



# YEARLY STATUS REPORT - 2020-2021

## 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 its own campus? **Yes**
- Phone no./Alternate phone no. **04692630342**
- Mobile no **9447358620**
- Registered e-mail **mtcofficetvla@gmail.com**
- Alternate e-mail **principal@marthomacollege.org**
- Address **Mar Thoma College  
Tiruvalla,Kuttapuzha, 689103**
- City/Town **TIRUVALLA Kerala**
- State/UT **Kerala**
- Pin Code **689103**

#### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Semi-Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Mahatma Gandhi University  
Kottayam**
- Name of the IQAC Coordinator **Dr Susan Thomas**
- Phone No. **9447907027**
- Alternate phone No. **04692630342**
- Mobile **9447907027**
- IQAC e-mail address **iqac@marthomacollege.org**
- Alternate Email address **mtcofficevlla@gmail.com**

**3.Website address (Web link of the AQAR  
(Previous Academic Year)**

<https://mtct.ac.in/iqac-2019-20/>

**4.Whether Academic Calendar prepared  
during the year?**

**Yes**

- if yes, whether it is uploaded in the  
Institutional website Web link:

<https://mtct.ac.in/iqac/>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>NA</b>	<b>1999</b>	<b>09/01/1999</b>	<b>08/01/2004</b>
<b>Cycle 2</b>	<b>A</b>	<b>85.05</b>	<b>2005</b>	<b>20/05/2005</b>	<b>19/05/2010</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.11</b>	<b>2012</b>	<b>21/04/2012</b>	<b>20/04/2019</b>
<b>Cycle 4</b>	<b>A</b>	<b>3.09</b>	<b>2019</b>	<b>18/10/2019</b>	<b>17/10/2024</b>

**6.Date of Establishment of IQAC**

**10/12/1996**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8.Whether composition of IQAC as per latest**

**Yes**

## NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

### 9.No. of IQAC meetings held during the year 10

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

### 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

- Training Given To Faculty Members on Online Teaching Learning Systems.
- Online Mentoring Allotment
- Placement and Progression Register Allotted Centrally
- Online Classes Records Maintained on A Weekly Basis
- Internal Evaluation Conducted Online Via MS Teams in Association With The Examination Committee
- Covid Cell Instituted in The College

### 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>June 2020 Commencement of Classes For III, V semester UG and II/ III Semester PG. Heads of the Departments may be asked to conduct department meetings and discuss the plan of action for the year, and about syllabus completion. Online training programmes on LMS, Online teaching methodologies etc may be convened. Any help needed by students for attending online classes financial or otherwise may be studied and needful steps may be taken. July 2020 The departments may be asked to convene counselling sessions for students to help them cope with the stress of the Covid pandemic and the online mode of learning. PTA meetings may also be organized online to address the parents' concerns. IQAC may take steps to organize Capacity building workshops to facilitate the radical shift to the online teaching- learning process. August 2020 Subject Associations may organize programmes online. Onam Celebration may be convened in the online mode. September 2020 Revision classes, Remedial classes may be held. Internal examinations for UG odd semesters. October 2020 Departments may organize seminars/ workshops/ conferences/ association activities and plan for students' internship, if any available online. November 2020 Conduct Second internal examination for Odd semesters UG and PG. Preparation may be</p>	<p>June 2020 Commencement of Classes For III, V semester UG and II/ III Semester PG. Heads of the Departments may be asked to conduct department meetings and discuss the plan of action for the year, and about syllabus completion. Online training programmes on LMS, Online teaching methodologies etc may be convened. Any help needed by students for attending online classes financial or otherwise may be studied and needful steps may be taken. July 2020 The departments may be asked to convene counselling sessions for students to help them cope with the stress of the Covid pandemic and the online mode of learning. PTA meetings may also be organized online to address the parents' concerns. IQAC may take steps to organize Capacity building workshops to facilitate the radical shift to the online teaching- learning process. August 2020 Subject Associations may organize programmes online. Onam Celebration may be convened in the online mode. September 2020 Revision classes, Remedial classes may be held. Internal examinations for UG odd semesters. October 2020 Departments may organize seminars/ workshops/ conferences/ association activities and plan for students' internship, if any available online. November 2020 Conduct Second internal examination for Odd semesters UG and PG. Preparation may be</p>

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**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College council	15/07/2022

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>MAR THOMA COLLEGE TIRUVALLA</b>
• Name of the Head of the institution	<b>Dr. VARUGHESE MATHEW</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>04692630342</b>
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• Registered e-mail	<b>mtcofficevla@gmail.com</b>
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• City/Town	<b>TIRUVALLA Kerala</b>
• State/UT	<b>Kerala</b>
• Pin Code	<b>689103</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
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• Name of the IQAC Coordinator	<b>Dr Susan Thomas</b>

• Phone No.	9447907027				
• Alternate phone No.	04692630342				
• Mobile	9447907027				
• IQAC e-mail address	iqac@marthomacollege.org				
• Alternate Email address	mtcofficevva@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://mtct.ac.in/iqac-2019-20/">https://mtct.ac.in/iqac-2019-20/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://mtct.ac.in/iqac/">https://mtct.ac.in/iqac/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	NA	1999	09/01/1999	08/01/2004
Cycle 2	A	85.05	2005	20/05/2005	19/05/2010
Cycle 3	A	3.11	2012	21/04/2012	20/04/2019
Cycle 4	A	3.09	2019	18/10/2019	17/10/2024
<b>6.Date of Establishment of IQAC</b>			10/12/1996		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		



<b>9.No. of IQAC meetings held during the year</b>	<b>10</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>Training Given To Faculty Members on Online Teaching Learning Systems.</li> <li>Online Mentoring Allotment</li> <li>Placement and Progression Register Allotted Centrally</li> <li>Online Classes Records Maintained on A Weekly Basis</li> <li>Internal Evaluation Conducted Online Via MS Teams in Association With The Examination Committee</li> <li>Covid Cell Instituted in The College</li> </ul>		
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**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
College council	15/07/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2022	25/03/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
The institution takes efforts to bring an interdisciplinary approach when it comes to academic activities through open courses and other university based integrative mechanisms	
<b>16.Academic bank of credits (ABC):</b>	
Not yet implimented by the university	
<b>17.Skill development:</b>	
Initiatives for skill development in lines with the Government's policy in this regard.	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
Under consideration. Limitations of being an affiliated institution offering course and programmes designed by the university. Our university has certain courses on integration of Indian Knowledge system (teaching in Indian Language, culture)	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
Under consideration. Limitations of being an affiliated institution offering course and programmes designed by the university. Mar Thoma College is not an autonomous college or a constituent college and has a lesser say in OBE	
<b>20.Distance education/online education:</b>	
Under consideration. . Limitations of being an affiliated institution offering course and programmes designed by the university. Mar Thoma College is not an autonomous college	

## Extended Profile

### 1.Programme

1.1

23

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 597

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 800Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 465

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 71

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 80

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>23</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>597</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>800</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>465</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>71</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	80
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	90
Total number of Classrooms and Seminar halls	
4.2	900
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	171
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The pandemic necessitated a shift to the online mode of teaching and learning for a major portion of this year. So most of the meetings have been conducted via online medium and soft copies of records maintained. The College has developed a well-structured mechanism for the effective delivery of the curriculum. At the beginning of the academic year, faculty meetings at the department level and at the College level were convened to discuss the organization of academic programmes. The following steps were initiated in this regard.

- The curriculum delivery is monitored through a special mechanism titled '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. The class teacher can

monitor the effective implementation of the curriculum through the curriculum monitoring register.

- The faculty meetings at the department level and also at the College level evaluated the delivery of curriculum based on the details furnished in the curriculum monitoring register.
- The effectiveness of curriculum delivery was assessed through class tests, internal examinations, practical sessions, special classes and remedial programmes.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**Preparation of the academic calendar:**

prepared on the basis of the schedule provided by the University. The academic calendar is prepared by the IQAC and finalized by the College Council (Staff Council). The same was published in the College calendar and the handbook and made available to the faculty and students.

