Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MAR THOMA COLLEGE, TIRUVALLA**
Name of the head of the Institution	**Dr Varughese Mathew**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04692630342**
Mobile no.	**9447358620**
Registered Email	**mtcofficetvla@gmail.com**
Alternate Email	**principal@marthomacollege.org**
Address	**Mar Thoma College Tiruvalla, Kuttapuzha, 689103**
City/Town	**TIRUVALLA**
State/UT	**Kerala**
Pincode	**689103**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr Susan Thomas**
Phone no/Alternate Phone no.	**04692630342**
Mobile no.	**9447907027**
Registered Email	**iqac@marthomacollege.org**
Alternate Email	**mtcofficetvla@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mtct.ac.in/iqac/

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mtct.ac.in/iqac-2019-20/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
4	**A**	**3.09**	**2019**	**18-Oct-2019**	**17-Oct-2024**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**10-Dec-1996**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
SWOC Analysis	**10-Oct-2019** **1**	**100**

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RUSA	2	RUSA	2020 365	20000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

The preparations for uploading the AQAR are underway. The new Format has been studied and preparations made accordingly. A seminar on the NEP 2020 has been successfully organised. The Placement Cell has convened a meeting to explore the possibilities of contacting Campus recruitment agencies. Vision 2030 is under discussion and will be presented to the Governing Council at the earliest. An effective Documentation mechanism has been devised by the IQAC and will be carried forward by the next IQAC Committee. All the documents have been accepted by the agency and our SSR also has been accepted

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
List Attached	List Attached
View File	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Council	18-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	14-Oct-2019

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	29-Dec-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The College has installed the online software TCS (Total Campus Solutions) for academic and administrative purposes. The software is maintained and periodically upgraded by the consultancy firm Meshilogic, Calicut (https://www.meshilogic.com/) The College has procured online TCS software for academic administration, attendance entry, timetable setting, preperation of internal marks, student profiling and continuous internal evaluation. Access to ejournals and ebooks are provided by the NLIST and Mar Thoma College digital library. The library is automated using LIBOSOFT which is Windows based integrated library management software. It has features like multi user facility application friendly, simple to operate. LIBOSOFT can manage all the library routines like book accession, multimedia accession, classification, cataloguing, circulation, accession of journals indexing online searching. LIBOSOFT supports 21st edition (1996) of Dewey Decimal Classification Scheme. Under the LIBOSOFT software there is a provision to create the spine of the book including book card. Barcoding of

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. PREPARATION OF THE ACADEMIC CALENDAR AND PREPARATION OF TEACHING PLAN: The academic calendar is prepared on the basis of the schedule provided by the University. The academic calendar is prepared by the IQAC and finalised by the College Council (Staff Council). The same is published in the College calendar and the handbook and made available to the faculty and students. The teaching plan on the basis of the academic calendar: The teaching plan contains details of courses to be taught, allocation of workload, details of seminars, assignments, etc. The teaching plan is prepared by the faculty and countersigned by the respective Head of the department. 2. CURRICULUM DELIVERY MONITORING The curriculum delivery is monitored through a special mechanism entitled curriculum delivery monitoring. It is in the form of a register which has been made available among the class teachers to record the details of; a) classes engaged b) regularity of curriculum delivery and c) the remarks of the class teacher 3. PERIODIC ANALYSIS Periodic faculty meeting at the department level and also at the College level evaluates the delivery of curriculum based on the details furnished in the curriculum monitoring register. It analyses the extent to which classes were engaged, syllabi were completed and evaluations were made. 4. REMEDIAL CLASSES Remedial classes are arranged at the department level on areas where the students need extra help or portions which are lagging. 5. INTERNAL ASSESMENT MECHANISM The effectiveness of curriculum delivery is assessed through class tests, internal examinations, practical, etc. The class tests and internal examinations help to chart the academic progress of students and also the effectiveness of academic delivery. 6. CLASSIFICATION OF LEANERS Students are classified into slow, average and fast learners depending on performance in the internal assessment. Slow learners are given remedial coaching. Special classes are arranged on Saturday and zero hours. 7. ACADEMIC AUDIT The IQAC initiates an academic audit at the end of every semester to analyse the portion completed record of remedial classes taken and student's feedback. 8. TEACHERS DIARY Teacher's diary is another instrument for administering, monitoring and documentation of curriculum delivery. The diary can be used as a personal academic register for the faculty members to record the engagement of classes, participation in all academic, examination and research activities, and also co-curricular engagements, extension and consultancy

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Add on course on na notechnology	Nil	02/09/2019	30	Nanomaterial synthesis	Nanomaterial synthesis

				and characte risationNano material synthesis and characte risation	and characte risation
Certificate course on Water Analysis	Nil	14/01/2019	30	Water Analysis Laboratory	This course provides hands on experience to determine the various water quality parameters.
Certificate Course in Banking and Financial Services in association with HEDGE School of Economics, Ernakulum and accredited by Kerala Academy for Skills Excellence: Skill Development Mission of Govt. of Kerala.	Nil	01/01/2019	30	Employabil ity	Intellectual and practical.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Excel File Attached	01/01/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ALL Programmes follow CBCS	01/01/2019
BSc	ALL Programmes follow CBCS	01/01/2019
BCom	ALL Programmes follow	01/01/2019

