

The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution: MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

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All accredited institutions shall submit the AQAR to the NAAC *by the end of every academic year* with emphasis on the following key result areas:

Year of report: 2012-13

ACTION PLAN:

Part A: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

- All the teachers are to send in proposals to the UGC/Govt. for Major/Minor projects
- All the departments should send proposals for National/International seminars/conferences/workshops.
- To construct a full-fledged Auditorium for the cultural development of the students.
- To conduct Soft Skill Development Programmes in view of equipping students for better employment.
- To Construct a Waste Management System and water conservation system under NSS activities in association with the Municipality.
- To ensure better performance in the programmes conducted by the Department of Physical Education.
- In addition to the Add-on Courses, all the Departments should start enrichment programmes for students.

- NSS/ Departments to start extension activities for the physical and holistic development of the community
- Contact MLA/MP to get financial aid to construct an Indoor stadium.
- Send proposal to UGC to start an Add-on course under the Dept. of Physical education.
- Take necessary steps to start PG courses in aided or self financing streams.
- Conduct Women empowerment programmes for students and women faculties.
- To ensure more Research Publications
- To create reading habit among students and encourage them to conduct book reviews. (aided by the various language Departments and the Library).
- To conduct Film reviews(English/Malayalam/Hindi)
- To Promote the Use of ICT techniques in teaching.
- To start Inter-disciplinary programmes
- To make a proposal of at least one innovative activity under each criteria specified by the NAAC.
- To conduct various orientation programmes for students to face the present day challenges of the society.
- To create a quality improved evaluation procedure.
- To conduct tailoring classes to students as a cafeteria programme .

Part B:

1. Activities reflecting the goals and objectives of the Institution;

- Orientation programmes for students were conducted For IInd and IIIrd year students, on 27-06-2012 and the resource person was Rev Abey T Mammen. For the Ist year students the same was conducted on September 6, 2012 The resource person was Adv Charley Paul
- To impart need based education, value education classes are conducted on all the first wednesdays of each month. These classes enable them to understand

the good values of life and how to respond Positively and creatively to challenges.

- Skill development programme for IIIrd BSc students was conducted on March 4, 2013 by the resource persons from Marthoma College of Management And Technology, Perumbavoor, under the auspices of curricular committee. It was useful for the overall development of their personality. This also equipped the students with necessary intellectual potentiality and skills related to various career prospects.
- Counseling classes impart to students a feeling of security, a sense of belonging and satisfaction. They also pick up higher values like humility, sincerity, honesty and social commitment.
- Career Guidance Cell activities guide the students to choose careers and create opportunities for successful careers.
- Awareness classes like AIDS, Health and Hygiene, Traffic rules and Environmental protection helped to teach them moral responsibility and guide them to lead an ecofriendly life style, free from pollution.
- Legal literacy classes for IInd year degree students made them aware of legal and human rights. .
- Women Cell Activities enabled the students to grow with due respect for traditional Indian values and inculcate in them the need of women empowerment.
- Morning worship on working days and Students Christian Movement programme on every thursday afternoon give students spiritual perception on life. The college Chaplain Rev. Sonny Thomas and student Chaplain Rev. Linu George give necessary guidance to the students through their valuable messages.
- Through NSS and NCC activities students are motivated to do community services and learn their responsibility as good citizens.

- The Magic Show based on food and nutrition gave students a new insight in to eating good food and avoiding junk food and thereby maintain their health.
- Very Rev. A A Pylee Memorial Lecture on 29th January 2013 by Sri. V M Sudheeran, Former Minister and MP on “Environmental Protection-Relevance and Significance” instilled in students idea of social commitment, to the world they live in.
- The various cultural programmes conducted under the college Union during the academic year, like College Union Inauguration, Arts festival, College Day, give opportunities to students to develop their cultural skills.
- Through department association activities, students are given opportunities to conduct seminars and OHP/LCD presentations on various topics related to subject. These classes enable them to add to their subject knowledge and to build up their confidence.
- The add-on courses conducted under the Departments of Mathematics, Commerce, English and History train the students for self employment.
- College Anniversary held on 03-12-2012, the chief guest Very Rev. George Sebastian spoke on the need to create moral values in a human being through education.
- Seven Days NSS, NCC Camps and Departmental Study Tours impart to students the qualities of accommodating, adjusting, co-operating and enterprise.

These programmes empower the students to be good citizens and inculcate in them the quality of leadership.

2. New academic programmes initiated (UG and PG):

- The Dept. of History has initiated a new UGC sponsored Add-on-course, Diploma & certificate course in Travel and Tourism.
- The ongoing three Addon- courses are
 1. Diploma and certificate course in DTP, Photoshop and allied skills under the department of Mathematics.

2. Diploma and certificate course in VAT under the Department of Commerce.
 3. Diploma and certificate course in Communicative English under the department of English.
- The College is awaiting the sanction of the Govt. to start the three new PG courses, M Sc. Mathematics, M A English & M.Com
 - Application for the following PG & UG courses were given to the University M.Sc Zoology & B.Com with Computer Application.

