



## YEARLY STATUS REPORT - 2022-2023

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

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA</b>				
• Name of the IQAC Coordinator	<b>Dr. K N V RATNA KUMAR</b>				
• Phone No.	<b>08644254477</b>				
• Alternate phone No.	<b>9030235630</b>				
• Mobile	<b>9393371155</b>				
• IQAC e-mail address	<b>smggiqac@stmarysgroup.com</b>				
• Alternate e-mail address	<b>smgg@stmarysgroup.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.stmarysgroup.com">https://www.stmarysgroup.com</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.stmarysgroup.com">https://www.stmarysgroup.com</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.08</b>	<b>2017</b>	<b>12/09/2017</b>	<b>11/09/2022</b>
<b>6.Date of Establishment of IQAC</b>			<b>16/08/2016</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>0</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Mentor-Mentee System: Oversee the implementation of the mentor-mentee program, gather and analyze feedback from stakeholders, recommend improvement measures to the concerned departments, and maintain detailed action taken reports. 2. Internal Audits: Conduct regular and surprise internal audits to evaluate the departments' efforts in enhancing both academic and non-academic services, and provide constructive advice for continuous improvement. 3. Faculty and Staff Development: Motivate all faculty, staff, and students to regularly participate in refresher courses, faculty development programs, research projects, seminars, workshops, and other skill-enhancing opportunities. 4. Community Outreach: Collaborate with the institute's National Service Scheme (NSS) unit to design and implement student-driven outreach programs aimed at fostering civic responsibility among the younger generation. 5. Laboratory Utilization: Encourage departments to fully utilize laboratory facilities to improve student proficiency and hands-on experience, ensuring they are familiar with essential tools and techniques</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> <li>• AQAR 2022-23 Progression and Submission Status</li> <li>• Placements &amp; Placement training</li> <li>• Quality Initiatives</li> <li>• Whatsapp &amp; student perspective and other academic issues;</li> <li>• Result Analysis</li> <li>• Student Satisfactory Survey</li> <li>• Various activities &amp; events planned</li> <li>• Blended Teaching Learning</li> </ul>	<p>5. AQAR 2022-23 Progression The chairperson and coordinator congratulated the AQAR in-charges for successfully finishing the AQAR submission on schedule. The coordinator gave the committee members a presentation on the planning process for the AQAR 2022-23.</p> <p>6. Placements &amp; Placement training The coordinator gave a report on placements and emphasized his happiness at getting a good number of placements with good compensation. All of the students and staff who put out the effort to find satisfying postings were commended by the chairwoman. Additionally, he highlighted the institution's training programs, which helped students find employment.</p> <p>7. WhatsApp Groups &amp; Student perspective and other academic issues Students can access the content relating to their topics using their own credentials once the responsible faculty published the course materials for all of the courses in the respective WhatsApp groups and on the institute website. Along with the course material, the following were also confirmed:</p> <ul style="list-style-type: none"> <li>a) Remedial lessons and a different timetable for slow learners.</li> <li>b) More advanced students and educational resources.</li> </ul> <p>8. Result Analysis The coordinator read the report on the examination of the results in relation to prior years. A report on predicted academic year performance and</p>

methods for improving them was proposed by the coordinator. 9. Student Satisfactory Survey Based on the instructions provided on the NAAC website, the coordinator explained to the participants how the questionnaire was created as well as how to collect student satisfaction surveys. 10. Various activities & events planned The coordinator provided information regarding events such as seminars, workshops, conferences, industrial visits, internships, career guidance programs, hobby club activities, NSS activities, and NLTS that were held by the institution under the auspices of various associations of the institute and by the individual departments. 11. Blended Teaching Learning The IQAC coordinator has described strategies used during the epidemic, including as ICT use, online classrooms, student assignments, etc., for effective lecture delivery and increasing student engagement.

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

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/06/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2023	02/10/2023

### 15. Multidisciplinary / interdisciplinary

Since the institute is affiliated with Jawaharlal Nehru Technological University (JNTUK) Kakinada, we strictly follow and implement the university's regulations. Our institute has introduced short-term, value-added courses in multidisciplinary and interdisciplinary fields, designed to equip students, many of whom come from rural backgrounds, with well-rounded skills. The primary aim is to empower students with diverse capabilities, enabling them not only to seek employment but also to become future entrepreneurs.

### 16. Academic bank of credits (ABC):

As an institute affiliated with JNTUK, Kakinada, we currently do not have the option to create our own profile with ABC or access it directly. However, since the affiliated university has initiated the process of setting up its profile with ABC, detailed instructions regarding this have been provided to the students at our institute.

### 17. Skill development:

We have collaborated with the AP State Skill Development Corporation (APSSDC) to organize various programs focused on enhancing our students' communication, technical, and employability skills. Additionally, we have conducted workshops, seminars, and development programs for both students and faculty, with the aim of promoting constitutional, ethical, and universal human values

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

The curriculum provided by the affiliated university includes courses that emphasize human values, ethics, religious tolerance, national unity, as well as the arts, heritage, and culture of our country, thereby promoting the Indian Knowledge System. In addition, the institute organizes events during festivals like Ganesh Chaturthi, Sankranti, Holi, Christmas, and others to align with these objectives. We also observe national commemorative days such as Republic Day, National Youth Day, International Women's Day, Independence Day, and more.

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

Our institution has embraced the faculty-led Outcomes-Based Education (OBE) approach introduced by the affiliating university.

We have established best practices for OBE by implementing well-defined processes to assess the outcomes of Program Educational Objectives (PEO), Program Specific Objectives (PSO), and by clearly defining Course Outcomes (CO) for every course. Additionally, all students are assessed using the OBE model during institute-level evaluations, especially during midterm exams.

## 20.Distance education/online education:

Our affiliated institute does not offer distance education for its engineering courses through the affiliating university. However, during the COVID-19 pandemic, the institute facilitated courses through online learning platforms, which proved to be highly beneficial. There was widespread acceptance of the online teaching-learning process among both students and faculty. The institute has explored various platforms such as MS Teams, Zoom, and Google Meet to conduct online classes, not only for regular academic sessions but also for skill development programs.

## Extended Profile

### 1.Programme

1.1	18
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	3446
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

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

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>1154</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>226</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>30</b>
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>98</b>
Total number of Classrooms and Seminar halls	
4.2	<b>356.28</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>740</b>
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

An Annual Academic Planning Committee plays a pivotal role in the academic planning process. This committee consists of the Principal and all department heads, who collectively verify and finalize the academic planners for both semesters.

Components of Academic Planners include, Workshops, Seminars, Industrial Visits, Cultural Events, Sports Activities, Co-curricular and Extracurricular Events

#### Orientation and Training

Before the commencement of classes, the Internal Quality Assurance Cell (IQAC) organizes an orientation program for the teaching staff. This program focuses on:

Outcome-Based Education (OBE), Preparation of Course Files.

#### Student Feedback and Educational Support

The IQAC also implements a mechanism for periodic feedback from students regarding various aspects of their educational experience including Teaching and Learning Process, Laboratories and Library Services, Administrative Services.

Based on the feedback collected, corrective measures are suggested to enhance the services offered.

#### Support for Slow Learners

The college adopts a proactive approach in supporting students who may struggle academically:

Early Identification of Slow learners, Providing Special Attention, Conducting Remedial Sessions.

#### Overall Student Development

Regular mentoring sessions are conducted to facilitate the all-around development of students, focusing on their academic and

professional growth. This comprehensive support strategy ensures that students are well-equipped to succeed both in their studies and beyond.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.stmarysgroup.com">http://www.stmarysgroup.com</a>

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

The institution is affiliated with JNTUK, and therefore, it strictly follows all regulations regarding schedules and methods for conducting Continuous Internal Evaluation (CIE) without any deviations. The CIE structure varies based on the regulations R16, R19, and R20, with specific details provided in supplementary documents. At the start of each academic year, these regulations are distributed to both faculty and students, relevant to their respective year of admission.

