YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	ST.MARY'S GROUP OF INSTITUTIONS GUNTUR
• Name of the Head of the institution	Dr. B.Penchalaiah
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9666777091
• Mobile No:	9030235630
• Registered e-mail	smgg@stmarysgroup.com
• Alternate e-mail	smggiqac@stmarysgroup.com
• Address	Chebrole (V&M)
• City/Town	Guntur
• State/UT	Andhra Pradesh
• Pin Code	522212
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA**
• Name of the IQAC Coordinator	**Dr. K N V RATNA KUMAR**
• Phone No.	**08644254477**
• Alternate phone No.	**9030235630**
• Mobile	**9393371155**
• IQAC e-mail address	**smggiqac@stmarysgroup.com**
• Alternate e-mail address	**smgg@stmarysgroup.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://stmarysguntur.com/2019-20/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://stmarysguntur.com/wp-content/uploads/2023/05/AQAR-2019-20.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.08**	**2017**	**12/09/2017**	**11/09/2022**

6.Date of Establishment of IQAC	**16/08/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NIL**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Monitoring the mentor-mentee system's implementation, gathering and analyzing feedback from all stakeholders, suggesting improvement measures to the departments involved, and maintaining action taken reports.

Conducting frequent and unexpected internal audits to evaluate departments' initiatives to improve the quality of both academic and non-academic services at the institute and offer advice.

All of the faculty, staff, and students are continually inspired and encouraged to take refresher courses, faculty development programs, research projects, seminars, workshops, and other opportunities to further their education and skills.

Work together with the institute's NSS unit to plan and implement student-led outreach programs aimed at fostering a sense of civic responsibility to the next generation.

Encouraging departments to use laboratories to their fullest potential in order to increase student proficiency and familiarity.

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

Plan of Action	Achievements/Outcomes
To conduct value added programs for students across all disciplines	Students were offered many value added programs

Computer training for the non-teaching staff of the college to enhance their operational skills and reduce the time delays due to technically insufficient abilities	Better operation of the college's administrative and support offices including the department of accounts
Improving class room teaching and practical training by use of modern audio-visual teaching aids	Extensive use of ICT tools by the faculty during online classes conducted in the COVID-19 lock down period
Planned to conduct remedial sessions (for 3rd, 4th years) to clear their backlogs and make them eligible for placements	Results of third and fourth years were significantly improved
Planned to enhance the quantity and quality of research publications in renowned journals, and conferences	Few faculty published research papers in reputed journals and conferences
Awards to be given for the best performing faculty in each department	Faculty performance has improved significantly and the best performers in each department were awarded
Planned to conduct campus recruitment training for students to enhance their employability skills	A series of training and placement activates were conducted for third and fourth year students
Awards to be given for the best performing faculty in each department	Faculty performance has improved significantly and the best performers in each department were awarded
Monitoring the Preparation of Course Files for all the courses in each semester	Quality of course planners and delivery has significantly improved
To extend support to the Students for participating in cocurricular and Extracurricular activities	Students participation in various competitions, seminars and science exhibitions has significantly improved
Conducting outreach programmes and contributing services to the society	Multiple Extension activities were carried out by N.S.S. UNIT of the college

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC Advisory Committee	**08/12/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**17/02/2022**

15.Multidisciplinary / interdisciplinary

Being that the institute is associated with Jawaharlal Nehru Technological University (JNTUK) Kakinada, university laws in this regard are strictly adhered to and carried out. Our institute has developed and offered short-term, value-added courses multidisciplinary and inter-disciplinary areas of departmentsto students in order to help them build all-round skills as most of them are from rural background. The main goal is to provide students with a variety of abilities so they won't have to rely just on work but can instead develop into future entrepreneurs.

16.Academic bank of credits (ABC):

Being a JNTUK, Kakinada affiliated institute, there is no opportunity for us to create a profile with ABC and access it. However, because the affiliated university started the process to set up its profile in ABC, the specific instructions in this respect have been made available to the students at our institution.

17.Skill development:

We have organized several programmes in collaboration with AP State Skill Development Corporation (APSSDC) to enhance our students' communication, technical, and employability skills. In addition, we have organized workshops, seminars, and student/faculty development programmes aimed at promoting constitutional, ethical, and universal human values.