**teaching plan on the basis of the academic calendar:**

contains details of courses to be taught, allocation of workload, details of seminars, assignments, etc. The teaching plan prepared by the faculty is countersigned by the respective Heads of the department and records were maintained



**Preparation of Lesson plans/ Monthly Schedules:**

The departments also chalked out yearly plans at the beginning of the academic year and monthly schedules for the completion of the syllabus, assignments, seminars and internal examinations. Many semesters were overlapping due to the postponement of exams owing to Covid. Yet schedules were prepared in such a way that students were not affected or over-burdened.

Continuous Internal Evaluation (CIE): Owing to the pandemic situation, most of the CIE process was conducted in the online mode. Assignments and examinations were conducted online and after evaluation was returned to students so that they could understand how they fared.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

21

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curricular and co-curricular programmes of the College are skillfully integrated with gender and environmental issues, and also with human and professional ethics. Gender issues discussing gender justice, gender discrimination, issues and challenges of gender equity, etc. have been included in the curriculum of some UG and PG Programmes. Environment and sustainability is a major area of study in the curriculum of both Arts and Science Undergraduate and Postgraduate Programmes. Specialized courses related to environment and sustainability is taught in the PG Programmes of Economics, Chemistry, Botany and Zoology. Human values, civic responsibility and ethical approaches are also covered in the curricula of Political Science, History and Economics Programmes. The University has introduced a mandatory paper on Environment and Sustainability in all the UG programmes and hence students develop awareness about the challenges and crisis in this area. In addition to the above, the College applies several strategies to integrate issues such as gender and environment in the administering of curricular and co-curricular programmes. 1. This year, the Women's Cell of the College organised an online seminar to sensitize students about gender issues and gender justice. The Women Empowerment Cell also conducted online awareness programmes on rights and privileges of women

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students Teachers Employers Alumni**      **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

511

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The knowledge base, learning level and the power of comprehension of students are assessed through a multi-layered process after the completion of admission for the Undergraduate

and Postgraduate Programmes. An Entry Level Assessment Test (ELAT) is initiated by the College to evaluate the learning level of the beginners. The test assesses the scale of understanding of the student in the concerned subject, power of comprehension and the level of general knowledge. The following steps are also initiated to identify advanced and slow learners for extending special programmes. This year online tests were conducted to assess the students and also after each semester to maintain a record of their progress.

- Class room tests are organized at the commencement of classes to assess the subject knowledge and the learning level of beginners.
- Interactive discussions, quiz programmes, etc are introduced by the respective teachers to assess the knowledge level of the students.

On the basis of the understanding skills and the learning level, students are classified into slow and advanced learners.

1. Merit scholarships, cash awards, prizes and citations.

2. They are nominated to attend seminars and workshops in other Colleges and Universities. They are also sent to other institutions to represent college

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
62	1665

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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 student-centric methods. A shift from the conventional teacher-centered 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.

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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

106

106

Smart Boards with LCD Projectors, Desktop Computers, Laptops, LCD monitors, OHP, Voice Amplifier Systems for Classroom teaching, Public Address Systems, MP 3 Player, Headsets with Recording Facility, Television, High Speed Laser Printers, Scanners

32

7

Video Presentations, youtube videos, animation videos, Resources from E-learning platforms -NPTEL, ePathshala, Coursera, Accessing Research Journals and Articles from Inflightnet- Shodhganga, ResearchGate, Google Scholar, Krishikosh, efloraofindia, LEAP- Custom Moodle Installation (online learning platform of College), Amrita Virtual Lab, NISCAIR Social Learning Platforms -Edmodo, Google Classroom, Biology Discussion, Softwares -Physioex- Physiology Lab Simulation Programme, RasMol

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

71



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College introduced a well-structured mechanism for internal assessment in line with the procedures and guidelines laid down by the parent University. There are four components in the process of internal evaluation-attendance, internal examinations, assignments and seminars with differential weights. Owing to the shift to the online mode, this year all the four components had to be taken care of through the online medium. The mechanism is robust having both transparency and accountability, which is ensured through the following initiatives:

Attendance has a weightage of 5 Marks. Earlier, the monthly statement of attendance was published for the information of students and grievances were redressed. Since the teaching process this year was in the online mode, using MS Teams, attendance lists could be downloaded and the records maintained by every individual teacher.

A consolidated statement of attendance is published at the time of submission of applications for examination registration. This year the university decided to do away with

The final attendance statement for the preparation of internal assessment form is also published for the information of students and the redressal of their grievances.

Two internal examinations are conducted for each semester in a centralised manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

There is a mandatory mechanism introduced by the affiliated University for the time bound and transparent redressal of exam related grievances of students. The same mechanism is followed by the College for the redressal of students' grievances. It is a three tier mechanism-a) At the Department level b) At the College level c) At the University level.

- At the department level: The results of the internal

examinations are communicated to the students and their grievances are redressed by the concerned teacher on the basis of their written submission of complaints.

- At the College level: There is a Grievance Redressal Committee consisting of the Principal, the IQAC co-coordinator and five senior faculty members. The head of the department of the concerned subject is also a member of the College level committee.
- At the University level: A committee has been constituted by the University with the officials of the University for the redressal of examination related grievances.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mtct.ac.in/iqac/">https://mtct.ac.in/iqac/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

1. University Website: - The Programme Outcomes, the Programme Specific Outcomes and the Course Outcomes of the Programmes and Courses offered by the University are stated and displayed on its Website. <https://www.mgu.ac.in/>

2. College Website: - The College Website [https://mtct.ac.in/programmes-courses/\(http://marthomacollege.org/wp/\)](https://mtct.ac.in/programmes-courses/(http://marthomacollege.org/wp/)) provides POs, PSOs and COs of all the UG, PG and Doctoral Degree Programmes offered by the College. The students, faculty and other stakeholders can access the information from the College website.

3. Orientation Programmes: - The College as well as the Departments organise Orientation Programmes for the Freshers during the beginning of the academic year. The details of the Programmes such as nature, scope and application, syllabus, Programme Outcomes and the expected skills are communicated to the students.

4. Subject Associations: - At the inaugural meeting of the Subject Associations, students are informed of the expected outcomes of their Programmes of study.

5. General and Department Staff Meetings: - In the General and Department level staff meetings, Programme Outcomes, Specific Programme Outcomes and Course Outcomes are discussed. Faculty members are encouraged to devise the teaching methodology, and arrange Curricular and Co-Curricular Programmes to derive the expected programme outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mtct.ac.in/programmes-courses/(http://marthomacollege.org/wp/)">https://mtct.ac.in/programmes-courses/(http://marthomacollege.org/wp/)</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In addition to the assessment strategy set by the University, several steps have been initiated by the College for the evaluation of the attainment of programme outcomes, programme specific outcomes and course outcomes.

- The College follows an outcome mapping method to assess the outcomes of programmes offered. Under this method the outcomes of students for each programme are mapped through a set of measures including internal and external examinations.
- The progress and performance of students are regularly monitored and documented.
- Several assessment tools are applied to monitor students' progress.
- Internal examinations- College organises two internal examinations each semester in a centralised manner. Examination, valuation of answer sheets and announcement of results are done in a time bound manner.
- Regular Class tests- Departments organise class tests for each course on a regular basis. Class teachers consolidate the marks for all courses.
- Assignments - each student has to submit an assignment for every semester. It is evaluated on the basis of set procedure.
- Seminars - seminar topics are assigned to the students in

advance and they make a presentation with the help of ICT. The mark or grades are awarded on the basis of the performance Projects -

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://mtct.ac.in/igac/>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

**The College promotes innovation in different ways. The ecosystem**

of the campus is favourable for the creation and transfer of new knowledge. The research activities and outcomes reflect the academic environment on the campus to promote innovative thinking, experiments and research.