In addition to the aforementioned evaluation methods, students receive marks according to the applicable regulations (R16/R19/R20) based on their admission year. To maintain a consistent evaluation standard among newly recruited faculty, senior faculty members conduct random reviews of evaluation scripts. Additionally, slow learners are provided with special tests during study hours, and course instructors share evaluation reports with them, aimed at helping these students enhance their performance during continuous assessments.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.stmarysgroup.com">http://www.stmarysgroup.com</a>

**1.1.3 - Teachers of the Institution participate in D. Any 1 of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

3399

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

2578

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

Our institute is dedicated to offering technologically advanced programs for rural aspirants within a value-driven and socially conscious educational environment. The courses we provide adhere to the curriculum set by our affiliating university, JNTUK, and tackle important cross-cutting issues such as sustainability, environmental management, and professional ethics. Our aim is to cultivate successful young professionals who are capable of addressing social challenges with innovative solutions, emphasizing the necessity of evaluating the benefits and drawbacks of technology in relation to professional ethics and values. We integrate Universal Human Values (UHV) into the Student Induction Programme (SIP) to empower students in making informed decisions and enhancing their service to the community.

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

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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

847

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

## 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</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 File</a>
Any additional information(Upload)	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

**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**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 conducts orientation and induction programs for new students at both the institute and departmental levels. During this period, the institution evaluates the learning levels of students through two methods at the start of the program. Students from various disciplines are categorized as slow or advanced learners based on their qualifying examination scores and an entry-level test administered by each department. One of the strategies aimed at enhancing the academic performance of slow learners is the provision of simple and standardized lecture notes and course materials. To aid in better comprehension, bilingual explanations and discussions are offered to slow learners after class hours. Remedial classes are organized to enhance the academic success of slow learners, students who frequently miss classes, and those engaged in sports and other extracurricular activities. Additionally, the Group Study System is promoted with the support of advanced learners. Special training programs are provided to improve communication and language skills, while also focusing on developing both attitude and aptitude. Advanced learners are encouraged to participate in MOOC courses such as Swayam, NPTEL, and other learning management systems, as well as to explore placement opportunities.

File Description	Documents
Link for additional Information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
Nil	Nil

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

The institution implements orientation and induction programs for new students at both the institute and department levels. These programs serve multiple purposes, including assessing the learning levels of students at the commencement of their academic journey.

**Qualifying Examination Marks:** Students are classified as slow or advanced learners based on their performance in qualifying examinations.

### Strategies for Supporting Slow Learners

**Provision of Lecture Notes:** Simple and standard lecture notes and course materials are provided to facilitate understanding.

**Bilingual Explanation:** After class hours, bilingual explanations and discussions are offered to ensure clearer comprehension among slow learners.

**Remedial Classes:** These classes target slow learners, students who are often absent, and those involved in sports or other extracurricular activities, aiming to bolster their academic performance.

To foster a collaborative learning environment, the institution also encourages:

**Group Study System:** Advanced learners are paired with slow learners to facilitate peer learning and support.

**Skill Development Programs:** Special training is conducted to enhance communication and language skills, focusing on developing both attitude and aptitude.

These combined efforts aim to create a supportive academic environment that addresses the diverse needs of students, particularly those classified as slow learners, facilitating their progress and success.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

As the institute is affiliated with Jawaharlal Nehru Technological University Kakinada, it adheres to the regulations established by the university throughout the evaluation process for students, covering both internal and external assessments. An academic planner is created at the start of each semester, including the internal assessment timelines, and is distributed to all students. According to the current regulations (R20), internal assessments are administered in both objective (Multiple Choice Questions) and subjective (descriptive) formats. Each semester features two internal assessments, with an allocation of 80% of the total marks coming from the best-performing mid-exam and the remaining 20% from the other mid-exam for each course. Internal assessments are conducted in alignment with the university's regulations for theory courses, laboratory courses, seminars, summer internships, and projects. Questions for assignments, quizzes, and mid-exams are developed based on the course outcomes, utilizing Bloom's taxonomy levels to facilitate CO-PO attainment and enhance learning experiences. The evaluation scheme is shared with students after the mid-exams are completed. Evaluated answer sheets from all assessments are made available to students for self-review and improvement, based on the comments and suggestions provided by evaluators. For co-curricular activities such as seminars, summer internships, and project work, faculty coordinators develop presentation schedules and evaluate performance based on various criteria set by the affiliating university. Faculty members offer suggestions to students for enhancing their performance in future assessments.

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

### 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

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

## 2.4 - Teacher Profile and Quality

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

215

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

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

### 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

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

## 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 with Jawaharlal Nehru Technological University Kakinada, it adheres to the regulations established by the university throughout the evaluation process for students, covering both internal and external assessments. An academic planner is created at the start of each semester, including the internal assessment timelines, and is distributed to all students. According to the current regulations (R20), internal assessments are administered in both objective (Multiple Choice Questions) and subjective (descriptive) formats. Each semester features two internal assessments, with an allocation of 80% of the total marks coming from the best-performing mid-exam and the remaining 20% from the other mid-exam for each course. Internal assessments are conducted in alignment with the university's regulations for theory courses, laboratory courses, seminars, summer internships, and projects. Questions for assignments, quizzes, and mid-exams are developed based on the course outcomes, utilizing Bloom's taxonomy levels to facilitate CO-PO attainment and enhance learning experiences. The evaluation scheme is shared with students after the mid-exams are completed. Evaluated answer sheets from all assessments are made available to students for self-review and improvement, based on the comments and suggestions provided by evaluators. For co-curricular activities such as seminars, summer internships, and project work, faculty coordinators develop presentation schedules and evaluate performance based on various criteria set by the affiliating university. Faculty members offer suggestions to students for enhancing their performance in future assessments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

#### Grievance Redressal Mechanism at the Institute

1. A student raises a concern regarding the internal marks awarded.
  2. If the student is not satisfied with the explanation provided by the faculty, they are permitted to approach the Examination Cell.
  3. The Examination Cell, chaired by the Principal, convenes a meeting with its members. The cell engages in discussions both individually and collectively with the student and the relevant faculty.
  4. After these discussions, the Examination Cell makes a decision from the following options:
    - Conduct a re-examination for the student, or
    - Have the answer script re-evaluated by another faculty member from the same specialization, and/or
    - Recommend corrective measures.
1. In instances of malpractice, the student's explanation is recorded in writing. Following a thorough case-by-case analysis, the cell's decision is forwarded to the Principal for appropriate action.
  2. Minutes of the meeting are documented, and the corresponding file at the Examination Cell is updated with details regarding the addressed grievance.
  3. ?The entire process is completed within three days from the time the grievance is received.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

#### 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 implements several measures to promote widespread awareness among students and faculty regarding the program and course outcomes for all programs offered.? The adopted process is outlined as follows:

1. Organize a seminar or workshop focused on Outcome-Based Education for both students and teaching staff.
2. Post program outcomes prominently in various locations throughout the institute.
3. Ensure that program outcomes and specific outcomes related to each program are displayed in the department office as well as in all relevant laboratories.
4. Require that each faculty member dedicates the first two lecture hours to explaining the course objectives and outcomes for their respective courses, aligning them with assessments during mid-exams.
5. Conduct course-end surveys to evaluate the course outcomes by every faculty member.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Each course is assessed based on the evaluation of course outcomes through predefined direct and indirect assessment tools.? Direct assessment is conducted via both internal and external evaluations, while indirect assessment is performed through the course-end survey.

The Annual Quality Assurance Report of St. Mary's Group of Institutions, Guntur, includes this evaluation process. The course coordinator prepares the schedule for direct assessments, ensuring alignment with JNTUK regulations. The department heads are responsible for verifying and evaluating the direct assessments created by the course coordinator.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

### 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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

### 2.7 - Student Satisfaction Survey

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

<http://www.stmarysguntur.com>

### 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)

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

### 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

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

### 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

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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

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

### 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

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 conducts several extension activities aimed at raising awareness among students regarding the needs of the local community.? Our college students actively engage in social service initiatives that contribute to their overall development. The college administers the National Service Scheme effectively, utilizing its units to implement various extension activities within the neighboring community.

