

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

1.2 Address Line 2

PERUMBAVOOR

City/Town

PERUMBAVOOR

State

KERALA

Pin Code

683542

Institution e-mail address

mtcwpbr@yahoo.co.in

Contact Nos.

0484-2522723

Name of the Head of the Institution:

Smt.LALLY MATHEW

Tel. No. with STD Code:

0484-2138840

Mobile:

9744210148

Name of the IQAC Co-ordinator:

Dr.LISY CHERIAN

Mobile:

9447382727

IQAC e-mail address:

lissychearian@gmail.com

iqacmtcwpbr@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

KLMMTCW2015 for 2014-15

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/59/RAR/13 dated 21-03-2012

1.5 Website address:

www.marthomacollege.ac.in

Web-link of the AQAR:

http://www.marthomacollege.ac.in//AQAR2014-15.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.50	2003	2008
2	2 nd Cycle	B	2.58	2012	2017
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

29/10/2012

1.8 AQAR for the year

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2012-13 submitted to NAAC on 24/07/2013

ii. AQAR 2013-14 submitted to NAAC on 27/11/2014 in old format and 06/05/2015 in new format.

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Self financing courses

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University,
Kottayam, Kerala.

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme Add-on-courses DST-FIST

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Higher education
special Initiative

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

0

2.4 No. of Management representatives

1

2.5 No. of Alumni

0

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

0

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

10

2.11 No. of meetings with various stakeholders:

No.

1

Faculty

7

Non-Teaching Staff

1

Alumni

2

Others

5 (G C)

9 (S C)

2.12 Has IQAC received any funding from UGC during the year?

Yes



No



If yes, mention the amount

3 lakhs

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

1

International

Nil

National

Nil

State

Nil

Institution Level

1

(ii) Themes

1. Induction Programme for young faculty members on the topic “Career Growth and Institution Build up” on 13/11/14 by Dr. Mariam Kuruvilla Joseph, former Principal and H.O.D of English.

2.14 Significant Activities and contributions made by IQAC

1. Leadership Training and Personality Development Programme for second and third year degree students.
2. Placement assistance to students through entry in service programmes.
3. Counselling classes& orientation programmes for students.
4. Activities to promote the habit of book –reading among students.
5. Activities/Programmes to promote organic farming.
6. Placing teachers on platforms that help to expose them to latest research practices.
7. Preparation work for Academic Audit.
8. Walk With a Scholar (WWS) & Scholar SupportProgramme (SSP) started
9. Summer skill programme and Training programmes under ASAP for III year degree students.
10. Motivated young teachers for sending proposals to UGC for minor projects and National Seminar.
11. Physical education teacher got bronze medal in lon ball competition in National Games.
12. One teacher got selected for FLAIR international internship programme and two teachers for national induction programme.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievement
<ol style="list-style-type: none"> 1. Conducting more induction programmes for teaching staff and administrative staff. 2. Education innovative programmes under three departments – Mathematics, English and History. 3. Give awareness on organic farming to the residents of nearby localities. 4. Awareness campaigns on hygiene, cleanliness and waste management. 5. Classes on Communicative English, Mathematics and Computer to school children. 6. More career counselling programmes. 7. Academic Audit. 	<ol style="list-style-type: none"> 1. Orientation Programmes for teachers and students were conducted. 2. Induction programme for young teachers. 3. Awareness class on organic farming was conducted and saplings of curry leaves plant were distributed in the nearby locality. 4. Rallies, campaigns and classes were conducted to promote proper waste management and cleanliness. 5. Dental check-up and dental health care was provided for students. 6. Faculties were encouraged to utilize the various platforms to acquaint themselves with the latest teaching-learning and research practices. 7. More skill/job oriented & short courses started. 8. Higher Education Special initiative programmes started.

** Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes No

Management No Syndicate No Any other body Staff Council

Provide the details of the action taken

- Awareness campaigns on hygiene, cleanliness and waste management were conducted.
- Used book collection campaign was arranged to reinstate the values of reading in the minds of the students.
- Higher Education New Initiative Programmes FLAIR for Teachers, WWS & SSP for students introduced.
- More career awareness programmes and orientations.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	2	0	1	0
UG	8	1	1	5
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	3	1	1	2
Certificate	7	-	5	6
Others	5	4	2	2
Total	26	6	10	15
Interdisciplinary	7 (All UG Programmes are interdisciplinary in nature)	Nil	Nil	Nil
Innovative	5	2	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options ✓

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	0
Annual	0

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

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

A feedback analysis on course content was conducted and is planning to give a suggestion regarding the analysis to University.