The Entrepreneur Development Club (ED Club) of the College organises workshops, seminars and industry visits to generate and promote entrepreneurial skills among the students. The District Industrial Centre (DIC) provides assistance to organize such programmes. This year the College could not arrange the visit of the alumni entrepreneurs to the College to interact with students face-to face. Hence a few online sessions were arranged. Industrial visits could not be arranged due to the COVID situation.

The College encourages the departments to offer programmes in skill promotion to help students gain knowledge in critical areas. The DST-FIST lab provides opportunity for students to undertake sophisticated experiments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

File Description	Documents
URL to the research page on HEI website	<a href="https://mtct.ac.in/research/">https://mtct.ac.in/research/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities****3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students**



to social issues, for their holistic development, and impact thereof during the year

system of College-Community Partnership and several extension activities have been organized in tune with the broad objectives of contributing towards nation building. Extension programmes such as Water Quality Test, training in mushroom cultivation, training in bonsai cultivation, etc. provide an opportunity for interface between the College and the local community. This year owing to the Covid pandemic, there was a restriction on the number of programmes that could be conducted, but the student and teacher communities actively involved in the Covid mitigation measures and also offered their services

#### SDN : Scheme for Digitally Needy

On 6th July 2020, the new Centralised Learning Management System of the College through Microsoft Teams was inaugurated by His Grace The Most Rev. Dr Joseph Mar Thoma Metropolitan, the Manager of the College. His Grace also launched the new scheme SDN (Scheme for Digitally Needy), a scheme introduced by the Staff Association and the College community for students of the College who lack digital equipment for online classes. As part of the scheme, internet data packs were also provided to the needy students. The seed money for the SDN scheme was donated by the Metropolitan Tirumeni. Fourteen students were given electronic equipment like tablets.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The College has adequate facilities for administering both curricular and co-curricular programmes.**

- The College offers 12 UG, 10 PG and 7 Doctoral Degree Programmes. All the Programmes have separate class rooms with adequate facilities for teaching-learning. Green board, white board, lecture stand etc are available in the class rooms.
- The departments of Physics, Chemistry, Botany, Zoology and Biosciences have laboratories with the required lab equipments. The labs are spacious with facilities for conducting research in core and complementary areas. Modern equipments are available for experiments.
- Separate laboratories are available for UG and PG Programmes. The labs have sophisticated instruments in tune with the curriculum and the syllabi of the courses.
- Research lab facilities are available for science departments.
- Under DST-FIST Programme of the Government of India, a special lab has been set up for interdisciplinary research. It provides facilities for collaborative project works and researches.
- An E-learning room has been established for technology assisted teaching-learning process. The elearning room has facilities such as video conferencing, recording and virtual laboratory for teaching-learning and research purposes.
- PG classrooms have individual tables and chairs for students.
- ICT facilities such as smart board, internet, laptop etc are provided to all departments

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has the following facilities for sports and games and cultural activities:

- A multi-purpose stadium with an area of 7350 Sq m is available for sports and games including football, hockey and cricket. The stadium has facilities such as a Pavilion which can accommodate over 2000 people, a commentary box,

retiring rooms for coaches, changing rooms for players and floodlight for night practice. The stadium is used for Intercollegiate, Inter-university and State events.

- An additional hockey stadium with an area of 3500 Sq m has been constructed for inter-house and intercollegiate tournaments.
- A Basketball court (608 Sq m), volley ball court (240 Sq m) and two badminton courts (82 Sq m) are available in the College.
- The College provides 'Net practice' facility in association with Kerala Cricket Association.
- Sports hostel facility is available in the College. Over forty-four female students reside in the sports hostel.
- Indoor courts for badminton and table tennis are available.
- An Auditorium with a green room and an Open-air stage are available for cultural programs of various organizations including College Union, clubs, Subject associations etc. and also for general programmes.
- 

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

#### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is automated using LIBOSOFT which is a 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.
- Bar-coding of the reader's ticket and the generation of

the print out through LIBOSOFT help to manage the circulation of the resources in an effective and meaningful manner.

- The resources in the College library have been automated since 2015 using LIBOSOFT version 2.1.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

#### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

**4.2.4.1 - Number of teachers and students using library per day over last one year**

147

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

## 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College frequently updates IT facilities for the better administering of curricular and co-curricular programmes.

- The College currently possess three internet connections- a) Leased Line with a speed upto 100 Mbps provided by Asianet Communications Ltd., b) optic fiber connectivity provided by Asianet Communications Ltd. and c) National Mission in Education through ICT (NMEICT) optic fiber connectivity, with a speed upto 14 Mbps provided by BSNL- for the purpose of University examinations, College administration and for the use of the stakeholders.
- The Wi-fi facility of the College is distributed through three routers and multiple access points.
- The College provides free Wi-Fi facility to the stakeholders.
- A mechanism is available in the College for upgradation and expansion of IT facilities. The ICT coordination committee makes periodic review of IT facilities. Up gradation of software, procurement of new software, expansion of IT facility, etc are overseen by the ICT co-ordination committee.
- 
- The College has an Annual Maintenance Contract (AMC) with the firm Harish Computers, Tiruvalla for upgradation and maintenance of IT facilities.
- 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/>).



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

#### 4.3.2 - Number of Computers

215

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

File Description	Documents
Link to Institutional website	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### **5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

190

##### **5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

210

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

42

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

214

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

#### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

19

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular**

activities (student council/ students representation on various bodies as per established processes and norms)

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words

The College has a student council called College Union. It is an elected body consisting of the following members: Chairman, Vice Chairman, General Secretary Arts Club Secretary, Magazine Editor, Lady representatives and so on. This year the University did not schedule elections owing to the Covid situation. Yet, subject associations took initiatives to organize various online programmes for the students. Students arranged online celebrations for Onam, Christmas, and Teachers' Day and so on. Almost all departments nominated student committees to bring out online student magazines.

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

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College, established in 1952 has an active Alumni Association with chapters in different cities of the country and also in some foreign nations. The Alumni Chapters are actively operating in Delhi, Mumbai, Chennai, Bangalore and also in different cities of the State- Thiruvananthapuram, Thiruvalla, Ernakulam and Kozhikode. The Alumni Association has chapters in foreign nations like Qatar, UAE, Kuwait, Oman, Bahrain, and South Africa. In the United States and Canada, the Alumni chapters are active in Houston, Dallas, Washington DC, Philadelphia, New Jersey, Toronto and Edmonton. They contribute significantly to the development of the College.

The Alumni Association of the College has two general meetings- on 15th August and 26th January every year. The executive of the Alumni Association meets frequently to chalk out programmes.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)**



File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### OUR VISION

Mar Thoma College is committed to empowering its students and staff to attain the full human potential as revealed in the person and teaching of Jesus Christ.

#### OUR MISSION

Mar Thoma College is committed:

To produce worthy citizens for nation building with a sense of social commitment and humanistic outlook.

To impart quality education based on Christian values to make it affordable to all sections of the society.

To empower young people with life skills to face the challenges in the changing global environment.

To instill the spirit of enquiry and pursuit of lifelong learning through discovery dissemination of knowledge.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. This year the building committee initiated the construction of the new building which will house updated labs, new classrooms and guest rooms.
- 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. This year both the hostels were taken over by the state government as first line treatment centers and Quarantine centers for almost 9 months.
- 

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

education, the Internal Quality Assurance Cell (IQAC) of the College has drawn up a perspective plan for the overall development of the College to meet the requirements of the next ten years. The perspective plan has been prepared in consultation with the Governing Council, the College Council and the faculty, in confirmity with the vision and mission of the College, recommendations of the NAAC Peer team and the observations of the academic review committees appointed by the Management. The frame-work of the plan is inclined towards the development of the institution, to sustain and enrich quality for academic excellence. The areas identified by the strategic

plan to transform the institution into a centre of excellence include introduction of vocational programmes, job oriented courses, upgradation of facilities, modernisation of infrastructure, introduction of community services, industry partnership, collaborative research and commencement of comprehensive green initiatives. The following steps have been initiated by the College to implement its strategic plan:

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is managed by the Mar Thoma Syrian Church and governed by an executive body - the Governing Council. The administration of the College is discharged by the Principal. Heads of the departments look after the academic matters of the departments and there are specialised forums, clubs and associations to govern the co-curricular activities of the College.