3. Innovations in curricular design and transaction:

- As an innovative practice, the committee for the NAAC criteria - Curricular Aspects decided to give the following classes for students.
 - 1) Skill development Programme for III B.Sc students to equip them to face interviews & GD's
 - 2) To conduct Tailoring classes for students who are interested.
 - 3) To train students to make paper bags, Jute bags, clothe bags, Jewelry making etc to equip them for self employment.
- Designed the syllabus for the UGC sponsored Career oriented Add-on-Courses certificate/ Diploma Course in Travel & Tourism.
- MG university has made structural changes in the Under Graduate curriculum from 2009 onwards through the implementation of 4 major reforms namely- Semesterisation, Choice based credit system, Continuous assessment & Grading.
- The teaching faculties of the college actively participated in the seminars & workshops conducted by the University for restructuring the curriculum and contributed a lot towards the new syllabus revision and evaluation reforms. As a result, the present syllabi for UG courses are innovative in nature and provide opportunities to students to acquire up-to-date knowledge related to their subjects.

- All the 7 UG programs have a core-component and two complimentary components which provide a multi-disciplinary program.
- The teaching faculty has adopted innovative teaching methodology to enhance and sustain the interest levels of the students in the classroom and also to impart to them the requisite skills and information to succeed in their life and job market. Effectiveness in curriculum transaction is attained through the following innovative teaching methods.

1. Remedial Teaching

In this academic year also special attentions was given to slow learners to enhance the learning ability of the weaker students. Almost all the departments took part in the UGC aided remedial coaching programs ‘for SC/ST/Minority students’ this year.

2. Use of ICT in teaching and learning

In addition to classroom lecture, ICT is integrated in to the teaching and learning of various subjects to improve the quality of learning and to gain access to learning.

- ICT integrated classroom sections were initiated.
- Students are encouraged to use ICT facilities such as OHP, Smart board, LCD projector etc for making presentations of their project work, seminar etc.
- Internet facility is available at the college computer centre and in the various departments, and students avail it free of all cost to do their assignments and projects.

3. Giving assignments, seminars and projects.

Assignments, seminars and project work are part of the curriculum and their introduction into the curriculum has helped a lot to improve the present knowledge of the students. In particular the project works help the students to develop a scientific approach and gives in-depth knowledge.

4. Inter disciplinary programmes started:

- All the 7 UG programs have a core-component and two complimentary components which provide a multi-disciplinary program. The topics included in the core & complimentary subjects keep the students up-to-date with recent studies in the respective discipline and help to bring out its relevance to the present need. Moreover all the UG programs in the college have choice based courses and open courses to meet the inter-disciplinary needs of the students. MG University has given autonomy in choosing the open courses and choice based courses and all the departments offer very relevant courses under these categories.
- In view of starting interdisciplinary programmes for students the following proposals were sent to UGC
 1. Add-on-course “Certificate Course in Human Rights Education.”
 2. National Seminar on the “Need of Human Rights Education along with the curricula”.
- The three vocational courses - BA English, BA History & B.Sc Physics which are conducted now are interdisciplinary courses.
- With a view to enhance the computer skills and career aspect of the students, the college computer centre (IIELT), offered the following courses during the year 2012-13 for students in and around Perumbavoor.
 - a. MS Office.
 - b. Programming (C, C++, VB, Java)
 - c. DTP
 - d. Networking and Communication, HTML
 - e. Accounting packages, Tally
 - f. PGDCA, DCA

5. Examinations reforms implemented:

- The following examination reforms were initiated during the year 2012-13:
Smt. Annie C Thomas, Associate Professor, Dept. of Physics and Dr. Geetha Mary Mathews, HOD, Dept. of Malayalam were appointed as examination Coordinators for the successful conduct of the internal and external examinations for the year 2012-13.

Based on the Academic calendar set by the MG University, publication of results of the internal exams, submission of results of the internal exams to the University, determining the reopening and closing dates, semester break etc were done.

- The internal marks were published and the students were provided with the opportunity to raise their grievances if any.
- The whole procedure for Registration for examination are done through on line.
- The other salient features of the present examination system are :-
 - Timely publication of results through online.
 - Transparency in the evaluation system.
 - Provision for improvement.

SEMINAR / CONFERENCES

- Ms.Madhavi K S was appointed as a member of the passing board of the 2nd Sem. Examinations for the PG Diploma in Archeology and Museology course in the centre for Heritage studies. Hill Palace, Thrippunithura, on 8th December 2012.
- Ambily C B, Smt. Bincy P Paul, guest lecturers of the Dept. of Zoology attended curriculum implementation workshop- MSc. Zoology (CSS-2012) held at the school of Environmental Sciences, MG University campus on 9th November 2012.

- The following teaching faculty attended the National Conference on ‘Redefining Higher Education in the expanding Horizon’ organized by the Mar Thoma Higher Education Commission on 18th and 19th January 2013.
 - i. Dr. Philip Cherian, HOD, Department of History.
 - ii. Smt. Sherin T Abraham, Asst. Professor, Department of Commerce.
 - iii. Smt. Sujo Mary Varghese, Asst. Professor, Department of Commerce.
 - iv. Miss. Madhavi K, Asst. Professor, Department of History.
 - v. Smt. Deepthi T Divakaran, Asst. Professor, Department of English.
 - vi. Miss. Tara Mohan, Asst. Professor, Department of English.
 - vii. Miss. Shalitha Jacob, Asst. Professor, Department of Statistics.
- Smt. Sujo Mary Varghese, Dept. of Commerce, participated in a workshop on Research Based Project Methods conducted by the Post Graduate and Research Department of Commerce in The Cochin College on 26th July 2012.
- Dr. Philip Cherian, HOD, Dept. of History attended the Higher Education Commission meeting of the Mar Thoma Syrian Church at Mar Thoma College, Thiruvalla on November 2012.
- Dr. Philip Cherian attended conferences and Exposure visit of the Mar Thoma Church to Malaysia and Singapore and participated in the conferences at various Universities and centre of Higher Education in these countries. (Jan 2013).
- Dr. Philip Cherian attended the conference of the Mar Thoma Higher Education Commission at *****Teachers Training College at Thiruvalla.
- Ms. Madhavi K, Asst. Professor, archeology was appointed as a member of the Expert Committee for the revision of the syllabus of Advanced Diploma in Archeology and Museology by the MG University on 14th November 2012.
- All the teaching staff served as additional/chief examiner for the semester examination conducted by the MG University during the year 2012-13.
- Smt. Geetha Kumari K M serves as Core- committee member of MG University Add-on course (career oriented program) of the commerce stream.