#### Extension Activities

#### Swachh Bharat Campaign

#### Felicitation of all Teachers on Teachers' Day

#### Eco-Friendly Campus - Plantation Program



**International Women's Day****Blood Donation Program****Independence Day Celebrations**

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

**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**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

Nil

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

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

## 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 features a meticulously maintained, lush green campus that spans 14 acres, ensuring the adequate availability and optimal use of physical infrastructure for teaching and learning activities.?

#### Classrooms

The institute comprises a sufficient number of well-furnished, well-ventilated, and spacious classrooms that are equipped with LCD projectors for delivering theory classes.

#### Technology-Enabled Learning Facility

The institute provides ICT-enabled classrooms where multimedia learning resources, Wi-Fi connectivity, and internet access are available to both students and staff.

#### Seminar Hall

There are multiple seminar halls within the institute that are regularly utilized for seminars and workshops. Students are encouraged to actively participate in paper presentations, group discussions, and similar activities.

#### Laboratories

All laboratories are outfitted with state-of-the-art equipment and

facilities, established in accordance with AICTE and JNTUK standards.

#### Wi-Fi

The entire campus is equipped with Wi-Fi, offering 24/7 internet access for both students and staff.

#### Internet Facility

Internet access is available throughout the campus, including in labs, classrooms, the library, and all departmental offices. The connection speed is 140 Mbps (100 Mbps from BSNL and 40 Mbps from e-Net).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

The institute features a well-kept campus that spans 14 acres of tranquil green space. Our management is committed to the overall development of students and supports staff in their continual enhancement.

The institute includes a spacious games room where students can enjoy indoor activities such as chess and caroms. Additionally, various outdoor courts are available for sports like volleyball, throwball, cricket, football, kabaddi, handball, and kho-kho. Students actively engage in practicing and playing all these sports.

With the assistance of qualified Physical Directors, college teams are organized to compete in state-level, university-level competitions, and other intercollegiate events.

Students are encouraged to take part in cultural activities organized by the institute, such as technical fests, fresher's events, Annual Sports Day, Annual Day, and farewells, allowing them to showcase their cultural talents. Moreover, they are motivated to participate in intercollegiate competitions at other colleges, including dances, skits, mimicry, and various technical and non-

**technical events.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

**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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****231**

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

## 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

26.2

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

#### 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

187

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

#### 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 and 500GB Hard disk.

Dual Core and core 2 duo, 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

**4.3.2 - Number of Computers**

780

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

**4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS**



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

#### 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)

85

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

he college is equipped with qualified and skilled personnel responsible for carrying out maintenance activities across all departments.? A separate budget is allocated specifically for maintaining academic facilities, including laboratories, classrooms, skill-related workshops, and conference and seminar halls. Additionally, the general facilities like sports and games rooms, restrooms, and landscaped areas are also preserved with an allocated budget.

The institution features a dedicated computer center tasked with the maintenance of computers and related equipment. This center is managed by a coordinator (a faculty member) from the computer science and engineering department, along with supporting staff. Maintenance activities encompass the replacement or repair of computers and accessories, hardware upgrades, software installation and upgrades, Wi-Fi maintenance, and troubleshooting of issues.

Supporting staff periodically assesses the status of computers and associated equipment in all departments, sending reports to the computer center every month for necessary actions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

## 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

3522

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

#### 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

378

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

**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**

**B. 3 of the above**

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

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

**126**

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

**126**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**C. Any 2 of the above**

**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**

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

## 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

180

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

21

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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.

18

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

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 )

#### Student Engagement and Representation in the Institute

?The institute has established 39 operational cells and committees that are regularly active within the college, demonstrating student representation and involvement in various administrative, co-curricular, and extracurricular activities.?

Each class appoints two students as class representatives, tasked with addressing any issues related to academics or non-academics to the appropriate Heads of Departments or class teachers.

Departments facilitate engineering activities through student-run clubs, with each club operating under a well-defined structure and clear roles assigned to its members. This allows students to take initiative and engage actively in their respective departments.

Students are well-represented in all cultural and sports committees, where they play a significant role in organizing and managing various events. Their involvement ensures that events are successfully executed and meet the interests of the students.

Students provide substantial support in the administration and management of hostel affairs. Each hostel includes student representatives in its Mess Committee, who are actively involved in decision-making processes related to hostel operations and student welfare.

Student members are integral to placement activities, participating significantly in coordinating efforts during campus recruitment drives. Their engagement is crucial for the successful organization of placement initiatives, helping fellow students secure job opportunities.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

### 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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</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

### Contributions of the Alumni Association

The Alumni Association contributes in various ways:

#### 1. Book Donation

**Gift of Knowledge:** Alumni support the institute by donating books.

#### 2. Alumni Interaction

**Engagement as Experts:** Alumni are invited as resource persons at events, guest lectures, and panel discussions. They share valuable insights and experiences regarding essential skills, the latest technologies, current trends in the corporate sector, knowledge application, and workplace culture.

#### 3. Entrepreneurship Awareness

**Support for Startups:** Several alumni have launched startups across various industries, with many being first-generation entrepreneurs.

#### 4. Motivation for Research

**Encouraging Inquiry:** The Alumni Association inspires students to engage in research activities.

#### 5. Job Opportunity Information

**Career Guidance:** The association provides information about available job opportunities in various fields.

#### 6. Supportive Role

**Holistic Development:** The Alumni Association plays a significant and constructive role in the overall growth and development of the college.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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

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

### 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, guided by its vision, develops a strategic five-year plan through its mission statements.

**Vision:** To establish itself as a world-class institution dedicated to the creation and dissemination of knowledge, while offering a distinctive learning experience in Technology and Management that serves the global community and enhances humanity.

**Mission:**



1. To cultivate knowledge within a rigorous academic environment.
  2. To attract and nurture individuals in a motivating and enriching atmosphere that encourages freedom, empowerment, creativity, and innovation.
- ?The institution upholds decentralization and participatory management practices that support its vision and mission.? Decentralization is evident in various functional groups such as the Governing Body, Academic Committee, Internal Quality Assurance Cell (IQAC), administrative units, and numerous committees. The Governing Body, Academic Committee, and IQAC are responsible for developing strategic policies and initiatives aimed at ensuring quality.
  - The Student Council serves as a bridge between the administration and the student body, facilitating communication regarding both curricular and extracurricular activities.
  - E-governance is integrated into various administrative functions, including finance and accounts, student admissions and support, and examination processes. Concerns raised by students and staff are addressed within the appropriate committees and resolved through effective measures within a specified timeframe.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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

To facilitate decentralization and participative management, the institution has established 39 committees to ensure smooth operations and efficient services for the stakeholders.?

**Management:** The governing council convenes annually to review proposals from the Academic Committee, ensuring they align with the institution's vision and mission statements before granting approval.

**Administration:** The college administration is essential in guiding and assisting the development and execution of policies, programs, and initiatives that support the college's vision and mission.

**Departments:** The main responsibility of departments is to deliver academic excellence across all teaching and learning activities. Led by Heads, the departments fulfill their roles while adhering to the vision and mission of both the department and the institution.

**Faculty Members:** Faculty maintain positive relationships with students, colleagues, alumni, and the parent community. They implement policies and programs designed by the management and administration with commitment.

**Non-Teaching Staff:** The staff members who assist in administration and departments play a vital role in managing daily operations. The tasks assigned to non-teaching staff are planned to achieve the operational goals effectively.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Body acts as the operational leader of the institution, focusing mainly on its overall advancement. The Principal acts as a bridge among management, staff, and students, handling academic as well as administrative matters.

**Internal Quality Assurance Cell (IQAC):** The IQAC oversees academic, research, co-curricular, and extracurricular activities to maintain quality in teaching, learning, and other services provided to students and staff.

**Academic Council (AC):** This council is formed to manage all academic matters within the institute, including academic planning, instructional issues, and co- and extracurricular activities.