		CBCS	
MA	Economics	01/01/2019
MSc	ALL Programmes follow CBCS	01/01/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	49	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Plant Tissue culture tools and techniques	30/07/2019	44

View File

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	List Attached	48
MSc	List Attached	46

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Systematic and regular feedback is collected from the students at the end of every semester on course content, curriculum delivery, timely completion of the syllabus, internal assessment mechanism and other curricular and co curricular activities of the college. Collected feedback is analysed at the department level and at the individual faculty level and necessary action is initiated by the department. The IQAC initiate an academic audit at the end of every semester to analyse the portion completed record of remedial classes taken and student's feedback. The collection of structured feedback mostly through the online mode provides a mechanism for the evaluation of the effectiveness of the teaching learning process. Feed back is collected from students on course content and facilities. The responses of students will provide an account of the programme and course outcomes. The feedback of students is an effective tool to initiate changes in the course content and the structure of the programmes. It will help to attain specific programme and course outcomes.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English	55	9048	54

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	489	114	35	5	67

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
102	102	16	32	7	16

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The learning process has been made more student-centric through different experimental processes. The creation of a new educational culture with emphasis on self learning is one of the main objectives of the studentcentric methods. A shift from the conventional teacher-centred lecture method to a student-centric approach is followed through a continuous and ongoing learning process. The following specific strategies have been followed by the College in this regard. Students are encouraged to collect, process and manage information through the internet, text books and other published works. Internet facility is made available in the library, computer centre, research centres and in all the departments. Students can collect data on academic topics, general issues, and current events in keeping with the curriculum and syllabi. In the PG classes presentations are made by the students on the topics assigned to them by the faculty. They make power point presentations and learning charts. This imparts experience in the preparation, editing and presentation of learning material and data. In UG classes advanced learners are encouraged to assist in the learning process of the slow learners. In the curriculum of the UG and PG Programmes, participative learning has been incorporated. Students are encouraged to visit online sites of the relevant topics and areas to gather learning materials for presenting them in the class room. Faculty members supplement and enrich the presentations to make it more participative and interesting. Facilities such as E-learning, virtual lab, online courses, field visits, field surveys, etc. are available to make the learning process more experimental and innovative. Students are given necessary skills in the use of scientific equipments and instruments for demonstrative learning purposes. Training in water quality test, soil test, blood test, first aid, pain and palliative care, etc are provided which enables them to apply the knowledge and skill in daily life. Different types of problem solving methodologies are applied in the teaching-learning process. Acquisition of skills and necessary training for application in higher learning is followed through field studies, surveys and exhibitions. In field surveys, students apply the skills of obtaining,processing and editing, and publication of data. Derivation of inferences enables the application of logical thinking and reasoning. Field surveys and studies have been incorporated into the learning framework of the students. Exhibitions provide an opportunity to come up with innovative methods of problem solving. Student-centric methods such as interactive discussions, peer presentations and tutorials make the teaching-learning process more effective and

meaningful. In the interactive discussion process, students are given a catalyst role. In the tutorial sessions, students are given more opportunities to conduct the curricular and co-curricular programmes in the classrooms. Students are encouraged to reflect on their learning outcomes through different techniques such as project presentations, organisation of programmes, presentation in competitions, writing of articles and also publication in manuscripts. Nominating students to manage academic meetings of subject associations, discussion forums, etc also provide a participative and a problem solving platform to students for enhancing the learning experience.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1702	71	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
91	76	15	3	30

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nill	Assistant Professor	Nill
[View File](#)			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	EN	First	20/03/2020	20/03/2020
[View File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College follows the mandatory system of continuous internal evaluation. Attendance, internal examinations, assignments and submission of seminars are the four components of continuous internal evaluation. Following are the reforms initiated at the College level to make it more effective and transparent. A mechanism has been evolved by the College to organise and manage the internal examinations on one hand and to oversee the continuous evaluation process on the other. The examination committee, the attendance committee and the grievance redressal committee have been constituted to make the continuous evaluation process systematic, regular, centralised and effective. The College organises two internal examinations for each semester in a centralised manner. The examination notifications are issued and schedules are published for the information of the students and faculty. The period of examination, submission of question papers, distribution of valued answer scripts and the submission of grade/ mark cards are announced in advance to make adequate preparations. Online submission of question papers by the faculty has been introduced. The exam mail id is exams@marthomacollege.org A mechanism to monitor the