#### Governing Council

The College administration is vested with the Governing Council consisting of a Chairman and ten members including educational experts, administrators and public functionaries. The Principal is the secretary of the Council. The Governing Council formulates the academic and administrative policy of the College and renders advice to the Principal. The Council functions through sub-committees such as finance, building, hostel and ICT coordination committees. The College Treasurer/Bursar is appointed by the Governing Council.

#### College Council

It is a statutory body consisting of the Principal, Heads of the departments, office superintendent and elected members of the faculty. The main function of the Council is to assist the Principal in the day to day functioning of the College. The

College Council takes decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations, Union programmes, etc.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Link to Organogram of the institution webpage	<a href="https://mtct.ac.in/about/">https://mtct.ac.in/about/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**      **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College has a set of welfare measures for teaching and non-teaching staff:

- The College extends credit facility to the teaching and non-teaching staff in times of a financial emergency. It is offered as an advance payment in the event of non-dispersal of salary, or delay in the approval of the appointment.
- Credit purchase is available for the faculty and the non-teaching staff from the co-operative society of the College.

- Medical Aid Fund is available for the teaching and non-teaching staff.
- The College encourages all the members of the teaching and non-teaching staff to avail medical insurance.
- This year online fellowship meetings and annual get-togethers was organized for the teaching and non-teaching staff.
- Covid special leave (as per the Government orders) was sanctioned to faculty members who were affected by Covid.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- The College has developed an in-house mechanism for the evaluation of the performance of the faculty. It is based on the teacher's diary made available to the faculty

members. The academic activities including teaching, invigilation of examinations and valuations, research, publications and extension and consultancy activities are documented along with the initiatives and participation in extra-curricular and co-curricular activities. The performance of the faculty in the curricular and cocurricular areas will be evaluated on the basis of the teacher's diary. This year the soft copy of the diary was sent to all the teachers and regularly updated.

- The academic work done by the faculty is evaluated by the College with the help of semester-wise teaching plan. The teaching plan contains details regarding the courses to be taught, assignments and seminars to be given and the time plan of the academic work. At the end of the semester, the performance of the faculty is appraised with the help of the semester plan. This year all the semesters have been lagging as all university examinations have been postponed owing to the pandemic, yet, the college has chalked out schedules so that students are not affected.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College mobilises financial resources from institutional and non-institutional agencies based on the strategic plan of action.

- Institutional finance is mobilised from different funding agencies such as UGC, DST (Department of Science and Technology, Government of India), BARC, Kerala State Council for Science, Technology and Environment, etc.
- The procedure for institutional finance is based on



submission of proposals for project grants, programme funds and funds for infrastructural expansion. The proposals for fund are submitted to these agencies and they make allocations on the basis of the merit of the proposals and also through inter face discussions. Alumni are the major stake holders assisting the College for mobilisation of funds.

- The College encourages parents and alumni to extend financial support to the College for development. Meetings of the Parent-Teacher Association are periodically convened to discuss curricular and co-curricular matters of the college including mobilisation of financial resources from different quarters for the development of college. With the help of the stake holders the SDN (Scheme for Digitally Needy) was effectively implemented. Students from economically challenged backgrounds were given tablets and electronic equipment to facilitate online learning. Data recharge vouchers were also given to students so that they can attend classes regularly.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) has a pivotal role in the institutionalization of quality in the College. Several initiatives have been made by the IQAC to generate a quality consciousness among stakeholders in different areas of the academic functioning of the College.

- In order to ensure proper administration of the programmes of study, IQAC provided soft copies of the teachers' diary for faculty members. The dairy has a structured framework for documenting the semester wise engagement of classes, special classes, remedial teaching, research and extension. The diary also provides scope for documenting all other work and initiatives of faculty members including extracurricular activities, mentoring, extension and consultancy. The academic diary has a set of

applications such as a record of the academic work of the faculty in the process of screening and evaluation for promotions under career advancement scheme. Hence it has become a practice to update and maintain the academic diary.

- Another initiative of the IQAC in the area of teaching-learning process is the introduction of a mechanism for monitoring of the academic delivery.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the College has a mechanism to review the teaching-learning process, methodologies and learning outcomes.

- The meeting of the IQAC at the beginning of the academic year formulated strategies for the effective and meaningful administering of the academic programmes. The IQAC chalked out the Pan of Action and Annual Plan and gave instructions for the submission of semester-wise teaching plan, activity plan and schedule for research programmes and internal examinations.
- Owing to the radical shift to the online teaching-learning mode, three training sessions were organized for teachers and one session was organized for students on Online learning Systems.
- A record of all online classes taken by individual faculty members is maintained in the IQAC.
- The periodic reviews of learning outcomes are attempted on the basis of marks obtained by the students in test papers and internal examinations which were conducted via MS Teams.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is one of the key challenges faced by society today. The college conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on relevant issues pertaining to issues and challenges faced by women, contemporary social issues related to women, contribution of women in various fields, legal rights and updates and so on.

The gender equity promotion programs organized by the

institution during this academic year 2020-2021:

1. International Women's Day
2. Yoga Day ( yoga for women)
3. International Day of Women and Girls in Science
4. International Human Rights Day

Mar Thoma College has a strong ethical work culture that is based on various factors. It maintains highest ethical values in all its activities. Equal opportunities are provided to all individuals irrespective of gender, creed, language, religion, political, race, caste, color or national or social origin, property, birth or other status. Its unique work culture, healthy traditions and principles have led to enrolment of 70% women students and 80% women staff.

Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to the college.

File Description	Documents
Annual gender sensitization action plan	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Mar Thoma College key operations has very less impact on the environment as the college is very conscious of generating less waste and recycling it by passing it through a system that enables the used material to be reused ensuring that less natural resources are consumed.

The college has segregated waste into three parts:

1.Solid Waste

2.Liquid Waste

3.Hazardous Lab Waste

Solid Waste:

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The administrative supervisor ensures that the waste in each floor is collected at designated time intervals. The cleaning workers in each floor collect, clean, segregate and compile the waste in the dustbins (Green and Blue) provided at each floor. The floor dustbins are emptied in movable containers/dustbins provided for each block and is taken to the dumping yard provided by the College.

The College has contacted an authorized vendor who collects the waste from the designated place, segregate them, recycles them and disposes them at the landfills authorized by the government.

Liquid Waste:

Liquid waste generated by the College are of two types:

1.Sewage waste

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**C. Any 2 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit
2. Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other.

Commemorative days like (1) Women's day (2) Yoga day, World AIDS day etc along with many regional festivals like Onam, Holi and Christmas are celebrated in the college. This establishes positive interaction among people of different cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be mandatorily followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. All these facilities to the students, staff and society are provided irrespective of their caste, creed, color, sex or socioeconomic background.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mar Thoma College takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as good citizens of the country. In this view, the institute, apart from imparting formal education, inculcates a wefeeling among the student community through various activities, practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our nation.

The College ensures that the students participate very enthusiastically in all such activities. The college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

#### 1. National Identities and Symbols:

The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour. The college also celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

#### **1. National Identities and Symbols:**

The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour. The college also celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and

ideals.