Academic and administrative responsibilities are carried out by the Vice Principal, Heads of Departments (HODs), Coordinators, and In-charges to provide academic assistance to the Principal. The Training and Placement Cell arranges training for skill enhancement and offers placement support.

The Examination Cell supervises the conduct of internal and external

examinations in accordance with university guidelines. The Research and Development Cell encourages students and faculty members to engage in R&D activities related to their fields and supports their professional development.

The Entrepreneurship and Development Committee organizes events aimed at fostering a strong connection between industry and academia while inspiring prospective student entrepreneurs.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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.

Management practices establish a hierarchy that clearly defines duties, responsibilities, accountability, and authority at every level, flowing from top to bottom. The institute has established several committees to ensure effective operations. The objectives and activities of these committees are adhered to and executed in alignment with the institute's vision and mission as well as its established policies and procedures.

The delegation and decentralization of authority enhance the effective and efficient functioning of the institution across all areas of planning, decision-making, and execution.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Link to Organogram of the Institution webpage	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support**

**B. Any 3 of the above**

**Examination**

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

**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	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

**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**

63

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

5

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

### 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

87

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

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

**Performance Appraisal System for Teaching Staff:** Faculty are evaluated on their use of innovative techniques in classroom lectures, seminars, tutorials, course delivery, and more. Additionally, student feedback and course pass rates are taken into account. The assessment of faculty performance considers their professional contributions to academics, involvement and

facilitation of short-term training courses, and participation in institutional administrative and academic functions. Each employee completes a performance appraisal report using a specified format that encompasses all the mentioned criteria, including points and subpoints. This completed format is reviewed and commented on by the Head of Department (HOD) to evaluate the faculty's professional performance and behavioural metrics, which is then submitted to the relevant recommending and approving authorities.

**Performance Appraisal System for Non-Teaching Staff:** The performance of non-teaching staff encompasses individual expertise, understanding of institutional procedures and policies, productivity, quality, innovation, eagerness to learn, and diligence. They are also evaluated on behavioural factors such as teamwork, acceptability, and punctuality.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

## 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 implemented a system for carrying out internal and external audits of financial transactions annually to ensure compliance with financial regulations.? The internal audit is performed semi-annually by the institution's internal financial committee. This committee meticulously reviews the details of income and expenditure, and the compliance report from the internal audit is forwarded to the institution's management via the principal.

An external audit is carried out once each year by an independent agency. The following mechanisms are utilized to oversee the effective and efficient use of financial resources:

1. Prior to the start of each financial year, the principal presents a budget allocation proposal to the management, taking into account the recommendations from the heads of all departments.
2. The college budget encompasses recurring expenses such as

salaries, electricity, internet fees, maintenance costs, stationery, and other consumables, in addition to non-recurring expenses like lab equipment purchases, furniture, and other development costs.

3. The accounts department will monitor expenses according to the budget allocated by the management.
4. The depreciation expenses of various items acquired in previous years are also calculated.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The Institution has implemented a system for carrying out internal and external audits of financial transactions annually to ensure compliance with financial regulations.? The internal audit is performed semi-annually by the institution's internal financial committee. This committee meticulously reviews the details of income and expenditure, and the compliance report from the internal audit is forwarded to the institution's management via the principal.

An external audit is carried out once each year by an independent agency. The following mechanisms are utilized to oversee the effective and efficient use of financial resources:



1. Prior to the start of each financial year, the principal presents a budget allocation proposal to the management, taking into account the recommendations from the heads of all departments.
2. The college budget encompasses recurring expenses such as salaries, electricity, internet fees, maintenance costs, stationery, and other consumables, in addition to non-recurring expenses like lab equipment purchases, furniture, and other development costs.
3. The accounts department will monitor expenses according to the budget allocated by the management.
4. The depreciation expenses of various items acquired in previous years are also calculated.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</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

The IQAC Cell of the college is dedicated to maintaining and enhancing the quality of education by identifying and recommending new methods for utilizing teaching aids, developing appropriate infrastructure, and providing counseling and guidance for new technical courses. The IQAC convenes quarterly to plan, direct, implement, audit, and assess the teaching, research, and publication activities within the college. Sub-committees and departments follow the IQAC guidelines and provide feedback on their progress. The IQAC aims to promote a culture of quality through initiatives for quality enhancement and the adoption of best practices.

?Significant advancements in quality have been achieved by institutionalizing the following IQAC initiatives:?

All staff and students are encouraged to engage in Refresher Courses, Orientation Programs, Research, Seminars, Workshops, etc., for enhancing their knowledge base.

A strong mentor-mentee system is established, along with the collection and analysis of feedback from all stakeholders to facilitate improvement actions.

Recommendations are provided to optimize the utilization of laboratories and enhance skills.

Internal Academic Audits are conducted, suggesting methods to improve quality in all academic activities

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</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

The IQAC consistently evaluates and implements measures to enhance quality in the teaching-learning process.? It has played a significant role in institutionalizing quality assurance strategies and has developed various processes as follows:

1. Adoption of outcome-based education in every program.
2. Encouragement of industry participation in academic practices through organizing industrial training, visits, workshops, and guest lectures by industry professionals, MOUs, etc.
3. Introduction of aptitude and soft skills classes for students to improve their personality and employability.
4. Participation of the college in NIRF, AISHE, and several other quality audits recognized by state, national, and international organizations.
5. Creation of a Research and Development cell to advance research and development initiatives.
6. Organization of quality programs, including seminars, webinars, guest lectures, conferences, etc.
7. Development of various processes to collect feedback and conduct surveys from multiple stakeholders.
8. Implementation and enhancement of ICT tools to strengthen the teaching-learning process.
9. Establishment and effective implementation of the mentor-mentee system.
10. Submission of the Annual Quality Assurance Report (AQAR) each year to the NAAC.
11. Institutionalization of efforts to maintain a ragging-free campus and to promote discipline among students, alongside the establishment of a grievance redressal cell.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

**Institutional Measures for Promoting Gender Equity:**

1. ?The NSS Unit has implemented additional strategies to inspire and support girl students, achieving success in organizing a variety of activities that enhance their participation in serving society.?
2. A health center specifically for girls has been established on campus, staffed by qualified physicians.
3. International Women's Day is celebrated with various activities and events.
4. Daily yoga sessions are offered to all girl students residing

in hostels.

5. Female staff members are given equal opportunities to lead departments based on their performance, and a significant representation of female staff is present in all committees formed within the institution.
6. Awareness campaigns focusing on women's safety and gender sensitivity are conducted through street plays, rallies, and camps organized by student volunteers.
7. The Internal Complaints Committee (ICC) regularly engages with girl students to address and resolve their concerns.
8. Waiting areas and restrooms for girls are equipped with necessary facilities in each campus block, and the ICC oversees these facilities.
9. The college canteen features a designated space for girls to minimize disruptions during working hours.
10. Timetables have been adjusted to include exclusive sports hours for girls.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
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	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

Dustbins are available in every room and corridor for gathering solid waste. There are display boards indicating the location of trash bins. Students are trained to dispose of solid waste only in trash bins. The Gram Panchayat collects refuse and waste on a daily basis. Slogans and messages are posted in the corridors.

### Liquid Waste Management

The drainage water from the institute is directed to covered pits, septic tanks, and drains set up by local gram panchayats.

### E-waste Management

?The institute has an effective process for disposing of e-waste produced from various sources.? E-waste is generated in computer labs, electronic laboratories, and both Academic and Administrative offices.

### Waste Recycling System

The institute collects wet and dry waste separately and hands it over to the Gram Panchayat (sanitary section), which then recycles the waste into vermicompost.

### Hazardous Chemicals and Radioactive Waste Management

The institute does not generate or use any hazardous chemicals or radioactive substances.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Any other relevant information	<a href="#">View File</a>

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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** C. Any 2 of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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 200 words).