implementation of the examination has been developed. IQAC monitors the valuation process, distribution of answer sheets and also the submission of mark lists. It ensures proper and timely conduct of examinations. The communication of examination results to parents is through the class-wise PTA. The PTA is convened immediately after the declaration of the results of the internal examinations. A proper system has been devised to monitor the attendance of the students. The attendance committee functions in the College for overseeing the compiliation of attendance. The attendance statements are periodically published and grievances are redressed. The topics of assignments and seminars for each student are given in advance for timely preparation, submission and presentation. The details of topics for the seminar and the assignments, date of submission and presentation, and marks/grade awarded are noted in the teacher's diary. The publication of forms A and B of the continuous evaluation in a centralised manner is an innovative reform initiated by the College to make the evaluation process more accountable, meaningful and transparent. A mechanism for grievance redressal related to the continuous internal evaluation has also been put in place by the College. Under this system, students are asked to sign the statement of the internal assessment. They are given sufficient time to present grievances if any and it is addressed by the concerned faculty/department. The internal evaluation results are communicated to the parents by the concerned class teacher. Training is also given to students in areas such as seminar and assignment preparations and project presentations. In the project and seminar presentations, students are encouraged to make use of ICT enabled techniques. Projects and seminar presentations with the help of LCD projectors constitute an integral component of internal assessment. Model viva-voce are also organised to acquaint the students with the process of end semester vivavoce examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The continuous internal evaluation is a mandatory process to be fulfilled by the College for both UG and PG programmes. The College prepares an academic calendar on the basis of the University academic calendar for the effective implementation of continuous internal evaluation. The academic calendar contains schedules of the two internal examinations for each semester and the submission of forms A and B. The internal examinations are conducted as per schedule and it is overseen by the examination committee under the leadership of a senior faculty member. The College follows the schedule given in the academic calendar to convene the Department Level PTA meetings to communicate the result of the internal examinations. A time schedule is followed by the College for the publication of attendance statement, which is one of components in the process of continuous evaluation. An online portal TCS (Total Campus Solution) has been made available for the entry of attendance and for publishing the monthly statements of attendance.In the continuous evaluation process, submission of assignments, presentation of seminars, class tests, and discussions are also important. The schedules of these activities are given in advance and attempts made to follow the same. The form A containing the grades or marks for each component in the internal evaluation and form B, the consolidated marks or grade of students for the internal evaluation are published as per the given schedule. Efforts are made by the College to strictly comply with the academic calendar for all activities including the continuous internal evaluation.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://mtct.ac.in/programmes-courses/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
EN	BA	English	48	37	77

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://onlinetcsmarthoma.meshilogic.co.in/Login.aspx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	KSCSTE	0.1	0.1
Students Research Projects (Other than compulsory by the University)	30	Higher Education Department, Government of Kerala	0.1	0.5

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
00	00	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nill	00

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Department of English	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Department of English	1	Nill
National	Department of Zoology	1	Nill
National	Department of Commerce	2	Nill
International	Department of Botany	1	Nill
International	Department of Chemistry	6	Nill
International	Department of Zoology	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Botany	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Natural rubber nanocomposites with MWCNT@POSS hybrid filler: Preparation and properties	Ajesh K Zachariah	Polymer Composites, 2020, 41(1), 369-380	2020	2.265	Mar Thoma College Tiruvalla	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	2020	Nill	Nill	Nill

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	17	8	7
Presented papers	7	9	1	Nill
Resource persons	Nill	Nill	8	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
MISSION NILMABUR – Flood Relief Activities	NCC and Janamaitri Police Station , Nilambur	2	25
World blood donor day	NCC and Believers Church Medical College Hospital	1	90
vigilance awareness week	NCC and Central Vigilance Department and Vigilance and Anti-corruption bureau, Govt. of Kerala	2	160
Starting of Pain and Palliative care unit	NSS, Medical club of Marthoma College and Pushpagiri Medical College	3	50
Survey for the collection of Carbon foot print data	NSS and Eraviperoor GramaPanchayath , Kerala Institute of Local Administration,Thrissur	3	150
Bike rally on Traffic awareness	NSS and Excise Dept.	3	50

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	00	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issue	Women Cell	Legal issues for women Security	5	201
Gender Issue	Women Cell	Panel Discussion on women empowerment	5	19
Gender Issue	Women Cell	Social development and Women	5	178
COVID	NCC and District Administration, Pathanamthitta	COVID Volunteers	1	42
COVID	NCC and Tiruvalla Muncipality	Covid – Community Kitchen	1	58
Pulse Polio Immunisation	NCC and District Medical Office, Govt of Kerala	PULSE POLIO CAMPAIGN	1	30
Swachh Bharat	NCC and Ministry of Defence and Central Government	Swachhta Pakhwada	1	160
Swachh Bharat	NCC and Ministry of Defenece and Central Government	Swachhita Hi Sewa – Mega Swachhta Pakwada	1	160
Swachh Bharat	Department of Commerce in association with NSS and NCC	Cleaning of the Campus	4	180
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On the job training	On the job training	CEPCI Kollam	01/04/2019	31/05/2019	30
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
TMM College of Nursing	29/10/2019	specialised support in Language teaching	5
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5493399	500000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
Laboratories	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSOFT	Fully	2.01	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	**63000**	**10000000**	**500**	**30000**	**63500**	**10030000**

