

# 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

### 1. 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:

Dr. Lisy Cherian

Tel. No. with STD Code:

0484-2520823

0484-2522723

Mobile:

9447382727

Name of the IQAC Co-ordinator:

Smt. Sherin T Abraham

Mobile:

9447829754

IQAC e-mail address:

[lissychearian@gmail.com](mailto:lissychearian@gmail.com)

[iqacmtcwpbr@gmail.com](mailto:iqacmtcwpbr@gmail.com)

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

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

(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)

1.5 Website address:

www.marthomacollege.ac.in

Web-link of the AQAR:

http://www.marthomacollege.ac.in//AQAR2015-16.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 <sup>st</sup> Cycle	B	72.50	2003	2008
2	2 <sup>nd</sup> Cycle	B	2.58	2012	2017
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

29/10/2012

1.8 AQAR for the year

2015-16

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.

iii. AQAR 2014-15 submitted to NAAC on 13/11/2015

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

(e.g. 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)

1.12 Name of the Affiliating University (for the Colleges)

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  DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

1. Kerala Higher Education New Initiative Programme
2. Mar Thoma College New Initiative Programmes

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Innovative teaching Learning method
2. Human Rights Education programme
3. Retreat for teaching and non teaching staff

#### 2.14 Significant Activities and contributions made by IQAC

1. Academic Audit by an external team of 3 members nominated by the College Governing Council was conducted on 30<sup>th</sup> June 2015 and 1<sup>st</sup> July 2015.
2. Kerala Higher Education New Initiative Programmes Walk With Scholar (WWS), Additional Skill Acquisition Programme (ASAP) and Scholar Support Programme (SSP) were conducted effectively.
3. 10 students got Summer Skill School Programmes and 15 students got Communicative trainee Programme under ASAP among the Third year degree students.
4. Human Rights Education classes were conducted for all students.
5. Certificate course in Yoga was started this year.
6. Successfully completed 3 National Seminars sponsored by UGC and 1 National Seminar Sponsored by NAAC.
7. Leadership Training and Personality Development Programmes for students were conducted by the career counselling cell.
8. Career counselling cell also gave placement assistance to students and many students got placement in various companies.
9. Orientation Programme for II and III DC students was held on 1<sup>st</sup> June 2015. Rev.T.S Philip, College Chaplain led the session.
10. 18<sup>th</sup> very Rev. A.A Pylee memorial lecture held on 15<sup>th</sup> February 2016, was inaugurated by Rt. Rev. Mathews Mor Anthimos Metropolitan and Smt. Rosakutty K. C, Chairperson, Kerala Women's Commission delivered the memorial lecture on "Women Empowerment in the Present Scenario".
11. Seminar on 'Women Entrepreneurship' was conducted on 3<sup>rd</sup> March 2016. Mr. Madhusoodanan Kartha, Asst. Prof. Maharajas College, Ernakulam, led the Session.
12. An interactive Session on Career options was held on 20<sup>th</sup> November 2015 by Sri. Johny Tom Varghese, IAS, Erode District Asst. Collector.
13. In association with the founder's day celebration of the Institution, Rev. George Varghese, General Secretary, MTEA gave a motivational talk for the staff & students on 20<sup>th</sup> November 2016.
14. A debate on Women Empowerment in present day scenario was led by Dr. Fathima Beevi, former Chairperson, Perumbavoor Municipality. Dr.Aji C Paniker Associate Professor, M A College Kothamangalam, Adv. Neena James, Perumbavoor Bar council