- Dr. Lisy Cherian, HOD, Department of Mathematics served as Deputy Chairman for the I, II, III, IV SEM CBCSS degree examinations during 2012-13.
- Dr. Philip Cherian, HOD, department of History, served as additional Chief Superintendent of the University Exams at CET college, Perumbavoor(April-May section 2013).
- Dr.Geetha Mary Mathews, HOD, Dept.of Malayalam served as Deputy Chairman for I, II, and IV semester additional language Malayalam(CBCSS) degree examination May 2012 and November 2012.
- Mrs. Annie C Thomas, Dept. of Physics served as Chief cum Deputy Chairman for 3rd Sem. Exams 2012.
- Mrs. Jessy Elizabeth Philip, HOD, Dept. of Chemistry served as Deputy Chairman for the CBCSS exams.
- Mrs. GeethaKumari K M, HOD, Dept. of commerce served as Deputy Chairman.

6. Candidates qualified:NET/SLET/GATE etc.

- Since the College has no PG Courses in aided stream no Candidates qualified in NET/SET.
- The following faculties have qualified NET.

1. Mrs. Latha Prem Kumari. B	2. Mrs Sherin T Abraham
3. Dr. Biju Jacob Thomas	4. Mrs Sujo Mary Varghese
5. Mrs Thara Mohan	6. Mrs Deepthi T Divakaran
7. Miss Madhavi K	8. Miss Shalidha Jacobe

7. Initiative towards faculty development programme:

- The college management gives necessary help and whole hearted cooperation to pursue research under Faculty Development Programme and also on part time basis.
- Mrs. Annie Kurian K, Department of Mathematics who did Ph.D. under the XIth plan was awarded Ph.D on December 2012.

8. Total number of seminars/workshops conducted: 17

- Orientation for 1st and 2nd year degree students was conducted on 6th September 2012 by Adv.Charley Paul.
- Orientation programme for 3rd DC Students was on 27/06/2012. Resource person was Rev.Abey T Mammen, Mar Thoma Education Society, Kakkanad, Kochi.
- Seminar on Women's empowerment by Miss.Dayabhai, renowned social activist was conducted on 6th August 2012 under the auspices of Women Cell.
- Seminar on "How to develop one's communication Skill" by Dr. Rajan Varughese, Director, Marthoma College of Management And Technology(MCMAT), Perumbavoor for 3rd DC students was conducted on March 4, 2013 from 10.00 am -12.00 noon under the auspices of NAAC Committee on curricular aspects.
- Seminar on "How to face Interviews and GD's" by Prof. Stanly George, HOD of management , MCMAT, Perumbavoor was on March 4, 2013 from 2.00 pm – 4.00 pm under the auspices of NAAC Committee on curricular aspects.
- The Fifteenth Very Rev. A A Pylee Memorial Lecture was on 29th January 2013 by Sri. V M Sudheeran, Former Minister and MP on "ENVIRONMENTAL PROTECTION-RELEVANCE AND SIGNIFICANCE"

- AIDS awareness programme for students was conducted on 05/12/2012 by Dr. Shani M M, Superintendent, Govt. Hospital, Perumbavoor, under the auspices of the college union.
- In association with the Women's Day celebration, a Seminar on "Women & Indian Tradition" was conducted by Smt. Jayasree M, HOD of Hindi on 08-03-13.
- A seminar on "Nuclear fusion – Scope and Challenges" was conducted on 20/12/2012 by Dr. Maya D N, Post Doctor fellow, Max- plank Institute of Plasma Physics, Germany under the auspices of the Physics Association.
- An interactive session was carried out by Guidance Academy on "Career planning and Industry familiarization" and a seminar on "How to prepare for the tests like CAT, MAT, CMAT" by IMS test preparation on 16-08-12.
- Orientation classes were conducted for first year NSS volunteers held on 19/07/2012 and 23/07/2012 on the topic "Personality development and National reconstruction through NSS". Resource persons Dr. Salim Varghese (Department of English) Dr. Philip Cherian (Department of History) and Smt. Jayasree M J (Department of Hindi).
- Seminars on various topics such as "Drug abuse among teenagers and youth" (Rev.Praise Thaiparambil, Director- Blue Cross Society), "Vegetable cultivation"(Sri. Vimal Roy, Deputy manager, VFPCCK), "Environmental problems" (Dr. R Sugadhan, research scientist, Salim Ali bird Sanctuary), "Health issues among Women" (Dr. Gracy Thomas, President, Cochin gynecological society) were conducted during the seven days NSS camp from 23/08/2012 - 29/08/2012.
- During Gandhi Jayandhi celebrations a seminar on " Relevance of Ghandhian ideals in the current Scenario " was conducted by Dr. Salim Varghese, Department of English on 08/10/2012 under the auspices of the NSS unit of the college.

