

Mar Thoma College, Thiruvalla
The Annual Quality Assurance Report (AQAR) of the IQAC (2017-18)

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

mtcofficevla@gmail.com

Contact Nos.

0469 2630342, Fax: 0469 605843

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

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
- v. AQAR-2016-2017 on 28/10/2017

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. Education)

TEI (Education) 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" value="0"/>
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" value="0"/>
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. <input type="text" value="15"/> Faculty <input type="text" value="9"/>

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

Re-accreditation: New Methodology and Format; Re-accreditation- Shift from Qualitative to Quantitative Matrix.

2.14 Significant Activities and contributions made by IQAC

1. An overview of academic performance of institutions during the previous academic year.
2. Discussion on the new parameters, methodology and format of NAAC accreditation among the faculty, H.O.D and staff council
3. Preparation of a road map for 4th cycle of accreditation
4. Introduction of academic calendar with details of working days, internal examinations, PTA meetings, etc...
5. Monitoring, supervising and evaluating the implementation of the academic programmes
6. Chalking out of comprehensive plan for improving result and undertaking more number of projects, seminars and other academic programmes.
7. Preparation of a time schedule for the implementation of Academic Enrichment Programme
8. Dissemination and promotion of best practices.
9. Chalking out programs for teaching – learning and administrative processes.
10. Identification of areas for linking extension with education.
11. Fostering of programs for improving individual and collective initiatives for quality enhancement.
12. Introduction of competency development programmes for faculty and administrative staff

2.15 Plan of Action by IQAC

- Review meeting of the IQAC before the commencement of the academic year.
- IQAC meeting at the beginning of the academic year for the presentation of the academic calendar.
- Meeting with different stake holders – Faculty, Non teaching staff, Alumni, Students and PTA.
- 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.
- Preparation of a plan of action for the 4th cycle of Re-accreditation

Outcome

- Academic Diary & Hand Book for students, faculty and other stakeholders.
- Teachers Diary containing the Performa for semester wise teaching schedule, classes engaged, details of special classes, assignments, seminars and other academic activities.
- Timely completion of Academic Enrichment Programme and introduction of convocation for the same.
- Implementation of an action plan for the organisation of academic activities
- Academic delivery monitoring mechanism.
- 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.

- Organised National and regional level seminars by various departments.
- Initiated the Jubilee celebrations of Departments of Zoology, English and the Brains Trust.
- Obtaining of feedback from Students, Alumni, PTA and Faculty.
- Career Counselling and training for outgoing students.

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

- Comprehensive discussion and suggestion of measures for improvement of academic performance.
- Decided to introduce more number of Academic Enrichment Pogrammes and value added courses.
- Decided to administer career and counseling programmes for final year degree and P.G students.
- Also decided to streamline the data base.

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	10	6	10	6
Others	Nil	Nil	Nil	Nil
Total	40	6	15	9
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+7 Ph.D Programmes
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 –*

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

The syllabi and curriculum are periodically revised by the affiliating University. But in the case of the college, the periodic revision is made in the matter of academic enrichment programmes. The revision process is on the basis of workshops organised by the University. The faculty of the college attends the workshop and contributes to the revision process. There are a number of faculty on the Board of Studies of different UG and PG programmes.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
73	58	15	Nil	Nil

2.2 No. of permanent faculty with PhD.

33

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
0	10	0	0	0	0	0	0	0	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

23

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	16	5
Presented papers	7	4	0
Resource Persons	1	3	2

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

- Introduction of academic delivery monitoring mechanism for effective teaching learning process.
- Introduction of student peer teaching where selected students were given training to become peers
- Innovative methods like learning groups in classes.
- Participatory teaching process with a pro active role for students
- Zero hour class room test
- IT enabled teaching.
- Take home examinations
- Group project presentation
- Constant interaction between faculty and parents on academic performance of students.