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

The curriculum received from the affiliated university incorporates and integrates courses that promote human values, ethics, religious tolerance, national integrity, the arts, heritage, and culture of our country, promoting the Indian Knowledge System. Furthermore, the institute held events during festivities like Ganesh Chaturthi, Sankranti, Holi, Christmas, and so on in order to achieve the objective. As well as observing national commemorative days such as Republic Day, National Youth Day, International Women's Day, Independence Day, etc.

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

Our institution has adopted the faculty-led OBE strategy developed by the affiliating university.The institution has developed some good practices towards OBE by having well defined processes to evaluate the outcomes from Program Educational Objectives (PEO), Program Specific Objectives (PSO), and defining Course Outcomes (CO) for all courses. In addition, all students are evaluated using the OBE model during the institute-level evaluation process, particularly during midterms.

20.Distance education/online education:

Our affiliated institute does not provide distance education for its engineering courses offered by its affiliating university. As a result of the institute's facilitation, courses were offered via online learning systems during the Covid-19 pandemic, which turned out to be extremely useful. The institute has witnessed a wide acceptance of online teaching-learning process by the students and teaching faculty. The institute has found various avenues for offering online classes (for regular academic process, and skill development too) through various platforms such as MS-Teams, Zoom, Google Meet, etc.

Extended Profile

1.Programme

1.1   **17**

Number of courses offered by the institution across all programs during the year

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

2.Student

2.1   **2853**

Number of students during the year

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

2.2   **771**

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

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

2.3   **595**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **299**

Number of full time teachers during the year

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

3.2   **16**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**17**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2853**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**771**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**595**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**299**

File Description	Documents
Data Template	View File

3.2	16
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	98
Total number of Classrooms and Seminar halls	
4.2	338.68
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	740
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Academic Planner of St Mary's College of Engineering, Guntur, is prepared to be in line with the academic calendar prescribed by the affiliating university (JNTUK).

The Institute has a well-planned curriculum delivery and documentation process with the following mechanism being adopted:

The Annual Academic Planning Committee consisting of Principal, and all the heads of departments verifies and finalizes the Academic Planners prepared for both the semesters. These planners include schedules for workshops, seminars, industrial visits, cultural, sports, etc. and other academic, co- and extra-curricular events.

Prior to the commencement of class works, IQAC organizes an orientation programme to the teaching staff on OBE, and preparation of course files and they were prepared in accordance

to the regulations of the affiliating University.

Periodical feedback is taken by IQAC from students on teaching-learning process, labs, library, and other administrative services offered at the institute and corrective measures were suggested to improve the services rendered.

Slow learners are identified and are given special attention during tutorial / study hours. Backlogs are effectively handled through remedial sessions. Mentoring is done for all round development of students, on in a regular manner.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.stmarysguntur.com

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

The institution is affiliated to JNTUK, so all the regulations pertaining to schedules and modes of conducting continuous internal evaluation (CIE) are adhered to without deviation.

A CIE pattern differs according to regulations R16, R19, and R20, and the details are presented in supporting documents.

At the beginning of every academic year, these regulations are circulated among the faculty and students, according to the academic year in which they were admitted.

In addition to the above modes of evaluation, marks were awarded based on the regulations (R16/R19/R20) according to the year of admission.

In order to ensure a uniform evaluation of scripts by fresh recruits, senior faculty also reviewed the scripts randomly.

Slow learners were given special tests during study hours, and evaluation reports were shared with them by the course instructor to improve their performance levels during such continuous assessments.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.stmarysguntur.com

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

requirement for year: (As per Data Template)

`16`

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

`1622`

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

`1622`

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Our institute is committed to providing technologically sophisticated programmes for rural aspirants through a value-based, socially sensitive educational community. Our courses follow the curriculum established by the affiliating university (JNTUK) and address cross-cutting issues such as sustainability, environmental management, and professional ethics. In terms of professional ethics and human values, our objective is to produce successful young professionals who can effectively tackle social problems using fresh ideas. We emphasize the importance of weighing the pros and cons of technology while considering professional ethics and values. Universal Human Values (UHV) are integrated into the Student Induction Programme (SIP) to empower students to make wise decisions and serve the community better.