- A seminar on “Human Rights” was conducted by Sri. Jismon Thomas, Guest faculty, Department of History on 11/12/2012 in association with the Human rights Day celebration by the NSS unit.
- NSS unit of the college observed National Youth Week. A seminar on “The ideals of Swami Vivekananda” was conducted by Smt. Jayasree M J, HOD of Hindi on January 7, 2013.
- Seminar : A Seminar on “Derivatives” was conducted on 8th February 2013 under the auspices of the Commerce Association. Resource Person Mr. Krishna Prasad, Independent stock Market Advisor.
- Dr. Vineed Kumar, Assistant professor, Dept. of Physical Education Conducted a class on “Memory-skills of memorizing 50 items & the art of using memorizing capacity “ under the auspices of the commerce Association 11 January 2013.

9. Research projects

- Newly implemented:** Nil
- Completed:** Nil

10. Patents generated, if any: Nil

11. New collaborative research programmes: Nil

12. Research grants received from various agencies: Nil

- The college management and faculties are doing their best to get Post-Graduate courses, So that research departments could be initiated.
- Three faculties are awaiting University sanction to be approved as research guides.

13.Details of research scholars:

- i. Miss Thara Mohan, Assistant Professor.Dept.of English, Part time Research Scholar.
- ii. Mrs. Deepthi Divakaran registered for Ph.D under Mahatma Gandhi University.

14.Citation index of faculty members and impact factor:

Publications during the year 2012-13

- Dr. Annie Kurian K. Dept. of Mathematics published
 1. “Compactness in smallest neighborhood spaces” in the international journal of open problems in Mathematics Vo1.1, No.2, March 2012, 17-20.
 2. “Connectedness in Digital spaces with the Khalimsky Topology” in the international journal of Mathematical science & Application Vo1.2, No.2, 2012, 751-760.

Impact factor – 1.64

3. Dr. Vineed Kumar. Dept. of Physical Education Published “Comparitive effect of Aerobic dance and folk dance on cardio respiratory endurance” in the journal Rational Discourse, An interdisciplinary referred journal on current research and studies, Mar Thoma College, Thiruvalla, ISSN/0972-2955, Vo1-15, 2012, Page-79.
4. Dr. Biju Jacob Thomas, Dept. of Zoology is an author to the text General Information & methodologies in plant sciences, Green leaf publication, Kottayam.

15.Honors/Awards to the Faculty:

- i. Mrs. Annie Kurian K, Associate Professor, Dept. of Mathematics was awarded Ph.D for her thesis “Topological Properties of Digital Images” from MG University, Kottayam on 01-12-12.
- ii. Dr. Annie Kurian K, Associate Professor, Dept. of Mathematics is selected as reviewer of American Mathematical Society.

16. Internal resources generated:

Resource generated by the College through

1. Fees	-	Rs. 4,36,055
2. PTA	-	Rs. 7,71,485
3. Management	-	<u>Rs. 56,23,064</u>

Total Rs. 68,30,604

17. Details of departments getting SAP, COSIST(ASSIST)/DST.FIST etc. assistance/recognition:

Nil

18. Community services:

- NSS unit of the college mobilized Rs.67320/- from the staff and students to meet the expenses of a critically ill parent.
- Dept.of Mathematics collected Rs.5000/- from teachers and students of Mathematics Dept. for the medical treatment of a needy student in Ist DC Mathematics.
- 2012-13 College union members & advisors to college union & Arts club visited the inmates of Snehabhavan, Koovappady and distributed bed sheets for them collected from students
- ON 15/08/2012 NSS unit organized a Blood Donation Camp in association with Lion's Club, Perumbavoor and 10 Volunteers donated blood during this occasion.
- As part of World Literacy Day, the NSS volunteers collected books from among students and donated to a nearby orphanage.
- NSS unit of the college actively participated in the Organ Donation Drive "Manava Karunya Yatra" organized by Kidney Federation of India. Around 100 staff and students pledged their support.

- During Christmas Day celebration History association distributed Christmas gifts and Cakes to the inmates of Balika Mandhiram, Perumbavoor .
- The teaching and Non teaching staff together contributed an amount of Rs.20,000 for a critically ill and needy neighbour of the college.
- As part of the extension programs, computer classes were arranged for women and school children of the locality at subsidized fees during the summer vacations. The following vacation courses were offered to children and women.
 1. Basics of computer knowledge.
 2. Data entry training on English, Malayalam.
 3. MS Office
 4. Programming(C,C++, VB, Java)
 5. DTP.
 6. Networking and communication(HTML)
 7. Accounting packages- Tally
 8. Special courses- IT for Kids

19. Teachers and officers newly recruited:

- i. Dr.Anupama appointed as Assistant Professor in Physics on September 20, 2012.
- ii. Following guest lecturers were appointed for the year 2012-13

1. Sunu N.V.	-	Dept. of Zoology
2. Ambily C.B	-	“
3. Rinty Antony K.F	-	“
4. Bincy C Paul	-	“
5. Vidya Chandran	-	“
6. Shiji Joseph	-	Dept. of Botany
7. Gismon Thomas	-	Dept. of History
8. Anumol M S	-	Dept. of Chemistry
9. Ligi Stanly	-	Dept. of Hindi

- iii. Management Staff - Mrs. Shijitha P S.
- iv. IIELT Staff - Mrs. Elsy Deepu & Mrs. Mayamol

20. Teaching-Non teaching Staff Ratio: 29: 17

21. Improvements in the library services:

- i. Upgraded the library website.
- ii. Purchased UPS for each computer in the internet section.
- iii. Purchased career guidance books.
- iv. Conducted orientation programme for Ist year students regarding the facilities, services, rules & regulations and the use and need of referring & reading books, journals etc for updating of their knowledge.
- v. During 2012-13, 649 books were added.
- vi. Through INFLIBNET – NLIST facility added 2100 electronic journals & 51,000 electronic books. This benefits students to make use of information resources available in the library to support classroom teaching.

