

Mar Thoma College, Thiruvalla
The Annual Quality Assurance Report (AQAR) of the IQAC (2016-17)

Part – A

I. 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

Principal@marthomacollege.org

Contact Nos.

0469 2630342,

Name of the Head of the Institution:

Dr. Icy K John

Tel. No. with STD Code:

0469 2630342

Mobile:

9656475750

Name of the IQAC Co-ordinator:

Dr. Varughese Mathew

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted 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-2015-16- on 24/11/2016

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 02

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 | <input type="text"/> | | |
| University with Potential for Excellence | <input type="text"/> | UGC-CPE | <input type="text"/> |
| DST Star Scheme | <input type="text" value="Applied"/> | UGC-CE | <input type="text"/> |
| UGC-Special Assistance Programme | <input type="text"/> | DST-FIST | <input type="text" value="√"/> |
| UGC-Innovative PG programmes | <input type="text"/> | Any other (<i>Specify</i>) | <input type="text"/> |
| UGC - COP Programmes | <input type="text"/> | | |

2. IQAC Composition and Activities

| | |
|---|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="5"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="1"/> |
| 2.3 No. of students | <input type="text"/> |
| 2.4 No. of Management representatives | <input type="text" value="1"/> |
| 2.5 No. of Alumni | <input type="text" value="1"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text"/> |
| 2.8 No. of other External Experts | <input type="text" value="1"/> |
| 2.9 Total No. of members | <input type="text" value="10"/> |
| 2.10 No. of IQAC meetings held | 07 |

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Quality Initiatives in Higher Education, New paradigms in Teaching and Learning, and Office Software for Academic and Examination Purposes.

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 academic plan
- 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.
- Initiative for conducting result analysis

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.
- Analysis of the result for UG and PG Programme
- Successfully organised National and regional level seminars by various departments.
- Introduction of Supplementary Enrichment Programme

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 motivate and encourage the faculty to implement mentoring and students support programmes.

Part – B

Criterion – I

I. 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.

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-------|------------------|----------------------|------------|--------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 78 | 60 | 18 | Nil | Nil |

2.2 No. of permanent faculty with PhD. 37

| | | | | | | | | | | |
|---|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| 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 |
| | 1 | 5 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty 19 nil nil

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 04 | 22 | 07 |
| Presented papers | 03 | 14 | 05 |
| Resource Persons | 0 | 04 | 03 |

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 proactive role for students
- Zero hour class room test
- IT enabled teaching.
- Take home examinations
- Group project presentation

2.7 Total No. of actual teaching days during this academic year 193 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

82.4

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 | 394 | 11 | 19 | 42 | 28 | 80.45 |
| P G Programmes | 135 | 17 | 34 | 26 | 23 | 73.11 |

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

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 07 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | 13 |
| Orientation programmes | Nil |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | 05 |
| 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 | 32 | 04 | Nil | 01 |
| Technical Staff | 03 | Nil | Nil | Nil |

Criterion – III

3. Research, Consultancy and Extension

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

- Organising workshops in research related matters such as preparation of synopsis identification of methodology, techniques of data collection, analysis and interpretation of data, etc.
- 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 | Nil | 02 | NIL | 02 |
| Outlay in Rs. Lakhs | 3.05 | 1306400 | | 21.34 |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 02 | 13 | Nil | 03 |
| Outlay in Rs. Lakhs | 0.49 | 20.73 | | |

3.4 Details of research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 05 | 06 | 04 |
| Non-Peer Review Journals | Nil | Nil | 04 |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | Nil | 04 | Nil |

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 | KSCTE | 18.30 Lakhs | 4.65 Lakhs |
| Minor Projects | 1-2 | UGC and Government of Kerala | 8.62 Lakhs | 3.91 Lakhs |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | 26.92 Lakhs | 8.56 Lakhs |

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

ii) Without ISBN No.