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)

- Introduction of online question paper for PG examination
- Two Centralized internal examinations for each semester
- Supply of booklet for internal examinations
- 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

09

22

2.10 Average percentage of attendance of students

84.72

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	440	4.55	37.27	16.14	2.05	60.00
P G Programmes	129	4.65	58.91	0	0	63.56

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

- At the beginning of academic programme IQAC provides a time schedule for the semester wise completion of classes, assignments, seminars and internal examinations.
- A mechanism has been devised by IQAC named Academic Delivery Monitoring Mechanism for the continuous monitoring of the teaching learning process
- The meetings of the IQAC are held regularly to monitor the teaching learning process through the evaluation of academic diary
- IQAC reviews the midterm completion of the syllabus and also the end semester completion'
- 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.
- At the end of the semester classes an effort has been made by the IQAC for the comprehensive evaluation of the teaching learning process on the basis of register for the monitoring of academic delivery

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	3
HRD programmes	5
Orientation programmes	5
Faculty exchange programme	Nil
Staff training conducted by the university	3
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	39
Others	78

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	27	6	NIL	NIL
Technical Staff	7	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- During the beginning of the academic year, IQAC reviews the research activities in the college. There are seven research recognised research centres in the college. IQAC evaluates the progress of the Doctoral research in the research centres.
- The Doctoral research has a mandatory course work. IQAC initiates measures to conduct course work for Ph.D programmes.
- Department are advised to organise 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.
- 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 research projects of both faculty and students.
- Monitoring the publication of the Inter Disciplinary research Journal – Rational Discourse.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	2	0	0
Outlay in Rs. Lakhs		55.75 Lakhs		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	2	0	0
Outlay in Rs. Lakhs		8.10 Lakhs		

3.4 Details of research publications

	International	National	Others
Peer Review Journals	38	3	2
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	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 (Lakhs)	Received (Rs)
Major projects i)	3 yrs	KSCSTE	23.00	12,35,200
ii)	3 yrs	BARC	32.72	1,69,327
Minor Projects i)	2 yrs	UGC	4.65	Nil
ii)	2 yrs	UGC	3.45	Nil
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	1	KSCSTE	0.10	10000
Any other(Specify)				
Total			63.92	14,14,527

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

The institution offers consultancy in areas such as waste management, local level planning, Horticulture, water harvesting, language lab etc. These services are offered on voluntarily basis and not for remuneration.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	11	0	0	8
Sponsoring agencies	KSHEC	ICMR JIRR			i)Mar Thoma College ii) KSCSTE

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

5

3.13 No. of collaborations

International

0

National

2

Any other

0

3.14 No. of linkages created during this year

13

3.15 Total budget for research for current year in lakhs :

From funding agency

10.64

From Management or University/College

3.2 lakh

Total

13.84 Lakhs

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
24	0	2	0	22	0	0

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

10 out of 22 research guides in the college

29 out of 47

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 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 State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The college has undertaken a major project on organic farm. The project envisaged promotion of organic cultivation with the help of bio fertilisers. The NCC unit of the college implemented the project for the benefit of the local community. The project was implemented under the caption JAIVAM – 2017. The project won a number awards and citations including the best organic farm of the Mahatma Gandhi University and the second best in the State.
- As the part of JAIVAM training was arranged for the local community in the area of organic farming. Theoretical knowledge and practical problems were discussed and seeds for cultivation were also distributed on the occasion.
- Another programme was implemented in the area of Bonsai preparation.
- Swatch Bharath a drive for cleaning was implemented by the college in the local community. Students visited the neighbourhood and spread the message of clean India and green India.

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	59	Nil		59
Laboratories	12	Nil		12
Seminar Halls	6	Nil		6
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		14	Management Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.722823		Rs.722823
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	Nil		1
Inter disciplinary research room (DST-FIST)	1	Nil		1
Dr. C.T John Research Centre for Mathematics		1	Alumni Contribution	1
Career Guidance Centre		1	Alumni Contribution	1
e- learning lab	1	Nil		1
Public address system	1	Nil		1
CCTV Camera		32 Cameras	Management Fund	32
Media Centre	1	Nil		1

