

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:	Dr.Lisy Cherian
Tel. No. with STD Code:	0484-2520823
Mobile:	9447382727
Name of the IQAC Co-ordinator:	Dr.Anupama P
Mobile:	+91 8086790321
IQAC e-mail address:	iqacmtcwpbr@gmail.com anupamapt@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLMMTCW2018 for 2017-18

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(SC)28/A&A/20.3 dated 30-10-2017

1.5 Website address:

www.marthomacollege.ac.in

Web-link of the AQAR:

http://www.marthomacollege.ac.in//AQAR2017-18.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	B+	2.63	2017	2022
4	4 th Cycle				

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

06-12-2017

1.8 AQAR for the year

2017-18

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

This is the first AQAR submitted after the latest assessment and accreditation by NAAC.

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 C 2(f) UGC 12B

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

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 CE

UGC-Special Assistance Programme

UGC-Innovative PG programmes

Any other (*Specify*)

1. Kerala Higher Education New Initiative Programme
2. Diploma in Computer Applications by IHRD
3. Mar Thoma College New Initiative Programmes

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

15

2.11 No. of meetings with various stakeholders: Faculty

12

Non-Teaching Staff

5

Students

5

Alumni

3

Others

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

Yes

No

If yes, mention the amount

NA

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. NAAC criteria-wise seminars
2. Social Justice and Legal Intervention in the Current Scenario
3. Retreat for teaching and non-teaching staff

2.14 Significant Activities and contributions made by IQAC

1. Coordinated activities in preparation for the NAAC team visit. Mock visits, and department/criteria-based presentations were held.
2. Kerala Higher Education New Initiative Programmes - Additional Skill Acquisition Programme (ASAP) conducted effectively.
3. Entry level and advanced level tests are conducted for all students. Based on their performance, cluster groups are formed so that the advanced learners can facilitate the teaching-learning process by guiding the slow learners, simultaneously developing their leadership skills.
4. Human Rights Education classes were conducted for all students.
5. Certificate courses
 - A 30-hour Proficiency Course in Spanish was begun in the academic year 2017-18.
 - Ongoing
 - Yoga
 - Solar Energy Technology
 - Tailoring and Beautician course
 - Computer Aided Accounting
 - Communication Skills in English
 - Computer Assisted Language Learning
6. Training Courses aimed at skill development and employability
 - PSC and UPSC coaching
 - Bank coaching
 - LED star and bulb-making
 - Vermiculture composting techniques
 - Food processing
7. Seminars

Successfully completed 1 national seminar sponsored by UGC and several state/college level seminars.
8. Leadership Training and Personality Development Programmes for students were conducted by the Career Counselling Cell.
9. The Career Counselling Cell also gave placement assistance to students and many students got placed in various companies.

10. An orientation programme for II& III Degree courses and II M.Sc was conducted on 05 June 2017. Rev.Sam T Mathew, the College Chaplain was the resource person. An orientation programme for I DC students and their parents was conducted on 26-06-2017.
11. The 20th Very Rev. A. A. Pylee centenary celebration and memorial lecture was inaugurated by His Grace Rt. Rev. Dr.Euyakim Mar Coorilos Episcopa, on 28 February 2018 and the memorial lecture on the topic “Social Justice and Legal Intervention in the Current Scenario ” was delivered by Justice K. Narayana Kurup, former judge, Kerala High Court & Acting Chief Justice, High Court of Madras.
12. In order to promote the spiritual well-being of the teachers and students, morning worship is held on all days except Wednesdays. General assemblies are held every Wednesday.
13. Value education classes are held on the first Wednesday of every month with a vision to impart human values to the students.
14. A well designed tutorial system is in place for the benefit of students who require additional academic support.
15. For every 20-25 students one faculty was assigned as a mentor. Each mentor collected the academic and non-academic details of the mentees and recorded it in the mentoring form.
16. It was made mandatory that regular tests be conducted and the progression recorded in the departments.
17. Criterion-wise presentations were arranged to assess the progress in each criteria, as per the revised NAAC manual.
18. Vimukthi: The Anti-Drug Forum was established under the leadership of the IQAC. Two anti-drug rallies and awareness campaigns in collaboration with the State Excise Department were held in the vicinity of Perumbavoor.
18. Various clubs and cells, including the Women’s Cell, the Career Guidance and Placement Cells, the Alumni Association and the Students’ Christian Movement, function actively in the college under the auspices of the IQAC.
19. As part of the Malayalam Varaghosham, a book fair was held in the college by Book Arts Publications, Kadavanthra, on 3 November, 2017.
20. Students’ progression was systematically tracked and recorded .
21. Remedial classes for weak students and tutorials for all the classes were made mandatory.

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
<p>1. Arrange a mock visit</p> <p>2. Conduct orientation classes for students, teachers, parents and other stakeholders, regarding the upcoming accreditation.</p> <p>3. Prepare for NAAC reaccréditation in the fourth cycle</p> <p>4. Form new IQAC</p> <p>5. Study revised manual</p> <p>6. Conduct internal workshops on revised manual</p> <p>7. Submit proposals for UGC/</p>	<p>1. Arranged in August 2017</p> <p>2. Regular meetings were held with the stakeholders. They were provided with an overview of the accreditation process during orientation programmes and PTA meetings.</p> <p>3. Peer team visited on 15 and 16 Sept 2017.</p> <p>4. The interim body was dissolved and the IQAC reconstituted in December 2017</p> <p>5. The Principal and the IQAC coordinator attended a workshop on the revised manual and provided orientation for the criteria conveners.</p> <p>6. Workshops on each of the 7 criteria were conducted.</p> <p>7. Applied and got selected for RUSA funding with an all-India rank of 81.</p>

