Mar Thoma College, Thiruvalla
The Annual Quality Assurance Report (AQAR) of the IQAC (2015-16)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Mar Thoma College, Thiruvalla

1.2 Address Line 1

> Kuttapuzha (P.O)

Address Line 2

> Thiruvalla

City/Town

> Thiruvalla

State

> Kerala

Pin Code

> PIN- 689103

Institution e-mail address

> mtcofficetvla@gmail.com

Contact Nos.

> 0469 2630342, Fax: 0469 605843

Name of the Head of the Institution:

> Dr. K. Jacob

Tel. No. with STD Code:

> 0469 2630342

Mobile:

> 9400585010

Name of the IQAC Co-ordinator:

> Dr. Icy K John

Mobile:

9656475750

IQAC e-mail address:

iqac@marthomacollege.org

1.3 **NAAC Track ID**

1.4 **NAAC Executive Committee No. & Date:**

1.5 Website address:

www.marthomacollege.org

Web-link of the AQAR:

www.marthomacollege.org/naac

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle			1997	7
2	2nd Cycle	A		2005	5
3	3rd Cycle	A	3.11	2012	5
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   10/12/1996

1.8 AQAR for the year   2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR -2012-13 on 05/10/2013
  ii. AQAR- 2013-14 on 30/09/2014
 iii. AQAR- 2014-15 on 14/11/2015
  iv. AQAR-

1.10 Institutional Status

University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [√]   No [ ]

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

               Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

               Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys. Edu)[ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

1.12 Name of the Affiliating University   [MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA]

1.13 Special status conferred by Central/ State Government - UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   Applied   UGC-CE

UGC-Special Assistance Programme   DST-FIST   √

UGC-Innovative PG programmes   Any other (*Specify*)

UGC - COP Programmes   √

2. IQAC Composition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   1

2.3 No. of students

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and
   community representatives   1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts   1

2.9 Total No. of members   10

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. [13]   Faculty [11]

Non-Teaching Staff Students [02]   Alumni [   ]   Others [   ]

2.12 Has IQAC received any funding from UGC during the year?   Yes   No

If yes, mention the amount [60,000]   [√]   [   ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [4] International [   ] National [   ] State [2] Institution Level [2]

(ii) Themes [Professional competency in teaching, Linux, Mind dynamics]

2.14 Significant Activities and contributions made by IQAC

1. Preparation of academic planning comprising semester wise allocation of work
2. Introduction of academic calendar with details of working days, internal examinations, PTA meetings, etc...
3. Monitoring, supervising and evaluating the implementation of the academic programmes
4. Setting targets for result, projects, seminars and other academic related matters.
5. Dissemination and promotion of best practices.
6. Chalking out programs for teaching – learning and administrative processes.
7. Identification of areas for linking extension with education.
8. Fostering of programs for improving individual and collective initiatives for quality enhancement.
9. Introduction of competency improvement programmes for faculty and administrative staff
10. Organisation of academic enrichment programme for students.

2.15 **Plan of Action** by IQAC

- Meeting of the IQAC at the beginning of the academic year to chalk out plan of action
- Evaluation of the performance of the institution in curricular and non curricular areas during the last academic year.

- Formulation of a mechanism for the preparation of teaching plan and other academic works

- Setting of the Semester-wise academic calendar.

- Providing necessary information and guidelines with respect to funding agencies/associations and procedures for carrying out research programmes.

- Providing necessary guidelines for arranging orientation programs, bridge courses, conferences and workshops, etc.

- Providing necessary direction for organising (a) internal examination in a centralised manner, (b) convening department-wise PTA (c) Open Houses (d) reviewing academic progress of students.

- Supervising the student evaluation of (a) courses and (b) faculty.

Outcome

- A concrete action plan for the organisation of academic activities

- Identification of the achievements and shortfalls.

- Systematic implementation of the academic programmes

- Concerted action for applying for Major and Minor Research projects, conferences and seminars,

- Successfully organised competency improvement programmes for the teaching and non teaching staff and orientation programmes for students.

- Periodic evaluation of the teaching-learning process.

