



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

Mar Thoma College for Women

- Name of the Head of the institution **Dr.Sujo Mary Varghese**
- Designation **Principal- In - Charge**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9656225487**
- Mobile no **8086790321**
- Registered e-mail **mtcwpbr@yahoo.in**
- Alternate e-mail **iqacmtcwpbr@gmail.com**
- Address **Perumbavoor**
- City/Town **Ernakulam**
- State/UT **Kerala**
- Pin Code **683542**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Semi-Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Mahatma Gandhi University**
- Name of the IQAC Coordinator **Dr.Anupama P**
- Phone No. **8086790321**
- Alternate phone No. **04842522723**
- Mobile **8086790321**
- IQAC e-mail address **anupamapt@gmail.com**
- Alternate Email address **anupama.a@marthomacollege.ac.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<https://marthomacollege.ac.in/uploads/2021/11/AQAR-2019-20.pdf>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://marthomacollege.ac.in/academic-calendar/>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>72.50</b>	<b>2003</b>	<b>21/10/2003</b>	<b>29/10/2008</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.58</b>	<b>2012</b>	<b>30/10/2012</b>	<b>29/10/2017</b>
<b>Cycle 3</b>	<b>B+</b>	<b>2.63</b>	<b>2017</b>	<b>30/10/2017</b>	<b>29/10/2022</b>

**6.Date of Establishment of IQAC**

**01/12/2017**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Library	PD Account	Government	2020-21	80975
New Equipment for Laboratories	PD Account	Government	2020-21	135600
RUSA Building	RUSA	Government	2020-21	2800000
Salaries (TS&NTS)	Salary	Government	2020-21	25212624
E-grant	Scholarship	Government	2020-21	2108530

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

Training for faculty members in online teaching - Faculty members were given training in using e-resources and e-learning platforms such as Google Suite and Moodle. The College purchased the LMS, Moodle, and students were enrolled. Teachers were encouraged to use

it for teaching online. Flipped classroom system was adopted whenever possible.

Promote innovation and entrepreneurship - The College applied and obtained approval as Nodal Centre for the Institution's Innovation Council (IIC) from the MHRD and Innovation and Entrepreneurship Development Centre (IEDC) as part of the Kerala Start-Up Mission.

Collaborate with central and state governments - The College collaborates with the MHRD in the functioning of the Institution's Innovation Council and with the Govt. of Kerala in the case of the Innovation and Entrepreneurship Development Centre. The B.Voc courses sanctioned by the UGC are conducted. The state government's programme for soft skills and communication skills development, ASAP. is conducted.

Assist the government and community in combating Covid-19 - The Covid Monitoring Committee was formed with representatives from the staff, students and the community. Students manufactured masks and sanitisers under the auspices of various departments, clubs, the NCC and the NSS. Awareness campaigns were conducted by the College.

Strengthen Green Campus Initiative - E-submission of assignments was encouraged and exams were conducted online to reduce paper waste. Organic farming was initiated and students were instructed to grow plants organically at home.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Facilitate shift from offline to online teaching and learning	Purchased Moodle; Provided training to teachers and students in the use of online tools; Reconstituted LAKSHYA to handle issues related to online teaching
Apply to be nodal centre of online learning platforms	Approved as nodal centre of Coursera; students encouraged to pursue courses in Coursera
Participate in NIRF ranking process	Applied successfully for NIRF and submitted data
Apply for ARIIA	Applied successfully for ARIIA and was ranked as General (Non-Technical) Band-Performer
Seek participation in MHRD programmes on innovation	Approved as nodal centre of Institution's Innovation Council; Obtained three-star rating in the first assessment
Engage with Kerala government schemes on innovation	Approved as nodal centre of Innovation and Entrepreneurship Development Centre
Apply for PG courses	Obtained 1 new generation course- Integrated M.Sc in Physics; applied for MA English, MA History and M.Co
Promote organic farming	Offered course on organic farming; students nurtured gardens in their own homes
Reconstituted sub-committees of IQAC	Reconstituted SHAKTI, VEEKSHAN, LAKSHYA and The Voice for effective monitoring grievance redressal and appraisal
Promote welfare of immigrant laborers in and around Perumbavoor	Payal Kumari, the daughter of immigrant laborers from Bihar, secured first rank in the university examinations in BA History and Archaeology