<p>government grants</p> <p>8. Organise seminars with support from UGC/KSCTE or other bodies.</p> <p>9. Initiate the functioning of seminar halls.</p> <p>10. Propose to construct more classrooms.</p> <p>11. Give impetus to campus recruitment</p> <p>12. To collect feedback from stakeholders</p> <p>13. Organize awareness campaigns</p>	<p>8. Organized 2 national seminars and a KSCSTE sponsored science lecture besides a number of college level and departmental seminars.</p> <p>9. The PG seminar hall began functioning as a full-fledged academic venue for seminars and conferences.</p> <p>10. The foundation stone for the library extension, as suggested by the NAAC peer team, was laid.</p> <p>11. In collaboration with the Placement Cell and the Career Guidance Cell , the IQAC organized campus recruitments.</p> <p>12. Collected and analysed</p> <p>13.</p> <ul style="list-style-type: none"> ➤ In collaboration with the NSS unit and Taluk Hospital, Perumbavoor, the Perumbavoor Municipality conducted an awareness class on dengue fever on 09 November 2017. ➤ 100 NSS volunteers participated in a survey at Perumbavoor town as part of Suchithwa Bharata Mission on 23 Feb 2017. ➤ As part of ‘Sandhwanam 2017’, an awareness class on Hair donation was led by Ms. Nisha Jose K. Mani, Brand Ambassador, Hair for Hope Foundation on 20 September 2017. ➤ Anti-drug seminars- Two anti drug seminars and a rally were organized by the NSS in coordination with Perumbavoor Taluk Hospital. The NSS members visited Karoor Gramapanchayath for spreading awareness about the harmful effects of
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	<p>drug consumption.</p> <p>➤ A seminar and awareness campaign on LPG conservation was held on 8 February 2017 in association with ECS as part of SAKSHAM, Samuhya Kshema Maholsav, sponsored by the Petroleum Conservation Research Association.</p>
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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

The IQAC has provided orientation to the stakeholders regarding issues pertaining to the revised accreditation criteria. Suggestions were invited from them and the feasible suggestions were executed.

The decisions taken by the IQAC were accepted by the Management. The Management has assured complete support for the plans.

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	Nil	Nil	Nil	Nil
PG	1	Nil	1	2
UG	7	Nil	1	

PG Diploma	Nil	Nil	-	-
Advanced Diploma	Nil	Nil	-	-
Diploma	2	1	-	-
Certificate	4	2	-	-
Others	6	1	-	-
Total	20	4	2	2

Interdisciplinary	7 (All UG programmes are interdisciplinary in nature)	Nil	Nil	Nil
Innovative	4	4	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
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)

**We did it online. But due to some technical reasons, few we did manually*

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 obtain suggestions from stakeholders. The teaching staff of our College took an active part in the syllabi revision process and the new syllabi has been implemented from 2017 admissions.

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
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2.1 Total No. of permanent faculty	25	18	7	0	0
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2.2 No. of permanent faculty with Ph.D. 14

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
	8	1	-	-	-	-	-	-	8	1

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/	2	5	7
Presented papers	1		1
Resource Persons		1	

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

- Use of ICT in classrooms
- Career development programmes to students in association with UNIQUE, LOGIC, HEDGE, LAKSHYA & UNION BANK
- Peer learning- Cluster groups
- Guiding students to present papers in regional level seminars
- Value education class for all students based on the book Human Values published by AIACHE on all first Wednesdays of a month. Assembly on all other Wednesdays.
- Field trips to places of archaeological and historical interest
- Heritage camps
- Regular industrial visits to SEBI
- Seminar on GST, training drives and renewable energy technology
- Tutorial classes under mentors
- 24X7 Wi-Fi enabled campus providing for technology access.
- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- Overhead projectors in classroom
- Well-equipped Internet Resource Centre and computer lab.
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.

2.7. Total No. of actual teaching days during this academic year 186

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

Entry level tests, Regular tests, Debates, Seminar presentations, projects, assignments, oral tests, open book tests, one minute test

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 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 appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc Mathematics	27	33.33	41			74.07
B.Sc Zoology	22	-	18	64	18	73
B.Sc Physics	15	6	13	40	13	72
B.Sc Chemistry	41	36.58	36.58	2.43		80
B.A English	25	-	5	7	1	55
B.A History	29	-				60
B.Com	35	34	28	17	5	86

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

- Entry level tests are conducted every year to identify slow, intermediate and advanced learners. Cluster groups are formed on the basis of the results so that the slow learners can benefit from the guidance of the advanced learners.
- Follow up tests are conducted every year to track the progress of the learners.
- Results of University exams are analysed and departments are directed to adopt appropriate measures to improve performance
- Feedback regarding teaching, curriculum content and faculty members is collected from the students and analysed
- Class open houses are conducted regularly with the parents and students.
- Conducts Remedial classes for weak students

- Conducts Tutorial classes

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	1
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	4	3	1	Nil
Technical Staff	5	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- A Research committee was set up to monitor and guide the research activities of various departments and the college in general
- Encouraging departments to conduct national and international seminars.
- Forming and reviewing department research groups
- 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.
- Motivating young teachers to apply for national/international level programmes.

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	1	nil	nil	nil
Outlay in Rs. Lakhs	3.20	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	1	nil
Non-Peer Review Journals	-	1	1
e-Journals	1	nil	nil
Conference proceedings	1	2	1

3.5 Details on Impact factor of publications:

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	2015-2017	UGC	3.20 lakh	2.70 lakh
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	ASAP(2017-18)	Govt. Of Kerala	According to class/students	1.22 lakh
	Science Day (KSCSTE-DST)		15,000	Nil
Total	-	-	-	3.92

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	2	1	Nil	16
Sponsoring agencies	-	1 UGC	KSCSTE and DST	-	PTA/NSS/IQAC Management

3.12 No.

faculty served as experts, chairpersons or resource persons

of

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

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
-	-	-	-	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 FIP

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 Any other

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 State level
National level International level Any other

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Manufacture and sale of LED stars. The fund thus generated was utilised for the welfare of inmates in an old age home.
- Water analysis at the flood affected areas of Koovapady Panchayat (Ward no. 9, 10, 11& 12).
- Manufacture and distribution of paper bags among the teaching and non-teaching staff to promote environment friendly items in the campus.
- Rapid Assessment Survey on the Biodiversity loss at Koovapady Panchayat.
- Blood screening in collaboration with the Govt. Taluk Hospital on the eve of World Diabetes Day.

