

# 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:

<b>Year of report:2013-14</b>
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## **ACTION PLAN: 2012-13**

**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.**

**Infrastructure:** This year the Action Plan Committee decided to construct a PG Block , make an extension of the existing office and library and to digitalize it. Building a well equipped auditorium is also under consideration.

**Examination Reform:** The existing mode of examination is to be enhanced by introducing new methods for better performances of the students and to equip them to compete with urban students and to train them to succeed in entrance exams by conducting mock exams and giving them intense coaching in for IELTS and TOFEL .

## **Innovative Practices**

- ❖ **Cultivating Reading Habit:** In this new era reading as a cultural habit among students has totally disappeared from the campus. So reading books, writing reviews and creating skits based on books read is encouraged by the Language Departments with the aid of the Library.

- ❖ As an extension to the reading culture students are also encouraged to watch movies especially classics in English/Malayalam/Hindi and conduct reviews with the support of the Language Departments.
- ❖ Students are trained to make Paper bags, Jute bags, Cloth bags, Jewellery etc. to equip them to be self-employed. They are also taught tailoring and encouraged to make their own garments.
- ❖ To conduct Job oriented classes like mushroom cultivation; making vermi-compost; farming etc. with the assistance of Zoology and Botany Departments.
- ❖ Rainwater harvesting units, solar panels and waste management system are novel plans to be executed with the joint initiative of the Government, Municipality and other agencies.

### **Teaching Learning Process**

- ❖ Conducting induction programmes for new teachers compounded with inter-collegiate programmes in creative teaching techniques and contemporary pedagogies to enhance the quality of the teaching-learning process is in progress.
- ❖ To encourage all the teachers to send proposals to the UGC/Govt. for Major/Minor projects and departments are induced to send more proposals for National/International seminars/conferences/workshops.
- ❖ Preliminary steps have been taken to start more PG courses in the aided or self-financing streams.
- ❖ Promoting the use of ICT techniques in teaching.

### **Curriculum Design**

- ❖ With the intention of giving a wide range of learning opportunities in addition to the regular courses new curriculum for more Certificate/Diploma courses have been designed.
- ❖ To start an Add-on course under Dept. of Physical Education funded by UGC/Govt.
- ❖ Designing of Enrichment Programmes or cafeteria courses (courses of very short durations) for the students in all the Departments.

### **Extension Activities:**

- ❖ The College's primary motto is empowerment of women it was decided to conduct various extension classes like Communicative English, Mathematics gems and Computer awareness to students of nearby schools with the support of the Departments of English, Mathematics & the Computer centre respectively.

- ❖ To conduct Judo, Karate, Yoga & Aerobics trainings for girls in the vicinity of our College to make them physically fit and self-confident.
- ❖ Women empowerment programmes for the women communities in our neighbourhood on agricultural farming and waste management system are also carried out.
- ❖ Analytical data created from the feedback from the parents and alumni, retired staff is made available to the concerned Teaching staff and administration wing **to be checked**
- ❖ Tremendous effort is taken by the faculty, management and the Non-teaching staff to ameliorate the welfare of student community.

## **Part B**

### **1. Activities reflecting the goals and objectives of the Institution**

- Orientation programmes were conducted for Second and Third year Degree students on 3<sup>rd</sup> April 2013 and the Resource person was Rev. T. S. Philip, our College Chaplain. The First year Degree students were also given orientation on 12<sup>th</sup> July 2013 by Rev. Dr. Renjan Abraham, Students' Chaplain.
- Value education classes as usual were conducted on the first Wednesdays of each month to inculcate moral and spiritual values to the students. This enhances the need based education imparted to the students by enkindling in the students a positive and creative attitude to face the challenges in life.
- ASAP, an initiative funded by the Higher Education Department, Govt. of Kerala, was introduced for First year Degree students, to empower them for self employment or any other job.
- UGC sponsored Entry in Service Programme given to final year Degree students equip them with necessary intellectual potential and skills related to various career prospects.
- Regular and timely counseling classes given to the students help them to develop a sense of belonging and security simultaneously adopting integral values like humility, diligence, honesty and social commitment.
- Career awareness programme led by 'Career Launcher' a career oriented agency was conducted by the College Union and Entry in Service on 18<sup>th</sup> February, 2014.
- Awareness classes conducted at regular intervals about major social concerns and issues such as AIDS, Health and Hygiene and Traffic rules teach students moral responsibility and civic sense. The classes on Ecology and Environmental Protection coach them to lead an eco-friendly life style and encourage them to have a concern for their fellow beings and future generations.

- Legal literacy classes held in association with The Taluk legal Services Committee for Second year degree students on February 12, 2014, by Advocates Manju and Alphonsa, helped the students become aware of their legal and human rights.
- Women’s Cell organized the following programmes to empower the students in various ways.
  - Discussion: “Reduction of Marriage Age of Women - is it beneficial for our society” Mrs. M.J. Jayasree, Head of the Department of Hindi was the moderator.
  - A creative Workshop was given to the members on “Jewellery-Making” by Mrs. Sheeba
  - Screening of a documentary on March 7, 2014, in connection with the International Women’s Day for the students.
  - The cultural wing released a Manuscript Magazine on 24<sup>th</sup> March, 2014 to convey the message of Women Empowerment.
  - The Community Service Wing of KSWDC Women’s Cell consisting of 45 students and 5 staff visited a nearby orphanage, ‘Bethlehem Abhaya Bhavan’, Koovappady, on 21<sup>st</sup> March, 2014 and spent the forenoon with the inmates of the Institution.
  - KSWDC conducted a seminar on “Issues and Challenges faced by Women” with Prof. Monamma Kokkad as the main Speaker on 17<sup>th</sup> December, 2013.
- A film promotion programme conducted by Asianet Plus was held at the college auditorium on 13<sup>th</sup> June, 2013.
- Morning worship was conducted on every weekday at 9:00 A. M. led by the College Chaplain Rev. Sonny Thomas or faculties
- Students’ Christian Movement meetings were held on every Thursday afternoons under the guidance of Students’ Chaplain Rev. Linu George. These two programmes give our students a spiritual perception of life through the valuable messages. The SCM also conducted the Christmas Carol Service and the New year worship.
- The various activities of the NSS and NCC wings of our College motivate our students to do community service and develop as responsible citizens.
- Orientation programmes were held by the PTA for the First, Second and Third year Degree students from June 4 to June 6, 2014 respectively, to equip them to deal with the challenges of learning and their transition from adolescents to mature persons.
- The Very Rev. A. A. Pylee Memorial Lecture conducted on 28<sup>th</sup> January, 2014, was graced by the presence of honourable dignitaries such as Rev. Dr. Geevarghese Mathew, Principal, Mar Thoma Theological Seminary, Kottayam, His Grace Rt. Rev. Kuriakose Mar Eusebios Metropolitan and Dr. Sheena Shukkur, PVC, M. G. University, Kottayam, was

our chief guest and orator of the day. They instilled in our students the idea of social commitment through the topic “Changing Educational Systems: Kerala’s Challenges”.