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

B.Com with Computer Application course started in the self financing stream

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	10	12	0	0

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	0	0	0	0	0	2	0	3	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1	2	7
Presented papers	2	1	0
Resource Persons	Nil	Nil	Nil

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

- 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 the 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.
- Soft skill development programmes for students
- Promoting the use of ICT techniques in teaching
- New initiative Programmes, ASAP for the I year degree students.
- More women empowering and job oriented programmes
- Frequent Film Review and Book Review programmes

2.7 Total No. of actual teaching days during this academic year

174

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

0

0

1

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
B.Sc Mathematics	33	4	9	10	6	87.8
B.Sc Zoology	20	0	3	8	4	75
B.Sc Physics	16	0	4	6	5	93.75
B.Sc Chemistry	27	0	12	10	2	88.8
B.A English	28	0	5	12	9	92.8
B.A History	32	0	1	7	17	71.4
B.Com	43	0	18	17	8	100

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

- Taking feedback on campus facilities in teaching and evaluation process from students
- The progress of students was monitored through unit tests, home assignment, seminars etc
- Promoting ICT oriented teaching & learning.
- Promotion of Research as part of teaching process.
- Participating role in organizing co-curricular activities.
- Seminars, orientation programmes to students.
- Induction programmes to faculties.
- Orientation programmes for students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	2
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	1
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	1
Others	Association Programmes

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	-	1	Nil
Technical Staff	2	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- IQ AC promote teachers for applying projects
- Two teachers applied for FIP.
- Two teachers got induction training and one teacher took part in the internship programme in UK under the FLAIR programme
- Promote international /national publications in peer reviewed and reputed journals.
- Two teachers registered for Ph.D.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	nil	nil	nil
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	3	nil
Outlay in Rs. Lakhs	-	1	7.75	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	2
Non-Peer Review Journals	-	-	1
e-Journals	nil	nil	nil
Conference proceedings	nil	1	nil

3.5 Details on Impact factor of publications: nil

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	nil	nil	nil	nil
Minor Projects	2	UGC	8.75	6.80
Interdisciplinary Projects	nil	nil	nil	nil
Industry sponsored	nil	nil	nil	nil
Projects sponsored by the University/ College	nil	nil	nil	nil
Students research projects <i>(other than compulsory by the University)</i>	nil	nil	nil	nil
Any other(Specify) ASAP, WWS & SSP	1	Govt. Of Kerala	According to class/students	2.05
Total	-	-	-	8.85

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	17
Sponsoring agencies	-	-	-	-	PTA/NSS/IQAC Management

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	nil
	Granted	-
International	Applied	nil
	Granted	-
Commercialised	Applied	nil
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
3	1	2	1	Nil	Nil	Nil

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) N A

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="nil"/>	State level	<input type="text" value="nil"/>
National level	<input type="text" value="nil"/>	International level	<input type="text" value="nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="1"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text"/>

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

College's primary Motto is the empowerment of women community

- Free Dental check-up and awareness class was organised for college community.
- Training and awareness programmes on organic farming were conducted.
- Distribution of saplings of 'curry leaves' in nearby locality.
- Contributed books to an L.P school in the nearby locality.
- Donated books to a local library in the nearby locality.
- Offered short term courses for women and children in nearby locality.
- Orientation, value education and tutorial classes were offered for staff and students.
- A magic show by Women's cell in association with government hospital was conducted for creating health awareness.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10 acre	nil	Management	10 Acre
Class rooms	29268.8sq.f	nil	Management/ UGC/PTA	29268.8sq.f
Laboratories	8470sq.f	nil	„	8470sq.f
Seminar Halls	4567.7sq.f	nil	„	4567.7sq.f
No.of important equipments purchased(\geq 10 lakh) during the current year.	-	1Generator, 2 Invertors, 1 Photo Copier, 5 digitalcamera	UGC/GOVT	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs 22,50,000	„	-
Others(Library, Hostel,Canteen, Fitness centre, Office, Departments etc)	20589.59sq.f	13209sq.f	„	33798.59sq.f

4.2 Computerization of administration and library

College office and library computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15122	Exact value not known	300	Rs 21678	15422	-
Reference Books	1201	„	Nil	-	1201	-
e-Books	Nil	-	„	-	-	-
Journals	20	„	Nil	-	20	-
e-Journals	Nil	-	Nil	-	-	-
Digital Database	Nil	-	„	-	-	-
CD & Video	134	-	Nil	-	134	-
Others (specify)	-	-	-	-	-	-

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	76	4	Broad Band	2	1	1	9	1
Added	5	-	High Speed internet & Wi-Fi	-	-	-	-	-
Total	81	4	-	2	1	1	9	1

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking-Governance etc.)