- Initiated remedial measures for improvement of teaching –learning process.

- Secured more number of minor research projects.

- Successfully organised National and regional level seminars by various departments.

2.15 Whether the AQAR was placed in statutory body   Yes   √   No ☐

Management √   Syndicate ☐   Any other body   **IQAC**

Provide the details of the action taken

- Reviewed the AQAR and scrutinized the performance of the institution
- Resolved to introduce more number of academic programs, innovative teaching-learning methodologies.
- Decided to motive and encourage the faculty to implement mentoring and students support programmes.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	7	Nil	Nil	Nil
PG	8	Nil	2	Nil
UG	12	Nil	Nil	Nil
PG Diploma	1	Nil	1	1
Advanced Diploma	1	Nil	1	1
Diploma	1	Nil	1	1
Certificate	3	1	4	4
Others	Nil	Nil	Nil	Nil
Total	33	1	9	7

Interdisciplinary	12	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCSS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers ☐   Students √
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure –

- Periodic revision of syllabus is carried out by the parent university.
- New developments in the concerned subjects, emerging areas in the disciplines, .etc are incorporated.
- Updation of syllabus, vocationalisation.etc are the salient features of the revision of syllabus.
- Members of the faculty are part of the syllabus revision process of the University.
- Restructuring of the syllabus of the own programmes.

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
82	57	25	Nil	Nil

2.2 No. of permanent faculty with PhD.

36

2.3 No. of Faculty Positions
Recruited (R) and Vacant
(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	2								

2.4 No. of Guest and Visiting faculty and Temporary faculty   14   nil   nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	26	14
Presented papers	4	8	8
Resource Persons	2	5	6

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Introduction of student peer teaching where selected students were given training to become peers
- Innovative methods like learning circles in PG classes.
- Participatory teaching process with a pro active role for students
- Zero hour class room test
- IT enabled teaching.

2.7 Total No. of actual teaching days
     during this academic year

184 days

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

- Two Centralized internal examinations for each semester
- Take-home examination.
- Open house to ensure the participation of the parents in the evaluation process

2.9 No. of faculty members involved in curriculum as member of Board of
    Study/Faculty/Curriculum Development workshop

| 4 | ------ | 21 |

2.10 Average percentage of attendance of students

| 86 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Programmes	428	11	19	42	28	82
P G Programmes	106	17	34	26	23	72

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Coordination and Supervision of the semester-wise administration of the academic programmes.
- Periodic evaluation of the syllabus covered, classes managed, zero hour academic activities, etc.
- Periodic review of the progress of the implementation of teaching plan.
- Monitoring of the internal examinations, seminars, conferences and projects.
- Setting the targets for academic performance, programmes and activities.
- Overseeing the implementation of mentoring and tutorials.
- Semester-wise result analysis.
- Implementation of the recommendations of the Academic Review committee appointed by the management.
- Academic enrichment and skill development programmes for teaching and non teaching staff.
- Consultations with experts on new trends and methodologies in teaching.
- Providing guidelines and overseeing the Entry-Level Assessment Test (ELAT) and remedial teaching, NET/SET training programmes, Entry in Services programmes.
- Monitoring the Open House and department-level PTA meetings.
- End semester review of the academic activities.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	5
UGC – Faculty Improvement Programme	2
HRD programmes	8
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	39	Nil	Nil	Nil
Technical Staff	4	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encouraging the faculty to avail FIP for enhancing research initiatives and professional competence.
- Dissemination of information on funding assistance from various agencies for research projects
- Encouraging research centres in the college to conduct research methodology courses.
- Overseeing the implementation of Major and Minor research projects.
- Encouraging teachers to present and publish research papers.
- Providing institutional assistance for meritorious research output.
- Providing assistance to avail travel assistance for teachers for attending research related activities.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	NIL	4
Outlay in Rs. Lakhs	3.05	4472500		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	15	6	3
Outlay in Rs. Lakhs	Nil	21.75		

3.4   Details of research publications

	International	National	Others
Peer Review Journals	4	7	3
Non-Peer Review Journals	Nil	2	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	10	11

