utmost care. Further, in the year 2021, the institution, organized two **Covid Vaccination Camp** for Public, Staff, Students and their family members with the hope that humans will be back to their normal lives with confidence and indomitable spirit.

### **Outreach for School Children**

In the year 2019 , An **Outreach interaction**, to a group of 62 children living in **Substandard habitation**, identified for their regularity in school and education. The Students of the **Department of Social Work** from various Colleges joined hands in spreading joy and cheer and to boost their Morale, among which the students of the Department of Social Work, Mar Gregorios College of Arts & Science participated. **Notebooks, bags, Stationeries** and **Writing Pads** were distributed to the Children. **Smt.Geetha** from **Unorganized Workers Union** was invited as **Chief Guest** and gifts were distributed to the children.

Other than this the Students and Staff had taken many initiatives such as visiting **orphanages, conducting food distribution campaign to the needy, distributing blankets to supporting staff** and conducting NSS camp in a remote Village where the people are to be sensitized. Thus all the activities organized by the College reflect its Vision and Mission statement and are oriented towards the fulfilment of the same.

<b>File Description</b>	<b>Document</b>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>



## 5. CONCLUSION

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### **Additional Information :**

Mar Gregorios College has been striving hard to shape and upgrade itself over the past few years. The academic life on the campus is peaceful with supportive staff and students. Efforts are on to set up a An Incubation Centre for start-ups and to do mini projects. A variety of Add-on Courses and Skill Development Training programmes are offered to students to give them an edge in today's job market. To preserve and nurture the bond with its alumni, the college maintains an active Alumnae Association. The contribution of Alumni is under process and it will be implemented soon. The College has Energy and Environment Policies to protect and conserve ecological systems and resources within the campus. All the teachers worked on Google Classroom and Google Meet and also internal and model examinations have been conducted online.

PTMs have been organized regularly department wise, and more than a thousand parents respond to the call of the College. Their feedback is collected and analysed by the IQAC. Suggestions given by the parents are studied carefully and implemented as far as they are practicable. During the last five years, the IQAC has striven hard in monitoring the activities conducted by the institution. Various Faculty Development Programmes, National and International Conference, Seminars, Guest Lecture programmes and several workshops have been organized between 2016 and 2021. To alleviate the rigours of a demanding college curriculum, the students are encouraged to participate in various co-curricular and extra-curricular activities.

The ethical value system envisioned by the Founder of the College is reflected in all the processes of distributing management seats to meritorious and economically deserving candidates from the society.

Modernization of conventional classrooms has been undertaken through introduction of ICT enabled classrooms. The infrastructure of the college is sensitive to the requirements of differently abled students and staff members by introduction of ramp and elevator. The institution takes pride in environment-based activities to create holistic consciousness among students and staff.

The institution with its defined vision leading to the objectives has played an important role in the holistic growth of students.

### **Concluding Remarks :**

Founded in the year 1997 with 71 students, Mar Gregorios College has completed a remarkable journey of 25 years. Named after renowned social activist and the second Metropolitan Arch Bishop of Syro Malankara Catholic Church, Trivandrum, Benedict Mar Gregorios, the college has come a long way in imparting comprehensive education to young, aspiring men and women from diverse socioeconomic backgrounds. Through various extension activities, the college aspires to uphold and carry forward the legacy of Benedict Mar Gregorios who was engrossed in innumerable works of social welfare during his lifetime.

The college is Stepping into Silver Jubilee year and planning to get Accredited with a highest grade. Also, the college has continued its efforts to further improve infrastructural and academic parameters in pursuit of realizing the mission and vision of the college. This incremental improvement happened in the areas of teaching and learning, industry interface, Student activities and modernizing the administration through ERP systems.

All members of the Governing Body, the Principal, Teaching and Non-teaching Staff of the college unitedly work to achieve this fundamental aim of the institution. The IQAC has been active in ensuring quality enhancement as evinced in the excellent rankings and grades obtained from national/international agencies.