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	**00**	**0**	**Nill**

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**210**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Added	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**215**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E LEARNING LAB	https://mtct.ac.in/ict-enabled-teaching/
DST FIST Lab	https://mtct.ac.in/ict-enabled-teaching/
Language Lab	https://mtct.ac.in/ict-enabled-teaching/
Media Centre	https://mtct.ac.in/ict-enabled-teaching/
C T John Research Centre for Mathematics	https://mtct.ac.in/ict-enabled-teaching/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

| 100 | 300 | 500 | 2000 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has a system for the optimal utilisation and maintenance of physical and infrastructural facilities. The Governing Council appoints a Treasurer and constitutes different committees such as - finance committee, building committee, etc to create additional facilities and to ensure the optimum utilisation of academic, administrative and physical infrastructure. The finance committee prepares the annual budget and presented in the Governing Council for discussion and adoption. The building committee looks into the status of the existing buildings, requirements for new classrooms and buildings, upgradation of building facilities, etc. The College has a Management office for overseeing the construction and maintenance work. The Management office has three staff members under the supervision of the Treasurer of the College and the Principal. The ICT coordination committee monitors the functioning of computer labs, procurement of systems, upgradation and maintenance of computer facilities. A senior faculty is appointed as the convener of the ICT coordination committee. The Management office renders the following services for the better utilisation of available facilities: Prepares annual budget for construction, maintenance and upgradation of academic and physical infrastructure and support services. Construction and maintenance work in the College are carried out under the supervision of the Management office which also allocates fund for the same. The College office under the supervision of the senior superintendent oversees the daily maintenance and upkeep of the class rooms and other facilities. The College has a consultant engineer, a supervisor and qualified technicians for attending to the maintenance work. The maintenance works are undertaken on the basis of his report. Electrical and plumbing works are carried out by trained technicians appointed by the College. The work supervisor oversees the maintenance work carried out in the College and the hostels. The College follows an open tender system for construction and maintenance work. The College Council prepares the blue print for optimal utilisation of existing resources. The council has constituted a committee for space utilisation to ensure better utilisation of the available facilities for curricular and co-curricular programmes. Academic Review Committees are periodically appointed by the College to examine the availability and utilisation of the existing infrastructure for administering the various programmes. The committee consists of academic experts who visit the College, departments, labs, library, sports and other support facilities to review the current utilisation and also to make suggestions for better utilisation. The Annual Maintenance Contract (AMC) is followed by the College for the maintenance of lab equipments and IT facilities. A register for maintenance work is kept in the Management office for recording the requirements of maintenance in the departments and support services. Measures are initiated to rectify them. The College has a Purchase Committee as per the direction of the UGC and State Government for the procurement of the equipment for laboratories, library and also for the office and the departments. The library committee monitors the availability and utilisation of library infrastructure and upgradation of library facilities. The College has therefore an established system for maintaining and utilising the available facilities

https://mtct.ac.in/research/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Scholarship	1120	60000
Financial Support from Other Sources			
a) National	Suvarna Jubilee Merit Scholarship (SJMS)	3	1000
b)International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring, personal and career Counselling (Commerce)	01/06/2019	180	Nil
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career counselling (Commerce)	30	Nill	Nill	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Biomeurix India	15	12	Infosys	5	1
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	MSc Zoology	Zoology	National Centre for Biological Sciences, Bengaluru	PhD

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3

View File

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
All India Football Federation 20th Senior Women Held at Dilrugarh Assam and other participations	National	80

View File

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	A grade in light music (Malayalam), MG university Youth Festival "Article 14"	National	Nill	1	190083	Megha Suresh

View File

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a student council called College Union. It is an elected body consisting of the following members: 1.Chairman 2.Vice Chairman 3.General Secretary 4.Arts Club Secretary Page 67/123 15-08-2019 12:47:56 Self Study Report of MAR THOMA COLLEGE, TIRUVALLA 5.Magazine Editor In addition, representatives of lady students and class representatives of both UG and PG programmes are also included in the College Union. The College Union has a staff advisor nominated by the Staff Council of the College. The meeting of the

Union is held regularly to undertake following activities: Organizing students on a non-party basis for curricular and non-curricular programmes. Arranging non-curricular activities and programmes such as arts festival, film-festivals, women's day, annual sports and other competitions. The views and opinions of students on academic matters, facilities and support services are obtained and communicated to the authorities by the College Union. Representing the requirements of the student community in College forums like the Governing Council and Staff Council. The Union represents the student community in the discussions and programmes organised by the Government. The College has constituted a number of clubs and associations to ensure participation of students in curricular and co curricular programmes and activities. Students have a key role in the organization and functioning of clubs and associations such as the Brains Trust, Tourism Club, the National Service Scheme, Subject Associations, PG Association, Science Forum etc. Students are the conveners of several committees of the College and they have a pivotal role in administering and implementing programmes of such committees/clubs. The representatives of students are included in the consultative committee on students affairs constituted by the College for discussing issues concerned with students. The representatives of the student community are also included in the Director Board of the College Cooperative Society. There are 4 students representatives in the 11 member Director Board of the society

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a strong Alumni Association with chapters in different parts of the world. They contribute liberally for the development projects of the college. The college keeps up relations with the Alumni through regular publication of the Alumni News. Various chapters also have their own news bulletins.

