MAR THOMA COLLEGE, THIRUVALLA

KUTTAPPUZHA P.O THIRUVALLA

KERALA-689103

AQAR REPORT 2013-14

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Mar Thoma College, Tiruvalla

1.2 Address Line 1

> Kuttapuzha (P.O)

Address Line 2

> Tiruvalla

City/Town

> Tiruvalla

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. Alex Mathew

Tel. No. with STD Code:

> 0469 2630342

Mobile:

> 9447158388

Name of the IQAC Co-ordinator:

> Dr. Icy K John

Mobile:

9656475750

IQAC e-mail address:

mtctvla.iqac@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

www.marthomacollege.org

Web-link of the AQAR:

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   2013-14

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

    i. AQAR - 2012-13 0n 05/10/2013
    ii. AQAR_____(DD/MM/YYYY)
    iii. AQAR_____(DD/MM/YYYY)
    iv. AQAR_____(DD/MM/YYYY)

1.10 Institutional Status

University   State [√]   Central [ ]   ᵉmed [ ]   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 [7]

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 [12]

2.10 No. of IQAC meetings held [6]

2.11 No. of meetings with various stakeholders: No. | 05 | Faculty | 05 |

Non-Teaching Staff Students | 01 | Alumni | 01 | 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. | 3 | International | | National | | State | | Institution Level | 3 |

(ii) Themes   Changing Benchmark of quality, Best Practices in an academic institutions, Application of ICT in Teaching Learning Process

2.14 Significant Activities and contributions made by IQAC

1. Review of academic functioning of the institution during the year 2012-13
2. Introduction of academic calendar on the basis of the academic and examination calendar prepared by the University.
3. Recommendation to the management to constitute an academic review committee for the academic audit of the institution
4. Introduction of Entry Level Assessment Test (ELAT) for the identification of slow and advanced learners
5. Activation of the research programme
6. Introduction of more number of computers for expanding the scope of ICT
7. Encouragement to the faculty and students to take up research projects.
8. Promotion of student's initiatives in the curricular and co-curricular activities.
9. Dissemination of information on career and higher education opportunities through career seminars and programmes

2.15 **Plan of Action** by IQAC

- In the event of introduction of semester system, of UG and PG programmes a concrete plan was developed for the time bound implementation of the programmes.
- Constitution of department level CBSS coordinators for the coordination of semester programme.
- Training programme for Faculty for internal and external evaluation under CBCSS
- Rescheduling of the academic activities to incorporate centralized internal examination
- Department level PTA meetings for interactive discussions with parents
- Remedial Programmes for Slow learners and promotional programmes for advanced learners
- Initiatives to have more extension programmes and community partnership programmes.
- Introduction of more Student Support Programmes
- Introduction of more job oriented training for students and staff training for faculty and non teaching staff.

Outcome

- Improvement in the academic performance of the students.
- Restructuring of the academic schedule for semester wise implementation of the programme
- Preparation of the institutional academic calendar
- Centralized allotment process for the Open Course
- More number of students have undertaken field projects and project works in other institution
- Increased faculty participation in conferences and seminars
- Participation of more number of students in University and regional level competitions

2.16 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   other body   **IQAC**

Provide the details of the action taken

- AQAR was comprehensively discussed and academic and curricular activities were evaluated
- Recommendations of the last peer teams(2012) were discussed in the context of AQAR)
- The need for introduction of more student related programmes and activities was emphasized.

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	11	Nil	Nil	Nil
Interdisciplinary	11	Nil	Nil	Nil
Innovative	1	Nil	Nil	Nil
PG Diploma	1	Nil	1	1
Advanced Diploma	1	Nil	1	1
Diploma	1	Nil	1	1
Certificate	3	Nil	3	3
Others	Nil	Nil	Nil	Nil
Total	32	Nil	9	7

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

Pattern	Number of programmes
Semester	21
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   ents [√]
   (On all aspects)

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

Please provide an analysis of the feedback in the Annexure –

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Based on the feedback from stake holders following actions were initiated
- Feedback on teachers was discussed at department level staff meetings.
- Remedial measures such as giving learning materials, special attention for weak learners etc were provided.
- The feedback on courses was discussed in the departments and suggestions were submitted to the university through the times of the meetings of BOS, Curriculum workshop etc.
- Initiatives were made to improve drinking water facilities, restroom facilities etc on the basis of feedback on campus facilities.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	35	40		1

2.2 No. of permanent faculty with PhD.

34

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
6									

2.4 No. of Guest and Visiting faculty and Temporary faculty

18		Nil		Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	7	19	22
Presented papers	7	18	2
Resource Persons	1	5	-

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

- A student centered approach including classroom presentations, discussions, and case studies was implemented
- Students were given a catalyst role in the form of peer presentations.