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

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 | 01 | 06 | Nil | 02 |
| Sponsoring agencies | | UGC | KSCST E,DIC, College | | IQAC |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management or University/College

Total

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 | | | 02 | | | |

3.18 No. of faculty from the Institution who are Ph.D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

| | | | |
|------------------|---------------------------------|---------------------|---------------------------------|
| University level | <input type="text"/> | State level | <input type="text" value="19"/> |
| National level | <input type="text" value="02"/> | International level | <input type="text"/> |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.25 No. of Extension activities organized

| | | | |
|------------------|---------------------------------|---------------|---------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text" value="05"/> |
| NCC | <input type="text" value="04"/> | NSS | <input type="text" value="04"/> |
| | | Any other | <input type="text" value="02"/> |

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

- The college has undertaken a training programme under the auspices of the department of Economics in the area of cashless transaction. The project was the initiative to train the public and students in different modes of non monetary transactions.
- Another community extension project as initiated under the auspices of the department of Zoology in Environment Conservation. The main activities of the project include cleaning of the Kuttappuzha thodu, sanitation drive, etc.
- A survey on demonetisation was organised to assess the impact of demonetisation among different sections of people in the locality. Data was collected from over 200 units to prepare the report for the submission to the Government.

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 | 06 | | 59 |
| 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 | 49,620 | | 250 | | 49870 | |
| Reference Books | 15662 | | 115 | | 15777 | |
| e-Books | 80000 | | | | | |
| Journals | 51 | | 03 | | 54 | |
| 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 | 123 | 07 | Wi-fi campus facility | 7 | 1 | 1 | 14 | |
| Added | 03 | Nil | | Nil | 0 | 0 | | 3 LCD Projector |
| Total | 126 | Nil | | 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 internet 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 | 1.22 |
| ii) Campus Infrastructure and facilities | 24.81 |
| iii) Equipments | 0.35 |
| iv) Others | 3.62 |
| Total : | 30 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Dissemination of information on students support services 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

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1357 | 268 | 46 | Nil |

5.3 (a) Total Number of students

(b) No. of students from outside the state

Nil

(c) No. of international students

Nil

| | | | | | |
|-----|-----|----|-------|------|----|
| Men | No | % | Women | No | % |
| | 635 | 38 | | 1036 | 62 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 730 | 262 | 5 | 639 | 03 | 1639 | 754 | 364 | 06 | 547 | Nil | 1671 |

Demand ratio 1:11.5

Dropout %: 1.82

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 SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

In order to provide career training and counselling for academics progression and employment, the college has established a specialised Cell (career and counselling cell). 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

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 02 | 186 | 22 | 17 |

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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|---------------------------|---------------|
| Financial support from institution | 020 | 3.05 lakhs |
| Financial support from government | 802 | 33.89 lakhs |
| Financial support from other sources | 07 | 1.20 lakhs |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Interruptions in water supply, shortage of restroom, indevacacy of canteen, etc... were redressed.

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 attending 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 , Chavara ,Kollam, Travancore Titanium Products,Trivandrum, Milk Marketing Federation of Kerala, KVK,Thelliyoor, Traco Cables,Thiruvalla, 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 | <ul style="list-style-type: none"> • Association for Teaching Staff • Raising of separate funds for the welfare of teaching staff in times of need. |
| Non teaching | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 • Full insurance coverage for students of a department |

6.5 Total corpus fund generated

Rs. 3700000

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?

For UG Programmes Yes No

For PG Programmes Yes No

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.
- A special drive for waste management
- 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. Innovations and Best Practices

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
- Organization of Kerala State Science Congress
- Organisation of Community survey to assess the impact of demonetization
- Introduction of insurance coverage for students
- Introduction of E-Magazine
- Commemoration Lecture
- Soft skills and personality development programmes for students
- 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

- Introduction of a mechanism for semester wise preparation of teaching schedule
- Initiative for tie up with regional industries and enterprises.
- 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*)

- Academic mentoring and constant students support
- Bonded relationship between the institution and alumni and also with community.

7.4 Contribution to environmental awareness / protection

- Cleaning of Kuttappuzha Thodu (a Water tributary)
- A special meeting for the public to educate them on environmental conservation to have clean air and clean water
- Plastic free campus
- Planting of trees outside the 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 organized the prestigious programme Kerala Science Congress
- Introduction of a scientific exhibition for the students and local community
- Availability of 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 six and a half 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
- Initiatives for more job oriented and skill promotion programmes

II. Plans of institution for next year

- Introduction of a mechanism for monitoring curriculum delivery
- A three tire system of Teacher-Parent-Student for effective running of the courses and programmes
- Strengthening of academic enrichment programmes
- Construction of a new clock tower
- Activation of PG association
- 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 supplementary enrichment programmes
- Establishment of a new centre for extension activities

Dr. Varughese Mathew

Coordinator, IQAC

Dr. Icy K John

Chairperson, IQAC

Thiruvalla

28/10/2017