5.4.2 – No. of enrolled Alumni:

815

5.4.3 – Alumni contribution during the year (in Rupees) :

500000

5.4.4 – Meetings/activities organized by Alumni Association :

8

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College follows a mechanism of decentralization in the administrative and academic functioning of the College for implementing the policy of participative management. The College is administered by a Governing Council consisting of a Chairman (one of the Bishops) and 10 members. In order to have effective administration, the Governing Council has constituted different committees to decentralize powers and functions. The Finance Committee is authorized to discharge financial powers and responsibilities such as introduction of budget, resource mobilization drive and overseeing the income and expenditure of the College. The Building Committee has been provided with the powers and functions to chalk out construction programmes, maintenance work and estate management. The Hostel Committee is authorized to look after the

functioning of the women's hostels and take
decisions which ensure the smooth running of the hostels. The ICT Coordination Committee has been authorized to manage the working of computer labs and IT infrastructure of the College. The day to day functioning of the College is looked after by the Principal, who is advised by a College Council consisting of the Heads of the departments and elected members of the faculty. In order to make the administration decentralized and participative, over fifty clubs and associations are constituted by the College Council (Staff Council) with faculty members as Chairman or Director. The clubs or associations introduce curricular and co-curricular programmes to promote learning, talents and soft skills of students. The College also has a staff association for the faculty and a non-teaching staff association for administrative and supporting staff. The academic and administrative decisions are made by the Principal through the process of consultation and discussion with the Governing Council and the College Council. The policy decisions are framed by the Governing Council. The administrative and academic matters are reviewed by the College Council at its regular meetings which advises the Principal on the concerned matter. The Principal delegates authorities to the Heads of the various departments in managing the academic and administrative matters of the concerned departments. Department meetings are held regularly to frame the teaching plan and the academic calendar of the department. It reviews the progression of the Programmes and provides suggestions for giving special assistance for slow and advanced learners. The teacher-in-charge oversees the academic matters and the maintenance of discipline in the concerned class. The teacher keeps an academic delivery monitoring register to evaluate the progress of the movement of syllabus and classes engaged. The class teacher also manages tutorial sessions. The activities of departments are overseen by the HoDs and it is their responsibility to manage the affairs of the department. A system of decentralization and participative management is therefore at the center of the functioning of the College.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College has developed a new mechanism for effective delivery of the curriculum in the post-accreditation period. Teachers Diary, Teaching Plan and Curriculum Delivery Monitoring Register are introduced as the part of this mechanism to ensure effective and timely completion of syllabus and related academic activities. The Teachers Diary documents the details of the classes engaged, zero hours and special classes, mentoring and tutorial sessions, conferences and workshops attended etc. The Teaching Plan can also be presented in the Teachers Diary. The Curriculum Delivery Monitoring Register is kept by the Class teacher and operated by a Student Peer of the class, to record the

	classes engaged in each hour for monitoring the movement of the syllabus. Currently there are thirteen members of our faculty on the UG and PG Board of Studies (BoS) of the Mahatma Gandhi University and several faculties in the Academic Bodies of the Autonomous Colleges, Research Centres and Institutions of repute. The Courses of UG and PG Programmes such as English, Economics, History, Political Science, Chemistry, Botany and Zoology discuss cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values etc.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Centralised internal examinations and TCS supported academic administration and examination.s. E-Governance has been implemented in areas like administration of the College, admission of students, attendance entry, internal evaluation, collection of feedback, finance and accounts with the help of SPARK and TCS.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nill	00	00	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	LangLab for Teachers	Training	27/09/2019	27/09/2019	13	Nill
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the	Number of teachers	From Date	To date	Duration

professional development programme	who attended			
University and PG College MSc Teachers Training Program in Biology(Refresher Equivalent Course)	1	16/06/2019	06/07/2019	21

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
71	71	34	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	Noon Meal

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College has a mechanism for internal and external financial audit. The internal audit is entrusted to a registered firm of chartered accountants appointed by the College for each financial year. The accounts are externally audited by the Department of Local Fund Audit and the Office of the Accountant General of India with respect to the Government/UGC fund. In the case of Management funds, registered chartered accountants are appointed by the College for external audit. The internal and external audits are undertaken annually and the auditor's reports are presented before the College Governing Body with their remarks for discussion. The audit objections and the corresponding remarks are addressed by the office of the Management and timely and proper clarifications are presented to settle the audit objections. The audited statements of accounts along with the auditor's report are presented in the meetings of the College Governing Council for discussion. The audited statement of accounts is also published in the official annual report of the Church.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Chellamma kochamma memmorial fund 2lakh for physiscs	150000	Nill