## 2. Fundamental Duties and Rights of Indian Citizens:

The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of the college eagerly participated in various programs like:

- a. Academic programs like Webinars, Seminars, Conferences, Expert talks, etc which have enriched the awareness about these aspects.
- b. Various activities like poster making, drawing, elocution competition Dr Ajesh K. Zachariah was the resource person. paper presentation, quiz competition, etc.
- c. Organizing Annual Competitions on various contemporary legal issues.
- d. Organizing various forms of legal aid and legal awareness camps to impart awareness of such issues.

## 3. Constitutional Obligations:

Mar Thoma College has organized interdepartmental and intercollegiate student centric activities like paper, poster and essay competition displays etc

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES

### Title of the Practice: Online Skill Development Programmes, academic control mechanism

The main objective of online skill development programmes are to set up a workforce that is proficient with the necessary skills and knowledge of faculty, students and administrative staff. Skilled employees yield higher productivity and have the ability to work effectively and efficiently. In this context, the institute has taken initiatives to provide skill development programmes and has provided the required online platforms. All the students and faculty are provided the necessary logins for practice and conducting online exams in all related online platforms

1. The IQAC, Department of Computer Application in association with ECIT, Govt. of India has given five days online training program from 18-05-2020 to 22-05-2020 in "E-Content Development and Management" for faculty members.
2. The IQAC of the College has organised a two-day Capacity Building programme for teachers on online class through Microsoft Teams on 2-3, July 2020. Dr Ajesh K. Zachariah was the resource person.
3. IQAC, ED Club & YIP Cell of the College jointly organised a webinar on Young Innovative Programme on 26th July 2020 in which Prof. K. M. Vishnu Namboothiri was the resource person.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

#### National Science Day Celebrations

The National Science day was observed by different associations

and departments. The Department of Chemistry arranged an online programme at 2.30 p.m. on 28th February 2021. Dr Sreekala Nair, Deputy CEO, Sechelles Bureau of Standards was the resource person. She delivered a lecture on "Future of Science and Technology: Impact on Education Skill and Work". The Science Forum arranged an invited talk & competitions on 1st March 2021. Dr T. V. Sajeev, Senior Principal Scientist, KFRI delivered a lecture on "Why learn science". Competitions like Poster designing and a video on science in two minutes were conducted.

International Womens Day: 8 March, 2021

International Women's Day is a time to reflect on progress made, to call for change and to celebrate acts of courage and determination by ordinary women, who have played an extraordinary role in the history of their countries and communities. The International Women's Day was celebrated on 8th March, 2020. The programme was arranged by the Women Empowerment Cell in association with Women Cell and EBSB Club. Dr Rosamma Philip, Principal, Mount Tabor, Training College, Pathanapuram delivered a webinar on "Challenges to Success".

Consumer Rights Day

The Consumer Rights Day was observed on 15th March 2021. An awareness class on consumer rights was organised.

World Poetry Day

World Poetry Day was observed on 22nd March 2021. Department of English, Malayalam and Hindi jointly organised poetry competitions.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The pandemic necessitated a shift to the online mode of teaching and learning for a major portion of this year. So most of the meetings have been conducted via online medium and soft copies of records maintained. The College has developed a well-structured mechanism for the effective delivery of the curriculum. At the beginning of the academic year, faculty meetings at the department level and at the College level were convened to discuss the organization of academic programmes. The following steps were initiated in this regard.

- The curriculum delivery is monitored through a special mechanism titled '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. The class teacher can monitor the effective implementation of the curriculum through the curriculum monitoring register.
- The faculty meetings at the department level and also at the College level evaluated the delivery of curriculum based on the details furnished in the curriculum monitoring register.
- The effectiveness of curriculum delivery was assessed through class tests, internal examinations, practical sessions, special classes and remedial programmes.
-

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mtct.ac.in/iqac/">https://mtct.ac.in/iqac/</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

#### Preparation of the academic calendar:

prepared on the basis of the schedule provided by the University. The academic calendar is prepared by the IQAC and finalized by the College Council (Staff Council). The same was published in the College calendar and the handbook and made available to the faculty and students.

#### teaching plan on the basis of the academic calendar:

contains details of courses to be taught, allocation of workload, details of seminars, assignments, etc. The teaching plan prepared by the faculty is countersigned by the respective Heads of the department and records were maintained

#### Preparation of Lesson plans/ Monthly Schedules:

The departments also chalked out yearly plans at the beginning of the academic year and monthly schedules for the completion of the syllabus, assignments, seminars and internal examinations. Many semesters were overlapping due to the postponement of exams owing to Covid. Yet schedules were prepared in such a way that students were not affected or over-burdened.

Continuous Internal Evaluation (CIE): Owing to the pandemic situation, most of the CIE process was conducted in the online mode. Assignments and examinations were conducted online and after evaluation was returned to students so that they could understand how they fared.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
<b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</b>	<b>A. All of the above</b>
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
<b>21</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>



**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The curricular and co-curricular programmes of the College are skillfully integrated with gender and environmental issues, and also with human and professional ethics. Gender issues discussing gender justice, gender discrimination, issues and challenges of gender equity, etc. have been included in the curriculum of some UG and PG Programmes. Environment and sustainability is a major area of study in the curriculum of both Arts and Science Undergraduate and Postgraduate Programmes. Specialized courses related to environment and sustainability is taught in the PG Programmes of Economics, Chemistry, Botany and Zoology. Human values, civic responsibility and ethical approaches are also covered in the curricula of Political Science, History and Economics Programmes. The University has introduced a mandatory paper on

Environment and Sustainability in all the UG programmes and hence students develop awareness about the challenges and crisis in this area. In addition to the above, the College applies several strategies to integrate issues such as gender and environment in the administering of curricular and co-curricular programmes. 1. This year, the Women's Cell of the College organised an online seminar to sensitize students about gender issues and gender justice. The Women Empowerment Cell also conducted online awareness programmes on rights and privileges of women

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

1.3.3 - Number of students undertaking project work/field work/ internships	
12	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
1.4 - Feedback System	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
511	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The knowledge base, learning level and the power of comprehension of students are assessed through a multi-layered process after the completion of admission for the Undergraduate and Postgraduate Programmes. An Entry Level Assessment Test (ELAT) is initiated by the College to evaluate the learning level of the beginners. The test assesses the scale of understanding of the student in the concerned subject, power of comprehension and the level of general knowledge. The following steps are also initiated to identify advanced and slow learners for extending special programmes. This year online tests were conducted to assess the students and also after each semester to maintain a record of their progress.</p> <ul style="list-style-type: none"> <li>• Class room tests are organized at the commencement of</li> </ul>	

classes to assess the subject knowledge and the learning level of beginners.

- Interactive discussions, quiz programmes, etc are introduced by the respective teachers to assess the knowledge level of the students.

On the basis of the understanding skills and the learning level, students are classified into slow and advanced learners.

1. Merit scholarships, cash awards, prizes and citations.

2. They are nominated to attend seminars and workshops in other Colleges and Universities. They are also sent to other institutions to represent college

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
62	1665

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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 student-centric methods. A shift from the conventional teacher-centered 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.

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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

106

106

Smart Boards with LCD Projectors, Desktop Computers, Laptops, LCD monitors, OHP, Voice Amplifier Systems for Classroom teaching, Public Address Systems, MP 3 Player, Headsets with Recording Facility, Television, High Speed Laser Printers, Scanners

32

7

Video Presentations, youtube videos, animation videos, Resources from E-learning platforms -NPTEL, ePathshala, Coursera, Accessing Research Journals and Articles from Inflibnet- Shodhganga, ResearchGate, Google Scholar,

Krishikosh, efloraofindia, LEAP-Custom Moodle Installation (online learning platform of College), Amrita Virtual Lab, NISCAIR Social Learning Platforms -Edmodo, Google Classroom, Biology Discussion, Softwares -Physioex- Physiology Lab Simulation Programme, RasMol

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

71

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College introduced a well-structured mechanism for internal assessment in line with the procedures and guidelines laid down by the parent University. There are four components in the process of internal evaluation-attendance, internal examinations, assignments and seminars with differential weights. Owing to the shift to the online mode, this year all the four components had to be taken care of through the online medium. The mechanism is robust having both transparency and accountability, which is ensured through the following initiatives:



Attendance has a weightage of 5 Marks. Earlier, the monthly statement of attendance was published for the information of students and grievances were redressed. Since the teaching process this year was in the online mode, using MS Teams, attendance lists could be downloaded and the records maintained by every individual teacher.