**St. Mary's has implemented several initiatives by celebrating various commemorative days, national festivals, and religious**

festivals to foster an inclusive environment that unites students and teachers from diverse backgrounds on a common platform.? These events contribute to the cultivation of tolerance and harmony concerning culture, region, language, and other communal and socioeconomic diversities. Subjects like the Constitution of India and professional ethics are required for all undergraduate students across different disciplines. All teaching and non-teaching staff, along with students, engage in activities that benefit the 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

1 Day(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)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution raises awareness among students and staff regarding constitutional obligations related to values, rights, duties, and responsibilities.? It continuously strives to develop them into responsible citizens of the nation through a variety of curricular and extracurricular activities.

The college formulates policies that embody essential values. A code of conduct is developed for both students and staff, which must be adhered to by all. The curriculum set by the affiliating University includes compulsory courses like Professional Ethics and Human Values, the Constitution of India, and the Essence of Indian Traditional Knowledge, aimed at instilling constitutional responsibilities within the students.

During national festivals, the institute raises the flag and invites distinguished individuals to motivate students and staff by highlighting the virtues of freedom fighters and stressing the responsibilities and duties of citizens.

The institution undertakes numerous initiatives such as awareness campaigns, orientation programs, training sessions, seminars, and workshops to prepare emerging leaders to adopt human values effectively.

Various departments within the institution, along with the NSS unit, actively participate in numerous activities such as blood donation drives, tree planting, and awareness programs on precautionary measures for COVID-19, all aimed at shaping students into responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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. 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**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institute consistently inspires students to pursue a mission of improving India by transcending the limitations imposed by religion and caste.? The ideas of renowned Indian figures are instilled in the minds of the youth through exhibitions and events held on national and international commemorative days. The institution embraces a pluralistic approach to all religious celebrations and encourages both students and faculty to demonstrate this mindset. Annually, our institute hosts national festivals and commemorations of the birth anniversaries of esteemed Indian personalities. Both staff and students are educated on the significance of national unity and the essence of togetherness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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.

### Best Practice - 1:

**A. Title of the Practice: Social-Emotional Learning (SEL) Initiatives**

**B. Objectives of the Practice:**

Social-emotional learning programs focus on developing students' emotional intelligence and interpersonal skills. These initiatives encourage self-awareness, self-regulation, empathy, and relationship-building, equipping students with essential life skills that positively impact their academic performance and mental well-being.

### Best Practice - 2:

**A. Title of the Practice: Experiential Learning Opportunities**

**B. Objectives of the Practice:**

Experiential learning emphasizes learning through experience, allowing students to engage in hands-on activities, internships, and real-world projects. This practice enhances critical thinking, problem-solving skills, and application of knowledge, preparing students for future challenges in their careers and lives.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 continually encourages students and offers a platform for developing technical skills, multidisciplinary projects, entrepreneurship, and ethical and human values. With a commitment to academic and technical excellence, the institution motivates and assists students in participating in various local, regional, and national competitions. Students acquire ethics, teamwork, technical skills, and presentation capabilities. Since many of our students come from rural backgrounds and diverse communities, the institute emphasizes improving their communication skills and competitive abilities, empowering them to tackle socio-economic challenges and ultimately transforming them into responsible citizens.

## 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

An Annual Academic Planning Committee plays a pivotal role in the academic planning process. This committee consists of the Principal and all department heads, who collectively verify and finalize the academic planners for both semesters.

Components of Academic Planners include, Workshops, Seminars, Industrial Visits, Cultural Events, Sports Activities, Co-curricular and Extracurricular Events

#### Orientation and Training

Before the commencement of classes, the Internal Quality Assurance Cell (IQAC) organizes an orientation program for the teaching staff. This program focuses on:

Outcome-Based Education (OBE), Preparation of Course Files.

#### Student Feedback and Educational Support

The IQAC also implements a mechanism for periodic feedback from students regarding various aspects of their educational experience including Teaching and Learning Process, Laboratories and Library Services, Administrative Services.

Based on the feedback collected, corrective measures are suggested to enhance the services offered.

#### Support for Slow Learners

The college adopts a proactive approach in supporting students who may struggle academically:

Early Identification of Slow learners, Providing Special Attention, Conducting Remedial Sessions.

**Overall Student Development**

Regular mentoring sessions are conducted to facilitate the all-around development of students, focusing on their academic and professional growth. This comprehensive support strategy ensures that students are well-equipped to succeed both in their studies and beyond.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.stmarysgroup.com">http://www.stmarysgroup.com</a>

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

The institution is affiliated with JNTUK, and therefore, it strictly follows all regulations regarding schedules and methods for conducting Continuous Internal Evaluation (CIE) without any deviations. The CIE structure varies based on the regulations R16, R19, and R20, with specific details provided in supplementary documents. At the start of each academic year, these regulations are distributed to both faculty and students, relevant to their respective year of admission.

In addition to the aforementioned evaluation methods, students receive marks according to the applicable regulations (R16/R19/R20) based on their admission year. To maintain a consistent evaluation standard among newly recruited faculty, senior faculty members conduct random reviews of evaluation scripts. Additionally, slow learners are provided with special tests during study hours, and course instructors share evaluation reports with them, aimed at helping these students enhance their performance during continuous assessments.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.stmarysgroup.com">http://www.stmarysgroup.com</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum**

D. Any 1 of the above

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

3399

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

2578

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

Our institute is dedicated to offering technologically advanced programs for rural aspirants within a value-driven and socially conscious educational environment. The courses we provide adhere to the curriculum set by our affiliating university, JNTUK, and tackle important cross-cutting issues such as sustainability, environmental management, and professional ethics. Our aim is to cultivate successful young professionals who are capable of addressing social challenges with innovative solutions, emphasizing the necessity of evaluating the benefits and drawbacks of technology in relation to professional ethics and values. We integrate Universal Human Values (UHV) into the Student Induction Programme (SIP) to empower students in making informed decisions and enhancing their service to the community.



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

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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

847

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

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</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 File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>1540</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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 conducts orientation and induction programs for new students at both the institute and departmental levels. During this period, the institution evaluates the learning levels of students through two methods at the start of the program. Students from various disciplines are categorized as slow or advanced learners based on their qualifying examination scores and an entry-level test administered by each department. One of the strategies aimed at enhancing the academic performance of slow learners is the provision of simple and standardized lecture notes and course materials. To aid in better comprehension, bilingual explanations and discussions are offered to slow learners after class hours. Remedial classes are organized to enhance the academic success of slow learners, students who frequently miss classes, and those engaged in sports and other extracurricular activities. Additionally, the Group Study System is promoted with the support of advanced learners. Special training programs are provided to improve communication and language skills, while also focusing on developing both attitude and aptitude. Advanced learners are encouraged to participate in MOOC courses such as Swayam, NPTEL, and other learning management systems, as well as to explore placement opportunities.

File Description	Documents
Link for additional Information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
Nil	Nil

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

The institution implements orientation and induction programs for new students at both the institute and department levels. These programs serve multiple purposes, including assessing the learning levels of students at the commencement of their academic journey.

**Qualifying Examination Marks:** Students are classified as slow or advanced learners based on their performance in qualifying examinations.

#### Strategies for Supporting Slow Learners

**Provision of Lecture Notes:** Simple and standard lecture notes and course materials are provided to facilitate understanding.

**Bilingual Explanation:** After class hours, bilingual explanations and discussions are offered to ensure clearer comprehension among slow learners.

**Remedial Classes:** These classes target slow learners, students who are often absent, and those involved in sports or other extracurricular activities, aiming to bolster their academic performance.

To foster a collaborative learning environment, the institution also encourages:

**Group Study System:** Advanced learners are paired with slow learners to facilitate peer learning and support.

**Skill Development Programs:** Special training is conducted to enhance communication and language skills, focusing on developing both attitude and aptitude.