- Free tuition for school students residing at *Balikamandiram*, an orphanage in Perumbavoor.
- Publication of manuscript magazine entitled “A Cute Angle” showcasing the talents of the students.
- Planting of tree saplings at Padikkalappara in KoovapadyPanchayat.
- Distribution of study materials to more than 100 students of Padikkalappara colony in Koovapady Panchayat.
- Participation of staff and students in the cleaning activities and rehabilitation process at the flood affected areas of in Koovapady Panchayat.
- Assisted students of our college affected by the recent floods (Provided financial aid to the municipalities of Aluva and Paravoor).

Criterion – IV

4. Infrastructure and Learning Resource

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	5088 sq.f	Management/ UGC/PTA	34,356.8 sq.f
Laboratories	8470 sq.f	nil	„	8470 sq.f
Seminar Halls	4567.7sq.f	nil	„	4567.7sq.f
No.of important equipments purchased(≥ 10 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs.4,98,000	„	-
Others(Library, Hostel,Canteen, Fitness centre, Office, Departments common room & toilet)	33798.59	600 sq.f	„	34398.59 sq.ft

4.2 Computerization of administration and library

- | |
|--|
| <ul style="list-style-type: none"> - Digital library software installed - Fully automated administrative section |
|--|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15841	Exact value not known	506	Rs 3,19,929	16347	-
Reference Books	1211	„	15	-	1226	-
e-Books NLIST	Nil	-	31,35,000	-	-	-
Journals	27	„	-	-	27	-
e-Journals NLIST	Nil	-	6000	-	-	-
Digital Database	Nil	-	-	50,000	-	-
CD & Video	137	-	-	-	137	-
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 fully automated. The entire teaching & non-teaching faculties are computer literates. Digital library software installed.

4.6 Amount spent on maintenance in lakhs:

i) ICT

1,732,15

ii) Campus Infrastructure and facilities

1,499,30

1,124,60

iii) Equipments

iv) Others

4, 185,88

Total :

8,54,193

Criterion – V

5. Student Support and Progression

- An orientation programme was conducted with the help of IQAC for the first year degree students on 28 June 2017. Dr. Mary Metilda, Former Principal, Maharaja's College, Ernakulam gave the keynote address.
- An orientation programme was conducted for the third year Degree students at the end of the academic year (09 February 2018) by School-College Mission of Kottayam-Kochi Diocese of the Mar Thoma Syrian Church of Malabar.
- The college calendar has been distributed at the beginning of the academic year which includes details about different clubs, various scholarships and other financial assistances.

- College website has been modified to display the academic and non-academic activities in the college.
- *Marthomian* – the newsletter of the college provides a description of the activities of various cells, clubs, students' initiative programmes etc.
- Various activities are informed through the public address system of the college.
- Notice Boards of National Service Scheme (NSS) and College Union, and Department Notice Boards also provide information on the facilities provided by the same.
- Class teachers are directed to identify the weak students and give them necessary support.
- Additional Skill Acquisition Programme (ASAP), an initiative of the Department of Higher Education, Government of Kerala helps the students to develop their skills along with their curriculum.

5.2 Efforts made by the institution for tracking the progression

- Internal examinations and class tests are conducted by the college for evaluating the academic progress of the students.
- Faculty-in-charge of a class maintains a record of the student profile which includes details of their family, academic and non-academic performance.
- Open house programmes are arranged for each class by all departments.
- Two PTA meetings were conducted – a General Body meeting and an Executive Committee meeting.
- Career counseling classes are arranged to make students equipped to face interviews, group discussions etc. Prior notices and guidance were given to attend the placement recruitments held in the college and other institutions.
- Annual Alumni meeting is conducted every year on 26th January.
- College provides the service of a personal counselor for the students to discuss their personal problems and provide assistance for their emotional well-being.
- IQAC, College Council and College Governing Council monitor the academic and non-academic progress of the collegeregularly and offer suggestions for

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
716	71	-	-

(b) No. of students outside the state

11

(c) No. of international students

Nil

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
493	94	3	170	8	760	432	94	11	250	8	787

Men

Women

No	%
nil	-

No	%
787	100

Demand Ratio: Students take admission to various courses through Single-Window system of M.G University.

Dropout %: 3.19%

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

- PSC. Coaching classes are arranged for students on Saturdays by experts. 40 students have registered for sessions.
- Coaching was given for 10 students from second and third year B.Sc. Physics for Joint Admission test for M.Sc. course (JAM exam) and mock test for JAM 2018 was also conducted on 08 February 2018 in association with Academy of Physics Teachers (APT).
- Additional Skill Acquisition Programme (ASAP) enables students to acquire proficiency in English language and acquire mastery in soft skills.
- Computer courses (DCA and other Certificate Courses) offered at the Computer Centre of the college qualify students with computer skills needed to appear for various competitive examinations.

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

- Tutorial classes are arranged for all students by the respective faculty-in-charge of each class.
- Value Education classes are conducted regularly to uplift the confidence and morale of the students.
- For each class a mentor is assigned and the mentor maintains a well-organized student's profile.
- Service of a professional counselor is available on all Wednesdays.
- Health awareness campaign and class on 'Health and Hygiene' was conducted by the NSS in association with Indian Medical Association, Aluva and Perumbavoor Municipalities on 19 January 2018.
- Brains Trust conducted a talk on 'Purpose of Education' by Ms. Lovewin K. Cheriyan, Programme Secretary, Students' Christian Movement, Kerala, on March 2018.