View File

6.4.3 – Total corpus fund generated

200000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC Peer Team	Yes	IQAC
Administrative	Yes	NAAC Peer Team	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College has General PTA and also organises department wise PTA meetings. PTA meetings are regularly organized at the beginning of the semester and after the internal examinations. Parent Teacher Association (PTA) meetings are specially convened for slow learners to find out effective means and techniques to improve their learning levels.The communication of examination results to parents is through the class-wise PTA. The PTA is convened immediately after the declaration of the results of the internal examinations.The funds obtained from Hostels, Alumni, PTA, Donors, etc are managed by the Management office under the supervision of the Principal and the Treasurer.

6.5.3 – Development programmes for support staff (at least three)

Hands on training, workshops, support mechanisms

6.5.4 – Post Accreditation initiative(s) (mention at least three)

College Digitization, Augmentation of Campus filing system, RUSA Projects

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Maintenance of teaching Plan	01/06/2019	01/06/2019	31/05/2020	71

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
6	03/06/2019	29/05/2020	300	200

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

	3.09	

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	10
Braille Software/facilities	Yes	10
Rest Rooms	Yes	10
Scribes for examination	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	30/05/2019	90	Organic farming	Wasteland	200

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
https://mtct.ac.in/iqac/	03/06/2019	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
0	Nil	Nil	Nil

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College aims to develop a campus which is greener, cleaner, safer and a healthier place to learn and work by redefining its environmental culture and developing new paradigms. The following practices are followed by the College in this regard: As the College is situated very close to the railway station and the main road, over 80 of the staff and students depend on the public transport system for commuting. The Kerala State Road Transport Corporation operates transport services from town to the College in the morning and evening. Private buses also operate services from distant places to the College. Students residing near the college use bicycles or walk to the college. The College encourages students to use public transport system and organizes programmes on environmental conservation. Students are taught about Carbon Credits and Carbon Neutrality. Regular cleaning of the camps and planting of tress ensure carbon neutrality. Programmes like Swachh Bharat Abhiyan, Dry Day, etc. are observed to maintain a clean campus. The Illumination and ventilation in classrooms are adequate considering natural light and air velocity. The noise level in the campus is well within the limit i.e. below 50 dB at daytime. The installation of biogas plants at hostels, automation in the College office and Departments to curtail Page 93/123 15-08-2019 12:48:09 Self Study Report of MAR THOMA COLLEGE, TIRUVALLA paper

work, and composting practices are also followed to make the campus green and tidy. The architectural structure of the College fulfills passive climate control measures like shading, optimum orientation, optimized day lighting, courtyard planning, cross and stack ventilation and evaporative cooling have been integrated intelligently in the design which help achieve considerable thermal comfort even during peak summer afternoons. Plastic free Campus: Plastic items are not encouraged in the College campus. E-banners, Cloth banners and chart paper posters are used for seminars, workshops, and other such programmes conducted in the College. Paperless Office: All kinds of paper waste are given for recycling. Usage of paper on campus is minimized and printing is done on both sides. E-mail and other electronic communication methods are largely used for inter-house communications and also for communication with the Government and with the University. Green landscaping with trees and plants: The Campus has around 486 species of plants including herbs, shrubs and big shady trees. This provides home to flora and creates a heaven for the nesting birds, butterflies and other animals like squirrels, palm civets, lizards, etc. The College has initiated a tree plantation program among the students, faculty and local community, through the distribution of saplings of fruit and shade trees etc. to promote an eco-friendly environment

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.1 Title of the practice: Monitoring of Academic Delivery 1.2. Objectives of the practice: Education par excellence is the motto of the College. The curricular and co-curricular programmes have been designed to improve the knowledge, skills and personality traits of the students. By keeping in mind the significance of academic delivery in the teaching-learning process, the College has devised a mechanism named Academic Delivery Monitoring with the following specific objectives. To streamline the teaching-learning process in a more meaningful and effective manner. To enable the class teacher to monitor the progress of the teaching process. To ensure timely completion of the syllabus. 1.3. The Context: The Academic Delivery Monitoring has been initiated in the context of restructuring of the UG and PG Programmes in the Credit and Semester format. Under the restructured system the duration of a semester is 90 days with varying contact hours for Core, Common, Complementary and Open Courses. The timely completion of syllabus in the context of hectic curricular and co-curricular programmes and varying contact hours has become a challenging task requiring innovative practices and strategies to tide over the time constraint. The mechanism of academic delivery monitoring has been introduced to ensure administration of the programmes in a more effective, meaningful and time bound manner. 1.4. The Practice: The College has evolved a mechanism under the academic delivery monitoring system to monitor both the teaching process and the completion of the syllabus with the help of two registersTeacher's Diary and Register for Academic Delivery Monitoring. The Teacher's Diary documents all the day-to-day academic work of a faculty member. It has the provision to note the classes engaged for the courses assigned, special classes engaged, tutorials and mentoring initiated, class tests and internal examinations, seminars and assignments to be given Page 100/123 15-08-2019 12:48:14 Self Study Report of MAR THOMA COLLEGE, TIRUVALLA to students, etc. The format to prepare semester-wise teaching plan has been provided in the Teacher's Diary. Project and research works, details of publications, etc can also be entered in the Teachers Diary. The Teacher's Diary is verified by the concerned Head of the Department and countersigned by the Principal. The register to monitor academic delivery documents the status of classes engaged hourly. A degree programme has Common, Complementary, Open and Core courses engaged by teachers from different departments. The class teachers maintain the register and document the hourly status of classes with the help of the class