Regarding gender equality, our institute actively promotes itthrough various activities and initiatives. We prioritize the hiring of female staff, ensuring at least 50% representation. The Women Empowerment Cell (WEC) instils confidence among female staff, and events like Women's Day and Equality Day are organized. Equal opportunities are provided to all students and staff, regardless of gender, in academic, co-curricular, and extracurricular activities. Furthermore, our institute emphasizes environmental sustainability. Environmental Studies courses cover topics related to sustainability, environmental concerns, pollution management, and the importance of developing a green campus. We encourage student involvement in initiatives such as Swachh Bharat, tree plantations, and energy-saving campaigns.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

20

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

`595`

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`B. Any 3 of the above`

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	`B. Feedback collected, analyzed and action has been taken`

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.stmarysguntur.com

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1540

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

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

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

420

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution organizes Orientation programmes/Induction programmes for freshers both at the institute level and at the department level. During this process, the institution assesses learning levels of the students in two ways at the time of commencement of the programme. Students enrolled in various disciplines are identified as slow and advanced learners based on their qualifying examination marks and an entry level test conducted by each department. Provision of simple and standard lecture notes/course materials is one of the strategies used towards slow learners academic enrichment. Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding. Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. Group Study System is also encouraged with the help of the advanced learners. Special training is also given to improve communication and language skills via Skill Development Programmes while giving additional attention to develop attitude and aptitude. Advanced learners are encouraged to enroll in MOOC Courses like Swayam, NPTEL, and other LMSs. and Placement.

File Description	Documents
Link for additional Information	http://www.stmaryguntur.com
Upload any additional information	View File

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

Number of Students	Number of Teachers
2936	293

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Institute adapted various student centric methods to enhance learning experiences, such as :

Experiential learning : The faculty members foster learning environment by engaging students in rich experiential content through visual aids, demonstrations, periodical industrial visits, exhibitions, presenting papers, analyzing case studies, participating and conducting quiz on theoretical topics.

Group Learning : Group Learning allows the slow learners to develop problem solving, interpersonal, presentation, and communication skills to improve quality in learning along their peers.

ICT enabled teaching-learning : Institute provided Wi-Fi enabled class rooms with LCDs, Language Labs, Smart Class rooms, and E-learning resources.

Student Seminars : The Student seminars are organized where in the papers are presented by students on contemporary topics to enrich their learning experience.

Summer Internships : SIPs provide valuable insights i.e. on-the-job skills and provide excellent networking opportunities to the students for aiding in their final placement.

Project – based learning : Certain courses related to Computer Sciences demand project based learning. All the UG, PG programmes have project work in final semester curriculum. The teachers provide guidance in the process of completion of project works.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://www.stmarysguntur.com

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

At St.Mary's, faculty use traditional teaching methods blended with technology and engage students in learning process. The ICT facilities at the Institutevary as projectors, digital panels, smart screens, multimedia equipment fitted in selected classrooms and labs. Seminar halls are also equipped with digital devices where guest lectures, expert talks and various competitions are regularly organized for students.

Digital Library resources (DELNET) are available for students and faculty.

Faculty are encouraged to teach through power-point presentations by using smart screens.

Faculty use various ICT tools for conducting workshops for hands-on practice for courses on programming languages, and simulations.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.stmarysguntur.com

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

2.3.3.1 - Number of mentors

155

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

16

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

741

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

As the institute is affiliated to Jawaharlal Nehru Technological University Kakinada, the regulations prescribed by the university are followed during the evaluation process for students both in terms of internal and external assessments. An Academic planner is prepared at the beginning of each semester by incorporating the internal assessment schedules and is circulated to all the students. As per the current regulations (R20), internal assessments are conducted both in objective (Multiple Choice Questions) and subjective (descriptive pattern) manner. Internal assessments are conducted twice in each semester and the weightage of marks is to be considered as 80% from the best performed mid-exam and the rest 20% from the other mid-exam for each course. Internal assessments are carried out as per the regulations of the affiliating university for theory courses, laboratory courses, seminars, summer internship, and projects. Questions are prepared for assignments, quizzes and mid exams based on the course outcomes incorporating Blooms taxonomy levels for CO-PO attainment allowing enhanced learning experiences. Scheme of evaluation is shared with the students once the mid-exams conclude. Evaluated answer scripts of all sorts of assessments are shown to the students for self-check and improvement based on comments, suggestions, and remarks from the evaluators. For assessment of co-curricular tasks such as seminars, summer internship, and project works, faculty coordinators prepare schedules of presentations and evaluate on the basis of various metrics set by affiliating university. Faculty provide suggestions to students for improving their performances in subsequent assessments.

