

# The Annual Quality Assurance Report (AQAR) of the IQAC

## 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

mtctvlaoffice@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:

9440585010

Name of the IQAC Co-ordinator:

Dr. Icy K John

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 <sup>st</sup> Cycle			1997	7
2	2 <sup>nd</sup> Cycle	A		2005	5
3	3 <sup>rd</sup> Cycle	A	3.11	2012	5
4	4 <sup>th</sup> 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 - 2013-14 On 30/09/2013
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

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	<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" value="√"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="7"/>
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"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
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	

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

2.14 Significant Activities and contributions made by IQAC

1. Academic Planning, Monitoring and Evaluation
2. Preparation of Academic Calendar and guidelines for the improvement of academic activities.
3. Identification of strength and weakness of the institution and devising of measures for rectification/improvement.
4. Setting targets for result, projects, seminars and other academic related matters.
5. Discernment 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.

2.15 **Plan of Action** by IQAC

- Preparatory work relating to planning and implementation of semester-wise academic programs and activities.
- 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**

- Systematic implementation of the academic programmes
- Concerted action for applying for Major and Minor Research projects, conferences and seminars,
- Successfully organised orientation programmes for freshers and training programme for teaching and non-teaching staff.
- 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 and discussed the AQAR.
- Resolved to introduce more number of academic programs, innovative teaching-learning methodologies.

## 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	11	1	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
<b>Total</b>	32	2	9	7
Interdisciplinary	11	Nil	Nil	Nil
Innovative	1	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22
Trimester	Nil
Annual	Nil

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

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

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>Periodic revision of syllabus is carried out by the parent university.</li> <li>New developments in the concerned subjects, emerging areas in the disciplines, .etc are incorporated.</li> <li>Updation of syllabus, vocationalisation.etc are the salient features of the revision of syllabus.</li> <li>Members of the faculty are part of the syllabus revision process of the University.</li> </ul> |
|---|

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	84	50	34		

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
12									

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

nil

nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	17	12
Presented papers	1	9	8
Resource Persons	-	5	7

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

- Innovative methods like learning circles in PG classes.
- student peer teaching, one to one learning .
- IT enabled teaching.

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

181 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

-----

19

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	365	05	22	34	15	76
P G Programmes	126	12	38	13	8	71

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 review of the progress of teaching learning process.
- 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	8
UGC – Faculty Improvement Programme	2
HRD programmes	6
Orientation programmes	
Faculty exchange programme	Nil
Staff training conducted by the university	4
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	
Others	

#### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	47	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 for meritorious research output.
- Extending travel assistance to teachers for attending research related activities.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4	NIL	NIL
Outlay in Rs. Lakhs	6.68	67.08		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	15		6
Outlay in Rs. Lakhs	0.50	21.75		

#### 3.4 Details of research publications

	International	National	Others
Peer Review Journals	6	21	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	6		27

#### 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	53.36 Lakhs
Minor Projects	1-1.5	UGC	21.75 Lakhs	13.81 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)				
<b>Total</b>			<b>88.75 Lakhs</b>	<b>67.17 Lakhs</b>

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		3	2		4
Sponsoring agencies		UGC	IISER		UGC (2)

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

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

11

36

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

1

SRF

Project Fellows

3

Any other

3.21 No. of students Participated in NSS events:

University level

45

State level

3

National level

1

International level

3.22 No. of students participated in NCC events:

University level

122

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	<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="5"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text"/>

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			
Class rooms	53			
Laboratories	12			
Seminar Halls	6			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		18	DST-FIST	
Value of the equipment purchased during the year (Rs. in Lakhs)		31.05		
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

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	47093		1555		48648	
Reference Books	15320		232		15552	
e-Books	80000					
Journals	42		3		45	

e-Journals	2500					
Digital Database	Mathsc.net					
CD & Video	250		3		253	
Others (specify) Microfiche	1200				1200	

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Others
Existing	103	6	Wi-fi campus facility	6	1	1	14	
Added	13	1		1	0	0		E – Learning room
Total	116	7			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	1.01
ii) Campus Infrastructure and facilities	
iii) Equipments	35.24
iv) Others	0.50
<b>Total :</b>	<b>36.75</b>



## 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. Class room interaction
2. Periodic test papers
3. Internal examinations
4. End Semester Examination results
5. Open house

UG	PG	Ph. D.	Others
1277	285	36	

#### 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	%
	511	32		1087	68

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
663	219	11	621	6	1520	660	222	9	649	7	1547

Demand ratio 1:6

Dropout %: 3.56

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

The College offers programmes in

- 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	<input type="text" value="6"/>	SET/SLET	<input type="text" value="21"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

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 one workshop 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.

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
3	260	32	12

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.

## 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

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	170	1.42 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  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

Power supply, water supply, internet facility, and lab 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
- 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

- Preparation of academic calendar by IQAC.
- 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

- 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

- 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.

### 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.
- Commissioning of E-learning facility.
- Introduction of public address system.
- Process initiated for the conversion electricity supply in the campus from LT to HT.
- Improvements of basic amenities in the campus.
- Commissioning of the New UGC aided women's hostel.

### 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.

### 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	<ul style="list-style-type: none"><li>• Association for Teaching Staff</li><li>• Raising of separate funds for the welfare of teaching staff in times of need.</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• Association for Non - Teaching Staff</li></ul>

	<ul style="list-style-type: none"> <li>• Credit purchase facility in the Co-operative Store</li> <li>• Raising of separate funds for the welfare of non teaching staff in times of need.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Subsidised canteen facilities in the college canteen</li> <li>• Free noon meal scheme to needy students.</li> <li>• Subsidised reprographic facility.</li> <li>• Raising of funds for the students in the event of any eventuality.</li> </ul>

6.5 Total corpus fund generated

Rs. 2550000

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 26<sup>th</sup> of January every year.
- Annual meet of the College Alumni is scheduled for 15<sup>th</sup> 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.

#### 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

- 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.



## 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.

- Curriculum review was undertaken to identify the applications of the syllabus.
- 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...

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

- Review of syllabus completion on the basis of teaching plan and steps for the timely completion of syllabus and revision.
- Classification of students into advanced and slow learners and introduction of remedial teaching for slow learners.
- Exam oriented intensive coaching.
- Improvement of infrastructural 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.

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

- Catering to the diverse educational needs of the society particularly the rural areas.
- Bonded relationship between the institution, alumni and community.

7.4 Contribution to environmental awareness / protection

- Plastic free and eco-friendly campus.
- Implementation of environment awareness programmes such as workshops, seminars, photo exhibitions, observance of earth day, ozone day etc....
- Planting of saplings of trees, environment conservation pledge, distribution of palm lets 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 twelve UG, ten PG, seven Doctoral and several add-on and short term programmes.
- Faculty positions have been filled.
- Over 50 percent of the faculty with research degrees.
- Improvement in library and research facilities.
- Constraints on account of governmental restrictions to launch new UG and PG programmes.

**9. Plans of institution for next year**

- 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.

*Name Dr. Icy K John*

*Name Dr. K Jacob*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*