- Career Guidance and Placement Cell organized various programmes such as motivation classes, coaching/training courses in association with reputed institutes/firms like Employment Exchange and Guidance Bureau, CUSAT, TCS etc.
- Two-month Employability training (100 hour) by the leading IT Company Tata Consultancy Services (TCS) was conducted on April-May 2018 for the undergraduate students (2015-2018 batch).
- ALS IAS, in association with Nirmala College, Muvattupuzha conducted a seminar and a scholarship test for first year undergraduate students on August 2017.
- Details of various recruitment drives conducted in nearby colleges are informed to the students well in advance and many of the students participated and got selected.
- Department of Physical Education conducted a one year Yoga Certificate Course and 8 students successfully completed the course.
- 10 students of second and third year B.Sc. (Physics) are attending Massive Open Online Courses (MOOCs) offered by Stanford University, U.K., The University of Manchester, University of Toronto, University of Pennsylvania and Hong Kong University of Science and Technology, and online courses from IIT Kharagpur and IIT Kanpur, through NPTEL. Two students of III B.Com successfully completed the NPTEL online certification courses by IIT, Kharagpur in September 2017.
- GST-National Employability Enhancement Drive, an advanced practitioner level proficiency programme on GST was held on 7, 8, and 9 November 2017. 225 students participated and passed the proficiency test and received certificates.
- Classes on career awareness were also arranged for our final year degree students by Sutherland Global Services on 11 December 2017 in our college.
- IQAC took initiative in conducting several skill development programmes like tailoring, crochet knitting etc.
- A demonstration class on liquid embroidery, art painting etc. for NSS volunteers was conducted at the College Seminar hall by the Fevicryl team on 14 August 2017.
- Elocution on various topics was conducted to improve the oratory skills of the NSS volunteers on 23 and 27 June 2017.

No. of students benefitted

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
2	155	39	2

- Tata Consultancy Services (TCS) and Sutherland Global Services have conducted recruitment drives in the college during 2017-2018.
- Two students of III B.A History got placed in 'In-flight Kitchen Service' through off campus placement drive.
- Ms. Varsha M Vijay, I B.Sc. Physics secured first position in the scholarship test conducted on August 2017 by ALS, IAS and got selected to undergo ALS IAS coaching classes for free.

5.8 Details of gender sensitization programmes

- Women's Cell organized a seminar on the topic 'Protection of Women from Domestic Violence' on 01 March 2018. Dr.Kochurani, Department of Economics, Bharath Matha College, Thrikkakara delivered the keynote address.
- Speakers Club initiated a series of thought provoking speeches on the topic 'Transgender Issues.'

5.9. Students Activities

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

State/ University level

35

National level

1

International level

No. of students participated in cultural events

State/ University level

3

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

- Anjali Bhaskar III B.Com. participated in the 50th Kerala State Shooting Competition held at Palakkad (11 to 14 August 2017) and got qualified for 27th All India GV Mavalankar Shooting Championship 2017 at Mumbai.
- Anjali Bhaskar III B.Com. participated in the 61st National Shooting Championship Competitions (NSCC) organised by the National Rifle Association of India at Trivandrum from 11 to 31 December 2017.
- Anjali Bhaskar III B.Com., Anu Vijayan III B.Com., Swathi K.P., and, Rahana Moithu II B.Com. won third place in the M.G. University Table Tennis Tournament held at St. Paul's college (September 2017), Kalamassery.
- College Cricket Team won the Fourth place in the M.G. University Inter Collegiate Tournament 2016-17 held at Catholicate College, Pathanamthitta.
- Abitha Clayer Mathew II B.A. History and Anu Vijayan III B.Com. were selected to the M.G. University cricket Team 2017-18 and also to Ernakulam District Cricket team.
- In 'University Kaloltsavam- ASHANTHAM' (09-13, March 2018) Athulya Balan (II B.Sc. Mathematics), Thasny (II B. Com.), and Praveena (III B.Com) participated in Akharashlokam, Kavyakeli, Mimicry and Monoact.
- In 'University Kaloltsavam-ASHANTHAM ' (09-13, March 2018) Athulya Balan (II B.Sc. Mathematics) won third prize in 'Kavyakeli' and got A grade in 'Aksharashlokam'.
- Muhsina Jaleel (III B. A.) and Aseefa Mufthiya (II B. A.) won the first and second prizes in poetry writing competition held at Sree Sankara College, Kalady (27 February 2018).
- Ayana P.S. (III Zoology) won second prize in elocution competition at Sree Sankara College, Kalady as part of National Science Day celebrations (22 February 2018).
- 10 students from Mathematics Department participated in 'Madhava competition' held at St. Xavier's college, (07 January 2018) Aluva organized by S.B. college, Pune and Homebaba Centre for Science education TIFR, Mumbai.