A consolidated statement of attendance is published at the time of submission of applications for examination registration. This year the university decided to do away with

The final attendance statement for the preparation of internal assessment form is also published for the information of students and the redressal of their grievances.

Two internal examinations are conducted for each semester in a centralised manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

There is a mandatory mechanism introduced by the affiliated University for the time bound and transparent redressal of exam related grievances of students. The same mechanism is followed by the College for the redressal of students' grievances. It is a three tier mechanism-a) At the Department level b) At the College level c) At the University level.

- At the department level: The results of the internal examinations are communicated to the students and their grievances are redressed by the concerned teacher on the basis of their written submission of complaints.
- At the College level: There is a Grievance Redressal Committee consisting of the Principal, the IQAC co-coordinator and five senior faculty members. The head of the department of the concerned subject is also a member of the College level committee.
- At the University level: A committee has been

constituted by the University with the officials of the University for the redressal of examination related grievances.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

1. University Website: - The Programme Outcomes, the Programme Specific Outcomes and the Course Outcomes of the Programmes and Courses offered by the University are stated and displayed on its Website. <https://www.mgu.ac.in/>

2. College Website: - The College Website [https://mtct.ac.in/programmes-courses/\(http://marthomacollege.org/wp/\)](https://mtct.ac.in/programmes-courses/(http://marthomacollege.org/wp/)) provides POs, PSOs and COs of all the UG, PG and Doctoral Degree Programmes offered by the College. The students, faculty and other stakeholders can access the information from the College website.

3. Orientation Programmes: - The College as well as the Departments organise Orientation Programmes for the Freshers during the beginning of the academic year. The details of the Programmes such as nature, scope and application, syllabus, Programme Outcomes and the expected skills are communicated to the students.

4. Subject Associations: - At the inaugural meeting of the Subject Associations, students are informed of the expected outcomes of their Programmes of study.

5. General and Department Staff Meetings: - In the General and Department level staff meetings, Programme Outcomes, Specific Programme Outcomes and Course Outcomes are discussed. Faculty members are encouraged to devise the teaching methodology, and arrange Curricular and Co-Curricular Programmes to derive the expected programme outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mtct.ac.in/programmes-courses/">https://mtct.ac.in/programmes-courses/</a> <a href="http://marthomacollege.org/wp/">http://marthomacollege.org/wp/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In addition to the assessment strategy set by the University, several steps have been initiated by the College for the evaluation of the attainment of programme outcomes, programme specific outcomes and course outcomes.

- The College follows an outcome mapping method to assess the outcomes of programmes offered. Under this method the outcomes of students for each programme are mapped through a set of measures including internal and external examinations.
- The progress and performance of students are regularly monitored and documented.
- Several assessment tools are applied to monitor students' progress.
- Internal examinations- College organises two internal examinations each semester in a centralised manner. Examination, valuation of answer sheets and announcement of results are done in a time bound manner.
- Regular Class tests- Departments organise class tests for each course on a regular basis. Class teachers consolidate the marks for all courses.
- Assignments - each student has to submit an assignment for every semester. It is evaluated on the basis of set procedure.
- Seminars - seminar topics are assigned to the students in advance and they make a presentation with the help of ICT. The mark or grades are awarded on the basis of the performance Projects -

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://mtct.ac.in/igac/>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College promotes innovation in different ways. The ecosystem of the campus is favourable for the creation and transfer of new knowledge. The research activities and outcomes reflect the academic environment on the campus to promote innovative thinking, experiments and research.

The Entrepreneur Development Club (ED Club) of the College organises workshops, seminars and industry visits to generate and promote entrepreneurial skills among the students. The District Industrial Centre (DIC) provides assistance to organize such programmes. This year the College could not arrange the visit of the alumni entrepreneurs to the College to interact with students face-to face. Hence a few online sessions were arranged. Industrial visits could not be arranged due to the COVID situation.

The College encourages the departments to offer programmes in skill promotion to help students gain knowledge in critical areas. The DST-FIST lab provides opportunity for students to undertake sophisticated experiments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	<a href="https://mtct.ac.in/research/">https://mtct.ac.in/research/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

system of College-Community Partnership and several extension activities have been organized in tune with the broad objectives of contributing towards nation building. Extension programmes such as Water Quality Test, training in mushroom cultivation, training in bonsai cultivation, etc. provide an opportunity for interface between the College and the local community. This year owing to the Covid pandemic, there was a restriction on the number of programmes that could be conducted, but the student and teacher communities actively involved in the Covid mitigation measures and also offered their services

SDN : Scheme for Digitally Needy

On 6th July 2020, the new Centralised Learning Management System of the College through Microsoft Teams was inaugurated by His Grace The Most Rev. Dr Joseph Mar Thoma Metropolitan, the Manager of the College. His Grace also launched the new scheme SDN (Scheme for Digitally Needy), a scheme introduced by the Staff Association and the College community for students of the College who lack digital equipment for online classes. As part of the scheme, internet data packs were also provided to the needy students. The seed money for the SDN scheme was donated by the Metropolitan Tirumeni. Fourteen students were given electronic equipment like tablets.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate facilities for administering both curricular and co-curricular programmes.

- The College offers 12 UG, 10 PG and 7 Doctoral Degree Programmes. All the Programmes have separate class rooms with adequate facilities for teaching-learning. Green board, white board, lecture stand etc are available in the class rooms.
- The departments of Physics, Chemistry, Botany, Zoology and Biosciences have laboratories with the required lab equipments. The labs are spacious with facilities for conducting research in core and complementary areas. Modern equipments are available for experiments.
- Separate laboratories are available for UG and PG Programmes. The labs have sophisticated instruments in tune with the curriculum and the syllabi of the courses.
- Research lab facilities are available for science departments.
- Under DST-FIST Programme of the Government of India, a special lab has been set up for interdisciplinary research. It provides facilities for collaborative project works and researches.
- An E-learning room has been established for technology assisted teaching-learning process. The elearning room has facilities such as video conferencing, recording and virtual laboratory for teaching-learning and research purposes.

- PG classrooms have individual tables and chairs for students.
- ICT facilities such as smart board, internet, laptop etc are provided to all departments

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has the following facilities for sports and games and cultural activities:

- A multi-purpose stadium with an area of 7350 Sq m is available for sports and games including football, hockey and cricket. The stadium has facilities such as a Pavilion which can accommodate over 2000 people, a commentary box, retiring rooms for coaches, changing rooms for players and floodlight for night practice. The stadium is used for Intercollegiate, Inter-university and State events.
- An additional hockey stadium with an area of 3500 Sq m has been constructed for inter-house and intercollegiate tournaments.
- A Basketball court (608 Sq m), volley ball court (240 Sq m) and two badminton courts (82 Sq m) are available in the College.
- The College provides 'Net practice' facility in association with Kerala Cricket Association.
- Sports hostel facility is available in the College. Over forty-four female students reside in the sports hostel.
- Indoor courts for badminton and table tennis are available.
- An Auditorium with a green room and an Open-air stage are available for cultural programs of various organizations including College Union, clubs, Subject associations etc. and also for general programmes.
-

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is automated using LIBOSOFT which is a 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.
- Bar-coding of the reader's ticket and the generation of the print out through LIBOSOFT help to manage the circulation of the resources in an effective and meaningful manner.
- The resources in the College library have been automated since 2015 using LIBSOFT version 2.1.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

147

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College frequently updates IT facilities for the better administering fo curricular and co-curricular programmes.