?These combined efforts aim to create a supportive academic environment that addresses the diverse needs of students, particularly those classified as slow learners, facilitating their progress and success.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

As the institute is affiliated with Jawaharlal Nehru Technological University Kakinada, it adheres to the regulations established by the university throughout the evaluation process for students, covering both internal and external assessments.? An academic planner is created at the start of each semester, including the internal assessment timelines, and is distributed to all students. According to the current regulations (R20), internal assessments are administered in both objective (Multiple Choice Questions) and subjective (descriptive) formats. Each semester features two internal assessments, with an allocation of 80% of the total marks coming from the best-performing mid-exam and the remaining 20% from the other mid-exam for each course. Internal assessments are conducted in alignment with the university's regulations for theory courses, laboratory courses, seminars, summer internships, and projects. Questions for assignments, quizzes, and mid-exams are developed based on the course outcomes, utilizing Bloom's taxonomy levels to facilitate CO-PO attainment and enhance learning experiences. The evaluation scheme is shared with students after the mid-exams are completed. Evaluated answer sheets from all assessments are made available to students for self-review and improvement, based on the comments and suggestions provided by evaluators. For co-curricular activities such as seminars, summer internships, and project work, faculty coordinators develop presentation schedules and evaluate performance based on various criteria set by the affiliating university. Faculty members offer suggestions to students for enhancing their performance in future assessments.

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

### 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

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

### 2.4 - Teacher Profile and Quality

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

215

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

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

### 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

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

### 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 with Jawaharlal Nehru Technological University Kakinada, it adheres to the regulations established by the university throughout the evaluation process for students, covering both internal and external assessments.? An academic planner is created at the start of each semester, including the internal assessment timelines, and is distributed to all students. According to the current regulations (R20), internal assessments are administered in both objective (Multiple Choice Questions) and subjective (descriptive) formats. Each semester features two internal assessments, with an allocation of 80% of the total marks coming from the best-performing mid-exam and the remaining 20% from the other mid-exam for each course. Internal assessments are conducted in alignment with the university's regulations for theory courses, laboratory courses, seminars, summer internships, and projects. Questions for assignments, quizzes, and mid-exams are developed based on the

course outcomes, utilizing Bloom's taxonomy levels to facilitate CO-PO attainment and enhance learning experiences. The evaluation scheme is shared with students after the mid-exams are completed. Evaluated answer sheets from all assessments are made available to students for self-review and improvement, based on the comments and suggestions provided by evaluators. For co-curricular activities such as seminars, summer internships, and project work, faculty coordinators develop presentation schedules and evaluate performance based on various criteria set by the affiliating university. Faculty members offer suggestions to students for enhancing their performance in future assessments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

#### Grievance Redressal Mechanism at the Institute

1. A student raises a concern regarding the internal marks awarded.
  2. If the student is not satisfied with the explanation provided by the faculty, they are permitted to approach the Examination Cell.
  3. The Examination Cell, chaired by the Principal, convenes a meeting with its members. The cell engages in discussions both individually and collectively with the student and the relevant faculty.
  4. After these discussions, the Examination Cell makes a decision from the following options:
    - Conduct a re-examination for the student, or
    - Have the answer script re-evaluated by another faculty member from the same specialization, and/or
    - Recommend corrective measures.
1. In instances of malpractice, the student's explanation is recorded in writing. Following a thorough case-by-case analysis, the cell's decision is forwarded to the Principal for appropriate action.
  2. Minutes of the meeting are documented, and the corresponding file at the Examination Cell is updated with



details regarding the addressed grievance.

3. ?The entire process is completed within three days from the time the grievance is received.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

## 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 implements several measures to promote widespread awareness among students and faculty regarding the program and course outcomes for all programs offered.? The adopted process is outlined as follows:

1. Organize a seminar or workshop focused on Outcome-Based Education for both students and teaching staff.
2. Post program outcomes prominently in various locations throughout the institute.
3. Ensure that program outcomes and specific outcomes related to each program are displayed in the department office as well as in all relevant laboratories.
4. Require that each faculty member dedicates the first two lecture hours to explaining the course objectives and outcomes for their respective courses, aligning them with assessments during mid-exams.
5. Conduct course-end surveys to evaluate the course outcomes by every faculty member.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Each course is assessed based on the evaluation of course outcomes through predefined direct and indirect assessment

tools.? Direct assessment is conducted via both internal and external evaluations, while indirect assessment is performed through the course-end survey.

The Annual Quality Assurance Report of St. Mary's Group of Institutions, Guntur, includes this evaluation process. The course coordinator prepares the schedule for direct assessments, ensuring alignment with JNTUK regulations. The department heads are responsible for verifying and evaluating the direct assessments created by the course coordinator.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

### 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

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

### 2.7 - Student Satisfaction Survey

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

<http://www.stmarysguntur.com>

## 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)**

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

**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**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

**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**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

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

#### 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

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 conducts several extension activities aimed at raising awareness among students regarding the needs of the local

community.? Our college students actively engage in social service initiatives that contribute to their overall development. The college administers the National Service Scheme effectively, utilizing its units to implement various extension activities within the neighboring community.

#### Extension Activities

Swachh Bharat Campaign

Felicitation of all Teachers on Teachers' Day

Eco-Friendly Campus - Plantation Program

International Women's Day

Blood Donation Program

Independence Day Celebrations

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

### 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

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

Nil

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

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

## 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 features a meticulously maintained, lush green campus that spans 14 acres, ensuring the adequate availability and optimal use of physical infrastructure for teaching and learning activities.?

#### Classrooms

The institute comprises a sufficient number of well-furnished, well-ventilated, and spacious classrooms that are equipped with LCD projectors for delivering theory classes.

#### Technology-Enabled Learning Facility

The institute provides ICT-enabled classrooms where multimedia learning resources, Wi-Fi connectivity, and internet access are available to both students and staff.

#### Seminar Hall

There are multiple seminar halls within the institute that are regularly utilized for seminars and workshops. Students are encouraged to actively participate in paper presentations, group discussions, and similar activities.

#### Laboratories

All laboratories are outfitted with state-of-the-art equipment and facilities, established in accordance with AICTE and JNTUK standards.

#### Wi-Fi

The entire campus is equipped with Wi-Fi, offering 24/7 internet access for both students and staff.

#### Internet Facility

Internet access is available throughout the campus, including in labs, classrooms, the library, and all departmental offices. The connection speed is 140 Mbps (100 Mbps from BSNL and 40 Mbps from e-Net).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

The institute features a well-kept campus that spans 14 acres of tranquil green space. Our management is committed to the overall development of students and supports staff in their continual enhancement.

The institute includes a spacious games room where students can enjoy indoor activities such as chess and caroms. Additionally,



various outdoor courts are available for sports like volleyball, throwball, cricket, football, kabaddi, handball, and kho-kho. Students actively engage in practicing and playing all these sports.

With the assistance of qualified Physical Directors, college teams are organized to compete in state-level, university-level competitions, and other intercollegiate events.

Students are encouraged to take part in cultural activities organized by the institute, such as technical fests, fresher's events, Annual Sports Day, Annual Day, and farewells, allowing them to showcase their cultural talents. Moreover, they are motivated to participate in intercollegiate competitions at other colleges, including dances, skits, mimicry, and various technical and non-technical events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

#### **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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### **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)**

231

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

**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	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

26.2

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

#### 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

187

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

#### 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 and 500GB Hard disk.

Dual Core and core 2 duo, 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	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

**4.3.2 - Number of Computers**

780

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

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

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

**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)**

85

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

The college is equipped with qualified and skilled personnel responsible for carrying out maintenance activities across all departments. A separate budget is allocated specifically for maintaining academic facilities, including laboratories, classrooms, skill-related workshops, and conference and seminar halls. Additionally, the general facilities like sports and games rooms, restrooms, and landscaped areas are also preserved with an allocated budget.

The institution features a dedicated computer center tasked with the maintenance of computers and related equipment. This center is managed by a coordinator (a faculty member) from the computer science and engineering department, along with supporting staff. Maintenance activities encompass the replacement or repair of computers and accessories, hardware upgrades, software installation and upgrades, Wi-Fi maintenance, and troubleshooting of issues. Supporting staff periodically assesses the status of computers and associated equipment in all departments, sending reports to the computer center every month for necessary actions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

## 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**

3522

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

### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

378

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

**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**

**B. 3 of the above**

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

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

126

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

126

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

C. Any 2 of the above

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

**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**



<b>180</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>21</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
<b>2</b>	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>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.</b>	

18

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

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 )

#### Student Engagement and Representation in the Institute

?The institute has established 39 operational cells and committees that are regularly active within the college, demonstrating student representation and involvement in various administrative, co-curricular, and extracurricular activities.?