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	BARC and UGC	45 Lakhs	14.5 Lakhs
Minor Projects	1-2	UGC	33.45 Lakhs	7.5 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			**75.45 Lakhs**	**22 Lakhs**

3.7 No. of books published   i) With ISBN No.   3   Chapters in Edited Books   2

ii) Without ISBN No.   NIL

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   DST-FIST   5

3.10 Revenue generated through consultancy | Offered Voluntary consultancy in areas like local level planning, water quality testing etc.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	3	2	4	3
Sponsoring agencies		UGC	KSCSTE,CWRDM	College	IQAC

3.12 No. of faculty served as experts, chairpersons or resource persons   15

3.13 No. of collaborations   International [ ]   National [ ]   Any other   3

12 [ ]

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency | 42.50 | From Management or University/College | 1.25 |

Total | 43.75 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2	1	1				

3.18 No. of faculty from the Institution | 11 |
who are PhD. Guides
and students registered under them | 46 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 1 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 3 | SRF | | Project Fellows | 5 | Any other | |

3.21 No. of students Participated in NSS events:

University level | 12 | State level | 6 |

National level | 2 | International level | |

3.22 No. of students participated in NCC events:

University level | 8 | State level | 8 |

National level | 10 | International level | |

3.23 No. of Awards won in NSS:

University level ☐ State level ☐

National level ☐ International level ☐

3.24 No. of Awards won in NCC:

University level ☐ State level ☐

National level ☐ International level ☐

3.25 No. of Extension activities organized

University forum ☐ College forum 6

NCC 3 NSS 5 Any other 3

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The college has undertaken training programmes in tailoring, ornamental fishing, mushroom cultivation etc. for the local community. Individual departments undertake community intervention activities such as local surveys, training programmes for plus two teachers, lab programmes for plus two students, etc.

- NSS and NCC have undertaken community oriented extension programmes such as village adoption by NSS, awareness and blood donation programme by NCC.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14.50 acres	Nil		14.50 acres
Class rooms	53	Nil		53
Laboratories	12	Nil		12
Seminar Halls	6	Nil		6
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		18	DST-FIST	18
Value of the equipment purchased during the year (Rs. in Lakhs)		31.05		31.05
Auditorium	1	Nil		1
Chapel	1	Nil		1
Bank extension counter	1	Nil		1
College canteen and society	1	Nil		1
stadium	2	Nil		2
Women rest rooms	2	Nil		2
Power unit (Transformer)		1	College	1
Inter disciplinary research room		1	DST-FIST	1
e- learning lab		1	College	1
Public address system		1	UGC	1
Media Centre	1	Nil		1

4.2 Computerization of administration and library

All the wings of administration such as academic administration, admission process, attendance, finance and examination have been computerized. The library is also computerized with INFLIBNET and net facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	48,648		452		49100	
Reference Books	15552		24		15576	
e-Books	80000					
Journals	45		6		51	
e-Journals	2500					
Digital Database	Mathsc.net					
CD & Video	253				253	
Others (specify) Microfiche	1200				1200	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Others
Existing	116	7	Wi-fi campus facility	7	1	1	14	
Added	7			Nil	0	0		2 LCD Projector
Total	123	7		7	1	1	14	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e - Governance etc.)

The college computer center offered short, medium and long term programmes to students and staff. Computer and net facility is made available for students in the departments, library and also in the computer centre. Faculty members have access to interment and computer facilities of the college. IQAC of the College arranged training programmes in Linux for faculty and office staff.

4.6 Amount spent on maintenance in lakhs :

i)   ICT — 1.10

ii) Campus Infrastructure and facilities — 915850

iii) Equipments — 601130

iv) Others — 2.25

Total : 1851980

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Dissemination of information regarding support services available on the campus such as scholarships, reprographic facilities, book bank, refreshments, career guidance, coaching programmes in NET/SET and Entry in Services.