The college office & library is automated. The entire teaching & non-teaching faculties are computer literates.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.30
ii) Campus Infrastructure and facilities	60.00
iii) Equipments	23.05
iv) Others	4.75
Total :	89.10

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Legal literacy classes to students in II DC.
- Scholar Support Programme (SSP) & Walk With a Scholar (WWS) for students sponsored by the Higher Education, Govt. of Kerala.
- Additional Skill Acquisition Programme (ASAP) sponsored by the Govt. of Kerala.
- Soft Skill development Programmes, Personality development programmes and Career enhancement programmes are conducted under Entry in service Programme.
- Job oriented/self employment training like tailoring programmes conducted.
- Commendable efforts are taken to organise many leadership, training and personality development programmes to develop confidence and self-esteem among students.
- Various activities were organised to develop the habit of hygiene, cleanliness and waste management.
- 'Book collection ' was introduced to collect used books and donate to nearby schools and libraries to promote the relevance of book reading.

5.2 Efforts made by the institution for tracking the progression

1. Periodic collection of feedbacks from students, parents etc & imparting changes according to the feedback analysis in various bodies.
2. Periodic evaluation other than internal/external exam and giving remedial coaching for the needy students.
3. Tutorial and counselling classes were provided to make them confident and face the challenges.
4. Various bodies of the College such as the College Governing Council, Staff Council, IQAC and PTA give emphasis in executing these programmes.
5. Regular parents meetings were arranged.
6. Charts/Graphs were prepared by each department to depict the academic progress of each student.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	634	23	-	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%
nil	-

Women

No	%
657	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
384	76	1	158	1	619	436	83	2	135	1	657

Demand ratio University is allotting students Dropout % 1.1

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

- Coaching for students under the auspicious of Entry in Service Programme.
- Maximum utilization of programmes conducted by other colleges and agencies by encouraging and sending them to attend.
- Giving wide information to attend the campus recruitment programmes by various agencies and companies.
- WWS, SSP, ASAP Summer School & Trainer programmes introduced sponsored by the Govt. of Kerala.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC
Others

5.6 Details of student counselling and career guidance

- Personal Counselling for needy students by a councillor arranged by management also by NSS of the college.
- Value education classes and orientation classes for students by teachers, college chaplain and student chaplains
- Career guidance was given to III year degree and PG students under the guidance of Entry in service programmes.
- Skill Course training and Trainer programme under ASAP and Summer School programme
- Walk With a Scholar programme for bright students.
- Job oriented programmes like Tailoring , Computer Courses and Enrichment programme.

No. of students benefitted

40

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
nil	nil	nil	4

5.8 Details of gender sensitization programmes

- Legal literacy class was held in association with the Taluk Legal service committee for second year degree students to help the woman students become aware of their legal and human rights.
- Women's cell arranged classes and seminars on various issues and challenges faced by woman.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

4

National level

nil

International level

nil

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount(RS)
Financial support from institution	42	19570
Financial support from government	83	49,800
Financial support from other sources	19	Around 1 lakh
Number of students who received International/ National recognitions	1	20,000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No such issues occurred

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To Enlighten and Empower women in rural and suburban society and enable them to act as agents of social transformation and acquire knowledge of self and surroundings and to make the world a better place.

Mission:

- To stimulate the most conducive ambiance for the promotion of quality in teaching and learning.
- To empower women students hailing from rural background to face the challenges of life and dignity, honour and self respect and to inculcate self-esteem in them.
- To become a centre of excellence providing value-based education aimed at an integrated development of individuals into responsible citizens with social commitment and dedication.
- To groom the personality of students making them self sufficient to reach out to the less privileged, the downtrodden and abandoned in the community.
- To mould a team of students with the required knowledge, skills, attitude with global competency capable of working towards the transformation of society.
- To create awareness to live in harmony with the natural environment, to preserve it and to act as agents of peace, goodwill, natural integration and solidarity to make the world a better place.
- To enable the students to communicate effectively and to empower them to face the issues and challenges with poise and confidence.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- More New Initiative Programmes introduced(WWS and SSP)
- Induction and Internship programmes for young teachers

6.3.2 Teaching and Learning

- College wise induction programmes for new teachers.
- Applied for UGC and NAAC sponsored National seminars.
- Encourages all the teachers to send proposals to the UGC/Government for Major/Minor projects
- Promote the use of ICT Techniques in teaching.
- Faculties are encouraged to utilize the opportunities that give them exposure to national and international teaching-learning practices.

6.3.3 Examination and Evaluation

- Internal exams conducted in a centralised system.
- More class tests apart from internal exams.
- Slow learners were identified according to evaluations and given remedial coaching.
- Students are encouraged to present various concepts in their subjects before the class to promote interest in learning.