Each class appoints two students as class representatives, tasked with addressing any issues related to academics or non-academics to the appropriate Heads of Departments or class teachers.

Departments facilitate engineering activities through student-run clubs, with each club operating under a well-defined structure and clear roles assigned to its members. This allows students to take initiative and engage actively in their respective departments.

Students are well-represented in all cultural and sports committees, where they play a significant role in organizing and managing various events. Their involvement ensures that events are successfully executed and meet the interests of the students.

Students provide substantial support in the administration and management of hostel affairs. Each hostel includes student representatives in its Mess Committee, who are actively involved in decision-making processes related to hostel operations and student welfare.

Student members are integral to placement activities, participating significantly in coordinating efforts during campus recruitment drives. Their engagement is crucial for the successful organization of placement initiatives, helping fellow students secure job opportunities.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

### 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

6

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</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

#### Contributions of the Alumni Association

The Alumni Association contributes in various ways:

##### 1. Book Donation

Gift of Knowledge: Alumni support the institute by donating

books.

## 2. Alumni Interaction

**Engagement as Experts:** Alumni are invited as resource persons at events, guest lectures, and panel discussions. They share valuable insights and experiences regarding essential skills, the latest technologies, current trends in the corporate sector, knowledge application, and workplace culture.

## 3. Entrepreneurship Awareness

**Support for Startups:** Several alumni have launched startups across various industries, with many being first-generation entrepreneurs.

## 4. Motivation for Research

**Encouraging Inquiry:** The Alumni Association inspires students to engage in research activities.

## 5. Job Opportunity Information

**Career Guidance:** The association provides information about available job opportunities in various fields.

## 6. Supportive Role

**Holistic Development:** The Alumni Association plays a significant and constructive role in the overall growth and development of the college.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

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

## 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, guided by its vision, develops a strategic five-year plan through its mission statements.

**Vision:** To establish itself as a world-class institution dedicated to the creation and dissemination of knowledge, while offering a distinctive learning experience in Technology and Management that serves the global community and enhances humanity.

**Mission:**

1. To cultivate knowledge within a rigorous academic environment.
  2. To attract and nurture individuals in a motivating and enriching atmosphere that encourages freedom, empowerment, creativity, and innovation.
- The institution upholds decentralization and participatory management practices that support its vision and mission. Decentralization is evident in various functional groups such as the Governing Body, Academic Committee, Internal Quality Assurance Cell (IQAC), administrative units, and numerous committees. The Governing Body, Academic Committee, and IQAC are responsible for developing strategic policies and initiatives aimed at ensuring quality.
  - The Student Council serves as a bridge between the administration and the student body, facilitating communication regarding both curricular and extracurricular activities.
  - E-governance is integrated into various administrative functions, including finance and accounts, student admissions and support, and examination processes. Concerns raised by students and staff are addressed within the appropriate committees and resolved through effective measures within a specified timeframe.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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

To facilitate decentralization and participative management, the institution has established 39 committees to ensure smooth operations and efficient services for the stakeholders.?

**Management:** The governing council convenes annually to review proposals from the Academic Committee, ensuring they align with the institution's vision and mission statements before granting approval.

**Administration:** The college administration is essential in guiding and assisting the development and execution of policies, programs, and initiatives that support the college's vision and mission.

**Departments:** The main responsibility of departments is to deliver academic excellence across all teaching and learning activities. Led by Heads, the departments fulfill their roles while adhering to the vision and mission of both the department and the institution.

**Faculty Members:** Faculty maintain positive relationships with students, colleagues, alumni, and the parent community. They implement policies and programs designed by the management and administration with commitment.

**Non-Teaching Staff:** The staff members who assist in administration and departments play a vital role in managing daily operations. The tasks assigned to non-teaching staff are planned to achieve the operational goals effectively.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Governing Body acts as the operational leader of the institution, focusing mainly on its overall advancement.? The Principal acts as a bridge among management, staff, and students, handling academic as well as administrative matters.

**Internal Quality Assurance Cell (IQAC):** The IQAC oversees academic, research, co-curricular, and extracurricular activities to maintain quality in teaching, learning, and other services provided to students and staff.

**Academic Council (AC):** This council is formed to manage all academic matters within the institute, including academic planning, instructional issues, and co- and extracurricular activities.

Academic and administrative responsibilities are carried out by the Vice Principal, Heads of Departments (HODs), Coordinators, and In-charges to provide academic assistance to the Principal. The Training and Placement Cell arranges training for skill enhancement and offers placement support.

The Examination Cell supervises the conduct of internal and external examinations in accordance with university guidelines. The Research and Development Cell encourages students and faculty members to engage in R&D activities related to their fields and supports their professional development.

The Entrepreneurship and Development Committee organizes events aimed at fostering a strong connection between industry and academia while inspiring prospective student entrepreneurs.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

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.

Management practices establish a hierarchy that clearly defines duties, responsibilities, accountability, and authority at every level, flowing from top to bottom. The institute has established several committees to ensure effective operations. The objectives and activities of these committees are adhered to and executed in alignment with the institute's vision and mission as well as its established policies and procedures.

?The delegation and decentralization of authority enhance the effective and efficient functioning of the institution across all areas of planning, decision-making, and execution.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Link to Organogram of the Institution webpage	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

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

### 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	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

### **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**

63

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

5

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

**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**

87

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

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

**Performance Appraisal System for Teaching Staff:** Faculty are evaluated on their use of innovative techniques in classroom lectures, seminars, tutorials, course delivery, and more. Additionally, student feedback and course pass rates are taken into account. The assessment of faculty performance considers their professional contributions to academics, involvement and facilitation of short-term training courses, and participation in institutional administrative and academic functions. Each employee completes a performance appraisal report using a specified format that encompasses all the mentioned criteria, including points and subpoints. This completed format is reviewed and commented on by the Head of Department (HOD) to evaluate the faculty's professional performance and behavioural metrics, which is then submitted to the relevant recommending and approving authorities.

**Performance Appraisal System for Non-Teaching Staff:** The performance of non-teaching staff encompasses individual expertise, understanding of institutional procedures and policies, productivity, quality, innovation, eagerness to learn, and diligence. They are also evaluated on behavioural factors such as teamwork, acceptability, and punctuality.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

#### 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 implemented a system for carrying out internal and external audits of financial transactions annually to ensure compliance with financial regulations.? The internal audit is performed semi-annually by the institution's internal financial committee. This committee meticulously reviews the details of income and expenditure, and the compliance report from the internal audit is forwarded to the institution's management via the principal.

An external audit is carried out once each year by an independent agency. The following mechanisms are utilized to oversee the effective and efficient use of financial resources:

1. Prior to the start of each financial year, the principal presents a budget allocation proposal to the management, taking into account the recommendations from the heads of all departments.
2. The college budget encompasses recurring expenses such as salaries, electricity, internet fees, maintenance costs, stationery, and other consumables, in addition to non-recurring expenses like lab equipment purchases, furniture, and other development costs.
3. The accounts department will monitor expenses according to the budget allocated by the management.
4. The depreciation expenses of various items acquired in previous years are also calculated.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The Institution has implemented a system for carrying out internal and external audits of financial transactions annually to ensure compliance with financial regulations.? The internal audit is performed semi-annually by the institution's internal financial committee. This committee meticulously reviews the details of income and expenditure, and the compliance report from the internal audit is forwarded to the institution's management via the principal.