The College made good use of the COVID situation by shifting to online mode of teaching and functioning. There is an excellent library with all modern facilities like N-List, e-learning resources. Most students are well-placed after graduation or progress to higher studies in India and abroad. An Audio-Visual Room has been set up to facilitate teachers to record their lectures. To support interactive/classroom pedagogical methodologies, the teachers are also encouraged to use ICT tools to deliver their lectures using audios, videos and PPTs. The strategic plans are responsibly made keeping the benefit of stakeholders at centre and outcomes are achieved in time bound manner.

To constantly refresh and upgrade their knowledge, teachers act as resource persons in National and International conferences and are also encouraged by the institution to engage in active research and publication.

The thrust in academic excellence and holistic growth of the students remains the prime focus of the institution.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p> <p>1.2.1.1. <b>Number of Programmes in which CBCS / Elective course system implemented.</b>            Answer before DVV Verification : 21            Answer after DVV Verification: 16</p> <p>Remark : as per hei 16</p>																				
1.2.2	<p><b>Number of Add on /Certificate programs offered during the last five years</b></p> <p>1.2.2.1. <b>How many Add on /Certificate programs are offered within the last 5 years.</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>5</td> <td>3</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>5</td> <td>3</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	15	5	3	1	0	2020-21	2019-20	2018-19	2017-18	2016-17	15	5	3	1	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	5	3	1	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	5	3	1	0																	
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p>1.2.3.1. <b>Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1004</td> <td>1203</td> <td>127</td> <td>19</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1044</td> <td>1202</td> <td>127</td> <td>19</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1004	1203	127	19	0	2020-21	2019-20	2018-19	2017-18	2016-17	1044	1202	127	19	0
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1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p>1.3.2.1. <b>Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</b></p>																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	18	18	18

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	18	18	18

1.3.3 **Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

1.3.3.1. **Number of students undertaking project work/field work / internships**

Answer before DVV Verification : 480

Answer after DVV Verification: 480

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders***

**1) Students**

**2) Teachers**

**3) Employers**

**4) Alumni**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : as per hei 2 of the above

1.4.2 **Feedback process of the Institution may be classified as follows:**

**Options:**

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: D. Feedback collected

Remark : feedback collected

2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p>2.1.1.1. <b>Number of students admitted year-wise during last five years</b>            Answer before DVV Verification:</p> <table border="1" data-bbox="308 311 1046 445"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>966</td> <td>1072</td> <td>1093</td> <td>1053</td> <td>894</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 521 1046 656"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>966</td> <td>1072</td> <td>1093</td> <td>1051</td> <td>892</td> </tr> </tbody> </table> <p>2.1.1.2. <b>Number of sanctioned seats year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1" data-bbox="308 734 1046 869"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1235</td> <td>1355</td> <td>1305</td> <td>1120</td> <td>970</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 947 1046 1081"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1235</td> <td>1355</td> <td>1305</td> <td>1120</td> <td>970</td> </tr> </tbody> </table> <p>Remark : Number of students admitted seems to be for the years 2017-18: 1051 and 2016-17: 892.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	966	1072	1093	1053	894	2020-21	2019-20	2018-19	2017-18	2016-17	966	1072	1093	1051	892	2020-21	2019-20	2018-19	2017-18	2016-17	1235	1355	1305	1120	970	2020-21	2019-20	2018-19	2017-18	2016-17	1235	1355	1305	1120	970
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2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years            Answer before DVV Verification:</p> <table border="1" data-bbox="308 1520 1046 1655"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>784</td> <td>885</td> <td>852</td> <td>730</td> <td>637</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1731 1046 1865"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>784</td> <td>885</td> <td>852</td> <td>730</td> <td>637</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	784	885	852	730	637	2020-21	2019-20	2018-19	2017-18	2016-17	784	885	852	730	637																				
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2.3.3	<p><b>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )</b></p> <p>2.3.3.1. Number of mentors</p>																																								