monitor. On the competition of the 5th hour the monitor hands over the register to the class teacher who in turn will verify the movement of classes and syllabus. The Head of the department will verify the register on a weekly basis and the same is countersigned by the Principal. 1.5. Evidence of Success: The Teacher's diary is very useful for faculty member to evaluate his or her academic work. Since it documents all the academic activities performed by a teacher, it is very useful for the semesterwise evaluation of the work. The faculty members prepare self appraisals with the help of Teacher's Diary. The Teacher's Diary can also used as a document for submission for promotion under the career advancement scheme. The Academic Performance Indicators (API) are verified by the Principal on the basis of the records presented in the Teachers Diary. The Screening Committee constituted by the University to evaluate the proposals for promotion also reviews the API scoresheet on the basis of the Teachers Diary. The register to monitor academic delivery is very effective in monitoring, cross checking and evaluating the engagement of classes in the backdrop of the credit and semester system and semester-wise teaching plan. The class teacher is able to monitor the progress and completion of syllabus with the help of it. The class teacher can infer the requirements for additional classes and inform the HoD and Principal about the matter. Initiatives made by the faculty for the completion of the syllabus in a time bound manner indicate the success of this practice. 1.6. Problems Encountered and Resource Required: The practice has been successfully implemented without encountering any major problems. 2.1 Title of the practice: Strong ties with Alumni 2.2 Objectives of the practice: Established in 1952, the College has completed a period of sixty six years in the area of higher education. Over this period, nearly 70,000 students have successfully completed their programmes of study. The College maintains strong and vibrant ties with the former students who have formed alumni chapters in different regions of the country and also in some foreign nations. The main objectives of having such a strong link with the alumni include Page 101/123 15-08-2019 12:48:14 Self Study Report of MAR THOMA COLLEGE, TIRUVALLA To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them To utilize the rich experiences of former students of the college for the benefit and progress of the present students Develop alumni programmes that foster fellowship among alumni and encourage the physical, moral, and spiritual growth of the College 2.3 The Context: The Alumni are one of the main stakeholders of the College, who can render valuable assistance to the academic and infrastructure development. They represent the College in the community. Rich in experience, exposure and resources, they are dynamic and enterprising and enjoy prestigious positions in different walks of life. Since they have a sense of belonging to the Alma Mater, the College has keen interest in engaging with them. Their willingness to share the experiences, skills, guidance and resources with the institution encourages the College to maintain a strong relationship with them. 2.4 The Practice: The College has an active Alumni association with chapters in different cities of the State including Thiruvananthapuram, Ernakulam and Tiruvalla. The Alumni association has also chapters in cities like New Delhi, Mumbai, Chennai and Bangalore. The Alumni chapters are also active in MiddleEast countries such as Doha, Kuwait, Bahrain and Dubai USA and Canada. The chapters regularly organize meetings and conduct celebrations such as commemoration day of the College, national festivals, etc. The College alumni association organizes two meetings every year- on 26th January and on 15th August. The General meeting of the Association is organized on 26th January every year to transact business such as adoption of annual report, annual accounts, election of office bearers etc. The keynote address of the meeting is often delivered by a prominent alumnus. Alumni, students and faculty achievers are felicitated on the occasion. Experience sharing with the student community and discussions on opportunities available in their respective fields are also notable programmes of the meeting. On 15th August every year, the family get