- Ashitha Kareem, Praveena P. S. and Sumayya Veeras of Mathematics Department have won I and II prizes in 'Intercollegiate Maths competition and Talent expo' conducted by MES college Marampilly, Aluva (20 December 2017).
- II B.Sc. Mathematics team (Amy Liyana V.M., Farsana P.G., Nayana Asokan and Elsa Francis) won first prize in 'Game Treasure Hunt' in 'Mathematics Fest' held at See Sankara college, Kalady (17 January 2018).
- Jayalakshmi R. Kartha and Shilpa Shaji of III B.Sc. Mathematics participated in the all Kerala Inter collegiate Mathematics quiz competition 'TANGENTIA' conducted by the Department of Mathematics, M.A. College, Kothamangalam on 09 February 2018.
- Gifty Dominic and Krishnapriya M.R. of I M.Sc. Mathematics participated in the Inter Collegiate Seminar Presentation Competition 'Tharnim Memorial' held at U.C. College Aluva on 4th November 2017.
- Harsha K.S. and Reshma Michael (III B.Sc. Chemistry) have won first and second prizes in intercollegiate energy quiz held at Mar Thoma College for Women (18 December 2017), Perumbavoor.
- Sreelakshmi M.H., Anagha Radhakrishnan, Gowri Santhosh, Reshma Michael and Divya T.S. (B.Sc. Chemistry) have won first and second prizes in poster designing, essay writing, quiz competitions held at Al-Ameen college (20 September 2017), Edathala.
- Reshma Michael and Divya T.S. (III B.Sc. Chemistry) got I prize in State level quiz competition held at MES-AIMAT (07 February 2018), Marampilly.
- Reshma Michael and Harsha K.S. (III B.Sc. Chemistry) won third prize in 'all Kerala inter collegiate quiz competition' held at MES college (17 August 2017), Marampilly.
- July Joy (II B.Com.) and Sumayya V.K. (II B.Com.) participated and won III prize in Commerce fest held at SH college Thevara on 1st February 2018.
- Bhagyalekshmi Unnikrishnan (III B.Sc. Physics) got third prize in the intercollegiate presentation competition conducted by the Department of Physics, U. C College, Aluva (19 February 2018).
- Aiswarya Muraleedharan and Afnitha Kareem (II B.Sc. Physics), secured second and third prize respectively, in intercollegiate presentation competition conducted at SSV College, Valayanchirangara (26 February 2018).
- Bhagyalekshmi from (III B.Sc. Physics) got second prize in intercollegiate presentation competition conducted at Mar Thoma College for Women, Perumbavoor (22 February 2018).
- Lakshmi S. and Susanna Joy of III B.Com. presented papers at the National paper presentation competition on 21 February 2018 held at Bharath Matha College, Thrikkakkara.
- Five students from Department of Physics got selected to attend an energy camp Thejus 2017 held at Kuttikkanam in December 2017.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	68	20,232/-
Financial support from government	173	7,54,735/-
Financial support from other sources	3	56,500/-
Number of students who received International/ National recognitions	*1	

* Bhagyalakshmi Unnikrishnan of III B.Sc.(Physics) received Indian Science Academies' Summer Research Fellowship Programme (SRFP) 2017 for 2 months, during May-June 2017 at BARC, Mumbai.

5.11 Student organised / initiatives

Fairs : Nil

State/ University level National level International level

Exhibition: Nil

State/ University level National level International level

- **Culinary Delights**—As a part of New Initiative programs started by Department of Commerce -Computer Application, the students were taught to cook culinary delights like chicken burger, carrot cake and cookies on 23August 2017.
- **Vermicomposting**- Demonstration class on household waste management and vermicomposting was held on 25 August 2017 in the College Seminar Hall. The session was led by Dr.Sambath Kumar, HOD and Associate Professor, Sri Sankara College, Kalady.
- **Plastic free campus**- Students from the Department of Zoology are workingactively to make the college campus free from plastic.
- **Vegetable garden**-A vegetable garden has been set up in and around the campus premises by the Women's Cell.

5.12 No. of social initiatives undertaken by the students

14

- **Charity**-Students donated Rs. 1360/- to Indian Association for the Blind.

- **LED star-making** -As a part of Departmental activities, training has been given to students in LED star making. Students took initiative to make stars on a small scale. These stars were put for sale and the profit was donated to an old age home “Daivadan” at Malayattoor in December 2017.
- **Kariveppu**- As part of the environment day extension activity, the Department of Zoology distributed “Curry leaves” in the neighbourhood.
- **NSS mini camp**- A minicamp was conducted on 28 and 29 July 2017. The college premises near the canal were cleaned by the volunteers. Mr.Madhusudhanan Nair led a session on organic farming.
- **Awareness on dengue fever**-In collaboration with NSS unit and Taluk Hospital Perumbavoor, Perumbavoor Municipality conducted an awareness class on dengue fever on 09 November 2017. Followed by this 100 NSS volunteer participated in a survey at Perumbavoor town as part of SuchithwaBharata Mission on 23 February 2017.
- **Blood Donation** -50 students donated blood in the Blood Donation Camp held in Association with Blood Donors Kerala (BDK) and Lourdes Hospital, Ernakulam on 02 February 2018.
- **Karunardram** - As part of ‘*Karunardram2017*’, an initiative to help the needy, NSS volunteers along with the College Community donated Rs.35,000/- and several other food items to ‘Snehajyothi Charitable Society’, Perumbavoor.
- **Sandhwanam**- As part of ‘Sandhwanam 2017’ an awareness class on Hair donation was led by Ms.Nisha Jose K. Mani, Brand Ambassador, Hair for Hope Foundation on 20 September 2017.
- **Anti drug seminars**- Two anti drug seminars and a rally have been organized by NSS in coordination of Perumbavoor Taluk Hospital. NSS members visited Karoor Gramapanchayath for giving awareness on harms of drugs.
- **Jaivom**-As part of Jaivom Project undertaken by M. G. University in collaboration with Govt. of Kerala, a survey has been conducted and booklets on organic farming have been distributed.
- **Language classes** were arranged for students and also for women in the neighbourhood during summer vacation of 2018 by the Dept. of English.
- **Yoga Class** -Department of Physical Education conducted a 'Yoga Class' during the summer vacation (first week of May 2018).
- **LED bulb making workshop**- Students and staff of the Department of Physics conducted an 'LED Bulb making workshop' during the summer vacation (2nd and 3rd May 2018) for school kids and women in the neighbourhood.
- **Snehasparsham**-is an initiative of noon-meals for needy students.

5.13 Major grievances of students (if any) redressed:

- Students had made a request to extend the library timings and action has been taken accordingly.

- The students had been unsatisfied with the existing toilet facilities. The facilities have been improved accordingly.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution.

The vision of our college is to enlighten and empower women in rural and suburban society, enabling them to act as agents of social transformation and acquire knowledge of self and surroundings in order 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 with 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.
- To groom the personality of students making them self sufficient to reach out to the less privileged, the downtrodden and the abandoned in the community.
- To mould a team of students with the required knowledge, skills and attitude with global competency capable of working towards the transformation of the 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 students to communicate effectively and to empower them to face the issues and challenges with poise and confidence.