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)

- The internal evaluations were organized in a centralized manner on the pattern of University examinations.
- Monthly publication of attendance statement for the purpose of internal evaluation
- Special PTA to discuss examination results and related matters with parents
- Take Home examinations were also initiated

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

4	------	13

2.10 Average percentage of attendance of students

81

2.11 Course/Programme wisedistribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Programmes	410	11	20	37	32	89.5
P G Programmes	131	24	39	30	7	77.9

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

- In the Beginning of the academic year IQAC formulates an academic calendar containing the following details
  - ➢ Beginning, Closing and Duration of classes for each programme
  - ➢ Schedule of the internal examinations
  - ➢ Schedule of the submission of form A and B
  - ➢ University examination schedule
- Class evaluation is conducted by IQAC in its regular meetings .
- Entry-Level Assessment Test (ELAT) and internal examinations are supervised by IQAC
- IQAC conducts result analysis.
- Students programmes, projects and field studies are monitored by IQAC
- The completion of syllabus, special classes and other curricular and co curricular programmes are monitored and evaluated by IQAC

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	11
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	0
Others	0

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	13	Nil	Nil	Nil
Technical Staff	22	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 for meritorious research output.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	NIL	NIL
Outlay in Rs. Lakhs		54.84		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		5		
Outlay in Rs. Lakhs		5.72		

3.4   Details of research publications

	International	National	Others
Peer Review Journals	5	9	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	4		17

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	2-3	BARC, UGC,KSTEC	67 Lakhs	54.84Lakhs
Minor Projects	1-1.5	UGC	21.75 Lakhs	5.72 Lakhs
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			**88.75 Lakhs**	**60.56 Lakhs**

3.7 No. of books published   i) With ISBN No.   [5]   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   [IQAC offers Voluntary consultancy in areas like local level planning, water quality testing etc.]

Level	International	National	State	University	College
Number		5			5
Sponsoring agencies		UGC			college

3.11 No. of conferences organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons   [5]

3.13 No. of collaborations   International [ ]   National [0]   Any other [3]

3.14 No. of linkages created during this year   [ ]

3.15 Total budget for research for current year in lakhs :

From funding agency   [**60.56**]   From Management or University/College   [1.35]

Total   [61.91]

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			

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

11

44

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

NIL

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

JRF 1   SRF   Project Fellows 3   Any other   3

3.21 No. of students Participated in NSS events:

University level 41   State level 11

National level   International lev 07

3.22 No. of students participated in NCC events:

University level 102   State level 13

National level   International lev 15

3.23 No. of Awards won in NSS:

University level   State level

National level   International lev

3.24 No. of Awards won in NCC: 1

University level [ ]   State level [ ]

National level   International lev[ ]   [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [7]

NCC [3]   NSS [4]   Any other [ ]

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

- The major activities include tailoring school and crush functioning for the benefit of local community.

- Health survey and waste management awareness, free distribution of food materials to tribal people, orphans and destitute

- A personality development camp for students of standards ten, eleven and twelve and a skill development programme for the local women

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			
Class rooms	53			
Laboratories	12			
Seminar Halls	6			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		7	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		13.65		
Auditorium	1			
Chapel	1			
Bank extension counter	1			

College canteen and society	1			
stadium	2			
Women rest rooms	2			

4.2 Computerization of administration and library

Efforts are made to install more number of computers in the college office and also in the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46900		193		47093	
Reference Books	15320				15320	
e-Books	80000				80000	
Journals	42				42	
e-Journals	2500				2500	
Digital Database	Mathsc.net				Mathsc.net	
CD & Video	250				250	
Others (specify) Microfiche	1200				1200	

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Others
Existing	91	5		5	1	1	14	
Added	12	1		1	0	0		
Total	103	6		6	1	1	14	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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 for faculty and office staff in ICT and SPARK

4.6 Amount spent on maintenance in lakhs :

i) ICT

427385

ii) Campus Infrastructure and facilities

5074282

iii) Equipments

7893161

iv) Others

795134

Total:

14189962

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC provides institutional support through alumni for the students to apply for scholarships and internships. Career counselling and seminars are organized for the benefit of the students. Dissemination of information about opportunities, progression to higher studies are also provided by IQAC

5.2 Efforts made by the institution for tracking the progression

Review of academic progress on the basis of
1. Class room interaction
2. Periodic test papers
3. Internal examinations
4. End Semester Examination results
5. Department Level and General PTA meetings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1309	299	44	