17. Orientation classes for first year NSS Volunteers on the purpose of NSS and Personality Development through Social Services were led by Ms. Saley Thomas and Mr. Dibin Sekharan (Dept. of Commerce) on 29th and 30th July 2015.
18. Confidence build up class by the child Artist Master Minon and his father Mr. John Baby in association with College Union and College IQAC.
19. As part of Shuchithwabodhanayajnam, a pathayathra followed by a public meeting was organised on 7th January 2016.
20. Ms. Chaithanya Elsa Achankunju, NSS Programme Officer attended three days programme officers' meeting conducted by M G University. She also attended the Orientation programme at Empanelled Training Institute NSS, Rajagiri, Kalamasserry. .
20. Dr. Priya Kurian successfully completed the three months Precommission training programme for NCC officers at Gwalior during September to November 2015.
21. A book fare and exhibition was conducted by DC books during 10<sup>th</sup> and 11<sup>th</sup> March 2016 in the college.
22. A mini science exhibition "Biobition- 2016" was conducted on 29<sup>th</sup> February 2016 by the Dept. of Zoology for the students in our college.
23. A seminar on "How to Develop their Talents or Skills" by Prof. Benzon Cristadoz for III DC students in association with IQAC of the College on 10th September 2015.
24. An introduction to a career oriented bank coaching class, taken by experts from TIME Institute of Management was conducted on 8th July 2015 for the final year students.
25. An awareness class about All India IAS Mock Evaluation Test was organized on 12<sup>th</sup> July 2015 for our second and third year degree students.
26. An informative class on job opportunities in private sectors was held on 13th August 2015 for final year degree and PG students. The class was taken by Mrs. Sharmila Sathyan, Employability Centre, Employment Exchange, Kakkanad.
27. On 12th October 2015, 88 students from our final year degree and PG students registered and had undergone evaluation tests and training sessions conducted by Employability Centre, Employment exchange, in our college.
27. An seminar on preparation for IAS coaching was organized on 10<sup>th</sup> October 2015 in our college in collaboration with Malayala Manorama and Enrich Civil Service Academy. Dr. Dileep Kumar, Vice Chancellor, Sree Sankara University, Kalady inaugurated the function and the chief guests were Mr. K.R. Viswambaran IAS (former Ernakulam and Alleppy district collector) and Mr. Safeer Karim IPS (2015<sup>th</sup> batch Kerala Academy 112<sup>th</sup> rank holder, Course director of Karim's IAS Academy). Around 300 students from various colleges and nearly 50 parents participated in the programme.
28. A career guidance class was arranged for final year degree students on 25th November 2015 in association with University Employment Information and Guidance Beuro, CUSAT, Kochi. The class was taken by Mr. M.U. Paulose, Retd. Deputy Chief, University Employment Information and Guidance Beuro, CUSAT, Kochi.
29. 14 students attended the training programme 'How you face confidently the interviews and group discussions' held at MCMAT on 8th December 2015 and 10 students attended the same programme on 9th December 2015 at MCMAT, Perumbavoor.

30. 5 students of our college participated the campus recruitment programme by INFOSIS held at BPC College Piravom on 12th December 2015 and the following 2 students got placement: **Athira K & Keerthana Mohan (Dept. Of Commerce).**

31. 5 students attended the written exam conducted by TCS at Marian College, Kuttikkanam on 25th February 2016 and 4 of them cleared the exam. They participated in the interview held at Infopark, Kochi on 1st March 2016 and two students (Kum. Devika Vijesh and Kum. Babitha Thampi, Dept. of Physics) got placement in TCS.

32. Dept. of History - Archaeology & Museology conducted a one day study tour to Muziris project on 19<sup>th</sup> March 2016.