together of the alumni association is organized. Cultural programmes are also conducted on the occasion. The meetings of the alumni chapters are organized in the respective centers and reports of the same are forwarded to the College. The annual 'Alumni Newsletter' is the publication of the Alumni association of the College. It contains a brief report of the activities organized, programmes held, and reports of the alumni chapters and also the audited statement of accounts of the association. The alumni association offers scholarships for meritorious students. Citations and awards are given to student and faculty achievers in the annual general meetings of the association. 2.5 Evidence of Success: The cordial relationship maintained by the alumni with the College and their frequent visits to the College reveal their strong relationship with the Alma Mater. This has fostered a sense of belonging which is evident from the reunions organized by the Alumni. The 1965-68 Degree batches organised their golden jubilee reunion on 27th January 2018, with a participation of 220 Alumni members. They also staged the play titled Ellolam illa poli vachanam, the same play they staged 50 years back, on 15th August 2018. The 1966-69 Degree batches also organised a similar reunion Page 102/123 15-08-2019 12:48:14 Self Study Report of MAR THOMA COLLEGE, TIRUVALLA on 8th February 2019. The preparations are under way for the golden jubilee reunion of 1967-70 Degree batches and the last Pre-Degree batch of 1999-2001 announced their reunion on 27th July 2019. The Alumni who are in different walks of life deliver lectures when they visit the College. The Bhatnagar Awardee Dr. George Thomas, Dr. Shiny Varghese (Duke University, USA), Dr. Thomas Kurien (Inventor of Mobile Phone Caller Id), Dr. Dhanya G Nair (Member of the Team that made the first ever image of Supermassive Blackhole), Sri. Kaviyoor Sivaprasad (renowned Film Director, Script Writer and National Award winner), Mr.Siddharth Sivaprasad (renowned Film Director and National Award winner), Sri. Blessy Iype Thomas (renowned Screen Play Writer and Film Director), Ms. Nayanthara (renowned film actress), Ms. Mariamma Koshy (Former National Captain and President, Hockey India), etc are some of the prominent Alumni members who visit the College to share their thoughts and experience with students and to motivate them. The contributions made by the Alumni to the infrastructural development of the College represent their concern and affection for the College. During the Golden Jubilee Celebrations in 2001-2002, the Alumni contributed an amount of over Rupees 2 crores for the construction of the golden jubilee block that houses the seminar hall, DST-FIST lab, E-learning room and the College library. A tower block which houses Dr. C.T John Centre for Research in Mathematics and a career counseling centre has been constructed with the Alumni contribution in 2016-2017. The stage in the auditorium was renovated and the facilities in the seminar hall were improved with contributions from the Alumni. 2.6 Problems Encountered and Resource Required: The main problem of having ties with the Alumni is the formation of chapters in different centers due to absence of uniformity in the working conditions and the nature of work. The absence of a permanent office for Alumni association in the College is also a constraint.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://mtct.ac.in/students-corner/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The College offers 12 Undergraduate, 10 Postgraduate and 7 Doctoral Degree Programmes. The College imparts employable skills through Academic Enrichment Programmes, Certificate Courses and Life Skill Enrichment Programmes. The thrust area of the College is the teaching-learning process with a focus on moulding students with ethical and moral integrity and values. Page 103/123

Several initiatives have been made to make the teaching- learning process more effective, meaningful and qualitative. A distinctive mechanism has been developed to ensure academic delivery in a time bound and systematic manner. At the very beginning of the teaching- learning process, the knowledge level and comprehension ability are identified through a composite mechanism including Entry Level Assessment Test (ELAT) to classify students into slow and advanced learners. Special attention is given to slow learners by providing them with additional learning materials and advanced learners are guided to higher levels of progression. The College provides academic freedom and encouragement to faculty members to innovate new methodologies of teaching to enhance the quality of teaching- learning process. It has led to the following initiatives: creation of websites for online communication with students. Submission of assignments, term papers, etc are made through the website. Learning materials are also provided through this system. formation of students' class-wise whatsapp group for academic purpose. peer teaching has been successfully implemented in some UG and PG classes. publication of the PG research journal. The College encourages students to apply for internship in reputed academic and research institutions. Faculty members function as supervisors for such initiatives. Students are also encouraged to attend academic conferences, training programmes and other academic activities organised by different institutions. The collection of structured feedback mostly through the online mode provides a mechanism for the evaluation of the effectiveness of the teaching learning process. Institutional support for learning such as scholarships, freeships, noon meal scheme, book bank, awards and citations to meritorious students, reprographic and Net facility are also provided by the College for the promotion of the learning process. The College has therefore embarked on an inspirational journey to academic excellence.

Provide the weblink of the institution
https://mtct.ac.in/students-corner/

8.Future Plans of Actions for Next Academic Year

Mar Thoma College has always been an institution with a difference. Academic excellence has always been accorded top priority, but value education is no less important. The College has carved a name for itself in the academic sphere of the nation through its conscious efforts towards educational transformation. Commendable academic achievements, regular and effective monitoring of academic delivery, academic enrichment and life skills programmes, DST-FIST support for education and research in basic sciences, and continuous upgradation and rationalization of facilities,provide the platform for further development and progress of the College. The collaborative seminars and workshops, MOUs and Linkages, research projects, numerous extension and outreach programmes, awards and citations from governmental and non-governmental agencies, soft skills and career development programmes, national, state and university level recognition in sports activities, green initiatives, gender sensitization and national integration programmes, strong ties with parents and alumni coupled with motivated and experienced faculty have also brought the College to the forefront in the educational scenario of the nation. The tasks ahead are multifarious and challenging, but the inspiring journey of the College towards academic excellence continues with rededicated vigour and dynamism. It is the hope and expectation that the 84th rank secured by the College amongst the Arts and Science Colleges in India according to NIRF ranking 2020, will catalyze the journey of the institution in the present to an expectional future.