5.2 Efforts made by the institution for tracking the progression

> Review of academic progress on the basis of
> 1. Entry level assessment
> 2. Class room interaction
> 3. Periodic test papers
> 4. Internal examinations
> 5. End Semester Examination results
> 6. Open house

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1322	271	46	

(b) No. of students from outside the state

Nil

(c) No. of international students

Nil

Men

No	%
607	37

Women

No	%
1032	63

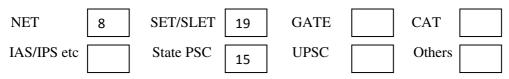| Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
660	222	9	649	7	1547	730	262	5	639	3	1639

Demand ratio   1:6.3   Dropout %: 3.67

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> The College offers programmes in
> - Orientation programmes and career guidance
> - coaching programmes for NET/SET
> - Entry in Services.
> - Training in group discussions and Interviews

5.5 No. of students qualified in these examinations

NET `8`   SET/SLET `19`   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC `15`   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> College has a Cell for Counselling and career guidance. A "Career Corner" has been set up by the Cell inside the library. Career related publications and notifications are made available in the Career Corner. The Cell also organised two workshops and one seminar for the benefit of the student community. The Cell has also been assisting the Placement Cell during the process of campus placement drive by the various agencies. Training was also given in areas of group discussion.

No. of students benefitted   `238`

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	214	19	31

5.8 Details of gender sensitization programmes

> - The institution follows a policy of gender equality and justice. Women's Cell of the College and the College Union organised gender sensitization programmes such as discussions, invited lectures, legal awareness programmes including distribution of materials such as pamphlets and CDs for Women Empowerment in association with government departments.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

        State/ University level   **49**   National level   **9**   International level   **1**

        No. of students participated in cultural events

        State/ University level   **43**   National level   International level

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

    Sports: State/ University level   **14**   National level   International level

    Cultural: State/ University level   **30**   National level   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	176	2.77 lakhs
Financial support from government	802	33.89 lakhs
Financial support from other sources	3	0.90 lakhs
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level   **2**   National level   International level

5.12   No. of social initiatives undertaken by the students   **7**

5.13 Major grievances of students (if any) redressed:
    Power supply, water supply, internet facility, lab and waste disposal facilities have been improved on the basis of suggestions received from the stakeholders.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The aim of the college is to provide education of the highest standard, to build up character, to instil moral and spiritual values, to strive for attaining social justice and to attain the fullness of life revealed in Jesus Christ. The college stands for seeking and cultivating new knowledge, promoting research and developing professional competence in an atmosphere of academic freedom. The institution seeks to provide training to meet human power requirements of the changing times. The objectives of the college are to develop leadership qualities, physical and mental fitness with a concern for environment, gender justice and human rights so as to contribute to the building up of national and international harmony.

6.2 Does the Institution has a management Information System

> The college has an MIS system for the effective administration and implementation of the academic programmes. A computer assisted system is operated by the institution to provide better facilities for students and faculties.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> - Periodic revision of syllabi
> - Introduction of vocational components in institutional courses
> - Faculty participation in curriculum workshops and seminars.
> - Feedback collected from students regarding the curriculum for effecting necessary changes and modifications.

6.3.2 Teaching and Learning

- Introduction of academic calendar by IQAC.
- Preparation of the teaching plan
- Regular monitoring of the teaching learning process by HODs and Principal.
- Incorporation of new techniques and methods in teaching such as peer teaching.
- Orientation programmes for students and competency development programmes for staff.
- Entry Level Assessment Test (ELAT) for identification of Advanced and Slow learners.
- Remedial coaching given to slow learners and special attention given to advanced learners.
- End semester evaluation

6.3.3 Examination and Evaluation

- Module wise classroom test.
- Centralised internal examinations conducted for UG Programmes under the supervision of an examination committee.
- Open house for communicating the attendance and marks obtained by the students.
- Effective interaction with parents for review of academic progress of the students.
- Incorporation of 'Take home examination".
- Reforms in the evaluation process with new evaluative procedures.