- Various cultural programmes conducted under the initiative of the College Union during the academic year include the College Union Inauguration, Arts festival, College Day etc. These activities give ample opportunities to our students to develop their cultural talents and skills.
- Students were given opportunities to conduct seminars and make presentations using OHP/LCD projector on a variety of topics through the innumerable activities hosted by the department associations. These sessions 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 and also to develop their soft skills.
- ASAP Classes conducted for First year degree students under the New Initiative Programmes of Higher education, introduced by the Kerala government gave students to develop their talents and skills and equipped them to be self employed through their curriculum
- College Day celebrations was held on 4<sup>th</sup> March, 2014. The Chief Guest for the day was Dr. K. N. Raghavan IRS, Customs Commissioner of Kochi, who spoke on the need to inculcate moral values in every human being through education.
- A survey by NRHM and Cochin Medical College was conducted among the First and Third year Degree students to study the prevalence of substance use, psychological distress, gambling etc. among college students.
- Classes on tailoring, jewellery making, mushroom cultivation etc. give opportunities for self-employment helping them to earn while studying.
- NSS and NCC Camp, Departmental Study Tours, Factory visits etc provide new learning experiences and help them to attain the qualities of accommodating, adjusting and co-operation.
- ‘Planting a tree’ programme was conducted on 5<sup>th</sup> June, 2014, in connection with the World Environmental Day by the Department of Zoology. Dr. Geetha Mary Mathews, Head, Dept of Malayalam, gave a talk on ‘Environmental Issues’ on 6<sup>th</sup> June, 2014. An inter- departmental quiz competition was held by the Department of Zoology on the topic ‘Environmental Issues & Conservation of Natural Resources’ on July 07, 2013. The programme helped the students to understand the importance of protecting and conserving our natural resources, there by inducing in them an ecological awareness.
- Hotel and Restaurant Association conducted an awareness programme for the students, on child labour in connection with the Anti-Child Labour Day on 11<sup>th</sup> June, 2014 which encouraged our students to react against exploitation and to realise the

need for cultivating a desire to be socially committed as part of developing into duty bound citizens.

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

- New PG course M Sc Mathematics started in the Govt aided stream.
- In order to enrich the curriculum, the following Enrichment programmes and UGC sponsored Add-on courses were continued during the year 2013-14:

Four ongoing courses:

1. UGC sponsored Add-on-course, Diploma & Certificate courses in Travel and Tourism by the Department of History.
2. Diploma and Certificate courses in DTP, Photoshop and allied skills under the initiative of the Department of Mathematics.
3. Tally and computerized accounting by the Department of Commerce.
4. Certificate course in Computer aided accounting by the Department of Mathematics.

- Application for the following PG & UG courses were submitted to the University in addition to the courses already applied and waiting for Govt. sanction,

1. M.Sc. Zoology
2. B. Com. with Computer Application

- The College has applied for the sanction of new programmes both in the aided and self-financing streams to meet the demands of the rapidly changing educational scenario.
- To enhance the computer skills of the students, the following computer courses were offered to them through the Institute of Information and e-learning Technology (IleLT) run by the college:

<u>Course</u>	<u>Duration</u>
➤ PGDCA	1 year
➤ MS Office	4 months
➤ DTP	3 months
➤ Tally	3 months

The above mentioned courses were also offered to women and children from the local community to enhance their computer knowledge and skills.

- A new DCA course of 6 months duration offered by the Institute of Human Resources Development (IHRD) of the Kerala State Govt. was started during the year 2013-14.
- Additional Skill Acquisition Programme (ASAP) and Entry in Service Programme were started during the year 2013-2014 and many students joined, proving the interest of students in consciously building up their calibre.

## 3. Innovations in curricular design and transaction

As the College is an affiliated institution, the flexibility in designing the curriculum is limited. The syllabus is revised once in every 3 years by the University, based on the latest trends in various disciplines.

Certain revisions were made by the University for UG programmes under CBCSS and our College implemented these changes in the curriculum during the year 2013-2014. The present curriculum includes:

- Core Courses
- Complementary Courses
- Vocational Courses
- Open Courses and Electives which are very relevant to the contemporary scenario.

Our faculty members are closely associated with the revision and restructuring of the curriculum and contribute to it by giving their ideas and suggestions.

For the advancement of the curriculum, following efforts were taken:

- Integration of multidisciplinary realms such as climate change, environmental education, Human Rights, social responsibility, women's issues, ICT etc. into the curriculum. Seminars, debates, Quiz programmes etc. based on these areas are conducted under the auspices of NCC, NSS, Women's Cell, College Union activities. Experienced and well informed resource persons were invited to lead such sessions.
- IQAC decided to improve the curriculum by giving various job oriented Certificate/Diploma courses along with their regular courses so that all student can choose at least one course.

#### **4. Inter Disciplinary Programmes Started**

- The new curriculum offers electives, vocational courses and open courses which are all interdisciplinary in nature.

#### **5. Examination Reforms Implemented**

- Some regulations and reforms were made by the University for Under Graduate programmes under CBCSS and these changes were implemented by our College into the curriculum during the year 2013-14.
- The overall structure of the 7 point grading system is accepted for grading the performance of a learner and instead of grades, marks are awarded for each question in all semester internal assessments.
- Assignments/seminars/viva and test papers are mandatory for internal evaluation.
- All students are required to do a Project before completing their UG/PG course. The report of the project is to be submitted to their respective Departments and a copy of the same is to be produced before the Examiners appointed by the University.
- Most of our faculty members hold positions as Chairmen, Deputy Chairmen, Chief Examiners and Additional Examiners and also serve as setters of question papers and

reevaluation scheme setters. They convey their timely suggestions and opinions in various forums related to evaluation.

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

- Since the College has no PG Courses in the aided stream, the college does not maintain the list of students qualifying NET/SET Exams
- The following faculty members who joined the Institution recently are NET qualified : Mrs. Preethi Sara Joseph and Mrs. Chaithanya Elsa Achankunju, of the Department of English.

#### **7. Initiative towards faculty development programme:**

- The college management gives necessary help and whole hearted co-operation to the teachers to pursue research under Faculty Improvement Programme and also on part time basis.
- Miss. Shalitha Jacob and Mrs. Sujo Mary Varghese registered for Ph.D. during the year 2013-2014.
- IQAC arranged a seminar on "Quality Enhancement Initiative for the Third Cycle of NAAC Accreditation" by Dr. Rajan Varughese, Principal, MCMAT, Perumbavoor, on 10<sup>th</sup> July, 2013.
- IQAC arranged an induction programme for new teachers on "How to Go Ahead in their Career" led by Dr. Rajan Varughese, Principal, MCMAT, Perumbavoor, on 25<sup>th</sup> March, 2014.

#### **Orientation programmes attended**

- Dr.Vineed Kumar K. Department of Physical Education, attended the UGC sponsored Special Summer School conducted by the UGC- Academic Staff College, University of Kerala, from 18-02-2014 to 10-03-2014.
- Mrs.Sujo Mary Varghese, Department of Commerce, attended the UGC sponsored Special Summer School conducted by the UGC- Academic Staff College, University of Kerala, from 18-02-2014 to 10-03-2014.

#### **Refresher courses attended**

- Smt. Sherin T. Abraham attended UGC sponsored Refresher Course conducted by the UGC- Academic Staff College, University of Kerala from 28/5/2013 to 17/6/2013
- Dr.Vineed Kumar K. attended UGC sponsored Special Winter School conducted by the UGC- Academic Staff College, University of Kerala from 28-11-2013 to 18-12-2013.