#### 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
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<ol style="list-style-type: none"> <li>1. Human Rights Education for students and staff.</li> <li>2. Skill Development and Job oriented programmes to students.</li> <li>3. Academic Audit by external team.</li> <li>4. More Extension Activity.</li> <li>5. UGC and NAAC sponsored National Seminars.</li> <li>6. Education innovation Programmes under three Departments.</li> <li>7. Enrichment and Add on Courses in two Departments.</li> <li>8. Career Counselling Programmes for students funded by UGC.</li> <li>9. Wi-Fi upgradation.</li> <li>10. Rest room, Parking areas etc.</li> <li>11. More participation in inter-collegiate events in sports.</li> <li>12. Introducing more certificate courses.</li> <li>13. Developing Medicinal garden.</li> <li>14. Implementing more extension activities.</li> <li>15. Upgrading administrative software and other facilities.</li> <li>16. Human Rights Education to all students.</li> <li>17. Conduct NAAC /UGC sponsored National seminars.</li> </ol>	<ol style="list-style-type: none"> <li>1. Orientation Programmes to students were conducted.</li> <li>2. Seminar on       <ol style="list-style-type: none"> <li>1."Contemporary media culture and human rights violation" by Dr. Lissy Jose Women's commission member on 24-02-2016.</li> <li>2."How to tackle Human Rights Violations?" by Retired Justice K.T. John on 11-03-2016.</li> </ol> <p>Under UGC Human Rights Education to all students were conducted.</p> </li> <li>3. One NAAC sponsored and three UGC sponsored National Seminars were conducted.       <ol style="list-style-type: none"> <li>1. NAAC sponsored National Seminar on Innovative Teaching Learning System in 21<sup>st</sup> Scenario was conducted from 10th to 11th September 2015.</li> <li>2. Three National Seminars sponsored by UGC.           <ul style="list-style-type: none"> <li>➤ "Discrete Mathematics and its Applications" on 14<sup>th</sup> and 15<sup>th</sup> January 2016.</li> <li>➤ "Emerging Dimensions in Entrepreneurship" on 3<sup>rd</sup> and 4<sup>th</sup> December 2015.</li> <li>➤ "Archaeological and Historical vestiges in and around Perumbavoor" on 21<sup>st</sup> and 22<sup>nd</sup> January 2016.</li> </ul> </li> </ol> </li> <li>4. A Regional Seminar on "Women Entrepreneurship" was conducted on 3<sup>rd</sup> March 2016.</li> <li>5. ASAP, WWS, SSP – the three Higher Education new initiative Programmes gave opportunities for developing students personality and soft skills.</li> <li>6. Students appeared for several job fairs and seven students got placement.</li> <li>7. Governing council authorised a committee and the Accademic Audit was conducted on 30-06-15 &amp; 01-07-15.</li> <li>8. Set up Wi-Fi facility for staff and external faculties under MHRD scheme in association with College IQAC.</li> <li>9. Constructed rest room and new toilet facility for students.</li> </ol>
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\* 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

- Decided to formulate a master plan and work according to the plan under the 7 criteria.
- Digital library software was installed for the benefit of both students and faculties for references and information exchange.
- Through Human Rights Education class students were motivated and empowered to face challenging situations.

## Part – B Criterion – I

### 1. 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	Nil			
PG	1	Nil	1	2
UG	7	Nil	1	3
PG Diploma	3	Nil	-	-
Advanced Diploma	Nil	Nil	-	-
Diploma	3	Nil	-	-
Certificate	4	1	-	-
Others	5	-	-	-
<b>Total</b>	23	1	2	5
Interdisciplinary	7 (All UG Programmes are interdisciplinary in nature)	Nil	Nil	Nil
Innovative	5	3	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
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Semester	10
Trimester	0
Annual	0

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

*(On all aspects)*

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.

MG University has restructured the existing syllabi of UG and PG courses - a draft syllabus was prepared to get suggestions from stakeholders. Teaching staff of our College actively took part in the syllabi revision process and the new syllabi will be implemented from 2016 admission onwards.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
17	10	7	0	0

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

7

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	10	7	-	-	-	-	-	-	-

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

31

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	17	7
Presented papers	-	3	-
Resource Persons	-	2	-

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

- Through the NAAC sponsored National Seminar “Innovative Teaching Learning Process in 21<sup>st</sup> century Scenario” was conducted in our College during 10th & 11th Sep. 2015. Faculties were able to familiarize with Innovative methods in teaching and learning process.
- Career development Programmes to students.
- Human Rights education to all students and staff.
- Value education class for all students based on the book Human Values published by AIACHE on all first Wednesdays of a month.

- Tutorial classes under mentors.
- Higher education New Initiative programmes sponsored by Government of Kerala and other job oriented programmes to students.

2.7 Total No. of actual teaching days during this academic year 210

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 2

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	Division

Programme	appeared	Distinction	I	II	III	Pass %
B.Sc Mathematics	33	4	9	10	6	87.8
B.Sc Zoology	20	-	3	8	4	75
B.Sc Physics	16	-	4	6	5	93.75
B.Sc Chemistry	27	-	12	10	2	88.8
B.A English	28	-	5	12	9	92.8
B.A History	32	-	1	7	17	71.4
B.Com	43	-	18	17	8	100

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

- Collecting feed backs from students regarding Teaching, Curriculum Content and Facilities provided in the campus and analysing.
- Class open houses were conducted along with parents and students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	2
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	3
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	2
Others Association Programmes	7

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	-	Nil	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

- More faculties applied for minor projects.
- Encouraging departments to conduct National Seminar.
- Encouraging teachers to apply for minor/major projects and FIP.
- Current year onwards the College Council decided to grant best reader award for students and best paper publication award to faculty.