File Description	Documents
Any additional information	View File
Link for additional information	https://stmarysguntur.com/student-grievence-redressal/

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

Grievance Redressal Mechanism adopted at the Institute :

1. **Student(s) raises dispute regarding internal marks awarded.**
2. **If the student(s) is not satisfied by the Faculty's explanation, student is free to approach the Examination Cell.**
3. **Examination Cell chaired by the Principal calls for a meeting with the members of the Exam cell. The cell holds discussions individually as well as combined with Student(s) and the concerned Faculty(s).**
4. **Examination Cell after discussions takes a decision form the following :**

1. **Conduct Re-exam for the student**

or

1. **Answer script is to be revaluated by other faculty from the same specialization.**

and / or

1. **Recommends corrective action**

1. **In the case of malpractice, the student's explanation is heard and collected in written form. The decision of the cell after detailed analysis case-wise is forwarded to the Principal for corrective action.**
2. **Minutes of the meeting are prepared and the corresponding file at the Exam Cell is updated with the details regarding grievance redressed.**
3. **The whole process is completed within 3 days from the time of receiving the grievance.**

File Description	Documents
Any additional information	View File
Link for additional information	http://www.stmarysguntur.com

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institute takes the following measures to create wide awareness among students and faculty on the programme outcomes and course outcomes for all programmes offered in the institution.

The process adopted is here as under :

1. Conduct a seminar / workshop on Outcome Based Education, for students and teaching staff
2. Display of programme outcomes at all the prominent locations in the institute
3. Programme outcomes and programme specific outcomes are displayed in the department office as well as in all laboratories of the programme concerned
4. Every faculty ensures that the first two lecture hours are devoted for explaining the course objectives and outcomes for the respective course, and map them together while assessing them in mid-exams
5. Every faculty takes course-end survey for the course outcomes

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.stmarysguntur.com
Upload COs for all courses (exemplars from Glossary)	View File

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

Each course is evaluated by the assessment of course outcomes by direct and indirect assessment tools which were predefined. Direct assessment is carried out by Internal and external assessment and indirect assessment is carried out by the course end survey.

Schedule of direct assessments is prepared by the course coordinator while meeting the requirements of JNTUK regulations. The respective department heads will verify and evaluate the direct assessments prepared by the course coordinator.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.stmarysguntur.com

2.6.3 - Pass percentage of Students during the year

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

455

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

2.7 - Student Satisfaction Survey

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

https://stmarysguntur.com/student-satisfication-survey-report/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

9

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The institute organizes a number of extension activities to promote the institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and through these units, the college undertakes various extension activities in the neighborhood community.

Extension Activities

• Swachh Bharat Campaign

• Felicitation to all Teachers on Teachers Day

- **Ecofriendly Campus - Plantation Programme**

- **International Women's Day**

- **Blood Donation Programme**

- **Independence Day Celebrations**

- **Republic Day Celebrations**

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`1787`

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`8`

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute demonstrates a well maintained lush green campus spread over 14 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms : Institute encompasses sufficient number of well-furnished, well ventilated, spacious classrooms equipped with LCD projectors for conducting theory classes.

Technology-enabled learning facility : The Institute has ICT Classrooms where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given to all the students and staff.

Seminar Hall : The Institute has multiple seminar halls. These halls are regularly used for conducting seminars and workshops. The students are encouraged for active involvement in paper presentations, group discussions, etc.

Laboratories : All laboratories are well equipped with state of the art equipment and facilities. All the laboratories are established as per AICTE and JNTUK norms.

Wi-Fi : The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff.

Internet Facility : Internet facility is available in entire

`campus including labs, classrooms, library, offices of all Departments. Speed is 140 mbps (BSNL 100 mbps and e-Net 40 mbps).`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stmarysgroup.com

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

`The institute has a well-maintained campus spread over 14 acres in serene green land. Our Management believes in the all-round development of students and encourages staff towards consistent upgradation.`

`The institute has a spacious games room where students can play Indoor games like chess, caroms, etc.`

`The institute also had various courts for the outdoor games such as volley ball, throw ball, cricket, football, kabaddi, hand ball, kho-kho, etc., All these games and sports are well practiced and played by the students.`

`With the help of qualified Physical Directors, college teams are formed to take part in state level and University level competitions and other intercollegiate competitions.`

`Students are encouraged to participate in the cultural events held in the institute like Technical fests, Fresher's, Annual Sports Day, Annual Day, Farewell etc., to exhibit cultural talents. Students are motivated to participate in other colleges during intercollegiate competitions like dances, skits, mimicries, and other technical and non-technical events.`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stmarysguntur.com