## **Seminars/Conferences attended**

- Mrs. Lally Mathew, Principal, Mrs. Geetha Kumari K.M., Department of Commerce and Mrs. Preethi Sara Joseph, Department of English, attended a Seminar conducted by the Higher Education Commission Mar Thoma Church at Santhigiri Asram, Aluva, on 21<sup>st</sup> and 22<sup>nd</sup> February 2014.
- Mrs. Sujo Mary Varghese, Dept. of Commerce attended the National Seminar on 'Financial Inclusion and Rural Development Challenges and Opportunities' at Deva Matha College Kuravilangadu on 4<sup>th</sup> and 5<sup>th</sup> February 2014 and presented a paper entitled, 'Role of Information Technology in Commerce & Management'.
- Mrs. Sujo Mary Varghese, Dept. of Commerce, participated in the 66<sup>th</sup> All India Commerce Conference of the Indian Commerce Association and a National seminar on 'Inclusive Growth and Sustainability – Role of Commerce Education in India', held at Department of Commerce, Bangalore University, Bangalore, from 5<sup>th</sup> to 7<sup>th</sup> December
- Dr. Lisy Cherian and Ms. Madhavi K. attended the meeting for Co-ordinators in connection with Additional Skill Acquisition Programme at Trans Tower Thiruvananthapuram on 11<sup>th</sup> November 2013.
- Dr. Lisy Cherian, HoD, Dept of Mathematics, attended the Core Committee meeting of Career Oriented Programme, M. G. University, Kottayam, on 17<sup>th</sup> Dec. 2013.
- Dr. Lisy Cherian, HoD, Dept of Mathematics, and Dr. Philip Cherian, HoD, Dept. of History, attended the General Review Meeting of Career Oriented Programme, M. G. University, Kottayam, on 28<sup>th</sup> Nov. 2013.
- Dr. Lisy Cherian, Dr. Priya Kurian, Dr. Anupama P. and Smt. Geethakumari K. attended a Regional Workshop in connection with the CBCSS Curriculum on 29<sup>th</sup> Aug. 2013, at U. C. College, Aluva.
- Smt. Sherin T. Abraham, Dept of Commerce, participated in a three days National Workshop on 'Research Methodology and Statistical Analysis : New Trends', sponsored by AICTE held at Rajagiri Centre for Business Studies, Kochi, from 16<sup>th</sup> to 18<sup>th</sup> July 2013.
- Mrs. Sherin T. Abraham, Dept of Commerce, participated in the 66<sup>th</sup> All India Commerce Conference of the Indian Commerce Association and a National seminar on 'Inclusive Growth and Sustainability – Role of Commerce Education in India', held at Department of Commerce, Bangalore University, Bangalore, from 5<sup>th</sup> to 7<sup>th</sup> December 2013.
- Mrs. Sherin T. Abraham participated in a UGC sponsored National Conference on " Foreign

Direct Investment in India: Opportunities and Challenges” held on January 30<sup>th</sup> and 31<sup>st</sup>, 2014, at St. Peter’s College, Kolenchery, and presented a paper entitled, ‘FDI and Indian fashion Industry’.

- Ms. Madhavi K., attended second International Workshop on “Indian Ocean Exchange and The Archaeology of Technology: Personal adornment Assemblage from Pattanam Excavation”, organized by KCHR and British Museum from 15<sup>th</sup> to 19<sup>th</sup> August 2013, at Pondicherry.
- Ms. Madhavi K. attended a one-day programme on ‘Higher Education Scholarship Scheme’, held at the School of Environmental Sciences, M.G. University, Kottayam, on 8<sup>th</sup> October 2013.
- Ms. Madhavi K. attended NSS District level Programme Officers’ meeting at St. Xavier’s College for Women, Aluva, on 28<sup>th</sup> November, 2013.
- Ms. Madhavi. K attended Three-day International seminar on ‘Growth of Knowledge Systems in India: Regional Contributions’ organized by the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla, in association with Centre for Heritage Studies, Hill Palace, Tripunnithara, from 3<sup>rd</sup> to 5<sup>th</sup> February, 2014.
- Mrs. Preethi Sara Joseph participated in a UGC Sponsored National Seminar on ‘Literature and Environment: Deep Ecological Perspectives’ at St. Xavier’s College for Women, Aluva, from 11<sup>th</sup> to 12<sup>th</sup> July, 2013.
- Mrs. Preethi Sara Joseph participated in a NAAC Sponsored State Level Workshop on ‘Building Social Consciousness: The Role of Teachers’ at St. Xavier’s College for Women, Aluva, on 29<sup>th</sup> and 30<sup>th</sup> August, 2013.
- Mrs. Preethi Sara Joseph participated in a UGC Sponsored National Seminar on ‘Application of ICT in Developing the Listening and Speaking Skills of Undergraduate Learners’ at SNM College, Maliankara, from 29<sup>th</sup> to 31<sup>st</sup> January, 2014, and presented a paper entitled, “Paperless Language Learning: Innovative Methods for the Digital Natives and Immigrants”.
- Ms. Bincy P Paul and Ms. Anu Beegum of Dept. of Zoology attended the UGC Sponsored National Seminar on “Climate change Scenario: Threats and Potential impacts on Eco system” organized by the Morning Star Home Science College, Angamaly from 30 to 31<sup>st</sup> July 2013.
- Ms Bincy Paul and Ms. Sunu N.V. of Dept. of Zoology participated in the workshop on “M.Sc Zoology Practicals” held at Alphonsa College on February 2014.

- Ms. Vidya Chandran and Ms. Sunu N.V Participated in the Workshop on Bio informatics held at S.B. College, Changanassery on 26<sup>th</sup> September 2013.
- All teaching and non teaching staff participated in the A retreat on 11-07-13, from 9.30am to 12.30pm presided by our manager Rt. Rev. Thomas Mar Themotheos Episcopa and the sessions were conducted by Rev. Dr.T.J. Thomas, Director , Counseling Centre Kottayam.

**8. Total number of seminars/workshops conducted: 21**

- A seminar on “Fuzzy Graph Theory and Its Application” was held on 21<sup>st</sup> August 2013 under the Auspices of Mathematics Association, by Sr. Dr. Jaya Rose, Associate Professor, Bharat Matha College, Thrikkakara.
- The Very Rev. A. A. Pylee Memorial Lecture conducted on 28<sup>th</sup> January, 2014, was graced by the presence of honourable dignitaries such as Rev. Dr. Geevarghese Mathew, Principal, Mar Thoma Theological Seminary, Kottayam, His Grace Rt. Rev. Kuriakose Mar Eusebios Metropolitan and Dr. Sheena Shukkur, PVC, M. G. University, Kottayam, was our chief guest and orator of the day. They instilled in our students the idea of social commitment through the topic “Changing Educational Systems: Kerala’s Challenges”.
- A message on “Expressing respect to Sreshta Basha” in connection with the Kerala Piravi celebration held on 4<sup>th</sup> November 2013 was delivered by Dr. Ajaya Kumar, Associate Professor, Department of Malayalam, Sree Sankaracharya University, Kaladi.
- Mrs. Anjali Nair, IT Consultant, UST Global, in an interactive session with the students on 22<sup>nd</sup> January 2014 instilled in students the courage to move ahead in their desire careers.
- During the College Day celebrations held on 4<sup>th</sup> March, 2014. the Chief Guest for the day Dr. K. N. Raghavan IRS, Customs Commissioner of Kochi, spoke on the need to inculcate moral values in every human being through education.
- The Programme Co-ordinators of Suchithva Mission took a class on ‘Healthy Ways of Living’ on 13<sup>th</sup> January 2014, under the auspices of the NSS unit of our College.
- Ms. Lakshmi Shivan of III B. Sc. Mathematics conducted a seminar on 'Maxima and Minima' on 10<sup>th</sup> January 2014 under the auspices of the Mathematics Association of the College.
- Orientation Programme for 2<sup>nd</sup> and 3<sup>rd</sup> year Degree students by Rev. T.S Philip, College Chaplain on 3<sup>rd</sup> April 2013.
- Orientation Programme for 1st year students and their parents on 12<sup>th</sup> July 2013 by Rev. Dr. Renjan Abraham, Student’s Chaplain.
- Legal Literacy classes in association with the Thaluk Legal Service Committee for 2<sup>nd</sup> year Degree students was conducted on February 12 ,2014 by advocates Mrs. Manju

and Mrs. Alphonsa.