6.3.4 Research and Development

- Four minor projects ongoing.
- Two teachers applied for FIP and two teachers registered for Ph D.
- Four National Seminars sanctioned.
- Two teachers got FIP selection, two teachers for induction programme and one teacher for international Internship programme.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library functions on both automated and Manual Basis.
- E-journals and e-books available using INFLITNET facility
- Faculties are trained to use ICT techniques in teaching
- Enough equipments , laboratories and facilities available .

6.3.6 Human Resource Management

Not yet done any action in this

6.3.7 Faculty and Staff recruitment

- Permanent faculties are recruited as per UGC norms and regulations.
- Guest faculties according to Government rules.
- Visiting faculties are selected for taking classes for WWS students and department associations to take classes on relevant topics.

6.3.8 Industry Interaction / Collaboration

- Final year B.Com students were taken to Kochi Business School to give class and training on stock exchange trading practices.
- History students have internship programme in collaboration with Archaeology Museum ,Thripunithura.
- Collaboration with Marthoma College of Management and Technology for soft skill developments for students.
- Skill Courses in collaboration with various skill centres under ASAP programmes.

6.3.9 Admission of Students

Online CAP Admission as per M.G. University rules and regulations in the case of merit, community/SC/ST quotas.

Management committee scrutinises the management quota admission.

6.4 Welfare schemes for

Teaching	0
Non teaching	0
Students	40

6.5 Total corpus fund generated

10,45,250

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		YES	University
Administrative	NO		YES	Staff /Governing Council

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Time bound Examination & Publishing of results as early as possible.
- University conducts workshops and collect the feedbacks and suggestions from faculties, students representatives etc.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

State Govt. /University give autonomy to colleges under certain specified criteria. Our college is not eligible to apply for the same.

6.11 Activities and support from the Alumni Association

- The Alumni meets every year.
- Family get together of certain previous batches with their own initiatives are promoted.
- Alumni have extended their linkage with the university and provided valuable financial assistance for several activities in the University.

6.12 Activities and support from the Parent – Teacher Association

- Strong moral and financial support if needed.
- Department wise Open house system regarding student's progress.
- Orientation programmes to students.
- PTA executive is a guiding source in the progress of the college

6.13 Development programmes for support staff

- Provided financial assistance to support staff in need.
- Induction programmes for teachers regarding career growth and institution build up.
- Training for non-teaching staff in office administration and computerization.

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

- Training on organic farming was done under NSS.
- Curry leaf plants were distributed for local people to make aware of the insecticides used in vegetables and fruits.
- Campus is a plastic free zone area.
- Trees were planted by NCC during the World Environment Day on 5 June 2014. Talks and Quiz competitions were held by the Department of Zoology.
- Proper disposal of waste by providing pits.
- Necessary facilities for disposal of toilet wastes.
- Planting and maintaining trees.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- WWS, SSP and Entry in Service Programmes.
- Summer Skill classes under ASAP.
- Women empowerment Programmes under Women Cell activities.
- FLAIR programmes for teachers.
- Sanction for projects and National Seminars.

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

Orientation programmes for all students.
Career awareness programmes and New initiative programme.
Legal literacy programme for II year degree students
Women's cell activities
Criteria wise preparation for Academic Audit.
20 students completed Summer Skill School Programme and 4 students ASAP Trainer Programme.

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

More value oriented and job oriented courses for students along with their courses.
Induction and internship programmes for new teachers.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Salim Ali Bird Count Programme.
- Planting a tree program
- Classes on organic farming and health awareness programme.
- Inter dept. quiz on " Environment issues & Conservation of Resources"
- Free dental check up
- Community Service activities

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Supportive PTA & Alumni
- Conducive academic ambience of students.
- Collaboration with reputed institutions like Hill Palace, MCMAT etc.

Weakness:

- Insufficient infrastructure for carrying several co-curricular activities at a time.
- Lack of permanent ICT infrastructure in class rooms.
- Lack of upgradation of PG departments & Research Centres

8. Plans of institution for next year

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

- Redefining vision & mission.
- Wi-Fi upgradation to provide necessary quality environment to facilitate teaching, learning and evaluation.
- Constructing rest rooms, parking areas etc.
- More participation of students in inter-collegiate & University level of Sports.
- Introducing more certificate courses.
- Improving language laboratory.
- More Extension activities.
- Upgradation of office automation software and facilities.
- Upgradation of Botanical & Medicinal garden.
- Human Rights education to all students.

Name *Dr. Lisy Cherian*

Name *Smt. Lally Mathew (Principal)*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