Promote national integration and loyalty to the country	Conducted Flag-hoisting ceremony on Independence Day and Republic Day; Celebrated Gandhi Jayanti and other days; Expanded activities of the NCC and NSS.;
Develop infrastructure facilities	Auditorium with seating capacity of 1000 set up; new building for library and computer centre; obtained 13 laptops from MLA fund
Ensure adherence to green protocol	Promoted Swachh Bharat Abhiyan; Strengthened 'Reduce-Reuse-Recycle Programme'; Conducted 6 webinars on energy conservation
Develop sports facilities and activities	Students won medals in cycling competitions
Conduct webinars, FDPs and workshops online for teachers and students	Conducted more than 50 programmes online at the state, national and international levels under the auspices of the IQAC

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council of Mar Thoma College for Women, Perumbavoor	25/01/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Mar Thoma College for Women
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Year	Date of Submission				
2020-21	20/01/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					

<b>16.Academic bank of credits (ABC):</b>	
<b>17.Skill development:</b>	
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>	
<b>20.Distance education/online education:</b>	
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>301</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>910</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>122</b>

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	201
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	52
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	52
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	37
Total number of Classrooms and Seminar halls	
4.2	16703934
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	95
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

### 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Mar Thoma College for Women, Perumbavoor, a higher education institution affiliated to Mahatma Gandhi University, Kottayam, strives to enlighten and empower women. Following the the syllabi and curriculum formulated by the university, the College offers 11 undergraduate programmes and 2 post-graduate programmes, in addition to various self-supported Certificate and Diploma Courses, The College Handbook and Calendar contains the Academic Calendar and also presents the required information on Regulations on Choice Based Credit System followed for all courses, conduct of exams, club activities, certificate or short term courses offered. The faculty members constantly upgrade their skills and capabilities by participating in ICT enabled programmes, Faculty Improvement Programmes(FIP), Refresher Courses, workshops, Faculty Development Programmes(FDP), seminars, conferences. They ensure that programme outcomes and course outcomes are achieved with the help of appropriate pedagogical strategies. Teachers' diaries, maintained individually by the teachers, enable a self check and assessment of teaching methodologies which is also monitored by the Heads of Departments, Principal and IQAC. In the current year as the whole curriculum delivery shifted to online mode, the IQAC Coordinator served as the Online Coordinator and the respective committee devised strategies for the meticulous planning and implementation of curriculum. Online teaching reports were drafted by the teachers which were submitted to the Principal at the end of each month, by the Head of the Department after scrutiny. Online, Department Council and Staff Council meetings were also conducted to discuss academic concerns. (no.) teachers serve as members of the Board of Studies of University. Students are also encouraged to participate in seminars, conferences and online courses offered by SWAYAM,NPTEL and national and international universities. Feedbacks are obtained from stakeholders to assess the curriculum delivery and also to introduce programmes aimed at employability, language competence, personality development. Extension activities of departments, Women's Cell, NCC,NSS, Parliamentary Literacy Club provide insights to gender, human rights, environmental sensitivity, parliamentary procedures, ICT. College Union, Arts Club, Department Associations and various clubs organise programmes that enable students to participate in co-curricular and extra curricular activities. Parents and students of first year U.G. and P.G. courses are provided orientation programme to introduce them to the curricular and co-curricular activities offered in the College. It also includes a keynote address by an invited distinguished guest on aspects on

education and learning.. Mentoring sessions are offered to the needed students. Tutorial and Value Education classes are also conducted on a regular basis. Grievance Redressal Mechanisms function in the college which listen to the grievances or concerns of students and the Management and Staff of the college strive to offer an ambience conducive to curriculum delivery and enrichment.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar issued by the university in the conduct of internal evaluation. In addition to the two internal exams prescribed for each course in a semester Continuous Internal Evaluation is done by the college through test papers, seminars, assignment, group discussions and role plays. The Examination Committee monitors the regular internal exams conducted. Departments take the initiatives to constantly monitor the academic and non academic performance of students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**



File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

13

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

23

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Curriculum followed by the College is designed by the University. However, the Curriculum is enriched with the inclusion of innovative teaching methodology, academic exposure to specialised topics, hands on training sessions, student projects and other learner centric activities which drive home the lessons well. The curriculum is further enhanced by integrating cross cutting issues which include gender sensitisation, sustainable development, energy management and environment consciousness. Each Department of the College has a well functioning Association comprising of students and faculty members of the Department, units such as National Service Scheme, National Cadet Corps, Youth Red Cross, student body such as the College Union, along with several clubs contribute towards holistic development of the learners.