- A seminar on 'Environmental Issues' on 6<sup>th</sup> June, 2013 was conducted by Dr. Geetha Mary Mathews, Head, Dept of Malayalam in connection with the Environmental Day celebrations.
- An Orientation programme for Second and Third year Degree students was conducted on 3<sup>rd</sup> April 2013, the Resource person was Rev. T. S. Philip, our College Chaplain.
- The same for First year Degree students was conducted on 12<sup>th</sup> July 2013 by Rev. Dr. Renjan Abraham, Students' Chaplain.
- Orientation programmes were held by the PTA for the First, Second and Third year Degree students from June 4 to June 6, 2014 respectively, to equip them to deal with the challenges of learning and their transition from adolescents to mature persons.
- Orientation programmes for NSS students.
  - An orientation talk on the topic "Personality Development through NSS" on 14<sup>th</sup> August 2013 was given by Dr. Aleyamma Saji Varghese, Former Principal and NSS Programme Officer.
  - An orientation talk to the NSS volunteers on the topic "NSS- What, How and Where?" on 19<sup>th</sup> August 2013 by Mrs. Saley Thomas, Associate Professor, Department of Malayalam, and former NSS Programme Officer.
  - A lecture on "Social Service" was led by Mrs. Sherin T. Abraham, Assistant Professor, Department of Commerce, and Former NSS Programme Officer, for the NSS volunteers on 2<sup>nd</sup> September 2013.
  - Value Addition class on the "Life of The Father of our Nation Mahatma Gandhi" was taken by Dr. Priya Kurien, Assistant Professor, Department of History, on 2<sup>nd</sup> October 2013.
- IQAC of the college arranged a seminar on "Quality Enhancement Initiative for the Third Cycle of NAAC Accreditation" by Dr. Rajann Varughese, Principal, MCMAT, Perumbavoor, on 10<sup>th</sup> July, 2013 for the whole staff.
- IQAC also arranged an induction programme for new teachers on "How to Go Ahead in their Career" led by Dr. Rajan Varughese, Principal, MCMAT, Perumbavoor, on 25<sup>th</sup> March, 2014.
- A retreat was conducted for all teaching and non teaching staff on 11-07-13, 9.30am to 12.30pm presided by our manager Rt. Rev. Thomas Mar Themotheos Episcopa and sessions are conducted by Rev. Dr. T.J. Thomas, Director, Counseling Centre, Kottayam.

## 9. Research projects

### a. Newly implemented: Two Minor projects

1. “A study on Astronomical Science in Kerala” of Dr. PriyaKurien, Assistant Professor, Department of History
2. “Banking Model for Technological Integration of Financial Services in Kerala” of Mrs. Sujo Mary Varghese, Assistant Professor, Department of Commerce.

### b. 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 can be initiated.
- Two of our faculty members are awaiting the University sanction for approval as Research Guides.

## 13. Details of research scholars:

Miss. Shalitha Jacob and Mrs. Sujo Mary Varghese registered for Ph.D. during the year 2013-2014 under the Mahatma Gandhi University, Kottayam.

## 14. Citation index of faculty members and impact factor: Nil

## Paper Publications

- Dr. Leelamma M. published a paper ‘Cheque Trunkateen System – New technology in Clearing Cheques’ in *Discourse Xaverium Research Journal*, Vol.1. No.1, in March 2013.
- Dr. Gigi George published a paper ‘Some Properties of the lattice of ordered possibility distributions’ in *The Journal of Fuzzy Mathematics*, (Los Angeles) Vol.22, No.1, in 2014.
- Dr. Gigi George ‘Some generalisations of Possibility and Necessity Measures’, in *The Journal of Fuzzy Mathematics* (Los Angeles) Vol.21, No.4, in 2013.
- Mrs. Sherin T. Abraham published a paper ‘FDI and Indian fashion Industry’ in the research journal of St. Peter’s College, Kolenchery.

- Mrs. Preethi Sara Joseph published a paper entitled, “Paperless Language Learning: Innovative Methods for the Digital Natives and Immigrants”, in the ELTIF Journal.
- Dr Philip Cherian, HOD History published an article in the Journal of the Centre for Heritage studies, Hill Palace, Thrippunithura.

### Department Publications

- News Letter (vol.2) was released by the Department of Mathematics in connection with the up gradation to PG Department.
- Manuscript magazines were released by 4 Departments: Departments of Mathematics, Zoology, Commerce and English.

### 15. Honors/Awards to the Faculty:

- “Paperless Language Learning: Innovative Methods for the Digital Natives and Immigrants”, the paper presented and published by Mrs. Preethi Sara Joseph, Asst. Professor, Dept. of English, at the UGC Sponsored National Seminar on ‘Application of ICT in Developing the Listening and Speaking Skills of Undergraduate Learners’ at SNM College, Maliankara, from 29<sup>th</sup> to 31<sup>st</sup> January, 2014, won the Award of Excellence for the Best Innovative Paper, sponsored by the Reach out Foundation, USA.
- Two books of Smt Latha Prem Kumari B, Dept of English, titled Memory Rain (2008} and Nature At My door Step ISBN No: 978-81-909900-3-5. (2011) have been accepted by the Public Library ,Trivandrum and The University Library, (<https://librarykeralauniversity.files.wordpress.com/.../books-released-on-...>)SAKHYA (Latha Prem). Nature at my doorstep. 20. O-8xN P9(R). Trivandrum, respectively.

### 16. Internal resources generated:

Resource generated by the College through

1. Fees	-	Rs. 10,32,222
2. PTA	-	Rs. 2,60,000
3. Management	-	<u>Rs. 54,06,529</u>

Total Rs. 66,98,751

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

Nil

## **18. Community services:**

- As part of the extension programmes, computer classes were arranged for women and school children of the locality at subsidized fees during the summer vacation. The following vacation courses were offered to children and women:
  1. Basics of computer knowledge.
  2. Data entry training in 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
- IQAC and Department of Zoology/Botany organized a Mushroom Cultivation Class for the staff, parents of students of the College and members from the locality on September 28, 2013.
- NSS conducted its seven days special camp in School for the Blind, Keezhmadu, where the volunteers did a lot of welfare activities for the benefit of the school and its blind students.
- The Community Service Wing of KSWDC Women's Cell with 45 students and 5 staff members visited a nearby orphanage "Bethlehem Abhayabhavan" Koovappady, on March 21, 2014 and spent half day with them.
- Under the auspices of NSS, Diwali was celebrated with the students of Balika Mandiram on 22<sup>nd</sup> October 2013.
- Planting tree programme was conducted on June 5th 2014 in connection with Environmental day Celebrations
- During AIDS Day celebrations leaflets were distributed among students and classes on 'Health and Hygiene' and 'AIDS' were conducted on 3-12-2013
- NSS Unit of our College conducted a padhayathra "Malinya Vimuktha Keralam" on 13<sup>th</sup> January 2014 to inculcate in our students and the community the need to conserve our natural resources and to keep our locality clean and hygienic.

## **19. Teachers and officers newly recruited:**

- i. Mrs. Preethi Sara Joseph was appointed as Assistant Professor in English on 01/01/2014.

- ii. Mrs. Chaithanya Elsa Achankunju was appointed as Assistant Professor in English on 30/01/14.