6.3.4 Research and Development

- Establishment of e-lab for research.
- Strengthening of initiatives in administering research methodology courses
- Acquisition of new equipments, gadgets' and instruments.
- Improvements of facilities such as the commissioning of Instrumentation centre.
- Commissioning of interdisciplinary research centre.
- Process started for the commencement of a new short-term course in instrumentation to augment research capacity.
- Encouragement for undertaking major and minor research projects and to organise seminars.
- Promotion of research publications.
- Orientation programme for beginners in research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Automation of College library.
- Procurement of new titles, journals, reports etc.
- Addition of reference books, career related materials, computers and improvement of reprographic and internet facilities in the library.
- Upgradation of computer hardware and software in the office, departments and computer labs.
- Application of public address system.
- Process underway for the conversion electricity supply in the campus from LT to HT.
- Improvements of basic amenities in the campus.
- Improvement of facilities in women's rest rooms

6.3.6 Human Resource Management

- Appointment of Guest faculty to meet the HR requirements.
- Appointment of new faculty in the vacancies arising from the retirement of teaching and non-teaching staff.
- Training programme for young faculty.
- In-service workshop for office staff.
- Faculty orientation and motivational programmes for augmenting efficiency.
- Faculty involvement in decision making and in the programme implementation.
- Acknowledgement of achievers in research and academics.
- Promoting faculty to avail FDP
- Encouragement for attesting seminars and conferences
- Initiatives for optimal utilisation of HR

6.3.7 Faculty and Staff recruitment

- The rules and regulations laid down by the University/government/UGC are being strictly adhered to.
- Wider publicity for faculty and staff recruitment are given through institutions of higher education to reach eligible candidates.

6.3.8 Industry Interaction / Collaboration

- For project work and placement the institution has tie-up with industries and institutions such as Kerala Minerals and Metals, Travancore Titanium Products, Milk Marketing Federation of Kerala, KVK, Traco Cables, public and private banks. Efforts are on to widen the institution/industry collaboration.

6.3.9   Admission of Students

- The rules and regulations laid down by the University/government/UGC are being strictly adhered to.
- Certain science departments are offering orientation programmes for higher secondary students with a view to identifying/attracting talented students for UG programmes in basic sciences.
- Services of the Alumni are being made use of for attracting meritorious students.
- Scholarships and financial assistance instituted by departments, Alumni chapters etc for encouraging brilliant students to take up courses in arts and science disciplines.
- Facilities available in the college such as NET/SET coaching, Entry in Services, Clubs and associations are being used as the means to attract potential students.

6.4 Welfare schemes for

Teaching	• Association for Teaching Staff • Raising of separate funds for the welfare of teaching staff in times of need.
Non teaching	• Association for Non - Teaching Staff • Credit purchase facility in the Co-operative Store • Raising of separate funds for the welfare of non teaching staff in times of need.
Students	• Subsidised canteen facilities in the college canteen • Free noon meal scheme to needy students. • Subsidised reprographic facility. • Raising of funds for the students in the event of any eventuality. • Health check up for students • Scholarships and financial assistance

6.5 Total corpus fund generated

Rs. 4500000

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Audit Committee constituted by the management	Yes	IQAC
Administrative	Yes	Academic Audit Committee constituted by the management	Yes	Internal audit agency appointed by the management

6.8 Does the University/ Autonomous College declares results within 30 days?

<div style="margin-left:2em">

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

</div>

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> - Semesterisation of the UG and PG programmes
> - Restructured the internal evaluation procedure

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> - No Objection Certificate given by the University in case the College qualifies for getting autonomous status.

6.11 Activities and support from the Alumni Association

> - Alumni family meet scheduled on a regular basis for the 26th of January every year.
> - Annual meet of the College Alumni is scheduled for 15th August every year.
> - Various Alumni Chapters meet in different parts of the world.
> - Scholarships and financial assistance to meritorious and needy students.
> - Career Guidance corner in the library is being supported by the Alumni.
> - Alumni in academics and other prestigious institutions deliver lectures.
> - Alumni offer assistance in the placement programme of the College.
> - Information relating to prospects in higher education and career are being disseminated.
> - Supports the college in establishing tie-ups with research institutions.
> - Publication of alumni news letter

6.12 Activities and support from the Parent – Teacher Association

> - PTA General Body meets annually to transact business.
> - PTA executive meets regularly to assist the institution.
> - Helps the institution in resource mobilisation for developmental activities.
> - Offers suggestions connected with academic improvement/progress of the students, infrastructure facilities required etc.