4.2 Computerization of administration and library

The college has been brought under a computer net work – Total campus solution TCS. The admission, examination, attendance, administration etc are governed through TCS. The library has been automated with system assisted lending.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	49,620		269		49889	
Reference Books	15662		75		15737	
e-Books (NList)	80000		305500		385500	
Journals	53		53 (renewed)		53	
e-Journals (NList)	2500		3500		6000	
Digital Database	Mathsc.net					
CD & Video	253		14		264	
Others (specify) Microfiche	1200				1200	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts.	Others
Existing	126	07	Wi-fi campus facility	7	1	1	14	
Added	Nil	Nil		Nil	0	0		2 High speed Printer+ 1 LCD+ Xerox machine
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 provides internet access to both faculty and students. Wifi facility is available in the college campus. The college computer center offered short, medium and long term programmes to students and staff to equip them in the revised programming.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 33,196

ii) Campus Infrastructure and facilities

Rs. 10,41,990

iii) Equipments

Rs. 2,24,995

iv) Others

Rs. 1,31,700

Total :

Rs. 14,31,881

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The college offers different types of student support programmes. The training classes for competitive examinations including civil service and Kerala administrative services are provided in the college under the guide lines provided by the IQAC.
- IQAC disseminates information about such programmes for the benefit of the student community.
- IQAC coordinates the career and counselling programmes organised by Career Cell and other organisations.
- IQAC provides information of the above programmes through classroom announcements and public notices.
- 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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1478	262	47	Nil

(b) No. of students from outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	610	34.13		1177	65.86

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
979	270	13	529	NIL	1791	972	272	13	529	01	1787

Demand ratio 1:11.5 Dropout %: 4.8

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

The College offers following programmes for competitive examinations

- Career guidance
- Coaching programmes for NET/SET
- Coaching for Entry in Services.
- Training programme for Civil Service and KAS

5.5 No. of students qualified in these examinations

NET	9	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	1	UPSC	4	Others	4

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

623

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	192	17	2

5.8 Details of gender sensitization programmes

Gender is one of the missions of the College. Among the students and faculty, over 60 percent are from female category. In order to sensitize gender equity programmes, the institution has specialised associations such as Women Cell and Women Empowerment Cell. They organize lectures, seminars and training sessions for female students to make them aware of women rights and privileges. The College Union celebrates Women's Day.

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 (Rs.)
Financial support from institution	35	70000
Financial support from government	1130	78,58,898
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	1	

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:

Installation of water treatment plant, procurement of additional computers and expansion of internet facility are the grievances redressed on the basis suggestions by the students.

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

- Academic Delivery Monitoring
- Periodic revision of syllabi for institutional programmes
- 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.
- Curriculum evaluation process at the end of each semester.

6.3.2 Teaching and Learning

- Application of Teachers' Diary for the documentation of teaching learning activities.
- Preparation of semester wise 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.
- Remedial coaching given to slow learners and special attention given to advanced learners.
- End semester evaluation

6.3.3 Examination and Evaluation

- Intensive exam oriented training sessions.
- 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

- Application of e-lab for research.
- Introduction of course work for the research
- Introduction of course work examination
- Strengthening of Research Assessment Committee for presentation by research scholars.
- 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

- Expansion of library facilities for research and career sections
- 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.
- Conversion of electricity supply in the campus from LT to HT.
- Improvements of basic amenities in the campus.
- Improvement of facilities in women's rest rooms
- Introduction of water treatment plants.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- For project work and placement the institution has tie-up with industries and institutions such as Kerala Minerals and Metals, Travancore Titanium Products, Milk Marketing Federation of Kerala, KVK, Traco Cables, public and private banks.
- Initiatives are being made to have collaboration with enterprises and institutions for project work and internship.

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

6.5 Total corpus fund generated

Rs. 43,15,200/-

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	Staff Council and IQAC

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?

- Online question paper for PG programmes
- Workshop organised by the University for examination reforms

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

- College Alumni has chapters in different cities of the country and also in some foreign nations. They provide institutional support for the activities of the College in the following ways
- Financial support for the programmes and projects
 - Scholarships and financial assistance to meritorious and needy students.
 - Career Guidance corner in the library is being supported by the Alumni.
 - Alumni offer assistance in the placement programme of the College.
 - Information relating to prospects in higher education and career are being disseminated.
 - Alumni in academics and other prestigious institutions deliver lectures.
 - The Alumni provide feedback on programmes and other activities of the College. They serve in different organisations of the College like PTA, IQAC, etc.