**20. Teaching-Non teaching Staff Ratio: 30: 17**

**21. Improvements in the library services.**

- Upgraded the library website and library software.
- Purchased new book shelves and racks.
- Rearrangement of seats for the convenience of staff and students.
- Provision for the increase in the number of periodicals.

**22. New books/Journals subscribed & their value**

Added 643 books during the year which costs Rs 90,000/-

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

All the Departments collect student feedbacks with regard to their teachers and the Course provided. This year too student feedbacks were collected by the Initiative taken by the IQAC and they were carefully analyzed and assessed. According to the verification done, it was found that most of the teachers get an overall rating of 'A' and most of them are efficient and well qualified and have more than 25 years of experience.

**24. Feedback from stakeholders**

The feedbacks from the parents obtained through the general body meetings of the PTA and from former students through Alumni meeting were collected and assessments made. The General Body meeting of the PTA is held in the middle of every academic year and the PTA executive body meets regularly to take major decisions. The Alumni meets are conducted every year on the 26<sup>th</sup> of January. Many of the former students of the College attended the Alumni Meet held this year and the feed backs collected revealed that they are all well placed in different commendable positions. Many of them are employed as Professors, Lawyers and as Government employees.

**25. Unit Cost of Education.**

Rs 80,544/-

**26. Computerisation of Administration, and the process of Admissions, Publishing of Exam results and Issue of certificates.**

- i. The Administration wing of the college and the Library have been computerized and made up to date.



- ii All Departments and section of the administration are provided with sufficient number of Computers ,internet connectivity and accessories . Internet facility is used for online browsing of salary, PF, Student’s scholarships, admission process etc.
- iii The admission process has been made online (Common Admission Process), following the norms set by the M. G. University, Kottayam.
- iv. Announcement and publishing of Examination results, issue of hall tickets etc. are being done online.
  - ii. Computerised certificates of the Add-on Courses by the Departments of English, Commerce, Mathematics, History issued from the College are signed by DCDC of the MG University.
  - iii. Certificates of various computer courses were issued by the Computer Centre (IleLT) of the College.
  - iv. Certificate of enrichment programmes were issued from the College.
  - v. Course certificate, Experience certificate, TC, Conduct certificate etc. were issued from the college.
  - vi. Certificate for winners of extracurricular activities were issued form the college.

All the Departments of the college are provided with computer systems and internet access. Students have internet facility which is provided free of cost in the Library. Internet facilities can be availed in the college’s computer centre (IleLT) too.

## **27. Increase in Infrastructural facilities**

- a) Construction of New Hostel building funded by the U.G.C.
- b) Construction of New Volley ball and Badminton court funded by the U.G.C.

## **28. Purchases made:**

Computers -4 , Laptops – 3, UPS – 1, Printer -1 & Camera -1

## **29. Technology Upgradation**

- Office, Departments, Library etc have sufficient computers and internet facility. All these sections are connected through Inter Com facility too.
- Training to the teaching and non teaching staff is given at the Computer Centre.

- Various Add-on, Enrichment or New initiative programmes were given to students to become computer literate.
- New Television sets were fixed in the Fitness Centre, Conference Hall and IleLT centre.
- Smart boards, LCD projectors etc installed in class rooms to make teaching more effective.

### **30. Computer and internet access and training to teachers, non-teaching staff and students.**

- Training to the teaching and non-teaching staff for using computer is provided at the Computer Centre.
- Various Add-on, Enrichment or New initiative programmes were given to students to become computer literate.
- Special training for retrieval of data from the online journals is provided at the library for faculty and students.

### **30. Financial aid to students**

- Post Metric Scholarship of Rs. 1400/- each was awarded to 54 students.
- Kerala Higher Education State Merit Scholarship of Rs. 12000/- was awarded to Ms. Maria Paul .
- C .H. Muhammed Koya Scholarship of Rs.4000/- each was given to 16 students.
- C. S. S. Scholarship was awarded to Ms. Archana K. S.
- Suvarna Jubilee Scholarship was awarded to Miss. Beena Narayanan K. and Miss. Reshma K. K.
- UGC Scholarship of Rs.20,000/-given to Single Girl Child was awarded to two students in the Post Graduate Stream

### **Scholarships from endowments to students**

#### **Merit cum means Scholarship**

- |                          |                          |
|--------------------------|--------------------------|
| 1. Gileena G. Menon      | (III B. Sc. Mathematics) |
| 2. SreelakshmiRaveendran | (III B. Sc. Mathematics) |
| 3. Reshma J.             | (II B. Sc. Chemistry)    |
| 4. Rumzeela M.H.         | (III B. Sc. Chemistry)   |
| 5. Amrutha Krishnan      | (II B. A. History)       |
| 6. Sreethu K. Ravi       | (III B. A. History)      |
| 7. Soumya K. Ravi        | (II B. Com)              |
| 8. Jiji K.P.             | (III B. Com)             |
| 9. Ansiyamol V.H.        | (II B. Sc. Zoology)      |
| 10. Binu P.T.            | (III B. Sc. Zoology)     |
| 11. Neethu Narayanan     | (II B. A. English)       |

- |                   |                     |
|-------------------|---------------------|
| 12. Sabitha Babu  | (III B. A. English) |
| 13. Jareena M.E.  | (II B. Sc. Physics) |
| 14. Aiswarya Baby | (III B. A. English) |

### Endowments & Scholarships

1. Cherukattu Easow Thomas Memorial Endowment Prize & Local Prayer Group of Friends of College
  - Krupa Susan John (II Mathematics)
2. Very Rev. K. E. Oommen Kalamannil Memorial Endowment Prize
  - Princy M (I Physics)
3. Dr. Mariam Kuruvilla Joseph Endowment Prize.
  - Jinsha Jose (II Physics)
  - Princy M. (I Physics)
4. Dr. M. O. Koshy Endowment Prize
  - Krupa Susan John (II Mathematics)
5. Dr. Rajan Varghese Endowment Prize
  - Angel Sebastian (I Chemistry)
6. Dr. T. K. Govindan Memorial Endowment Prize
  - Neethu Lal (III B. Com)
  - Reshma Madhu (III Chemistry)
7. Best Actress Award
  - Nayana C. S. (III B. Com)
8. General Proficiency Prize instituted by Sri. C. K. Unnikrishna Pillai
  - Shalu Soman (Dept. of Zoology)
9. Thomas Mar Athanasius Suffragan Metropolitan Memorial Endowment Prize
  - Sandhya S. (Dept. Of Mathematics)
  - Alka Maria George (Dept. Of Physics)
  - Rethika Rajan (Dept. Of Chemistry)
  - Shamily Jose (Dept. Of Zoology)
  - Abana T.A. (Dept. Of History)
  - Joshmi Philip (Dept. Of Commerce)
  - Mariya Eldhose (Dept. Of English)
10. Rangaswami Pillai Memorial Endowment Prize
  - Jaseela M.U. (III Zoology)
11. Sri. C. J. Philip Memorial Endowment Prize
  - Rethika Rajan (Dept. Of Chemistry)
12. Special Prize instituted by Department of Chemistry for the best outgoing student