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

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.stmarysguntur.com
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

0

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

- **St.Mary's library holds a huge repository (more than 55,000 no.s) of books on wide a variety of subjects including text books, reference books, ethics, values, morals, competitive, and general category.**
- **The Library uses NEW GENLIB software which is fully automated, since 2017. Some of the key features of the software provided by Verus Solution Pvt. Ltd. are easy to use- Graphical User Interface, Unicode support with**

Multilingual Search and export facility for most of the reports it generates.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources — C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

8.59

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

130

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The institute has developed IT facilities to meet the Learning requirements of students and faculty. Some of the facilities are discussed below

Number of systems with individual configurations

Desktop (Intel i3 processor with 4-8GB RAM and500GB Hard disk.

Dual Core and core 2duo, P4 Processor with 2GB RAM and 250 GB to 500 GB HDD)

Total number of systems- 856

Dedicated computing facilities

Internet in All Computer Labs

Wi-Fi in Hostels

LCD Projectors

Audio Visual Class rooms

LAN facility

One network across the campus and access internet/intranet resources under Uniform network policy

STMARYS has Wi-Fi facility for students and faculty members to avail internet connection in the campus, hostel & staff Rooms.

Internet bandwidth - Greater than 1Gbps

Software

Windows 7 • Linux • Ubuntu • Turbo C • Turbo C++ • Net beans •

`Java • Xampp • PHP • MySQL • Oracle 10g • Microprocessor 8086 •`
`SAP • Visual Basic • HTML • XML • Eclipse • Oracle 10g • SQL`

`Bandwidth of internet connection in the institution`

`BSNL – 100 mbps Connectivity with Unlimited data`

`E-Net - 40 mbps`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stmarysguntur.com

4.3.2 - Number of Computers

`750`

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

`A. ? 50MBPS`

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

`338.68`

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college has qualified and skilled manpower for executing maintenance activities across all departments. Separate budget provision is allocated for the upkeep of academic facilities like laboratories, classrooms, skill-related workshops, conference and seminar halls. In addition, the general facilities like sports & games rooms, restrooms and landscapes are also maintained with a budget allocated for it.

The institution has a separate computer center to oversee the maintenance of computers and related accessories. The team is headed by coordinator (faculty) from computer science and engineering department and supporting staff. The maintenance works include replacement or repair of computers and accessories, hardware up gradation, software installation and up gradation, Wi-Fi maintenance, troubleshooting issues etc. Periodical examination is made by the supporting staff of all the departments and the status of computers and associated equipment are sent to the computer center every month for necessary action.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.stmarysguntur.com

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

`1086`

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

`17`

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to institutional website	http://www.stmarysguntur.com
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

250

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

250

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

136

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

8

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

9

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

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

39 cells/committees constituted in the Institute, on a regular basis are operational in the college to showcase the student's representation and engagement in various administrative, co-curricular and extracurricular activities:

Class Representatives: all classes have two students designated as class representatives. They are responsible for representing any issues related to academics/non-academics to concerned HoDs/Class teacher. Director interacts with class representatives' at-least once during the semester.

Student Clubs (department level): departments organize the engineering activities through student clubs. Each club is run by students. Clubs have well defined structure & assigned roles

Cultural and Sports Committees: Students have strong representations in all cultural and sports committees. They help in organization and management of events.

Hostel Administration: Students provide strong support in the administration and management of hostel affairs. Each hostel has students in its Mess Committee. They are involved in all major decision making aspects related to students.

Placement Committees: student members are important components in placement activities. Student members are being involved for coordinating the activities during placement drives at campus.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

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

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

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

5.4 - Alumni Engagement

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

The Alumni Association Contribution through various means:-

Book Donation: Contribution by donating Books.

Alumni Interaction: They are invited as resource persons at various events, guest lectures and panel discussions. They provide inputs and share their experiences regarding skills, recent technologies & trends in corporate world, application of knowledge and corporate working culture.

Entrepreneurship Awareness: Some of our Alumni have established startups in different sectors, many of them are first generation entrepreneurs.

Our Alumni Association motivates the students for research activities.

Alumni Association provides information about the job opportunities available in their fields.

Our Alumni Association plays very supporting and constructive role in the overall development of the college.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institution, inspired by its vision charts out its perspective plan for five years through mission statements.

Vision : To emerge as a world class institution in creating and disseminating knowledge, and providing unique learning experience in Technology and Management areas that will best serve the world and betterment of mankind.