22. New books/journals subscribed and their cost:

- i. Added 649 books cost approximately Rs.80,000/-
- ii. 26 journals cost approximately Rs.20,000/-
- iii. 2100 e-journals & 51000 e-books cost Rs. 5,000/-
- iv. Total number of books – 14632
- v. Improvement of library facilities such as widening of reading room, digital library etc is going on.

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

All the Departments collect the student feed back regarding teachers and their course. This year IQAC planned to analyze it so that teachers can work on weak areas.

24. Unit cost of education:

Rs. 70,386/-

25. Computerization of administration and the process of admission and examination results, issue of certificates:

- i. For admission process, online processing (Common admission Process) was followed in association with the MG University, Kottayam.
- ii. Administration wing of the college has SPARK, for salary disburse meant and PF online system.
- iii. Examination results, issue of hall tickets etc were done through online system.
- iv. Add-on course certificates in English, Commerce, Mathematics, History issued from the college was signed by DCDC of the MG university.
- v. Certificates of various computer courses were issued by the Computer Centre (IleLT) of the college.
- vi. Certificate of enrichment programme "Tally" conducted by the Dept. of Commerce was issued from the college.
- vii. Course certificate, Experience certificate, TC, Conduct certificate etc were issued from the college.
- viii. Certificate for winners of extracurricular activities were issued from the college.

26. Increase in infrastructural facilities:

- i. Our play ground was modified and a Long jump pit was constructed.
- ii. Our Auditorium was renovated.
- iii. Drinking water (cooler) Sources fitted with Acqua guards.
- iv. Improved the lab facility of the Department of chemistry.
- v. New shelves were constructed in the Department of Zoology.
- vi. The Fitness centre of the college was equipped with new AB Circle.
- vii. Separate computer lab was set for the Department of Mathematics.
- viii. The New hostel building is almost completed and the old hostel building was

27. Technology upgradation:

- i. All the IIIrd year classrooms were equipped with smart board.
- ii. The Colleges media room is well equipped.
- iii. Most of the Departments possess LCD projectors.
- iv. Purchased 10 Nos. of Computers.

28. Computer and internet access and training to teachers and students:

All the department of the college has computer and internet access. Students have internet facility which is provided freely in the library. Students can use internet facilities in the computer centre IieLT too.

29. Financial aid to students:

- The government has extended financial support of Rs. 6,78,963 as fee concession for eligible students.
- Government stipend of Rs. 12,47,250 to eligible student.
- Government has provided various scholarships,
 1. C H Muhammedkoya scholarship of Rs 4000/- each to 27 students.
 2. Post Metric Scholarship of Rs1400/- each to 40 students.
 3. State Merit Scholarship of Rs2500/- each to3 students.
- Scholarships from endowments to students

1. Merit cum means scholarships

- | | |
|------------------------|-------------------------------|
| ▪ Sandhya S | (3 rd Mathematics) |
| ▪ Anjaly Madhusudhanan | (2 nd Mathematics) |
| ▪ Susmi K S | (3 rd Zoology) |
| ▪ Cinta K Varkey | (2 nd Zoology) |
| ▪ Priya T B | (3 rd BCom) |
| ▪ Josvin Jose | (2 nd B.Com) |
| ▪ Anju Chandran | (3 rd English) |
| ▪ Sabitha Babu | (2 nd English) |

- Anju A K (3rd History)
- Anu Sasi (2nd History)
- Anjaly A R (3rd Physics)
- Sruthy Surendran (2nd Physics)
- Rethika Rajan (3rd Chemistry)
- Athira T K (2nd Chemistry)
- Radhika V (3rd Mathematics)
- Chithra Rajagopal
- Manumol P M
- Jintu Joseph
- Lakshmi R (3rd Physics)
- Ardra C Mathew (3rd Chemistry)

2. Mrs. And Mr. C I John memorial endowment prize.

- Abana T A (3rd History)

3. General Proficiency Prize Instituted by Sri. C K Unnikrishna Pillai.

- Ardra C Mathew (Dept. of Chemistry)

4. Dr. C J Roy Prize for proficiency in Malayalam.

- Aswathy A G (2nd B.Com)

5. Rangaswami Pillai Memorial Endowment Prize.

- Shale Soman (3rd Zoology)

6. Thankamma Abraham Memorial Scholarship.

- Anju Jose (2nd Mathematics)

7. Kurian Thykkadavil memorial Endowment Prize.

- Ansiya Mol V H (1st Zoology)

8. Special Prize Instituted by Departments of Mathematics for the best outgoing student.

- Ninciyamol K N (3rd Mathematics)