- RethikaRajan
13. Mrs. Thankamma Abraham Memorial Scholarship
    - Sruthi Krishna (II Mathematics)
  14. Special Prize instituted by Department of Mathematics for the best outgoing student
    - Anju Jose (III Mathematics)
  15. Dr.Rajan Varghese Endowment Prize
    - Anjali Madhusudanan (III Mathematics)
  16. Kurian Thykkadavil Memorial Endowment Prize
    - Sruthy K. Lincy (I Zoology)
  17. Special Prize instituted by Department of Zoology for the best outgoing student
    - Jaseela M.U. (III Zoology)
  18. Miss. Sunnu Thomas Memorial Endowment Prize for the top scorer in II Zoology
    - Shamily Jose (II Zoology)
  19. Miss. Sunnu Thomas Memorial Endowment Prize for the top scorer in I Zoology
    - Akhila Mohan (II Zoology)
  20. Proficiency Prize to M.Sc.Zoology
    - Indu M.M.(I M.Sc.Zoology)
    - JiniK.Jayan ,,
    - Aswathy G. (II M.Sc.Zoology)
  21. Special Prize Instituted by Departments of Commerce for the best out going student
    - Joshni Philip (III B.Com)
  22. Mrs. Elizabeth John Endowment Prize for Commerce
    - Joshni Philip (III B.Com)
  23. Mrs.Elizabeth John Endowment Prize
    - Athira Narayanan (II B.Com)
  24. Mrs. &Mr. C.J. John Memorial Endowment Prize
    - AnuSasi (III B.A. History)
  25. Special Prize Instituted by Department of History for the best outgoing student
    - Anju Johnson (3<sup>rd</sup>B.A.History)
  26. Smt. &Sri. Govindan Nair Endowment Prize
    - Sreedevi N. (III B.A.History)
  27. Smt.&Sri. P. Ramachandran Nair Endowment Prize
    - Rincy Baby (II B.A.History)
  28. Smt. Leelamma K.K. Endowment Prize
    - Hasnath Jasmine (III B.A.History)
  29. Dr. MariumKuruvila Joseph Proficiency Prize in English
    - AmalHamsa (III English)

- Jelna Varghese (III English)
30. Dr. V.T.Lisie Endowment Prize
- Swathi Krishna (II Mathematics)
31. Dr.C.J.Roy Endowment Prize for proficiency in Malayalam
- FathimaMinnath(II Chemistry)
32. Special Prize Instituted by Department of Physics for the best outgoing student
- Alka Maria George

### **31.Activities and support from Alumni Association**

- The Alumni Day Celebration of the college for the year 2013-14 was held on Saturday, 26<sup>th</sup> January 2014 in the College Auditorium.
- The Alumni meets every year and those who are well placed in life act as resourceful links between the College and other Providers/Community.
- The Association organized several guest Lectures for the benefit of students and research scholars.The alumni have extended their linkage with the university beyond the emotional attachment and provided valuable financial assistance for several activities in the University.

### **32.Activities and support from Parent-Teacher Association:**

- The PTA forms the back bone of the college. The strong moral and financial support rendered by the parents aid the college in many ways.
- Parents of students enrolled in various courses have informal meetings with the teachers during the stay of students in the college. Such meetings with the parents and teachers gain the true perspective for each other in the socio economic background of parents, and the purpose and prospective of university education system. These kind of feedback facilitated the university to initiate appropriate measures to student welfare and support, extension of dates for payment of tuition fees and mess dues against student-scholarships being sactioned at the year end, Earn-While You –Learn Scheme and career counseling and guidance.
- Fund raised through PTA has been used for the following purposes:

<b>Purpose</b>	<b>Amount</b>
Periodicals in Library	Rs.4119.00
Internal Examination	Rs.37456.00
Orientation Programme for students	Rs.11519.00

Extracurricular activities of students                      Rs.50728

Furniture/ water purifier/campus cleaning      Rs.56995

### **33. Health Services**

- During AIDS Day celebrations leaflets were distributed among students and classes on 'Health and Hygiene' and 'AIDS' were conducted on 3-12-2013
- NSS Unit of our College conducted a Padayathra "MalinyaVimukthaKeralam" on 13<sup>th</sup> January 2014 to inculcate in our students and the community the need to conserve our natural resources and to keep our locality clean and hygienic.
- Awareness classes conducted at regular intervals about major social concerns and issues such as AIDS, Health and Hygiene and Traffic rules teach students moral responsibility and civic sense. The classes on Ecology and Environmental Protection coach them to lead an eco-friendly life style and encourage them to have a concern for their fellow beings and future generations.
- A survey by NRHM and Cochin Medical College was conducted among the First and Third year Degree students to study the prevalence of substance use, psychological distress, gambling etc. among college students.
- Individual Counseling session for nine students was conducted by Mrs. Sunu Mary Abraham, Student Counselor and Psychologist.
- Two NSS volunteers & programme officer Smt Madhavi K participated in the Eco-awareness Programme at Sameeksha, kalady organized by the NSS Unit of St Mary's College, Thuruthipaly on 14<sup>th</sup> January 2014.

### **34. Performance in sports activities**

- Kum Serah George Kurien, Anfiya E K, Sona Tomy & Maneesha Das participated in the inter collegiate Table Tennis Tournament at Chinmaya Vidhyapeth, Ernakulam on 4<sup>th</sup> October 2013.
- In the Annual Inter College Athletic Meet held on 17<sup>th</sup> January 2014, the Green House won the Overall Championship and Maneesha Das (II Chemistry) won the individual championship.

### **35. Incentives to outstanding sports persons**

- 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. Prizes were given to winners of I, II & III positions in Annual sports.

### **36. Students achievements and awards**

- Miss. Serah George Kurian, Miss. Anfiya E.K., Miss. Sona Tomy and Miss. Maneesha Das participated in the inter-collegiate Table Tennis Tournament at Chinmaya Vidyapeedam, Ernakulam, on 4<sup>th</sup> October 2013.
- In the inter-collegiate Quiz Competition conducted by the Mar Thoma College for Management & Technology (MCMAT) on 2<sup>nd</sup> August 2013, our College team Miss. Anjali Madhusudhanan and Miss. Haritha Haridas (III Mathematics) were the winners.
- Miss. Manjusha K.S. and Miss. Aswathy A.G. of III B.Com. won the II place in the inter-collegiate Debate Competition organized by the National College for Teacher Education on 14<sup>th</sup> August 2013.
- Miss. Sreedevi N. and Miss. Vibina P.C. of III History participated in the National Level Inter-Collegiate Cross Fire Debate Competition on 23<sup>rd</sup> November 2013 at MCMAT, Perumbavoor.
- Miss. Manjusha K.S. and Miss. Anu Mol Vijayan of III B.Com participated in the Rev. Dr. John Vallamattom Inter Collegiate Debate Competition based on the Kasthurirangan Report at Nirmala College, Muvattupuha on 11 December 2013.
- Four students of II B Sc Mathematics participated in the Madhava Competition held at St. Xaviers College, Aluva, organized by S B College Pune & Homi Baba Centre for science education, TIFR, Mumbai.
- In connection with the National Safety Day celebrations, Miss. Angel Sebastian (I B. Sc. Chemistry) participated in the Malayalam Poetry and Story writing Competition on the topic 'Road Safety' during October 2013
- Miss. Pournami K. of I B. A. History and Miss. Amrutha Raj of I B. A. English participated in the All Kerala Inter Collegiate Fest 'Artha 14' organized at SH College, Thevara, on 5<sup>th</sup>

and 6<sup>th</sup> February 2014.

- Miss. Manjusha K.S. (III B.Com) and Miss. Athira (I B.Com) participated in the Inter Collegiate Debate Competition conducted at M. A. College, Kothamangalam on 21<sup>st</sup> February 2014.
- In the Annual Inter College Athletic Meet held on 17<sup>th</sup> January 2014, the Green House won the Overall Championship and Maneesha Das (II Chemistry) won the individual championship.