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1. Prior to the start of each financial year, the principal presents a budget allocation proposal to the management, taking into account the recommendations from the heads of all departments.
2. The college budget encompasses recurring expenses such as salaries, electricity, internet fees, maintenance costs, stationery, and other consumables, in addition to non-recurring expenses like lab equipment purchases, furniture, and other development costs.
3. The accounts department will monitor expenses according to the budget allocated by the management.
4. The depreciation expenses of various items acquired in previous years are also calculated.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</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

The IQAC Cell of the college is dedicated to maintaining and enhancing the quality of education by identifying and recommending new methods for utilizing teaching aids, developing appropriate infrastructure, and providing counseling and guidance for new technical courses. The IQAC convenes quarterly to plan, direct, implement, audit, and assess the teaching, research, and publication activities within the college. Sub-committees and departments follow the IQAC guidelines and provide feedback on their progress. The IQAC aims to promote a culture of quality through initiatives for quality enhancement and the adoption of best practices.

?Significant advancements in quality have been achieved by institutionalizing the following IQAC initiatives:?

All staff and students are encouraged to engage in Refresher Courses, Orientation Programs, Research, Seminars, Workshops, etc., for enhancing their knowledge base.

A strong mentor-mentee system is established, along with the collection and analysis of feedback from all stakeholders to facilitate improvement actions.

Recommendations are provided to optimize the utilization of laboratories and enhance skills.

Internal Academic Audits are conducted, suggesting methods to improve quality in all academic activities

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</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

The IQAC consistently evaluates and implements measures to enhance quality in the teaching-learning process.? It has played a significant role in institutionalizing quality assurance strategies and has developed various processes as follows:

1. Adoption of outcome-based education in every program.
2. Encouragement of industry participation in academic practices through organizing industrial training, visits, workshops, and guest lectures by industry professionals, MOUs, etc.
3. Introduction of aptitude and soft skills classes for students to improve their personality and employability.
4. Participation of the college in NIRF, AISHE, and several other quality audits recognized by state, national, and international organizations.
5. Creation of a Research and Development cell to advance research and development initiatives.
6. Organization of quality programs, including seminars, webinars, guest lectures, conferences, etc.
7. Development of various processes to collect feedback and conduct surveys from multiple stakeholders.
8. Implementation and enhancement of ICT tools to strengthen the teaching-learning process.
9. Establishment and effective implementation of the mentor-mentee system.
10. Submission of the Annual Quality Assurance Report (AQAR) each year to the NAAC.
11. Institutionalization of efforts to maintain a ragging-free campus and to promote discipline among students, alongside the establishment of a grievance redressal cell.

File Description	Documents
Paste link for additional information	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload any additional information	<a href="#">View File</a>

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

#### **Institutional Measures for Promoting Gender Equity:**

1. ?The NSS Unit has implemented additional strategies to inspire and support girl students, achieving success in organizing a variety of activities that enhance their participation in serving society.?
2. A health center specifically for girls has been established on campus, staffed by qualified physicians.
3. International Women's Day is celebrated with various activities and events.



4. Daily yoga sessions are offered to all girl students residing in hostels.
5. Female staff members are given equal opportunities to lead departments based on their performance, and a significant representation of female staff is present in all committees formed within the institution.
6. Awareness campaigns focusing on women's safety and gender sensitivity are conducted through street plays, rallies, and camps organized by student volunteers.
7. The Internal Complaints Committee (ICC) regularly engages with girl students to address and resolve their concerns.
8. Waiting areas and restrooms for girls are equipped with necessary facilities in each campus block, and the ICC oversees these facilities.
9. The college canteen features a designated space for girls to minimize disruptions during working hours.
10. Timetables have been adjusted to include exclusive sports hours for girls.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
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	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

Dustbins are available in every room and corridor for gathering solid waste. There are display boards indicating the location of trash bins. Students are trained to dispose of solid waste only in trash bins. The Gram Panchayat collects refuse and waste on a daily basis. Slogans and messages are posted in the corridors.

### Liquid Waste Management

The drainage water from the institute is directed to covered pits, septic tanks, and drains set up by local gram panchayats.

### E-waste Management

?The institute has an effective process for disposing of e-waste produced from various sources.? E-waste is generated in computer labs, electronic laboratories, and both Academic and Administrative offices.

### Waste Recycling System

The institute collects wet and dry waste separately and hands it over to the Gram Panchayat (sanitary section), which then recycles the waste into vermicompost.

### Hazardous Chemicals and Radioactive Waste Management

The institute does not generate or use any hazardous chemicals or radioactive substances.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://www.stmarysguntur.com">http://www.stmarysguntur.com</a>
Any other relevant information	<a href="#">View File</a>

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

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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 200 words).

**St. Mary's has implemented several initiatives by celebrating**

various commemorative days, national festivals, and religious festivals to foster an inclusive environment that unites students and teachers from diverse backgrounds on a common platform.? These events contribute to the cultivation of tolerance and harmony concerning culture, region, language, and other communal and socioeconomic diversities. Subjects like the Constitution of India and professional ethics are required for all undergraduate students across different disciplines. All teaching and non-teaching staff, along with students, engage in activities that benefit the 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

1 Day(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)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution raises awareness among students and staff regarding constitutional obligations related to values, rights, duties, and responsibilities.? It continuously strives to develop them into responsible citizens of the nation through a variety of curricular and extracurricular activities.

The college formulates policies that embody essential values. A code of conduct is developed for both students and staff, which must be adhered to by all. The curriculum set by the affiliating University includes compulsory courses like Professional Ethics and Human Values, the Constitution of India, and the Essence of Indian Traditional Knowledge, aimed at instilling constitutional responsibilities within the students.

During national festivals, the institute raises the flag and invites distinguished individuals to motivate students and staff by highlighting the virtues of freedom fighters and stressing the responsibilities and duties of citizens.

The institution undertakes numerous initiatives such as awareness campaigns, orientation programs, training sessions, seminars, and workshops to prepare emerging leaders to adopt human values effectively.

Various departments within the institution, along with the NSS unit, actively participate in numerous activities such as blood donation drives, tree planting, and awareness programs on precautionary measures for COVID-19, all aimed at shaping students into responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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. 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**

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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 File</a>
Any other relevant information	<a href="#">View File</a>

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

Our institute consistently inspires students to pursue a mission of improving India by transcending the limitations imposed by religion and caste.? The ideas of renowned Indian figures are instilled in the minds of the youth through exhibitions and events held on national and international commemorative days. The institution embraces a pluralistic approach to all religious celebrations and encourages both students and faculty to demonstrate this mindset. Annually, our institute hosts national festivals and commemorations of the birth anniversaries of esteemed Indian personalities. Both staff and students are

educated on the significance of national unity and the essence of togetherness.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</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.

### Best Practice - 1:

**A. Title of the Practice: Social-Emotional Learning (SEL) Initiatives**

**B. Objectives of the Practice:**

Social-emotional learning programs focus on developing students' emotional intelligence and interpersonal skills. These initiatives encourage self-awareness, self-regulation, empathy, and relationship-building, equipping students with essential life skills that positively impact their academic performance and mental well-being.

### Best Practice - 2:

**A. Title of the Practice: Experiential Learning Opportunities**

**B. Objectives of the Practice:**

Experiential learning emphasizes learning through experience,



allowing students to engage in hands-on activities, internships, and real-world projects. This practice enhances critical thinking, problem-solving skills, and application of knowledge, preparing students for future challenges in their careers and lives.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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 continually encourages students and offers a platform for developing technical skills, multidisciplinary projects, entrepreneurship, and ethical and human values. With a commitment to academic and technical excellence, the institution motivates and assists students in participating in various local, regional, and national competitions. Students acquire ethics, teamwork, technical skills, and presentation capabilities. Since many of our students come from rural backgrounds and diverse communities, the institute emphasizes improving their communication skills and competitive abilities, empowering them to tackle socio-economic challenges and ultimately transforming them into responsible citizens.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

The college is planning the following initiatives for future implementation:?

Improving academic excellence by raising the pass percentages of students.

Developing students' skills by fostering ethical awareness and

providing value-based education.

Enhancing students' social compatibility by offering better opportunities for social interaction through NSS activities and similar programs.

Upgrading and enhancing infrastructure facilities.

Implementing the most effective teaching-learning processes while maintaining a student-friendly environment within the institution.

Strengthening research activities by orienting and motivating staff through grants and aids to promote a research culture within the institution.