6.2 Does the Institution have a management Information System.

Yes, the institution has a well maintained management system and, complementary networks of hardware and software cooperating to collect, process, store, and

disseminate information in order to support the managerial role of leveraging information technology to enhance proper functioning of the college activities.

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

6.3.1 Curriculum Development

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

• **UGC sponsored Add on courses:**

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

• **Enrichment Programmes and Courses**

- Add-on diploma course in Indian and International Finance and Accounts(DIIFA)by the Dept. of Commerce.
- Certificate Course in Communicative English, Spanish class, Computer assisted language learning, and Civil Service foundation courses by Dept. Of English
- Diploma in Indian and International Finance and Accounts
- Certificate Course in LED Bulb fabrication, solar technology by Dept. Of Physics
- Course in Computer aided accounting by Dept. of Mathematics
- On the job training course with Hill Palace Museum and French Class by Dept. Of History
- Vermicomposting, ApiCulture class by Dept. Of Zoology
- Water Analysis Class by Dept. Of Chemistry
- GST Certificate Course by Dept. of Commerce, Tax and Finance
- Food Processing class by Dept. of Commerce, Computer Applications
- Yoga Class by Dept. of Physical Education

• **Various Computer programmes conducted by the College Computer Centre, IJeLT**

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

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.

Other Curricular Enrichment Programmes

- Various Programmes at the College and Inter college level were conducted through Departmental associations, NSS, NCC College Union and Arts club etc. to develop skills and leadership qualities
- 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 the Women's Cell.

6.3.2 Teaching and Learning

List of initiatives undertaken to enhance Teaching and Learning process

- Use of ICT in classrooms
- Career development Programmes to students in association with UNIQUE, LOGIC,HEDGE,LAKSHYA & UNION BANK
- Peer learning- Cluster groups
- Guiding students to present papers in regional level seminars
- Value education class for all students based on the book Human Values published by AIACHE on all first Wednesdays of a month.
- Field trips to archaeological places
- Heritage camps
- Industrial visit to SEBI,Kochi
- GST seminar and training drive
- Tutorial classes under mentors
- 24X7 Wi-Fi enabled campus providing for technology access.
- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- Overhead projectors in every classroom
- Well-equipped Internet Resource Centre and computer lab.

- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.

6.3.3 Examination and Evaluation

Internal exams conducted in a centralised system.

- More class tests apart from internal exams.
- Slow learners were identified as per the evaluation done by entry level test, class tests and internals 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

To enhance research aptitude in faculty and students, certain activities were promoted in the college

- Members of the faculty are encouraged to apply for minor projects.
- The departments are encouraged to conduct national seminars, workshops and discussions related to new research areas
- Teachers are encouraged to participate in seminars and workshops conducted by other institutions
- The faculties are also encouraged to publish and present more research papers
- The faculties are supported in pursuing doctorate degree in their concerned subjects
- The faculties are encouraged to undertake orientation and refresher courses in multidisciplinary subjects and their core papers.

The list of seminars or workshops conducted by various departments-

1. The department of Physics organized the following:
 - A national seminar entitled “Frontiers of Nano Technology” on 08-09 August 2017.
 - A one week hands on training session on ‘LED star making’ from 16 to 21 December 2017 as a part of an enrichment programme.
 - A seminar and awareness campaign on LPG conservation on 8th February 2017 in association with ECS as a part of Saksham, SamuhyaKshemaMaholsav, sponsored by Petroleum Conservation Research Association.

- A seminar on Energy Conservation was being organized on 18 December 2017.
 - A science lecture and talk was organized as part of the National Science Day celebrations in association with KSCSTE and DST, Govt. of India.
2. The Dept. of Mathematics conducted a National Seminar on “Tejas Designs” which was presented by Dr. Indira Narayanaswamy, Research Professor at M.S. Ramaiah University of Applied sciences.

Conferences/Seminars/Workshops related with research topics attended by the faculty of our college

1. Dr.Lisy Cherian and Dr.Minu Susan Koshy attended the “18th General Body Meeting and Triennial Conference” of the All India Association for Christian Higher Education (AIACHE), on “Stakeholders of Education as Change Makers for Nation Building”, held at Christ University, Bangalore on 29 and 30 January 2018.
2. Dr.Biju Jacob Thomas and Mrs.VidyaChandranhas attended a seminar on *Current trends in Basic Sciences*, Research and education in St.Xaviers College for Women, Aluva on 27-10-2017.
3. Dr.Anupama P attended an orientation programme sponsored by the UGC from 05 June to 08 July, 2017.
4. Dr.Anupama P attended a refresher course in Experimental Physics at Goa University, Goa from 06 Nov.to 21 Nov.2017 sponsored by Indian Academy of Sciences, Bangalore..
5. Ms.Preethy Sara Joseph, contributed chapters to *Nuts and Bolts of English*, Enhance your English UGC Major Project Research Publication
6. Ms.Preethy Sara Joseph participated in the Kerala Literature Festival held at Kozhikode from 8-11 February 2018 and a national seminar on “*Politics of Food: Representations and Practices*” on 21 February 2018 at St.Teresa’s College, Ernakulam.
7. Ms.Sangeetha Rachel Koruth participated in the national Seminar on “*The Politics of Food: Representations and Practices*” on 21 February 2018 at St.Teresa’sCollege ,Ernakulam.
8. Dr.Vineedkumar, Dept. of Physical Education participated in a two day National Seminar on “*The Science of Sports*” on 4th and 5th December 2017 at T.M.Jacob Memorial Government College, Manimalakkunnu
9. Dr.Minu Susan Koshy,Dept. of English attended the Workshop on “Epistemological Shifts in the Humanities”, conducted by the Kerala State Higher Education Council from 11 February 2018-17 at Thiruvananthapuram..