6.12 Activities and support from the Parent – Teacher Association

- PTA helps in the mobilisation of resources for the College.
- PTA provides feedback on courses and facilities of the College.
- Department wise meeting of the PTA is organised to share the academic progress of the students with parents.
- General PTA is convened for transacting business like budget presentation, adoption of accounts 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 the application of online processing of admission and examination.

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

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

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.

- Application of academic diary for the faculty. It contains details of the classes engaged, special classes, academic presentations, seminars and assignments. It will help to document the academic work and also extracurricular activities of the faculty
- Review of the academic programs, curricular and extracurricular activities of the previous academic year to reflect on achievements and short falls.
- Before the commencement of classes, department wise classes are arranged to discuss the programs and activities of the department on the basis of academic performance of the last year.
- In the teaching-learning process, techniques like students peer, interactive discussions etc.. to make learning centered teaching process.
- Students interaction with scientists, industrialists and language 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-content development facilities.
- Orientation and counselling programmes for outgoing UG and PG students.
- Celebration of PG day to promote the curricular and co curricular initiatives of post graduate students.
- Orientation for Guest faculty members.
- The overall impact of these initiatives may be summarised as – improvement in the administration of programmes of study, teaching- learning process and the academic ambience.

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

- Documentation of curricular and co curricular programs in a more systematic and effective manner.
- Review of the Semester wise teaching plan and its implementation
- Evaluation of the implementation of academic programs on the basis of module wise completion of syllabus.
- The implementation of academic delivery mechanism for the proper the reporting and evaluation of teaching-learning process.
- Implementation of special timetable for remedial and academic tutorials.
- Classification of students into advanced and slow learners and introduction of remedial teaching for slow learners.
- One week intensive training for examination before the commencement of examinations.
- Improvement of learning facilities by procuring additional books, equipments, instruments, computers, etc...;
- Special training programs for Kerala Administrative Service.
- Implementation of mentoring.
- Internship and project work for students at reputed institutions.

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

- Meticulous monitoring of teaching learning through a systematic process including academic diary, academic delivery register and attendance process.
- Bonded relationship with the alumni.

7.4 Contribution to environmental awareness / protection

- Implementation of Swachh Bharat Mission.
- Cleaning drive and environment promotion initiatives through cleaning programs in the college campus, cleaning drive in the neighborhood areas, distribution of saplings etc..
- Promotion of the use of natural products and discouraging the use of plastics.
- Environmental awareness programmes through the observance of Earth day, Environment day, National science day, Ozone day etc..
- Mass planting of trees in the college campus.
- Promotion of organic farming through a model organic farm developed by the college.

7.5 Whether environmental audit was conducted? Yes No

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

- Over 60 percentage of the students are from rural areas and therefore the college caters to the educational needs of the rural areas.
- Female students and faculty members account for 65 percentage of the student and faculty of the college and therefore college plays a critical role in the empowerment of women.
- The college offers special training to the students of academically, socially and economically weaker sections.
- Efforts are on to fill the faculty positions remaining vacant for years.
- Initiatives for the promotion of personal and intellectual level of the students through a series of curricular and co curricular programmes.
- The semester wise schedule and hectic academic activities are the salient features of the restructured academic environment.

13. Plans of institution for next year

- Initiatives for introducing more number of academic enrichment programmes.
- Strengthening of teaching learning process through the installation of more smart class rooms.
- More number of tie up and collaborations for academic research and extension work.
- Initiative for the commencement of new UG and PG programmes in subjects such as History, Political Science, Social Work and Commerce.
- Construction of a new academic cum research block.
- Introduction of a Pain and Palliative training programme and a tailoring school for the benefit of the campus and the neighbourhood.

Name Dr. Varughese Mathew

Name Dr. Icy K. John

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Thiruvalla

26/11/2018