### 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	4	nil	nil
Outlay in Rs. Lakhs	-	8.75	-	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	1	1
e-Journals	nil	nil	nil
Conference proceedings	nil	2	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	3.00
Total	-	-	-	9.80

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	15
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

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

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College
-	-	-	-	Nil	Nil	Nil

Of the institute in the year

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

nil

nil

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

nil

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

JRF - SRF - Project Fellows - Any other FIP 2

3.21 No. of students Participated in NSS events:

University level 10 State level nil

National level nil International level nil

3.22 No. of students participated in NCC events: University level nil State level 25

National level nil International level nil

3.23 No. of Awards won in NSS:

University level nil State level nil

National level nil International level nil

3.24 No. of Awards won in NCC:

University level	nil	State level	nil
National level	nil	International level	nil

3.25 No. of Extension activities organized

University forum	3	College forum	2		
NCC	3	NSS	6	Any other	1

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

College's primary vision is the empowerment of women community

- A quiz competition was held on Hiroshima Day (6th August 2015) by the NSS volunteers from II B.Sc Maths.
- Independence Day was observed on 18th August 2015 by the talk of nine NSS volunteers on nine different Indian freedom fighters.
- Mathematics tuition class for Balikamandiram students of X, XI and XII standards were conducted by B.Sc and M.Sc students.
- To make mathematics study easy classes were arranged during vacation for nearby school students.
- Free Communicative English and Computer awareness classes for local students and public.
- Free medical check up and distribution of medicine to local public near Govt. LP School, Akanadu in association with National Service Scheme.
- An amount of Rs.26,000 was donated to we care programme to Chennai flood relief by skipping noon meal on 8th December 2015 by College Union.
- Financial support to Ruksana of I BA History of Rs. 28,500/- for her treatment.
- The NSS unit contributed Rs. 15,000 to Mathrubhumi Chennai Flood Relief Fund to help the people who suffered in the flood.
- As part of Shuchithwabodhanayajnam, a pathayathra followed by a public meeting was organized on 7th January 2016.

## 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	29268.8 sq.f	nil	Management / UGC/PTA	29268.8 sq.f
Laboratories	8470sq.f	nil	„	8470sq.f
Seminar Halls	4567.7 sq.f	nil	„	4567.7 sq.f
No.of important equipments purchased (≥10 lakh) during the current year.	-	1 UPS(5kv) 1CCTV with 9 cameras 1 Sound System 4 Desktop 1 Incinerator 1 Fire extinguisher 1 Refrigerator	UGC/GOVT	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs 5,68,190	„	-
Others(Library, Hostel,Canteen, Fitness centre, Office, Departments common room & toilet)	33798.59 sq. ft	600 sq. ft	„	34398.59 sq.ft

### 4.2 Computerization of administration and library

Digital library software installed
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### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15422	Exact value not known	419	Rs 1,22,826	15841	-
Reference Books	1201	„	10	-	1211	-
e-Books NLIST	Nil	-	„	-	-	-
Journals	20	„	7	27948	27	-
e-Journals NLIST	Nil	-	Nil	-	-	-
Digital Database	-	-	software	50,000	-	-
CD & Video	134	-	3	-	137	-

Others (specify)	-	-	-	-	-	-
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#### Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	76	4	Broad Band Wi-Fi	2	1	1	9	1
Added	5	-	Digital Library software	-	-	-	-	-
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	0.26
ii) Campus Infrastructure and facilities	14.15
iii) Equipments	5.98
iv) Others	1.83
<b>Total :</b>	<b>22.22</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- In view of Human Rights Education for all staff and students two seminars were held under the guidance of IQAC:
  1. "Contemporary media culture and human rights violation" by Dr. Lissy Jose Women's commission member on 24-02-2016.
  2. "How to tackle Human Rights Violations?" by Retired Justice K.T. John on 11-03-2016.
- Legal literacy classes given to second year degree students.
- Additional Skill Acquisition Programme (ASAP), Walk with Scholar (WWS), Scholar Support Programme (SSP) under Higher Education -New Initiative Programmes that aided the students to develop their latent skills along with their curriculum.
- Value Education classes arranged on every first Wednesday of each month.
- Crochet Knitting class for interested students as part of self employment training.
- Activities were organised to teach the relevance of hygiene, cleanliness and waste management.
- New toilets and common room for students were constructed sponsored by UGC.
- New incinerator was installed in the toilet and premises of the College.