10. Ms.Aneeshya S Michael, Dept. of English participated in the Kerala Literature Festival held at Kozhikode from 8-11 February 2018
11. Sri. Jibin Shibu Sam and Smt. Serene Anna Sam attended a one day national seminar on “*Goods and Services Tax- A new indirect regime*” on 30-1-2018 at SCMS school of technology and Management.
12. Ms.Sunu N.V and Mrs.Bincy Paul, Dept. of Zoology attended a seminar on “*Intellectual Property Rights*” in Al AmeenCollege ,Edathala on 22nd January 2017.
13. Dr.Vinod V, Dept. of History, participated in the National Workshop on NPTELconducted by Indian Institute of Technology, Madras, held at Federal Institute of Science and technology, Angamaly on 20th July 2017

Publications/Presentations

- Smt.Sherin T Abraham published a paper titled ‘*Commercialising Technical Innovation: Role of Business Incubators in Kerala*’ in International Open Access Journal of Entrepreneurship & Organization Management, Volume 6 Issue 2.2017 ISSN no. 2169-026X .
- Dr.Minu Susan Koshy presented a paper “*Traumantic Transnationalism: The Refugee as Transnational Subaltern in Mohsin Hamid’s Exit West*” at the International Conference on the Self and the Other: Identity and Alterity, co-organized by the PG and Research Department of English, St.Aloysius College , Elthuruth on 12 and 13 January 2018.
- Ms.Sushmitha P.A presented a paper “*Commodification of Female Sexuality*” on 30 November and Ist December of 2017 at CMS College Kottayam.
- Ms.Sushmitha presented a paper “*Resurgence of Old Social Evils: An analysis of Paul Beatty’s The Sellout*” in the One Day National Seminar organized by the Department of English, Malankara Catholic College, Mariagari, Tamilnadu in collaboration with ACSR Thrissur, Kerala on January 5, 2018 at Kerala Sahitya Academy, Thrissur.
- Dr.Vineedkumar published a research article on “Effect of Core Training on Explosive Strength and Agility of College girls” in the journal published by Mar Theophilus Training College, Thiruvananthapuram.
- Dr.Vinod V, Dept. of History presented a paper titled “Harappan Pottery Graffiti from Dholavira” in the *Two day International Seminar on Struggle and Resistance: Changing Paradigms and Perspectives* jointly organized by P G Department of History, SSV College, Valanchirangara and Kerala State Higher Education Council held at Sree Sankara Vidhyapeetom College, Ernakulam from 17th to 18th January 2018.

- A co-authored paper titled “Harappan Graffiti from Dholavira by Dr.Vinod V & R S. Bisht has been selected for publication in the proceedings of the International seminar on Struggle and Resistance: A changing Paradigms and Perspectives jointly organized by the P G Department of History, SSV College, Valayanchirangara and Kerala State Higher Education Council held at Sree Sankara Vidhyapeetom College, Ernakulam from 17th to 18thJanuary 2018.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ☆ The College has an elected Library Committee which ensures the activities of the library and also a proposal for extending the library space was submitted to the Governing Council. The Governing Council has approved the proposal, and also agreed to build a new library wing, auditorium and seminar halls.
- ☆ Library functions on both automated and manual basis, and e-journals and e-books are available using INFLIBNET facility.
- ☆ Smart boards and projectors are equipped in one of the classes of each department

6.3.6 Human Resource Management

- The teachers are assigned 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 were invited for conducting various classes for the students under
Career Guidance cell
- Orientation and Induction Programmes, and workshops are conducted for the teachers and students.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- ☆ Department of Physics has industry interaction/collaboration with

- 1) Petroleum Conservation Research Association,
 - 2) Energy Conservation Society
 - 3) Energy Management Centre
 - 4) Tata Consultancy Service
 - 5) Southerland
 - 6) University Employment Information and Guidance Bureau, CUSAT
- ☆ Department of History has collaboration with Hill Palace Museum, Ernakulam for on the job training course
- ☆ Department of Commerce had an interaction with SEBI annually.
- ☆ Department of Commerce has also signed MoU with Unique Management Training Solutions for offering the course- Diploma in International finance and accounts. They have also collaborated with government certified GST practitioners for conducting workshop on GST as part of National Employability Enhancement Drive.

6.3.9 Admission of Students

The admission of the students is done on merit basis through Online CAP admission process as per M.G University norms, and there is separate reservation for those belonging to scheduled class, scheduled tribes and differently abled category, and those who have excelled in arts and sports. The reservation is also maintained for those belonging to Marthoma Community. Some seats are also reserved under management quota on payment of amount fixed by the management of the college.

6.4 Welfare schemes for-

- Teaching : The teachers have separate canteen facilities. They can also use computer lab without payment of fees. They can also use free Wi-fi in the college campus
- Non teaching: The non-teaching staff also have separate canteen facilities and can make use of Wi-Fi facility in the college
- Students : The students have separate unit for recreation activities like Carrom board, Tennis and Basketball.
- A special noon meal facility is given for students from poor background where the expense is incurred by the college teachers.

6.5 Total corpus fund generated – Rs. 86,96870

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	YES	NAAC	YES	COLLEGE MANAGEMENT, STAFF COUNCIL AND IQAC
Administrative	YES	AGS OFFICE AND DEPUTY DIRECTORATE OF COLLEGIATE EDUCATION	YES	COLLEGE MANAGEMENT

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 to discuss on exam reforms.
- University conducts workshops and collects feedbacks and suggestions from faculties and students' representatives etc
- University also asked teachers to contribute questions for University Exams which is a new initiative by the university

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 at the college campus. The alumni have extended their linkage with the university and have provided valuable financial assistance for several activities in the college. A grand programme named “Retrace” was held in the last year to bring together the alumni and their family.