9. Special Prize Instituted by Departments of Zoology for the best outgoing student.
- Shalu Soman (3rd Zoology)
10. Special Prize Instituted by Departments of History for the best outgoing student.
- Neenu K P (3rd History)
11. Special Prize Instituted by Departments of Commerce for the best outgoing student.
- ManuMol P M (2009-12)
12. Dr. M O Koshy Endowment Prize (for the best student in studies and arts club activities)
- Aagy Thomas (3rd B Com)
13. Dr. Rajan Varghese Endowment Prize (students who scores the highest point in the events of the Arts festival)
- Dhanya Sara Thomas (3rd B Com)
14. Smt and Sri E Govindan Nair Endowment Prize (Best student of 3rd DC History)
- Krishna Rajan (3rd History)
15. Dr. T K Govindan Memorial Endowment Prize (Best outgoing student in curricular and extracurricular activities)
- Dhanya Sara Thomas (3rd B Com)
16. Smt. Elizabeth John Endowment Prize (top scorer in final B.Com examination)
- Manumol P M (2009-12)
17. Dr. Rajan Varghese Endowment Prize (for the best outgoing student of 3rd DC Mathematics)
- Reshma G (3rd Mathematics)
18. Smt and Sri P Ramachandran Nair Endowment prize.
- Hema P M (1st History)

19.Mrs. Elizabeth John Endowment Prize for Commerce.

- Anju K D (2nd B.Com)

20.Miss Sunnu Thomas Memorial Endowment Prize for the top scorer in 2nd DC Zoology.

- Shalu Soman (3rd Zoology)

21.Miss Sunnu Thomas Memorial Endowment Prize for the top scorer in 1st DC Zoology.

- Shamilly Jose (2nd Zoology)

22.Cherukattu Easow Thomas Memorial Endowment Prize.

- Nissy Mathew (3rd English)

23.Local Prayer Group Prize for special efforts in studies

- Binila K M (1st English)

24.Very Rev. K E Oommen Kalamannil Memorial Endowment Prize.

30.Support from Alumni association and its activities:

- The Alumni Day Celebration of the college for the year 2012-13 was held on Saturday, 26th January 2013 in the college Auditorium. Former students come and have a get-together with teachers.
- It serves as good Liaison Officers between College and the external/Community.
- Many Alumni's served as guest teachers. They Provide leadership to the college students as Resource Persons in various fields.
- The Alumni of the college is strongly supportive and it helps a lot to build up a high reputation for the institution.
- From the feedback of our Alumni we could understand how the love & care of the teachers and the overall discipline in the campus helped them in building up their life and careers.

- The Alumni Association took initiative in felicitating rank holders, retired teachers, award holders etc.

31.Support from Parent-Teacher Association and its activities:

The PTA has extended commendable service and help in all the developmental projects of the college.

1. Awards and scholarships to meritorious & needy students.
2. Contributed water purifiers to the college.
3. Supports the conduct of sports & college union activities.
4. Helps to raise fund for the smooth conduct of internal exams/college exams.
5. This year PTA generated around
 - Rs. 1,45,100/- for the renovation of the college auditorium.
 - Rs. 18,386/- for purchase of News paper and periodicals to the College library.
 - Rs. 20,957/- for the college union activities.
 - Rs. 36759/- for the improvement facilities of the students such as conduct of orientation programmes for new students, purchase of exam stationary items etc.
6. This year using the great support of parents and teachers the college union was able to participate in the Margamkali Competition in the University Youth Festival and secured “A” grade.

32.Health services:

- AIDS awareness programme was conducted by the college union in association with the Perumbavoor Municipality and Govt. Hospital, Perumbavoor in connection with the World AIDS Day. Dr. Shani M M, Medical Superintendent. lead the class.
- Regular medical checkup for all the students of the college is done every year. Govt. hospital, Perumbavoor nominated the doctors for medical checkup.

- Our Physical education Dept. offers Yoga classes and Gymnasium facilities for students. Majority of the students utilize these facilities regularly.
- The college provides counseling facilities to students at noon-intervals. Smt. Shani Mary Alex, trained counselor from Santhigiry Asram, Aluva renders service as student counselor.
- A blood donation camp was arranged on 1st August 2012 by the NSS unit of the college, in association with the Lions Club of Perumbavoor.
- College NSS unit gives health awareness classes to students.

33.Performance in sports activities:

- Athletes were given chance to participate in the intercollegiate sports based on their performance in the Intra college activities.
- The annual sports meet was organized on 15th February, 2013 and competitions were held house wise to ignite the interest of the students. The annual sports meet was inaugurated by Sri. T.P.Ouseph (Former National Athletic Coach). Tournaments in Badminton, Table Tennis & Carom Board were conducted.
- On all Tuesdays the College Fitness centre gives necessary training to students.

34.Incentive to outstanding sports person:

- a. 2 seats per course are set aside for Sports Quota Admission.
- b. Talented athletes were given free accommodation in the college hostel.
- c. College made all the arrangements to give incentives to outstanding sports person from different agencies such as PTA, Alumni etc.
- d. Athletes were given chance to participate in the Inter Collegiate activities based on the performance of the athletes in Intra College activities.
- e. This year prizes were given to winners of I, II & III positions in Annual sports.

35. Student achievements and awards:

MG University Youth festival Prize winners

- a. Margamkali team won 'A' Grade
- b. For Kavitha parayanam, Kum. Reshma Madhu got 'A' Grade
- c. For English poetry recitation Kum. Ashisha Winson secured 'A' Grade

Kum. Dhanya Sarath Thomas, 3rd B.Com was awarded as the Kalaprathibha of the college.