- The College currently possess three internet connections- a) Leased Line with a speed upto 100 Mbps provided by Asianet Communications Ltd., b) optic fiber connectivity provided by Asianet Communications Ltd. and c) National Mission in Education through ICT (NMEICT) optic fiber connectivity, with a speed upto 14 Mbps provided by BSNL- for the purpose of University examinations, College administration and for the use of the stakeholders.
- The Wi-fi facility of the College is distributed through three routers and multiple access points.
- The College provides free Wi-Fi facility to the stakeholders.
- A mechanism is available in the College for upgradation and expansion of IT facilities. The ICT coordination committee makes periodic review of IT facilities. Up gradation of software, procurement of new software, expansion of IT facility, etc are overseen by the ICT co-ordination committee.
- 
- The College has an Annual Maintenance Contract (AMC) with the firm Harish Computers, Tiruvalla for upgradation and maintenance of IT facilities.
- 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/>).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

#### 4.3.2 - Number of Computers

215

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>



<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	
File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The College has a system for the optimal utilisation and maintenance of physical and infrastructural facilities.</p> <ul style="list-style-type: none"> <li>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.</li> <li>The finance committee prepares the annual budget and</li> </ul>	

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

File Description	Documents
Link to Institutional website	<a href="https://mtct.ac.in/iqac/">https://mtct.ac.in/iqac/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

190

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

210

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

42

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

214

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

19

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

**Describe the students' representation and engagement in various administrative, co-curricular and extracurricular**

activities within a maximum of 200 words

The College has a student council called College Union. It is an elected body consisting of the following members: Chairman, Vice Chairman, General Secretary Arts Club Secretary, Magazine Editor, Lady representatives and so on. This year the University did not schedule elections owing to the Covid situation. Yet, subject associations took initiatives to organize various online programmes for the students. Students arranged online celebrations for Onam, Christmas, and Teachers' Day and so on. Almost all departments nominated student committees to bring out online student magazines.

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

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College, established in 1952 has an active Alumni Association with chapters in different cities of the country and also in some foreign nations. The Alumni Chapters are actively operating in Delhi, Mumbai, Chennai, Bangalore and also in different cities of the State- Thiruvananthapuram, Thiruvalla, Ernakulam and Kozhikode. The Alumni Association has chapters in foreign nations like Qatar, UAE, Kuwait, Oman, Bahrain, and South Africa. In the United States and Canada, the Alumni chapters are active in Houston, Dallas, Washington DC, Philadelphia, New Jersey, Toronto and Edmonton. They contribute significantly to the development of the College.

The Alumni Association of the College has two general meetings-on 15th August and 26th January every year. The executive of the Alumni Association meets frequently to chalk out programmes.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs



File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### OUR VISION

Mar Thoma College is committed to empowering its students and staff to attain the full human potential as revealed in the person and teaching of Jesus Christ.

#### OUR MISSION

Mar Thoma College is committed:

To produce worthy citizens for nation building with a sense of social commitment and humanistic outlook.

To impart quality education based on Christian values to make it affordable to all sections of the society.

To empower young people with life skills to face the challenges in the changing global environment.

To instill the spirit of enquiry and pursuit of lifelong learning through discovery dissemination of knowledge.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. This year the building committee initiated the construction of the new building which will house updated labs, new classrooms and guest rooms.
- 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. This year both the hostels were taken over by the state government as first line treatment centers and Quarantine centers for almost 9 months.
- 

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

education, the Internal Quality Assurance Cell (IQAC) of the College has drawn up a perspective plan for the overall development of the College to meet the requirements of the next ten years. The perspective plan has been prepared in consultation with the Governing Council, the College Council and the faculty, in confirmity with the vision and mission of the College, recommendations of the NAAC Peer team and the observations of the academic review committees appointed by the Management. The frame-work of the plan is inclined towards the development of the institution, to sustain and enrich quality for academic excellence. The areas identified

by the strategic plan to transform the institution into a centre of excellence include introduction of vocational programmes, job oriented courses, upgradation of facilities, modernisation of infrastructure, introduction of community services, industry partnership, collaborative research and commencement of comprehensive green initiatives. The following steps have been initiated by the College to implement its strategic plan:

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College is managed by the Mar Thoma Syrian Church and governed by an executive body - the Governing Council. The administration of the College is discharged by the Principal. Heads of the departments look after the academic matters of the departments and there are specialised forums, clubs and associations to govern the co-curricular activities of the College.

#### Governing Council

The College administration is vested with the Governing Council consisting of a Chairman and ten members including educational experts, administrators and public functionaries. The Principal is the secretary of the Council. The Governing Council formulates the academic and administrative policy of the College and renders advice to the Principal. The Council functions through sub-committees such as finance, building, hostel and ICT coordination committees. The College Treasurer/Bursar is appointed by the Governing Council.

#### College Council

It is a statutory body consisting of the Principal, Heads of the departments, office superintendent and elected members of

the faculty. The main function of the Council is to assist the Principal in the day to day functioning of the College. The College Council takes decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations, Union programmes, etc.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Link to Organogram of the institution webpage	<a href="https://mtct.ac.in/about/">https://mtct.ac.in/about/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College has a set of welfare measures for teaching and non- teaching staff:

- The College extends credit facility to the teaching and non-teaching staff in times of a financial emergency. It is offered as an advance payment in the event of non-dispersal of salary, or delay in the approval of the appointment.

- Credit purchase is available for the faculty and the non-teaching staff from the co-operative society of the College.
- Medical Aid Fund is available for the teaching and non-teaching staff.
- The College encourages all the members of the teaching and non-teaching staff to avail medical insurance.
- This year online fellowship meetings and annual get-togethers was organized for the teaching and non-teaching staff.
- Covid special leave (as per the Government orders) was sanctioned to faculty members who were affected by Covid.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

- The College has developed an in-house mechanism for the evaluation of the performance of the faculty. It is based on the teacher's diary made available to the

faculty members. The academic activities including teaching, invigilation of examinations and valuations, research, publications and extension and consultancy activities are documented along with the initiatives and participation in extra-curricular and co-curricular activities. The performance of the faculty in the curricular and cocurricular areas will be evaluated on the basis of the teacher's diary. This year the soft copy of the diary was sent to all the teachers and regularly updated.

- The academic work done by the faculty is evaluated by the College with the help of semester-wise teaching plan. The teaching plan contains details regarding the courses to be taught, assignments and seminars to be given and the time plan of the academic work. At the end of the semester, the performance of the faculty is appraised with the help of the semester plan. This year all the semesters have been lagging as all university examinations have been postponed owing to the pandemic, yet, the college has chalked out schedules so that students are not affected.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College mobilises financial resources from institutional and non-institutional agencies based on the strategic plan of action.



- Institutional finance is mobilised from different funding agencies such as UGC, DST (Department of Science and Technology, Government of India), BARC, Kerala State Council for Science, Technology and Environment, etc.
- The procedure for institutional finance is based on submission of proposals for project grants, programme funds and funds for infrastructural expansion. The proposals for fund are submitted to these agencies and they make allocations on the basis of the merit of the proposals and also through inter face discussions. Alumni are the major stake holders assisting the College for mobilisation of funds.
- The College encourages parents and alumni to extend financial support to the College for development. Meetings of the Parent-Teacher Association are periodically convened to discuss curricular and co-curricular matters of the college including mobilisation of financial resources from different quarters for the development of college. With the help of the stake holders the SDN (Scheme for Digitally Needy) was effectively implemented. Students from economically challenged backgrounds were given tablets and electronic equipment to facilitate online learning. Data recharge vouchers were also given to students so that they can attend classes regularly.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) has a pivotal role in the institutionalization of quality in the College. Several initiatives have been made by the IQAC to generate a quality consciousness among stakeholders in different areas of the academic functioning of the College.