(b) No. of students from outside the state

5

(c) No. of international students

Nil

Men	No	%	Women	No	%
	470	30.5		1182	69.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
958	205	9	277	4	1453	663	219	11	621	6	1520

Demand ratio   1:6   Dropout %: 3.56

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

> Following programmes are offered by the College to provide training for competitive examinations
> - UGC Sponsored NET/SET Training Programmes
> - Training for Entry in Services.
> - Training in Career guidance and seminars
> - Organization of group discussion and mock interview

5.5 No. of students qualified in these examinations

NET	3	SLET	GA	3	CAT			

IAS/IPS etc [ ] State PSC [46] UPSC [ ] Others [ ]

5.6 Details of student counselling and career guidance

> - College has a counselling centre with a professional counsellor Rv Dr Joe Joseph Kuruvilla. Counselling sessions are arranged class wise to enable students to tide over bottle necks in the learning process
> - Career guidance programmes are organized by the career guidance cell. Career experts engaged the sessions.
> - Career guidance is also provided by the departments in the department level orientation programmes.

No. of students benefitted   515

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	137	12	53

5.8 Details of gender sensitization programmes

> - Gender sensitization programmes arranged by the Women's Cell and Women Empowerment Cell 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.
> - Special talks on gender equity is also arranged

5.9 Students Activities

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

State/ University level | 52 | National level | 20 | International level | [ ]

No. of students participated in cultural events

State/ University level | 23 | National level | [ ] | International level | [ ]

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

Sports: State/ University level | 33 | National level | [ ] | International level | [ ]

Cultural: State/ University level | 5 | National level | [ ] | International level | [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	170	1.40 lakhs
Financial support from government	508	30.48 lakhs
Financial support from other sources	2	0.60 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 | 4 | National level | [ ] | International level | [ ]

5.12 No. of social initiatives undertaken by the students | 3

5.13 Major grievances of students (if any) redressed:

Student's grievances such as transportation problems, frequent failure of power supply, poor quality of food in the college canteen etc are attempted to redress by taking appropriate

actions. A discussion with KSRTC resulted in the commencement of services to the college. Instructions were given to improve the quality of food in the college canteen

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

- The curriculum is set by the university but the faculty members participated in curriculum revision workshop for the restructuring of the syllabus.
- Feedback on courses are collected it is reviewed and analysed by the institution.
- The suggestions are presented in the curriculum revision workshops.
- The institution periodically revises the curriculum o all the programmes

6.3.2 Teaching and Learning

- The institution prepares an academic calendar on the basis of the programme calendar prepared by the university, efforts are also made for departmental academic calanders
- Regular monitoring of the teaching learning process by HODs and Principal.
- Incorporation of new techniques and methods in teaching such as ICT.
- Orientation programmes for students and Staff development programmes.
- 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

6.3.3 Examination and Evaluation

- Publication of examination calendar along with the academic calendar
- Centralised internal examinations conducted for UG Programmes under the supervision of an examination committee.
- Open house (Department level PTA Meetings) for communicating the attendance and marks obtained by the students.
- Interactive discussions with the parents
- Incorporation of 'Take home examination".
- Reforms in the evaluation process with new evaluative procedures.
- Publication of A fort and B form before finalization

6.3.4 Research and Development

- Reconstitution of the research committee for monitoring research works
- A separate cell for the monitoring of major and minor projects
- Initiatives to find out external sources of funding for research programmes
- Encouragement to participate in research programmes and activities.
- Promotion of students projects
- Encouraging faculty and students to undertake inter disciplinary projects and projects of application and significance.
- Faculty members are also encouraged to avail Faculty Improvement Programmes

6.3.5 Library, ICT and physical infrastructure / instrumentation

- 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.
- Initiatives for introducing a centralized public address system
- Process initiated for the conversion electricity supply in the campus from LT to HT.
- Improvements of basic amenities in the campus.
- Efforts for introducing WIFI system in the campus

6.3.6 Human Resource Management

- Efforts to fill up vacant post of teaching and non teaching staff
- Initiatives to appoint guest faculty on contract basis to meet the shortage of teaching faculty
- 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.

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 is given through institutions of higher education to reach eligible candidates.
- Faculty positions are advertised in the regional and national dailies

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.

6.5 Total corpus fund generated

Rs. 2400000

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 declare 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?

> • Introduction of Semester system 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

- Besides the central Alumni Association, several chapters in Gulf Countries, USA and India with frequent meetings and Programmes
- Annual meet of the College Alumni is on 26th January every year and family meet on 15th August every year.
- 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.A
- Infrastructural support by the Alumni

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.