### **37. Activities of the guidance and counseling unit**

- A survey to study the 'Prevalence of substance use, psychological distress, gambling etc.', was conducted by NRHM and Cochin Medical college during October 2013.
- Individual Counseling session for nine students was conducted by Mrs. Sunu Mary Abraham, Student Counselor and Psychologist.

### **38. Placement services provided to students**

The following students have been selected as Skill Development Executives (SDE) under ASAP Trainers by the Kerala Higher Education:

1. Anjali A.R.(III Physics)
2. Geethu T. Mohan (III English)

The following students have got placement in WIPRO:

1. Anjali Madhusudhanan (III Maths)
2. Anju Ray (III Chemistry)
3. Reshma Madhu (III Chemistry)
4. Aswathy Babu (III Physics)
5. Shamily Jose (III Zoology)

Two NSS volunteers participated in the 3 day training camp on Career Summit at Manganam K E College from 24-01-14 to 26-01-14 organized by NSS, M G University, Kottayam.

### **39. Development programmes for non-teaching staff**

- Mrs. Sosamma Chacko & Mr Mohan Baby, UD Clerks, participated in the State Level Training Program for Non-Teaching Staff organized by the Kerala State Higher Education Council held at Chaithanya Pastoral Centre, Thellakam, Kottayam, on 6<sup>th</sup> and 7<sup>th</sup> March 2014.



- A staff retreat was conducted for all teaching & non-teaching staff on 11-07-13 presided by our Manager Rt Rev. Thomas Mar Themotheos Episcopa and sessions were conducted by Rev. Dr T J Thomas, Director, Counseling Centre Kottayam
- IQAC of the college arranged a seminar on “Quality Enhancement Initiative for the Third Cycle of NAAC Accreditation” by Dr. Rajan Varughese, Principal, MCMAT, Perumbavoor, on 10<sup>th</sup> July, 2013 for the whole staff.

#### **40. Good practices of the Institution**

- Each student has the opportunity to choose at least one Add-on or Job oriented courses from a variety of courses.
- Soft Skill Development Programme for III DC students were conducted under the auspices of the NAAC Committee on Curricular Aspects.
- ASAP and the Entry in Service conducted during 2013-‘14.
- Resource persons from Corporetta (Career Oriented Institute) gave training to final year students.
- Value Education Classes were held on the first Wednesdays of every month from 9.30 am to 10 am during this year.
- Regular orientation programmes to students by eminent personalities from various institution under the auspices of Management and PTA.
- The tutorial system (15 students under the guidance of one teacher) is effectively followed in the college to enable the students to enrich their personality, building up their self-esteem, equipping them to tackle their own problems and those of others.
- Regular Assemblies are conducted once in a week to bring the students together where they are addressed by the Principal and teachers who give them a holistic view of life. Important and relevant information related to the college and to curricular and extracurricular activities are imparted at such gatherings. It is also the venue where competitions and prizes are announced and distributed.
- Morning Prayer is conducted from 9 am to 9.30 am. Our College Chaplain gives messages to students to giving them a spiritual upliftment and makes them confident in facing challenges and accepting God as their unchanging friend in times of trouble and joy.
- The activities conducted under the auspices of Women’s cell, NSS, College Union etc. focus on the empowerment of girls and women. Diligent and conscientious effort is taken to the grooming of our young girls to grow into independent and responsible women with the right etiquettes, principles and values.
- Classes like legal literacy, Road Safety, Health & hygiene etc were conducted regularly

- Remedial Teaching is done on a systematic basis for weak students and for SC/ST/Minority students.
- Uniform is compulsory for all students.

#### **41. Linkages developed with National/International, Academic/ Research bodies**

- Ten students from the Department of Mathematics of our college attended the seminars for III B. Sc. Mathematics students on applications of various branches of Mathematics conducted by the Dept. of Mathematics of the Cochin University of Science and Technology (CUSAT), Cochin.
- Two students from the Department of Mathematics attended the Summer Classes conducted by the School of Mathematics, Pala.
- Resource Person from MCMAT, Perumbavoor, conducted Soft Skills Development Programmes to build up the self confidence in students.
- Faculty Members of the Department of Mathematics are life members of the Kerala Mathematics Association.
- Smt Latha Prem Kumari, Dept of English is Life member of UMPFS United Minds for Peace Society- a global family of Peace and her Member ID:-IEC2k9Gen-026.

#### **42. Action Taken Report on the AQAR of the previous year**

- Among the faculty who sent proposals to the UGC/Government for Major/Minor projects, two of the teachers were awarded the UGC Minor Research Project.
- The Departments of Mathematics, Commerce, History and English have/had sent proposals for UGC National Seminars.
- Soft Skills Development programmes such as ASAP and Entry in Service was conducted.
- Tailoring classes were conducted for the interested students to help them make their own garments, thereby empowering them to be self reliant.
- Curriculum is being modified to cater to the demands and expectations of the contemporary scenario so that the students are provided with a variety of skills to learn alongside their regular syllabus.
- Teachers are given orientation to help them comprehend the demands of the NAAC requirements and objectives.
- Feedback collected from Alumni is used as a yardstick and as a source for innovative implementations.
- Curriculum redesigned by offering various Enrichment Programmes.

## Film Reviews

- A film promotion was conducted by Asianet plus in the college auditorium on 13<sup>th</sup> June 2013
- Film Reviews are done regularly by the Department of Malayalam and the first year Degree students are encouraged to write reviews which they submit regularly.

## Book Reviews

- II Year and III Year BA English students used to borrow books from the Department Library under the guidance of Mrs. Latha Prem Kumari B., Asso.Prof. Department of English, who also monitored regularly the reviews and summaries of the books they read. They also created a manuscript magazine *La Flame 2013-2014*.
- Conducted Akshara Yathra by Book Mark, in the college on 03-07-13. This programme enabled students to familiarize with various books.

## 43. Any other relevant information:

- In connection with Independence Day Celebrations, an Essay Writing Competition was conducted on 19<sup>th</sup> August 2013 under the auspices of College Union on the topic "Communal harmony and National integrity".
- Individual Counseling session for nine students was conducted by Mrs. Sunu Mary Abraham, Student Counselor and Psychologist.
- Twelve NSS Volunteers along with the Programme Officer Mrs. Sujo Mary Varghese attended the NSS Day Celebrations at the Town Hall, Aluva.
- The NSS Volunteers took part in the project 'Padayathra' conducted by Shuchithva Mission on 13<sup>th</sup> January 2014.
- Manuscript Magazines "Penthooval", "Math Pedia" and ..... were published by the College's Women's Cell, Mathematics Association and Commerce Association respectively.
- A business quiz competition was conducted for B.Com students on "Commerce and Business" on 30<sup>th</sup> September 2013 and a general quiz on 29<sup>th</sup> November 2013.
- Debate on Kasturirangan Report a boon or cause was conducted on 22<sup>nd</sup> November 2013 under the auspicious of Commerce Association of the college.
- A seminar on 'Fuzzy Graph Theory and it's Applications' was held on 21<sup>st</sup> August 2013 under the auspicious of Mathematics Association Sr.Dr.Jaya Rose, Associate Professor