- In order to ensure proper administration of the programmes of study, IQAC provided soft copies of the

teachers' diary for faculty members. The diary has a structured framework for documenting the semester wise engagement of classes, special classes, remedial teaching, research and extension. The diary also provides scope for documenting all other work and initiatives of faculty members including extracurricular activities, mentoring, extension and consultancy. The academic diary has a set of applications such as a record of the academic work of the faculty in the process of screening and evaluation for promotions under career advancement scheme. Hence it has become a practice to update and maintain the academic diary.

- Another initiative of the IQAC in the area of teaching-learning process is the introduction of a mechanism for monitoring of the academic delivery.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the College has a mechanism to review the teaching-learning process, methodologies and learning outcomes.

- The meeting of the IQAC at the beginning of the academic year formulated strategies for the effective and meaningful administering of the academic programmes. The IQAC chalked out the Pan of Action and Annual Plan and gave instructions for the submission of semester-wise teaching plan, activity plan and schedule for research programmes and internal examinations.
- Owing to the radical shift to the online teaching-learning mode, three training sessions were organized for teachers and one session was organized for students on Online learning Systems.
- A record of all online classes taken by individual faculty members is maintained in the IQAC.
- The periodic reviews of learning outcomes are attempted

on the basis of marks obtained by the students in test papers and internal examinations which were conducted via MS Teams.

File Description	Documents
Paste link for additional information	<a href="https://mtct.ac.in/">https://mtct.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is one of the key challenges faced by society today. The college conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on relevant issues pertaining to issues and challenges

faced by women, contemporary social issues related to women, contribution of women in various fields, legal rights and updates and so on.

The gender equity promotion programs organized by the institution during this academic year 2020-2021:

1. International Women's Day
2. Yoga Day ( yoga for women)
3. International Day of Women and Girls in Science
4. International Human Rights Day

Mar Thoma College has a strong ethical work culture that is based on various factors. It maintains highest ethical values in all its activities. Equal opportunities are provided to all individuals irrespective of gender, creed, language, religion, political, race, caste, color or national or social origin, property, birth or other status. Its unique work culture, healthy traditions and principles have led to enrolment of 70% women students and 80% women staff.

Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern to the college.

File Description	Documents
Annual gender sensitization action plan	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://mtct.ac.in/igac/">https://mtct.ac.in/igac/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to**

**A. 4 or All of the above**

**the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Mar Thoma College key operations has very less impact on the environment as the college is very conscious of generating less waste and recycling it by passing it through a system that enables the used material to be reused ensuring that less natural resources are consumed.

The college has segregated waste into three parts:

1.Solid Waste

2.Liquid Waste

3.Hazardous Lab Waste

Solid Waste:

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The administrative supervisor ensures that the waste in each floor is collected at designated time intervals. The cleaning workers in each floor collect, clean, segregate and compile the waste in the dustbins (Green and Blue) provided at each floor. The floor dustbins are emptied in movable containers/dustbins provided for each block and is taken to the dumping yard provided by the College.

The College has contacted an authorized vendor who collects the waste from the designated place, segregate them, recycles them and disposes them at the landfills authorized by the government.

**Liquid Waste:**

Liquid waste generated by the College are of two types:

**1.Sewage waste**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft**

**A. Any 4 or all of the above**

## copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other.

Commemorative days like (1) Women's day (2) Yoga day, World AIDS day etc along with many regional festivals like Onam, Holi and Christmas are celebrated in the college. This establishes positive interaction among people of different cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be mandatorily followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. All these facilities to the students, staff and society are provided irrespective of their caste, creed, color, sex or socioeconomic background.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mar Thoma College takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as good citizens of the country. In this view, the institute, apart from imparting formal education, inculcates a wefeeling among the student community through various activities, practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our nation.

The College ensures that the students participate very enthusiastically in all such activities. The college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

1. National Identities and Symbols:

The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour. The college also celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

#### 1. National Identities and Symbols:

The College has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The College celebrates the Independence Day & Republic Day with great pomp and vigour.

The college also celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

## 2. Fundamental Duties and Rights of Indian Citizens:

The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of the college eagerly participated in various programs like:

a. Academic programs like Webinars, Seminars, Conferences, Expert talks, etc which have enriched the awareness about these aspects.

b. Various activities like poster making, drawing, elocution competition Dr Ajesh K. Zachariah was the resource person. paper presentation, quiz competition, etc.

c. Organizing Annual Competitions on various contemporary legal issues.

d. Organizing various forms of legal aid and legal awareness camps to impart awareness of such issues.

## 3. Constitutional Obligations:

Mar Thoma College has organized interdepartmental and intercollegiate student centric activities like paper, poster and essay competition displays etc

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per

NAAC format provided in the Manual.

## BEST PRACTICES

**Title of the Practice: Online Skill Development Programmes, academic control mechanism**

The main objective of online skill development programmes are to set up a workforce that is proficient with the necessary skills and knowledge of faculty, students and administrative staff. Skilled employees yield higher productivity and have the ability to work effectively and efficiently. In this context, the institute has taken initiatives to provide skill development programmes and has provided the required online platforms. All the students and faculty are provided the necessary logins for practice and conducting online exams in all related online platforms

1. The IQAC, Department of Computer Application in association with ECIT, Govt. of India has given five days online training program from 18-05-2020 to 22-05-2020 in "E-Content Development and Management" for faculty members.
2. The IQAC of the College has organised a two-day Capacity Building programme for teachers on online class through Microsoft Teams on 2-3, July 2020. Dr Ajesh K. Zachariah was the resource person.
3. IQAC, ED Club & YIP Cell of the College jointly organised a webinar on Young Innovative Programme on 26th July 2020 in which Prof. K. M. Vishnu Namboothiri was the resource person.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

### National Science Day Celebrations

The National Science day was observed by different associations and departments. The Department of Chemistry arranged an online programme at 2.30 p.m. on 28th February 2021. Dr Sreekala Nair, Deputy CEO, Sechelles Bureau of Standards was the resource person. She delivered a lecture on "Future of Science and Technology: Impact on Education Skill and Work". The Science Forum arranged an invited talk & competitions on 1st March 2021. Dr T. V. Sajeev, Senior Principal Scientist, KFRI delivered a lecture on "Why learn science". Competitions like Poster designing and a video on science in two minutes were conducted.

### International Womens Day: 8 March, 2021

International Women's Day is a time to reflect on progress made, to call for change and to celebrate acts of courage and determination by ordinary women, who have played an extraordinary role in the history of their countries and communities. The International Women's Day was celebrated on 8th March, 2020. The programme was arranged by the Women Empowerment Cell in association with Women Cell and EBSB Club. Dr Rosamma Philip, Principal, Mount Tabor, Training College, Pathanapuram delivered a webinar on "Challenges to Success".

### Consumer Rights Day

The Consumer Rights Day was observed on 15th March 2021. An awareness class on consumer rights was organised.

### World Poetry Day

World Poetry Day was observed on 22nd March 2021. Department of English, Malayalam and Hindi jointly organised poetry competitions.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

Commencement of Classes For III, V semester UG and II/ III Semester PG. Heads of the Departments may be asked to conduct department meetings and discuss the plan of action for the year, and about syllabus completion. Online training programmes on LMS, Online teaching methodologies etc may be convened. Any help needed by students for attending online classes financial or otherwise may be studied and needful steps may be taken.

The departments may be asked to convene counselling sessions for students to help them cope with the stress of the Covid pandemic and the online mode of learning. PTA meetings may also be organized online to address the parents' concerns. IQAC may take steps to organize Capacity building workshops to facilitate the radical shift to the online teaching-learning process.

Conduct Second internal examination for Odd semesters UG and PG. Preparation may be started by the IQAC for submission of AQAR and AISHE details. Details of Students progression may be collected using Google forms. Result Analysis may be undertaken as and when University examination results are declared.

Students may be encouraged to bring out students magazines in the digital format. Various associations/ clubs may convene programmes in the online/ offline