Kum. Nayana C S (3rd Commerce) was selected as the Best Actress during this year

Kum. Anju Raj (3rd Chemistry) got placement with Wipro

The following 16 students from our college were selected as Skill Development Executives (SDE) in 2012-13 under Additional Skill Acquisition Programme, an initiative of the Department of Higher Education and General Education Department. Their selection was based on Group Discussion and Personal interview.

- | | |
|-------------------------|--------------------|
| ➤ Anjaly A R | - BSc. Physics |
| ➤ Anjali Dileep | - BA English |
| ➤ Ashisha Winson Thomas | - B.Com |
| ➤ Aswathy T | - BSc. Physics |
| ➤ Christina K Jose | - BSc. Mathematics |
| ➤ Devika K M | - BSc. Zoology |
| ➤ Deenamol K Varghese | - BA English |
| ➤ Geethu T Mohan | - BA English |
| ➤ Joshmy Philip | - B. Com |
| ➤ Krishna Rajan | - BA History |
| ➤ Neenu K P | - BA History |
| ➤ Ninciyamol K N | - BSc. Mathematics |
| ➤ Reshma G | - BSc. Mathematics |
| ➤ Shalu Soman | - BSc. Zoology |
| ➤ Sreelakshmi S | - BSc. Mathematics |
| ➤ Yasira T E | - B. Com |

36. Activities of Guidance and Counseling Cell:

The career Guidance cell organized the following programmes for the benefit of students this year.

- 1) Information on Various courses
- 2) Management fests & Career Prospects.
- 3) An interactive session on Career Planning and industry familiarization by Guiders Academy on 16-08-12.
- 4) IMS Test Preparation conducted a talk on “How to prepare for tests like CAT/MAT/CMAT” on 16-08-12.
- 5) Purchased ----- nos. of books related to Career & Competitive examinations and distributed among students.
- 6) Two students from III B.Sc Mathematics & Two students from III B.Com attended the class on “How to face GD’s & Interview?” Conducted by Marthoma College of Management And Technology(MCMAT), Asram campus, Perumbavoor on 18-12-12.
- 7) A trained counselor from Shantigiri Ashram, Edathala, Aluva Ms. Shani Mary Alex conducted counseling sessions during all Tuesdays (12.30 p.m – 1.30 p.m)
- 8) A career guidance class on “Opportunities for graduates” was conducted to the B.Com students by Vidya Bharati Group of institutions, Cochin under the auspices of Commerce Association on 8th February 2013.

37.Placement services provided to students:

- 9 students from Dept. of Chemistry attended the campus recruitment of Wipro at BPC College, Piravom, 2 were selected for the interview & one of them Anju Raj(III DC Chemistry) got placement.
- Additional Skill Acquisition Programme(ASAP) is an initiative of the Department of Higher Education and General Education Department with a view to improve the employability quotient of students studying in Higher Secondary Schools and colleges. ASAP aims to impart industry specific

skills to the needy students in the selected schools and colleges along with their regular studies through modular courses with the active participation of industry partners. 16 students were selected for training.

38. Development programme for non-teaching staff:

- i. Orientation programme for non-teaching staff is conducted every year during July-August. During 2012-13 Rev Dr T J Thomas lead the class on “How to be a good leader?”
- ii. During the end of every academic year an evaluation of the works under each office sections were done and necessary changes adopted. During 2012-13 sections handled by Smt. Usha Anna John and Smt. Molly M P was interchanged.
- iii. Smt. Binu Philip, Smt. Molly M P & Sri. Mohan Baby attended the class for computerization of salary bill under SPARK(Services & Payroll Administrative Repository for Kerala)
- iv. Smt. Binu Philip, Smt. Molly M P & Smt. Usha Anna John attended the class on online PF Computation.
- v. Online admission process, grants to SC/ST students and other Govt. scholarships are also done efficiently through the college office.
- vi. Smt. Annie Varghese, office attendant promoted as Lab Assistant in Zoology Dept. with effect from 27-02-2013.
- vii. Smt. Sosamma Chacko(UD storekeeper) and Mr. Mohan Baby (LD Accountant) attended a one day state level UGC sponsored seminar on “Tools and Techniques of E-Governance for ensuring efficient administration” on 15th December 2012 at St. Mary’s College, Thrissure.
- viii. Smt. Sophy Esow (Junior Supdt.) and Smt. Binu Philip(UD Clerk) attended 3rd state level training programme for administrative staff organized by the Kerala State Higher Education Council at Kottayam on 8th & 9th February 2013.

- ix. Smt. Ivy Paul(Librarian) attended UGC sponsored Seminar on “ Bridging the Digital Divide in India development of Information Technology and Role of Libraries” on 29th and 30th November 2012 at New Man’s College. Thodupuzha.
- x. The members of the administrative staff, Mr. Mohan Baby, Mrs. Molly M P, Binu Philip attended a class on “Training on PF online Management System in Kerala Private Colleges” on 18th April 2013.

39. Best practices of the institution:

1. Soft Skill Development Programme for III DC students were conducted under the auspices of NAAC Committee on Curricular Aspects. Resource Persons from Mar Thoma College of Management & Technology (MCMAT), Perumbavoor conducted the classes on 04-03-2013.
2. Value Education Classes were held on all 1st Wednesdays of every month from 9.30 am to 10 a.m during this year.
3. The tutorial System (15 students under the guidance of one teacher) effectively followed in the college help students in their personal development & in building up self-esteem to tackle their own problems and those of others.
4. Assemblies were conducted bringing the students together and give them holistic perspectives on life. Information of important activities & dates are announced at these meetings.
5. Morning prayer will be conducted from 9 a.m to 9.30 a.m. College Chaplain Rev. Sonny Thomas give messages to students on every Fridays. This enlightens students to come close to God who can be counted as an unchanging friend in times of trouble and joy.