Mission :

- Accomplish process of knowledge in rigorous academic environment.
- Attract and build people in a rewarding, inspiring environment by fostering freedom, empowerment, creativity and innovation.

1. The institute believes in the practices of decentralization and participative management which promote its vision and mission. The decentralization reflects in various functional bodies like Governing Body, Academic Committee, IQAC, Administrative, Cells and various committees. Governing Body, AC and IQAC, frame strategic policies and quality initiatives.
2. The Student Council acts as an interface between the administration and the students in curricular and

extracurricular endeavors.

3. E-governance is incorporated in areas of administration, finance and accounts, student admission and support, and examination. Grievances of the students and staff are represented in the appropriate committees and resolved through suitable measures within specific timeframe.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

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

For the purpose of decentralization and participative management, the institution has constituted 39 committees for smooth functioning and hassle free services to the stakeholders.

1. Management : The governing council meets once in every year and discusses the proposals from Academic committee and verifies whether they are aligned with the vision and mission statements of the institute and approves such proposals.

2. Administration : The College administration plays an integral role by leading and supporting the development and implementation of policies, programs, and initiatives that are associated with the vision and mission of the college.

3. Departments : The primary role of departments is to provide academic excellence in all teaching-learning activities. The departments chaired by Heads perform their role and discharge duties and responsibilities aligned with the vision and mission of the department as well as the institute.

4. Faculty Members : Faculty maintain healthy relationship with students, colleagues, alumni, and parent community. The faculty execute policies and programs as devised by the management and administration, diligently.

5. Non-Teaching : Staff supporting in the administration and departments play crucial role in managing the day-to-day work. The

tasks assigned to non-teaching staff are strategized to meet and accomplish operational objectives.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Governing Body is the functional head of the institution. It mainly looks after the overall growth of the institute. The Principal serves as a liaison between management, staff, and students and is responsible for both academic and administrative issues.

Internal Quality Assurance Cell (IQAC): IQAC monitors the academic, research, co-curricular and extra-curricular activities to ensure quality in teaching-learning, and other services rendered to the students and staff.

Academic Council (AC) : This council is constituted to deal with all academic affairs in the institute such as academic planning, Instructional issues, co- and extra-curricular activities.

Academic and Administrative Duties are performed byVice Principal, Heads of the Department (HODs), Coordinators and In-charges to provideacademic support to the Principal.

Training and Placement cell organizes training for skill development and provides placement assistance.

Examination Cell monitors the conduct of internal and external examinations as per university norms.

Research and Development cell motivates the students and faculty members for R&D activities in their specialization and aid in their professional growth.

Entrepreneurship and Development committee organizes events to develop strong association between industry and academia and motivate prospective student entrepreneurs.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

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

Through the practical experience of management, a hierarchy is created from top to down to clearly delineate duties, responsibilities, accountability, and authority at each level.

The institute has formed various committees for the effective functioning. The objectives and functions of these committees are followed and implemented so as to align with the vision and mission of the institute and the defined policies and procedures.

The delegation and decentralization of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Link to Organogram of the Institution webpage	http://www.stmarysguntur.com/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. Financial Support for attending conference/FDP/STTP/Workshop

2. Grant of Maternity Leaves to female staff for six months

3. Group Insurance scheme for staff members

4. Computing facility, Sports facilities, Identity cards

5. Wi-Fi facility

6. Immediate increments after earning Ph. D. Degree.

7. Provision of Medical and Casual Leaves.

8. Summer Vacation for staff

9. Special leaves for marriage

10. Study leaves for Faculty Development Programmes for professional up-gradation of the faculty.

11. Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff.

12. Canteen facility for Teaching and Non-Teaching staff.

13. Wi-Fi campus for Teaching, Non-Teaching staff and Students.

14. As per the provisions of provident fund act, institute contributes to Provident Fund.

15. Salary advance facility for teaching and non-teaching staff in case of urgency.

16. Faculty members are provided with Individual cabin and shared computing equipment.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

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

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

27

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance appraisal system for teaching staff :

The faculty is appraised for the implementation of innovative methodologies in classroom lectures, seminars, tutorials, course

delivery, etc. Besides, student feedback and pass percentage of the course are also considered. The performance of the faculty is evaluated based on professional contribution to academics, participation and facilitation for short term training courses, contribution in institutional administrative and academic activities. The 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 reviewed and remarked by HOD to assess the professional performances and behavioural metrics of the faculty, which will then be forwarded to the recommending and sanctioning authorities.