5.2 Efforts

1. Class wise open houses were conducted to discuss the progress of the students with their parents.
2. Class tests and internal exams were conducted periodically and remedial classes were arranged for weak learners.
3. Tuition classes and women empowerment classes were arranged to empower the students.
4. Feed backs from students and teachers were collected and analysed, periodically to introduce changes if needed.
5. Career counselling classes were arranged to make students equipped to face interviews, group discussions etc. Prior notices and guidance given to attend the placement recruitments.
6. IQAC, College Council and College Governing Council monitor the academic and non academic progress of the College and suggestions for improvement were also given.

UG	PG	Ph. D.	Others
616	26	-	-

5.3 (a) Total Number of students

(b) No. of students outside the state

4

(c) No. of international students

Nil

Men

Women

No	%
nil	-

No	%
642	

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
427	83	2	135	3	650	410	87	4	133	8	642

Demand Ratio University is allotting students

Dropout % 1.1

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

- Departments HOD's and class teachers give all guidance regarding the students' progress both in academic skill development and extracurricular activities.
- Co-ordinators of career counselling and various Higher Education New Initiative Programmes give proper guidance to students regarding their career option and skill development programmes.
- IQAC took initiative in conducting several job oriented programmes like tailoring, crochet knitting etc. as self

No. of students beneficiaries

110

## 5.5 No. of students qualified in these examinations

NET	nil	SET/SLET	nil	GATE	nil	CAT	4
IAS/IPS etc	nil	State PSC	Data not available	UPSC	Not available		
Others	-						

## 5.6 Details of student counselling and career guidance

- WWS, ASAP and SSP classes encourage students in their skill developments and academic progress.
- Tutorial classes and Value Education classes conducted regularly to empower students' confidence.
- Following main activities were conducted under career guidance and placement cell during 2015-16:

1. An introduction to a career oriented bank coaching class, taken by experts from TIME Institute of Management was conducted on 8th July 2015 for the final year students.
2. An awareness class about All Indian IAS Mock Evaluation Test was organized on 12th July 2015 for our second and third year degree students.
3. An informative class on Job opportunities in private sectors was held on 13th August 2015 for final year degree and PG students. The class was taken by Mrs. Sharmila Sathyan, Employability Centre, Employment Exchange, Kakkanad.
4. On 12th October 2015 ,88 students from our final year degree and PG students registered and undergone evaluation tests and training sessions conducted by Employability Centre, Employment exchange, in our college.
5. An seminar on preparation for IAS coaching was organized on 10<sup>th</sup> October 2015 in our college in collaboration with Malayala Manorama and Employment Civil Service Academy. Dr. Dileep Kumar, Vice Chancellor, Sree Sankara University, Kalady, inaugurated the function and the chief guests were Mr. K.R. Viswambaran IAS (former Ernakulam and Alleppy district collector) and Mr. Safeer Karim IPS (2015<sup>th</sup> batch Kerala Academy 112<sup>th</sup> rank holder, Course director of Karim's IAS Academy). Around 300 students from various colleges and nearly 50 parents participated in the programme.
6. A career guidance class was arranged for final year degree students on 25th November 2015 in association with University Employment Information and Guidance Beuro, CUSAT, Kochi. The class was taken by Mr. M.U. Paulose, Retd. Deputy Chief, University Employment Information and Guidance Beuro, CUSAT, Kochi.
7. 14 students attended the training programme 'How you face confidently

No.

5.7

5.8

- Under Human Rights Education, for all staff and students, awareness programmes towards self protection were given especially related to gender issues.
- Legal literacy classes are held for II DC students every year in association with the Taluk Legal Service Committee.
- College Union, Department Association NSS etc. arranged classes and seminars related to gender issues.
- Class teachers and tutorial guides are mentors to students regarding

December  
December

school of  
r III year

computer

10. Twenty, Final year degree students registered for Summer Skill School Programme and three final year students registered for Communicative English Trainer Programme under ASAP.