6. Careful attention is given to the grooming of young girls to become responsible women with socially acceptable manners. The activities of women cell, NSS College union etc give emphasize on the Empowerment of girls & Women.
7. Dept. of Commerce conduct Enrichment programme “Certificate Course in Tally” for III DC students.
8. Remedial Teaching is done on a Systematic basis for weak students & SC/ST/Minority students.
9. Uniform is compulsory for all students.

40.Linkages developed with National/International, academic/research bodies:

- Dept. of Mathematics, Cochin University of Science and Technology (CUSAT), Cochin Conducts Seminars for III B.Sc Mathematics students on applications of various branches of Mathematics. Around 10 students attend this programme every year.
- 2 students attended the summer Classes Conducted by School of Mathematics, Pala
- Resource Person from MCMAT, Perumbavoor conducted soft skill Development Programmes to build up the self confidence in students.
- Faculties of Dept. of Mathematics are life members of Kerala Mathematics Association.

41.Any other relevant information:

- New college hostel building construction is in final stage and will admit more students from the next academic year.
- After a long gap, college was able to present a group item during the MG University Youth festival and won ‘A’ grade in it.

- Published the news letter ‘VIGNETTES’ the annual publication carrying news of important events from the campus.
- Conducted Very. Rev A A Pylee memorial lecture on “ Environmental protection –Relevance and Significance ”. The guest speaker was Sri. V M Sudheeran, Former Minister and EX-MP.
- 20 students, the college union staff advisor Dr. Leelamma M and the college Arts Club advisor Smt. Sally Thomas attended the Anti addiction Seminar conducted by the Perumbavoor Municipality on 27/09/2012.
- 4 students attended the Music Seminar conducted by the MG University at SSV College, Airapuram on 28/09/2012.
- All the students of the college saw the Drama “Ayalkkarante Veedu” on 07/09/2012 at Perumbavoor Fas auditorium. To have an idea of how theatrical “modern technology is applied in Theatre and theatrcal performace”.
- Dr.Leelamma M, Department of Commerce and Smt. Saley Thomas, Department of Malayalam attended the seminar on “Women empowerment” on 12/12/2012 conducted by the Janamythri Police at the Perumbavoor Municipality.
- College observed 04/01/2013 as “Black Day” protesting against the rape incident that occurred in Delhi.
- College Arts festival named “Sargothsav-2013” was conducted from 14th – 16th Jan 2013.
- Onam and Christmas festivals were celebrated .
- Generated Rs. 1,18,300/- as the initial amount from students for the construction of a full fledged new auditorium.
- College union election was conducted on 12/10/2012 and the office bearers were elected.
- College union Activities was inaugurated by Dr.Muse Mary George, Associate professor, UC College and arts club inauguration by Sri.Bijoy, serial artist on 04/12/2012.

- College Day celebration was conducted on 19/03/2013, Dr. Margret George, Principal, Govt.College, Thrippunithura was the chief guest.
- During Independence Day and Republic day celebration, NCC Cadets took leadership in Flag hoisting.
- 25 NSS Volunteers and programme officers participated in the “Obama- Singh 21st century knowledge initiative” organized by USIEF, at St.Therease college, Ernakulam on 17-09-12.
- NSS unit of the college actively participated in the Organ Donation Drive “Manava Karunya yathra” organized by the Kidney Federation of India. Around 100 staff and students pledged their support.
- In view of the Nation celebrating the Mathematical year on the 125th birthday of the great Indian Mathematic genius Srinivasa Ramanujan, the Dept. of Mathematics conducted an exhibition on the “Life, Achievement & Career of Srinivasa Ramanuja” on 18-01-13.Around 200 students from near by schools and colleges visited the exhibition. The programme was informative & enriching to these students.
- 8 students from Dept. of Mathematics Participated in the Madhava Competition on 6th January 2013 Conducted by Centre for Science Education, TIFR, Mumbai funded by National Board of High Education at St-Xavies College for Women, Aluva.
- 2 students participated in the inter collegiate quiz competition held at Baratmatha college , Thrikkakara on 25th March 13.
- College Founders Day was celebrated on 5th December 2012. Very Rev. George Zacharia spoke on the need of value education for the character building of individual.

Part C: Detail the plans of the institution for the next year

Infrastructure : Construction of PG Block, Extension of office & library, Digital library and a new Auditorium.

Examination Reform: Conducting mock exams and coaching classes for IELTS and TOFEL to equip our students to compete with city students & to enable them to succeed in entrance exams.

Innovative Practice :

- ❖ Teach students to make paper bags, Jute bags, Cloth bags, Jewelry etc to equip them to be self employed.
- ❖ Tailoring classes for interested students.
- ❖ Job oriented classes like mushroom culture vermi compost, farming etc with the aid of Zoology & Botany Depts.

Extension Activities:

- ❖ Extension programmes to near by school kids which comprises of communicative English class, Mathematics gems & Computer awareness in association with Dept. of English, Dept. of Mathematics & Computer centre.
- ❖ To develop Physical fitness and self confidence among girls in the community by giving training in Judo, Karate, Yoga & Aerobics for girls in and around the locality of our college.

*Name & Signature of the
coordinator, IQAC*

*Name & Signature of the
Chairperson, IQAC*