Performance appraisal system for non- teaching staff :

Non-teaching staff's performance includes individual's domain knowledge, awareness of procedures and policies of the institute, productivity, quality, innovation, willingness to learn, diligence, etc. Besides they are also assessed on the behavioural aspects like group behaviour, acceptability, punctuality, etc.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

1. Before the commencement of every financial year, principal

submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.

2. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses.

3. The expenses will be monitored by the accounts department as per the budget allocated by the management.

4. The depreciation costs of various things purchased in the preceding years are also worked out.

File Description	Documents
Paste link for additional information	http://www.stmarysgroup.com
Upload any additional information	View File

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

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

0

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

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

The Institution has well set mechanism to strategize the mobilization of funds and monitor efficiently the available resources.

Utilization of Funds

A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses

The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.

The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

Resource Mobilization Policy and Procedure

Before the financial year begins, Principal and Heads of Departments prepare the college budget.

After estimating the projected income for an academic year, the Principal sends it for approval to the Management.

Once it is approved by the management, the principal himself is allocated with some contingency fund and also allocates budget to each department.

After the allocation, the departments can avail the financial resources within the given limit.

Purchases are made with the recommendations of duly constituted purchase committee

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC Cell of the college works towards maintaining and improving the quality of education, identifying and suggesting new

ways of using teaching aids, developing suitable infrastructure, and offering counseling and guidance for the new technical courses. The IQAC meets every quarterly to plan, direct, implement, audit, and evaluate the teaching, research, and publication activities in the college. The sub-committees and departments implement the IQAC guidelines and report the feedback. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives :

1. All the staff and Students are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc. for the upgradation of knowledge base.
2. Robust mentor-mentee system, collection and analysis of feedback from all stakeholders and actions taken for improvement.
3. Suggesting means to maximize the use of laboratories and up skill.
4. Perform Internal Academic Audit and suggest methods to increase quality in all academic activities.

File Description	Documents
Paste link for additional information	https://stmarysguntur.com/minutes-of-iqac-meetings/
Upload any additional information	View File

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

The IQAC continuously reviews and takes steps to improve quality in teaching-learning process. The IQAC has contributed towards institutionalizing the quality assurance strategies and developed various processes as follows :

1. Implementation of Outcome-based learning education in each program.

2. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.

3. Introducing the aptitude classes and soft skill classes for students to enhance personality and employability.

4. Participation of college in NIRF, AISHE, and various other quality audits recognized by the state, national and international agencies.

5. Establishing Research and Development cell to promote Research and Development activities.

6. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.

7. Establishment of various processes to take feedback/surveys from various stakeholders.

8. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.

9. Establishment of the Mentor-mentee process and its effective implementation.

11. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

12. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

File Description	Documents
Paste link for additional information	http://www.stmarysguntur.com
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.stmarysguntur.com
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures initiated by the institution for promotion of gender equity :

NSS Unit has taken additional measures to motivate, encourage girl students and the unit is successful in conducting various activities to serve the society with improved participation of girl students.

Health centre for girls is put in campus with qualified physician.

Celebrations of International Women's Day.

Yoga Sessions are organized daily, for all the girl students staying in hostels.

Based on the performances, equal opportunity is provided to female staff to lead the departments as heads. Also, all the committees constituted in the institute have a significant proportion of female staff.

Awareness campaigns on women safety and gender sensitivity through street plays, rallies, and camps by student volunteers.

Internal Complaints Committee (ICC) interacts regularly with the girl students and resolves the issues raised by them.

Girls waiting halls and rest rooms are provided in each block in

the campus with required facilities. ICC monitors the facilities in waiting halls.

College canteen has separate space for girls to avoid inconvenience during working hours.

Provision is made in timetables to include exclusive sport hours for girls.

File Description	Documents
Annual gender sensitization action plan	http://www.stmarysguntur/naac/AQAR 2021-21/Criterion 7/7.1.1a
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.stmarysguntur/naac/AQAR 2021-21/Criterion 7/7.1.1b

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid Waste Management

Dust bins are provided one in each room and corridors to collect solid waste. Display boards regarding the provision of dust bins. Students are educated to throw solid waste strictly in dustbins. Gram Panchayat will collect the solid waste and garbage on daily basis. Display of slogans and thoughts in the verandahs.