5.9

Revi

State/ University level  National level  International level

5.9.2 No. of students participated in cultural events

State/ University level  National level  International level

5.9.3 No. of medals /awards won by students in Sports, Games and other event

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	3	60,000

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 ambience 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 and aptitude with global competency, capable of working towards the transformation of society.
- To create awareness, to live in harmony with the natural environment, to  Yes and to act as agents of peace, goodwill, natural integration and 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 D

6.3 Q

6.3.1



- Digitalisation of library, power point presentations by staff and students, phonetic teaching through Audio systems are some of the efforts made to integrate ICT in the curriculum.
- New books are added to the library for updating the knowledge.
- The College ensures that academic calendar of the University is strictly followed and course syllabus is finished in time.
- Feedbacks about the existing syllabi were collected from the students as well as teaching staff and the reports of the analysis were submitted before the Academic Audit team.
- During the academic year various curriculum development Committees and workshops were set up by the University to revise the existing curriculum and some of our teachers actively participated in them.

**Curricular enhancement Add on/ enrichment programmes/  
Seminars/ projects conducted**

- **UGC sponsored Add on courses:**

Travel and Tourism management (conducted by Dept. of History),

DTP, Photoshop and other allied skills( conducted by Dept. of Mathematics)

- **Enrichment Programmes:**

Certificate course in Computer aided accounting ( Dept. of Mathematics)

- **Various Computer programmes conducted by the College Computer Centre, IlleLT**

Diploma Course:

Diploma in Computer Applications (DCA course of IHRD of the Kerala State-PSC approved)

Certificate Courses:

1. MS Word

7. Malayalam Typing

2. MS Excel

8. Networking and HTML

3. MS Powerpoint

9. Programming Languages:

4. Adobe Pagemaker

C , C++, Visual Basic 6.0

5. Adobe Photoshop

6. Corel Draw

- Socially relevant projects and case studies undertaken by students of some Depts. , to promote social awareness.
- ‘New Initiative Programmes under ‘Higher Education -Govt. of Kerala’.
- ASAP-Additional Skill Acquisition Programme-has been conducted since 2012-2013.
- WWS- Walk With a Scholar-mentoring programmes for students-has been conducted since 2014-2015.
- SSP-Scholar Support Programme - Remedial coaching Programmes for academically weak students through tutorials, study materials, interactive sessions etc.- has been conducted since 2014-2015.
- Flair-For empowering faculty through several initiatives including Induction, Internships etc.- conducted since 2014-2015.

#### Other Curricular Enrichment Programmes

6.3.2 Teach

- Various Programmes at the College and Inter college level were conducted through Departmental associations, NSS,NCC College Union and Arts club etc. to enrich the knowledge of the students and also to develop skills in them about leadership , team building , decision making etc.
- Special sessions by experts, placement guidance programmes, circulation of related information etc. are done through Career Guidance and placement cell to make the students employable.
- Students are provided with moral and human values, guidance in stress and time management through value education and orientation programmes.
- Programmes on Women Empowerment and gender related issues are conducted through Women cell of the College.

21<sup>st</sup>  
ning  
3<sup>rd</sup>

#### Certificate Course in Yoga and coaching for various games

- 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

#### 6.3.5 Library:

- Dr. Annie Kurien, Dept. Of Mathematics, Dr. Priya Kurian, Dept. Of History, Dr. Vineed Kumar, Dept. Of Physical Education and Ms. Sherin T Abraham, Dept. Of Commerce have UGC Minor Projects.
- Two teachers applied for FIP and two teachers registered for Ph D.
- Four National Seminars were conducted.
- Two teachers got FIP selection, two teachers for induction programme and one teacher for international Internship programme in UK.
- Library functions on both automated and Manual Basis.
- E-journals and e-books available using INFLITNET facility.
- Faculty are trained to use ICT techniques in teaching and learning.
- Sufficient no. of equipments, laboratories and facilities are available.