6.12 Activities and support from the Parent – Teacher Association

PTA executive is a guiding source in the progress of the college. The programmes of the union and other orientation programmes are conducted in collaboration with PTA. The PTA provides financial and moral support to most of the activities 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 Initiative taken by the institution to make the campus eco – friendly

- 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 where plastic flex boards are prohibited
- Trees were planted by NCC and NSS during the World Environment Day on 5 June 2017.
- Proper disposal of waste by providing pits.
- Necessary facilities for disposal of toilet wastes.
- Planting and maintaining trees.
- Regular awareness class to students

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. Certificate Course in Spanish
3. Women empowerment programmes under the auspices of the Women's Cell.
4. Research Forum
5. Film Club
6. Computer Assisted Language Learning(CALL)
7. Special programmes,exhibitions and reading sessions on days of importance related to literature (eg.Jane Austen Day, Languages Day etc.) and science(National Science day, National Mathematics day etc.)
8. Vocational Education Training to students and women in our locality.
9. To develop and foster rational thinking and scientific temper among students the 'Brains Trust' was formed.
10. Science forum-on a monthly basis, recent developments in scientific research is discussed

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

1- Prepare for NAAC accreditation

- Classes on all the criteria were organized by the IQAC.
- Orientation classes were held for the teachers, students, alumni and PTA.
- A mock visit was conducted.
- The departments and criteria groups conducted presentations in the IQAC fora.
- NAAC peer-team visited college

2- New IQAC constituted

- The new IQAC was constituted with the Principal as the President. The coordinator, secretary, criteria conveners, department coordinators, administrative staff, external members and management representatives were inducted.

3- Career oriented programmes introduced.

Various programmes like PSC coaching, motivational classes, placement drives in association with the Employment Exchange of CUSAT and Kaladi University were conducted.

4- Introduced new initiatives

Programmes such as certificate courses in Spanish, Computer Assisted Language Learning, Brains Trust, vocational educational training were introduced.

5- Research-oriented programmes introduced

- Conducted 1 UGC sponsored national seminar and several state-level and college-level seminars/conferences/workshops.
- Research forum and Science Forum were established.
- Digital library software installed & introduced to students.

6- Value-added programmes

- Value education classes
- Mentoring
- Sessions on stress management and life skills

7- Sports/cultural Activities

- Sports events and cultural programmes were organized under the leadership of the IQAC.
- Students were encouraged to participate in university youth festivals, management fests etc. organized by other institutions.

8-Women empowerment programmes

Seminars and symposia on domestic violence and women's rights were organized under the auspices of the Women's Cell.

9- Environment and Energy consciousness

Environment Day and Energy Conservation Day are observed and activities conducted in association with the Energy Management Centre, Kerala.

10- Soft Skill Development

Programmes for soft skill development among the students were conducted by the NSS, Brains Trust and other clubs.

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

Snehasparsham- is a charity drive involving various initiatives such as provision of noon-meals for needy students, *Karunadram*, a programme designed to assist orphaned children outside through the NSS,NCCetc, visits to old-age homes etc.

Green Campus Initiative- The campus is to be made eco-friendly with a zero-tolerance policy towards the use of plastic and non-degradable materials. More trees are to be planted and students will be encouraged to protect and preserve the environment.

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

7.4 Contribution to environmental awareness / protection

- Medicinal garden maintenance
- Classes on organic farming and health awareness programme.
- Inter dept. quiz on” Environment issues & Conservation of Resources”
- Community Service activities
- Water quality Analysis and reporting was done in neighboring wards (Koovappady Panchayath) on second week of September.
- Biodiversity loss assessment was conducted on 23 October 2017 in association with Kerala State Biodiversity Board.
- Vernacular names of locally seen ants, birds, fishes & snakes was done as a part of enrichment activity & results were compiled.
- Common fishes, birds, snakes, fishes, dragon & dorsal flies, spiders & butterflies of Kerala was studied and results compiled as part of enrichment activity.
- SAKSHAM 2017 , an awareness campaign on optimum utilisation of LPG was organized in collaboration with the Petroleum Conservation Research Association, India.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths:

- Committed students willing to work for institutional progress
- Ranks secured consistently every year in the university examinations
- Value-based education
- Supportive PTA & alumni
- Well-qualified staff trained in the latest teaching methods
- Fully automated library and office
- Digital library for students
- Conducive academic ambience for students
- Association with reputed organizations like UGC, DST, KSCSTE, NSQC (Kerala), Kerala Higher Education Department, etc.
- Collaboration with Energy Conservation Society and Energy Management Centre to promote energy conservation and environmental protection.

Weakness:

- Students' lack of motivation to study at the time of joining college owing to poor exposure to secondary education
- Lack of permission from the university to start more courses in the aided stream

Opportunities

- Promotion of women's education in the rural area
- Goodwill of the local community
- Preparing students for higher studies and research
- Placements in reputed companies/industries
- The requirement for training in life skills and soft skills for lady students
- Interdisciplinary studies promoted by the presence of aided vocational UG courses

Threats

- Delays on the part of the university/government in sanctioning courses and regularising them.
- Delays in recruitment to fill up retirement vacancies

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 PTAs to be conducted twice in a semester.
- Introduce Library Reader's Forum, documentary film presentation, collecting reviews from students & publishing.
- More Human Rights Education programmes.
- Innovative programmes & Extension activities.
- Quiz club activities
- Farming and nature club activities
- ASAP,WWS, SSP Programme through higher education, Kerala
- Workshops/ Courses on creative skills
- Orientation/ Induction programme for teaching and non-teaching staff
- Arrange exposure visits for teachers
- Conduct regular academic audits
- Apply for more UGC-funded courses
- Collaborate with IITs for student-oriented programmes
- Expand the library to include better buildings, more books and digital resources
- Expand sports facilities by setting up basketball and badminton courts, and by establishing tie-ups with sports academies.
- Increase placement levels and provide more opportunities for internships.

Name : Dr. Anupama P.

Name:Dr.Lisy Cherian (Principal)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