Bharath Matha College, Thrikkakara was the

- Inauguration of the P.G. Course M.Sc.Mathematics and celebration of the upgradation of the college to Post Graduate was conducted on 6<sup>th</sup> December 2013 by Mar Thoma Metropolitan Most Rev. Joseph Marthoma and Rev.Araha P. Ommen, General Secretary MTEA presided over the function. Sri.Saju Paul M.L.A., Sri.K.M.A. Salam, Municipal Chairman etc felicitated the function.
- Quiz competition on Mathematics and Puzzle solving programme were conducted on ..... and..... under the auspicious of Mathematics Association.
- Four students of II<sup>nd</sup> Mathematics participated in Madhava Competition held at St.Xavier's College, Aluva, Organized by SB College, Pune and Homi Baba Centre for Science Education TIFR, Mumbai.
- Four students of III<sup>rd</sup> Mathematics participated in the inter Collegiate workshop on 'How to face interviews and GD's?' conducted by MCMAT, Perumbavoor on.....
- Programme Officers Mrs.Sujo Mary Varghese & Dr. Priya Kurian attended conference on NSS Day celebration on 24-09-13 at St.Xavier's College, Aluva organized by NSS, MG University Kottayam.
- NSS volunteer secretaries Kum.Rachel Johnson and Kum.Tintu Prabhakaran attended the training camp arranged by MG University and NSS at KE College,Manganam from 27-09-13 to 29-09-13.
- Five NSS volunteers,NSS secretaries and PO Mrs.Sujo Mary Varghese attended a workshop on "Nature" at Rajagiri College, Kalamassery on 22<sup>nd</sup> November 2013.
- Two NSS volunteers participated in the three day training camp on career summit at Manganam KE college from 24-01-2014 to 26-01-2014 organized by NSS and MG University, Kottayam.
- Three NSS volunteers and Programme officer Smt.Madhavi K. Participated in the Eco-awareness programme at Sameeksha,Kalady organized by the NSS Unit of St.Mary's College,Thuruthiply on 14<sup>th</sup> January 2014.
- Dr.Priya Kurian, care taker to NSS Unit a meeting for the social interaction on winning the education Ministers Banner on 21<sup>st</sup> March 2014 at Ernakulam.
- Five students of 3<sup>rd</sup> Mathematics attended the seminar on 'Topology and Graph Theory' conducted by OSADAMS, CUSAT on .....

### Resource person

- Dr. Lisy Cherian led the session of the Induction Programme of new teachers on the 21<sup>st</sup> January 2014 at Mar Thoma College of Management and Technology, Perumbavoor.
  - Dr. Lisy Cherian, Dept. of Mathematics is a Question setter for the examination for selection to the Teaching Post, Kerala Public Service Commission during January 2014.
  - Dr. Lisy Cherian inaugurated and gave message during the Science and Social Science Club activities and Exhibition of Vimala Central School, Perumbavoor on 5<sup>th</sup> October 2013.
  - Dr. Philip Cherian, Dept of History was a resource person for the Add-on Programme at St. Peter's College Kolenchery.
  - Dr. Philip Cherian, Dept of History acted as a resource person for the National Seminar conducted on ..... at Sree Sankara College, Kalady.
  - Dr. Philip Cherian represented the college in visiting Universities & other centers of Higher Education in Malaysia and Singapore as part of Exposure visit of the Mar Thoma Higher Education Commission.
  - Dr Philip Cherian serves as question paper setter for examinations of Kerala Public Service commission (PSC).
  - Dr Geetha Mary Mathews, Dr Lisy Cherian & Dr Philip Cherian serves as chairpersons to various university exams conducted by M G University, Kottayam.
  - Smt Latha Prem Kumari. B, Head, Dept of English gave 39 of her paintings done in Watercolors, oils, acrylics and mixed media to be exhibited in the Fern Hill English Medium School, Villapilsala, Thiruvananthapuram which is under The Fern Hill charitable Trust.
  - Her Poems are anthologized in the book '*Roots and Wings*' (2011) an Anthology of Indian Women Writing in English, edited by Annie George and Sandhya S N, published by Roots & Wings.
  - Sep 27, 2013 – THE Hindu carries a feature on her second book, Nature At My Doorstep [www.thehindu.com/todays-paper/tp-features/tp.../article5172690.ece](http://www.thehindu.com/todays-paper/tp-features/tp.../article5172690.ece)
  - [www.dailymotion.com/.../x1zm55v\\_latha-prem-sakhya](http://www.dailymotion.com/.../x1zm55v_latha-prem-sakhya) (Pen name of Latha Prem kumari..B) has her poem titled Anguish as a daily motion Video Jun 16, 2014. A half-dead gigantic tamarind tree, Standing near a live kiln Seared my soul whenever I passed it. The heat ...
  - [www.videorolls.com/watch/latha-prem-sakhya-anguish](http://www.videorolls.com/watch/latha-prem-sakhya-anguish)
- Latha Prem Sakhya's poems on new Video Roll Tube- Anguish , Growing up, Lonely Plight Nov.5 2014 Spark the online literary magazine carries the poem *Down Memory Lane*

Poem "Dreams" published in the IJPCL , Dec.2013, A journal devoted to post colonial studies published by the Department of English, New Man College, Thodupuzha,

### **Section C: Outcomes achieved by end of the year**

The diligent work of the college family attained good results. Many of the goals mentioned in the action plan section were fulfilled by the end of the year. Of these the most relevant are the completion of the college Hostel, Volley ball court, Badminton court and fixing LCD television in media room, Gymnasium room, IELTS and adding new books for the college library.

By giving new job oriented/enrichment programmes to students along with their curriculum the effective use of leisure or free periods occurred

In the academic area, each Department was given the liberty to design their own programme for fifth semester open course. It was a novel idea of the MG University to give the students an opportunity to learn a subject from another discipline. It is implemented in all the colleges which come under its purview. How much beneficial it is for the students is yet to be found. A survey regarding this, is in progress to discover the efficacy of these open courses.

The various impetus given to the faculties have generated good results. Some have registered for research, while a few are doing their minor projects, yet others have send proposals for minor and major projects and a few are engaged in giving seminars and publishing their own creations in popular journals and e-magazines. All these factors enhance the career growth of the teachers, consequently reflecting in the development of the institution and the benefits reaped by the students and the community.

The various curricular and extracurricular programmes conducted for the development of the students have led to a holistic improvement in their disposition and in their growth as students of various subjects. They have also enhanced and empowered the students as young responsible adults committed to the community and society they live in.

Through the programme ASAP over all development of the students & communicative skill in English get improved.

College get enriched with community development & health service programmes.

A data bank regarding over all performance of the college get through the collection and analysis of the feed backs from Students, Alumni & Parents. The necessary changes according to them are in action.

## **Section D: Plans of the college for the next year**

Our institution has various plans for the next academic year too along with already implemented programmes. Some of them are

- Improvement of general facilities - addition of class rooms, building more toilets, new parking facilities for staff and students.
- Equipping the fitness centre with advanced amenities and to improve the quality of sports and games and the renovation of the college playground.
- Equipping the college campus with generator back up.
- Strengthening of Entry in Service Programme and placement cell.
- Effectively conduct 'walk with a scholar programme'(WWS) and Scholar Support Programme(SSP) two initiatives of Kerala govt. The first aims at motivating the chosen students for higher aspirations by setting goals for appropriate higher studies and employment targets and by systematically tutoring and guiding them to achieve their goals. The second one is tailored to meet the needs of academically poor students who need support and tuition for studying their chosen subjects.
- The institution is also gearing for an academic audit by external committee arranged by the governing council of the college.
- More induction programmes to teaching and non-teaching staff
- Plans for increasing the number of books & Journals in the library & to renew the e-Journal subscriptions. Also to digitalize the library.
- Purchase of new Photostat machine, Computer and accessories, UPS, LCD/DCP Projector etc.
- Constructing & maintaining a medicinal garden.
- To collect feedbacks from students and teachers regarding library facility and course content.

*Name & Signature of the  
coordinator, IQAC*

*Name & Signature of the  
Chairperson, IQAC*