6.13 Development programmes for support staff.

- Training programmes in service rules, treasury code and financial code and MOP given to administrative staff.
- Training programme in office automation and SPARK to technical staff.
- Orientation programme for the support staff to improve their efficiency and competence.
- Training programme in Linux

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Plastic free campus.
- Green initiatives under the auspices of the Eco Club such as planting.
- Special drive for collecting plastic bottles from the campus.
- Distribution of saplings in connection with the observance of environment day.
- Seminars and programmes to make the campus environment friendly.
- Planting of trees
- Butterfly garden

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Establishment of an interdisciplinary research centre
- Introduction of an academic diary for the faculty .
- Curriculum review and evaluation before the commencement of classes.
- In the teaching-learning process, techniques like learning circles, students peer, interactive discussions etc.. to make learning centered teaching process.
- Introduction of a comprehensive ability assessment test-Entry Level Assessment Test(ELAT)
- Students interaction with experts.
- Department wise review of the academic progress by the Principal and the IQAC.
- Appointment of Academic Review Committee by the institution.
- Class wise PTA for UG and PG programmes for effective interaction between students, parents and faculties.
- Orientation programme for freshers.
- Orientation programme for junior faculty members.
- Training programme for administrative staff.
- Students Support Programme (SSP) and Walk With Scholar (WWS) in association with the Department of Higher Education, Government of Kerala.
- Setting up of e-learning class room.
- The overall impacts include improvement in the teaching-learning ambience and facilities, participative learning process, more projects and programmes, better relationships among stakeholders, etc…
- Academic work shop before the commencement of classes
- A mind dynamics programme for PG students .
- Introduction of student mentoring.
- Student peer scheme.
- Virtual lab in association with Amritha Deemed University.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Review of the monthly teaching plan and its implementation
- Review of Semester wise academic work with the help of academic diary
- Initiatives for special classes.
- Classification of students into advanced and slow learners and introduction of remedial teaching for slow learners.
- Exam oriented intensive coaching.
- Improvement of learning facilities by procuring additional books, equipments, instruments, computers, etc...;
- Establishment of an interdisciplinary research centre for the promotion of research.
- Training programmes for NET/ SLET examinations, competitive examinations, group discussions and other career related programmes.
- Assistance for participating in the inter-collegiate, university youth festival and other curricular and non-curricular activities.
- Skill acquisition programmes for students in association with the state government and Introduction of additional short term computer vocational courses for students.
- Community extension programmes.
- Initiatives for more number of projects and invited lectures.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Upholding the vision and mission for the holistic development of students
- Bonded relationship between the institution and alumni and also with community.

7.4 Contribution to environmental awareness / protection

- Plastic free campus.
- Initiatives for the promotion of green campus through eco friendly initiatives such as planting of saplings of trees, environment conservation pledge, distribution of palm lets etc....
- Implementation of environment awareness programmes such as workshops, seminars, photo exhibitions, observance of earth day, ozone day etc….

7.5 Whether environmental audit was conducted?   Yes [√]   No [ ]

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

- The college offers a wide range of programmes in science, arts and commerce stream which include twelve UG, ten PG, seven Doctoral and several add-on and short term programmes.
- Completed a period of over six decades
- Faculty positions have been filled.
- Over 50 percent of the faculty with research degrees.
- Improvement in library and research facilities.
- Promotion of liberal thinking and academic freedom and initiative
- Volunteered for National Institutional Ranking Framework

11. Plans of institution for next year

- Initiatives to launch an online academic learning platform
- Preparation of a road map to equip the institution for Autonomous status
- Introduction of new programmes of study and curricular activities.
- Expansion of infrastructure facilities.
- Construction of a new academic and research block
- Implementation of college-community partnership programmes.
- Preparation of a plan to start more number of institutional certificate programmes

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Thiruvalla

11/11/2016