Liquid Waste Management

The drain water in the institute is diverted to the covered pits, septic tanks, and the drainages established by local gram panchayats.

E-waste Management

The institute has very efficient mechanism to dispose E-waste generated from various sources. E-wastes are generated from computer laboratories, electronic labs, Academic and Administrative offices.

Waste recycling system

The institute separately collects the wet and dry waste and handover to the gram panchayat (sanitary section) which in turn will recycle the waste into vermi compost.

Hazardous chemicals and radioactive waste management

The institute do not produce or utilize any such hazardous chemicals and radioactive materials.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	http://www.stmarysguntur/naac/AQAR 2021-21/Criterion 7/7.1.1a
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	C. Any 2 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

St.Mary's has undertaken various initiatives in the form of celebrating all commemorative days, National Festivals, and all religious festivals to provide inclusive environment by bringing students and teachers with diverse background on a single platform. These functions help in developing tolerance, harmony towards culture, region and linguistics and also communal, socio-economic and other diversities. The subjects such as Constitution of India, and professional ethics are made mandatory to be pursued by all under graduating students across disciplines..All teaching, non-teaching staff and students participate for the cause of nation.

Days celebrated

Date

Gandhi Jayanti

1 Day(2nd October)

Ambedkar Jayanti

1 Day(14th April)

Teachers day

1 Day(5th September)

Yoga day

1 Day(21st June)

Independent day

1 Day(15th August)

Republic day

1 Day(26th January)

Engineering day

1Day(15th September)

NSS day

1 Day(24th September)

Women's day

1 Day(8th March)

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

The institution sensitizes the students and the staff 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 college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The affiliating University curriculum is framed with mandatory courses like Professional ethics and human values, Constitution of India, Essence of Indian Traditional Knowledge, as a step to inculcate constitutional obligations among the students.

The institute 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. The institution takes many initiatives like conducting awareness campaigns, organizing orientation programmes, training programmes, seminars and workshops to sensitize the future leaders to inherit human values.

Various departments of the institution and NSS unit are actively involved in conducting several activities such as Blood donation camp, Tree plantation, awareness on precautionary measures for COVID-19, etc. to make students as responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

Our institute continuously motivates students to be on a mission to better India by breaking the boundaries of religion and caste. Thoughts of great Indian personalities are sowed into young minds through exhibitions and programs conducted on national and international commemorative days. The institution practices a pluralist approach towards all religious functions and encourages the students and faculty to showcase the same. Every year, our institute organizes national festivals and birth anniversaries of great Indian personalities. Staff and students are enlightened on the importance of national integrity and the spirit of oneness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

Best Practice -1 :

1. Title of the Practice : Peer Learning Programme (Encouraging students for peer-learning)

2. Objectives of the Practice:

St Mary's Group of Institutions is committed in providing students with every chance to go above and beyond the requirements of the standard curriculum, enriching their educational opportunities and boosting their career prospects. Peer tutoring is an instructional strategy that consists of student partnerships, linking high achieving students with lower achieving students or those with comparable achievement, for structured reading and math study sessions.

Best Practice -2 :

1 . Title of the Practice: Value-based Education System and Holistic Development

2. Objective of the Practice:

Value Education is a process of increasing the overall character of a student, it also includes character development, personality development, and spiritual development, to develop a person with sensibility, strong character and values.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

7.3 - Institutional Distinctiveness

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

Our Institution consistently inspires students and provides a platform for technical skill development, multidisciplinary project development, Entrepreneurship development, and Ethical and Human values development. With the thrust of academic and technical excellence, Institution motivates and supports students to participate in various Local, Regional, and National competitions. Students learn ethics, team building, technical skills, and presentation skills. As the majority of our students are from rural areas and diverse communities, the institute's focus is on enhancing their communicative abilities, and competitive skills, making them strong in facing socio-economic challenges, and thus transforming them into responsible citizens.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The college plans the following for implementation in future :

- **Enhancing academic excellence by improving the pass percentages of students.**
- **Developing students' skills by inculcating ethical consciousness and imparting value-based education.**
- **Enhancing social compatibility of the students by giving better opportunities for social interaction through activities of NSS, and the like.**
- **Upgradation/Enhancement of infrastructural facilities.**
- **Implementation of the most effective teaching-learning process and continuation of student-friendly environment in the institute.**
- **Strengthening the Research activities by orienting and motivating the staff through grants/aids for promoting research culture in the institute.**

07-11-2023 04:48:25