#### 6.3.6 Human Resource Management

- The teachers are utilised as staff in charge for various activities like College Union, Arts Club, N.C.C, N.S.S, Alumni Association, Internal Exam Co-ordinators, Value Education, Tutorial, Career Guidance, ASAP, Entry in Service Coaching etc.
- Experts from different fields and educationalists are utilised for conducting classes to the students under WWS and Career Guidance.
- Orientation and Induction Programmes are conducted for the teachers and students.

#### 6.3.7 Faculty and Staff recruitment

- Guest faculties are recruited according to Government rules.
- Visiting faculties are selected for taking classes for WWS students and department associations to take classes on

#### 6.3.8 Industry Interaction / Collaboration

- Final year B.Com students were taken to Kochi Business School to attend classes and training on stock exchange trading practices.
- History students have internship programme in collaboration with Archaeology Museum , Thripunithura.
- Collaboration with Mar Thoma College of Management and Technology for soft skill developments for students.
- Skill Courses in collaboration with various skill centres under ASAP programmes.
- College has activity participated for the data collection data entry & transcription with the support of students for the field Research project on the Transnational Recruitment Industry in Asia GCC Corridor in collaboration with the study sponsored by

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.

Teaching	0
Non teaching	0
Students	40

6.4 Welfare schemes for

6.5 Total corpus fund generated 46, 89,750

6.6 Whether annual financial audit has been done      Yes  No

6.7 Whether Academic and Administrative Audit (AAA) have 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.
- Open house with parents and students.
- University conducts workshops and collects feedbacks and suggestions from faculties and students' representatives etc.

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

State Govt. /University grant 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 on their own initiatives are promoted.
- Alumni have extended their linkage with the university and provide valuable financial assistance for several activities in the college.

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

- Provides 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 5th 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.
- World Environment Day was celebrated on 29<sup>th</sup> June 2015 by planting

## 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.

1. Human Rights Education for all.
2. Crochet Knitting class for interested students.
3. Yoga Classes for interested students.
4. WWS, SSP and Entry in Service Programmes.
5. Summer Skill classes under ASAP.
6. Women empowerment Programmes under Women Cell activities.
7. Value education class for all students on first Wednesday's of every month.
8. Students have equal chance to choose at least one job oriented or skill development course along with their curriculum.

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

Orientation programmes for all students.

Human Rights Education and awareness to all.

More Career awareness programmes and new initiative programmes introduced.

Academic Audit was conducted and plan of action for next academic year was chalked out with their suggestions.

16 students completed Summer Skill School Programme and 7 students ASAP Trainer Programme.

Digital library software installed & introduced to students.

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

- Introduce training taste to students by maintaining vegetable & tapioca cultivation.
- Planting a tree program.
- Medicinal garden maintaining.
- Classes on organic farming and health awareness programme.
- Inter dept. quiz on “ Environment issues & Conservation of Resources”
- Community Service activities.
- World Environment Day was celebrated on 29<sup>th</sup> June 2015 by planting almost fifty saplings of various fruit-bearing trees.
- The NSS unit of the College participated in the ‘Veettil our Kariveppu’ project of Malayala Manorama.
- An awareness class on eye donation ‘Manninenthinu Kannu’ was organized with the help of MOSC Medical College Kolencherry.

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.
- Delay in filling up the retirement vacancies from the Govt part.

## **8. Plans of institution for next year**

IQAC of the College discussed various programmes to be conducted during the next academic year under the seven criteria and prepared a master plan. The key areas and programmes planned are :

- Mar Thoma College New Initiative Programmes for both students & local public.
- Class PTA's to be conducted twice in a semester.
- Entry level test to first year degree students to identify slow learners.
- Inter Collegiate Basket Ball tournament initiated by College.
- Taekwondo coaching for interested students.
- Introduce library readers' forum, documentary film presentation, collecting reviews from students & publishing.
- More Human Rights Education programmes.
- Innovative programmes & Extension activities.
- Quiz club activities
- Butterfly garden
- Farming and nature club activities
- ASAP Programme through University
- College Exhibition
- Workshops/ Courses on creative skills
- Orientation/ Induction programme for teachers
- Preparation for NAAC assessment (3rd cycle)
- Renovation
  1. Principal's room, office etc.
  2. College gate
  3. Auditorium.



*Name Smt Sherin Samuel*

*Name Dr. Lisy Cherian (Principal)*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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