Answer before DVV Verification : 105

Answer after DVV Verification: 106

**2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	24	16	11	08

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
29	24	16	11	8

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

**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 775.25

Answer after DVV Verification: 741.25

Remark : excluding physical director and libraian

**2.6.3 Average pass percentage of Students during last five years**

**2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1013	885	515	385	346

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1013	885	515	385	350

**2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1032	954	815	720	630

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1032	953	810	718	620

**3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
25	13	12	4	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

Remark : as per Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

**3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 1

Answer after DVV Verification: 1

**3.3.1.2. Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 1

Answer after DVV Verification: 1

Remark : as per hei

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	12	24	8	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

19	21	12	2	2
----	----	----	---	---

Remark : as per UGC-CARE, SCOPUS, SCIENCE DIRECT & WEB OF SCIENCE.

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	8	5	7	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	5	2	1	0

Remark : number of books and chapters

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17



13	15	10	11	14
----	----	----	----	----

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9	13	8	8	12

Remark : as per the provided documents NSS/NCC

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
504	967	210	301	768

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
82	100	0	33	240

Remark : AS PER THE DOCUMENTS 2018-19 WAS NOT PROVIDED

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

**3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	74	8	3	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	75	8	3	0

Remark : As per the documents Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise provided

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses**

etc. during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	4	6	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	4	6	0	0

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 8

Answer after DVV Verification: 8

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
118	130	913	189	275

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
16.50	29.91	91.32	16.89	17.06

Remark : as per hei 2018-19 = 91.32

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

	<p>Answer before DVV Verification : D. Any 1 of the above          Answer After DVV Verification: C. Any 2 of the above</p>																				
4.2.3	<p><b>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</b></p> <p>4.2.3.1. <b>Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)</b>          Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>4</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>3</td> <td>4</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	4	3	4	1	2	2020-21	2019-20	2018-19	2017-18	2016-17	4	3	4	1	2
2020-21	2019-20	2018-19	2017-18	2016-17																	
4	3	4	1	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
4	3	4	1	2																	
4.2.4	<p><b>Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year</b></p> <p>4.2.4.1. Number of teachers and students using library per day over last one year          Answer before DVV Verification : 161          Answer after DVV Verification: 161</p>																				
4.3.3	<p><b>Bandwidth of internet connection in the Institution</b></p> <p>Answer before DVV Verification : A. 750 MBPS          Answer After DVV Verification: A. 750 MBPS</p>																				
4.4.1	<p><b>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</b></p> <p>4.4.1.1. <b>Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</b>          Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>153</td> <td>73</td> <td>86</td> <td>120</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>16.50</td> <td>29.91</td> <td>18.07</td> <td>16.89</td> <td>17.06</td> </tr> </tbody> </table> <p>Remark : as per the HEI</p>	2020-21	2019-20	2018-19	2017-18	2016-17	101	153	73	86	120	2020-21	2019-20	2018-19	2017-18	2016-17	16.50	29.91	18.07	16.89	17.06
2020-21	2019-20	2018-19	2017-18	2016-17																	
101	153	73	86	120																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
16.50	29.91	18.07	16.89	17.06																	

5.1.1	<p><b>Average percentage of students benefitted by scholarships and freeships provided by the Government during last five years</b></p> <p>5.1.1.1. <b>Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 472 1046 607"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>334</td> <td>312</td> <td>346</td> <td>279</td> <td>283</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 685 1046 819"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>334</td> <td>312</td> <td>346</td> <td>331</td> <td>255</td> </tr> </tbody> </table> <p>Remark : as per the provided documents</p>	2020-21	2019-20	2018-19	2017-18	2016-17	334	312	346	279	283	2020-21	2019-20	2018-19	2017-18	2016-17	334	312	346	331	255
2020-21	2019-20	2018-19	2017-18	2016-17																	
334	312	346	279	283																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
334	312	346	331	255																	
5.1.2	<p><b>Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years</b></p> <p>5.1.2.1. <b>Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1256 1046 1391"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>151</td> <td>238</td> <td>52</td> <td>82</td> <td>17</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1469 1046 1603"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>151</td> <td>238</td> <td>52</td> <td>82</td> <td>17</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	151	238	52	82	17	2020-21	2019-20	2018-19	2017-18	2016-17	151	238	52	82	17
2020-21	2019-20	2018-19	2017-18	2016-17																	
151	238	52	82	17																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
151	238	52	82	17																	
5.1.3	<p><b>Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <ol style="list-style-type: none"> <li>1. <b>Soft skills</b></li> <li>2. <b>Language and communication skills</b></li> <li>3. <b>Life skills (Yoga, physical fitness, health and hygiene)</b></li> <li>4. <b>ICT/computing skills</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above</p>																				
5.1.4	<p><b>Average percentage of students benefitted by guidance for competitive examinations and career</b></p>																				