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

- Efforts for spreading the greenery of the college to improve the green ambience
- Initiatives to discourage the use of Plastics, to make the campus Plastic free.
- 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.
- Celebration of Environment Day, Ozone day and earth Day to bring the attention of the campus community on the need for Eco friendly campus.

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.

- In the beginning of the academic year a review of the achievements in the curricular and co-curricular activities of the academic year 2012-2013 was undertaken.
- In order to streamline the imp0lementation of the academic programmes departments were encouraged to prepare their own academic calendar. It enabled to have department wise and programme wise preparation of academic schedules.
- Departments were encouraged to offer orientation programme for beginners with special focus on Career Orientation.
- Motivational programmes, Moral and Ethical lessons, Civic Responsibilities and programmes of personality developments are periodically arranged for the benefit of the students.
- Institutional provides great significance o gender equity. The Women's Cell and the Women Empowerment Cell organized special programmes to sensitize gender issues.
- In the teaching learning process slow learners are identified through a multiple process including Entry Level Assessment. It enables to chalk out special programmes including remedial sessions for the weak and slow learners. In the same line we could organize some special activities for the advanced learners. They represent the college in different programmes and competitions.
- Principal along with the IQAC co-ordinator reviews the implementation of the curricular and co-curricular programmes to ensure quality sustenance and improvement. It is in the form of an academic audit by the college.
- The PTA meetings both general and department level enable to have close interaction between parents and class teachers. It helps to monitor the academic progress of students.
- Capacity enhancement programmes for the teaching and non-teaching staff in areas like ICT, Management of learning resources, service rules and office matters.
- The area of research and extension faculty members and students to encourage interdisciplinary projects and studies. The students of departments of Biosciences do project works in the departments of Chemistry and Zoology.
- Students support services including Noon Meal Scheme, Book Bank Scheme, Net Facility, Scholarships and Endowment and training programme for competitive examinations enabled students to make the learning process in an effective manner.

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

- A systematic mechanism was formulated for the effective and time bound implementation of credit and semester system in the context of restructured syllabus. Efforts were made to ensure the required contact hours for the administering of each course.
- A new tier of co-coordinators for the implementation of CBCSS Programmes was formed. One representative from each UG departments was nominated by the respective departments. They were given training in the implementation of the Programmes.
- Training programmes by inviting experts were arranged for the faculty members in the area of the reformulated grading system.
- In the restructured syllabus two internal examinations are mandatory. A centralised system was devised by the Examination Committee for conducting internal examination in an efficient manner.
- PTA meetings were reorganised. In the place of general PTA, department level PTA meetings were convened. In some departments progress card of the students were distributed at the time of PTA meetings. Involvement of parents in the administering of Programmes can be ensured through this process.
- In order to promote slow learners special classes were organised and learning materials were given.
- Departments were encouraged to organise community extension Programmes in their respective areas. The sharing of expertise for the benefit of the local community was given more importance.
- Proposal were submitted to the University for the introduction of more number of Vocational Programmes.

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

- Liberal academic freedom for Curricular and Co-curricular Programmes.
- Promotion of student's initiatives and activities through College Union, Subject association and clubs.

7.4 Contribution to environmental awareness / protection

- Programmes for the conversation of environment and celebrations of Environment Day and Ozone day to bring the attendance community on the need for the Environment conservation.
- Planting of tree saplings, environment conservation pledge taking, distribution of palm lets etc.... for the protection of Environment.
- Organisations like NSS, NCC and echo club organise different Programmes including Anti Plastic campaign, Campaign against pollution etc. in and around the campus for the protection of environment

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 has been included in the Special Category offering Programmes under Arts, Science and Commerce streams.
- All the PG department of the College are *bonafide* research centres.
- The College offers facility for external guides to register with college research centres.
- The infrastructure facilities particularly buildings are not sufficient for the meaning and effective implementation of academic Programmes.
- Nearly 50 percent of the Faculty have research degrees so that there is a research culture on the campus.
- Constraints on account of governmental restrictions to launch new UG and PG programmes.

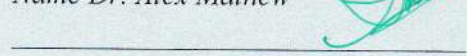10. Plans of institution for next year

- Expansion of ICT facilities.
- Introduction of more number of UG and PG Programmes – UG Programmes in Commerce-Finance and Taxation, Logistic Support, MA History, MA Political Science and M.Phil Programmes.
- Construction of new academic and Research Block.
- Improvement of facilities in the Women's Hostel's including Renovation of the existing building.
- More number of Extension Programmes.
- Autonomous status for the College

Name Dr. Icy K John

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Signature of the Coordinator, IQAC

Name Dr. Alex Mathew

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Signature of the Chairperson, IQAC