**counselling offered by the Institution during the last five years****5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1025	778	633	189	94

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1025	778	633	189	94

**5.2.1 Average percentage of placement of outgoing students during the last five years****5.2.1.1. Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
30	24	82	84	129

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
29	24	82	84	128

**5.2.2 Average percentage of students progressing to higher education during the last five years****5.2.2.1. Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 324

Answer after DVV Verification: 324

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	25	16	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	25	16	5

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	81	59	74	35

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	71	50	74	18

Remark : as per the provided documents in which students of the Institution participated

**6.2.3 Implementation of e-governance in areas of operation**

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	1	0	0

6.3.3 **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	10	6	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	10	6	1	2

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
115	21	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
199	89	0	0	0

Remark : as per the documents online/ face-to-face Faculty Development Programmes (FDP)

6.5.3 **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: B. 3 of the above

	Remark : as per hei
7.1.2	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. <b>Solar energy</b></li> <li>2. <b>Biogas plant</b></li> <li>3. <b>Wheeling to the Grid</b></li> <li>4. <b>Sensor-based energy conservation</b></li> <li>5. <b>Use of LED bulbs/ power efficient equipment</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.5	<p><b>Green campus initiatives include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Restricted entry of automobiles</b></li> <li>2. <b>Use of Bicycles/ Battery powered vehicles</b></li> <li>3. <b>Pedestrian Friendly pathways</b></li> <li>4. <b>Ban on use of Plastic</b></li> <li>5. <b>landscaping with trees and plants</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : two of the above</p>
7.1.6	<p><b>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.7	<b>The Institution has disabled-friendly, barrier free environment</b>



1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: A. Any 4 or all of the above

7.1.10 **The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>431</td> <td>425</td> <td>398</td> <td>378</td> <td>364</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>419</td> <td>423</td> <td>398</td> <td>368</td> <td>365</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	431	425	398	378	364	2020-21	2019-20	2018-19	2017-18	2016-17	419	423	398	368	365
2020-21	2019-20	2018-19	2017-18	2016-17																	
431	425	398	378	364																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
419	423	398	368	365																	
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>21</td> <td>20</td> <td>20</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>21</td> <td>21</td> <td>21</td> <td>21</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	21	21	20	20	18	2020-21	2019-20	2018-19	2017-18	2016-17	21	21	21	21	21
2020-21	2019-20	2018-19	2017-18	2016-17																	
21	21	20	20	18																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
21	21	21	21	21																	
2.1	<b>Number of students year-wise during last five years</b>																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3131	3218	3040	2737	2407

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2898	3216	3276	3153	2676

2.2 **Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
871	956	921	790	684

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
784	885	852	730	637

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1032	954	815	720	630

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1013	885	515	385	350

3.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
115	116	108	95	89

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
113	114	106	93	87

3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
115	116	108	95	89

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
115	116	108	95	89

**4.1 Total number of classrooms and seminar halls**

Answer before DVV Verification : 53

Answer after DVV Verification : 52

**4.2 Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
165	299	180	168	170

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16.05	29.91	18.07	16.87	17.06

**4.3 Number of Computers**

Answer before DVV Verification : 146

Answer after DVV Verification : 146