Invited lectures, webinars, conferences have been organised by various departments, clubs and organisations to create awareness among students about such concerns. Inclusion of hands on training such as manufacturing of environment friendly sanitiser, cloth masks; installation of pipe compost and other waste management techniques and manufacturing of upcycled/recycled products. Learners are encouraged to undertake projects related to Gender Studies, Eco critical readings, Sustainable development. Observation of significant days such as World Environment Day, Pakhwada pollution and similar other days. The students are taken to places such as Iringole Kaavu which expose them to the significance of sustainable development. Various competitions such as poster designing, slogan writing, quizzes are conducted to ensure that the lessons taught have been comprehended well.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

270

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

337

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

77

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners. Students who get enrolled in the first year are identified as slow and advanced learners based on their performance in the qualifying examinations, entry level test conducted by the institution, and continuous assessment done by mentors in the initial semesters.

Special measures taken to support slow learners:

- Orientation programmes are conducted both at the college level and at the department level to familiarise the students with the new learning environment and to reduce their anxieties about the new curriculum.
- Bridge Courses conducted at the departmental level ensure that the students who come from varying School Boards gain the minimum required knowledge to understand the topics discussed in their new course.
- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners. One to one attention is provided to the students during the sessions and constructive feedback is also provided.
- Peer group support groups are formed in the classes where the advanced learners share their academic expertise to help the slow learners in their learning process.
- Academic and personal counseling are given to the slow learners by the mentors allotted to them and also by the counseling cell of the college.
- Bilingual explanations are provided to the slow learners after the class hours for better understanding.

- Simple and standard lecture notes are provided to the slow learners to help them attain minimum needed marks to clear the exams.
- Videos and other available material that help them develop their communicative skills are shared, as most of them lack the confidence to use language.
- Slow learners are encouraged to participate in various activities to develop social skills and leadership skills. Department Associations ensure that they get an opportunity to appear before an audience and perform.

Measures taken to support advanced learners:

- Advanced learners are provided with extra study materials that help them explore the topics in more detail than discussed in the classroom sessions.
- Research Forum encourages the advanced learners to prepare research articles to be presented in National/ International Seminars/ Conferences and to get them published in recognised journals.
- Departments inform the students about Summer Fellowships organised by prestigious institutions in the National level and provide necessary support in applying for the same.
- Advanced learners are encouraged to enroll for MOOC Courses in platforms like Swayam and EdX and to procure additional certificates by the time they finish their degree course.
- Institution encourages the students to participate in programmes organised by the Central and State Government to promote research capacity and innovation, like Young Innovator's Programme and Hackathon.
- Professional coaching classes are provided to increase their opportunities at finding a job.
- Students are encouraged to participate in Inter-Collegiate Workshops and Competitions organized by other institutions.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision

Making Exercises and Quiz Programmes are also encouraged. They are also encouraged to lead and organise the events.

- Students, who secured Ranks in the University Examination are honored by the Academic and Governing Bodies of the institution.
- Scholarships are provided to students who perform brilliantly in academics.
- Advanced learners are encouraged to help the slow learners in their class, thus making their knowledge base more strong and clear.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1A4Crfa_rVQxwhfoSwUT-AiHhxJ8pgKA-045wmLZmL5z0/edit?usp=drivesdk">https://docs.google.com/document/d/1A4Crfa_rVQxwhfoSwUT-AiHhxJ8pgKA-045wmLZmL5z0/edit?usp=drivesdk</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
910	52

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching learning process is structured in such a way that it includes various student centric approaches to enhance the learning experience of the learner. Besides the normal group discussions, field studies, practicals, assignments and seminar presentations, the Mar Thoma College for Women incorporates experimental learning, participative learning, peer learning, jigsaw, role play, problem-solving, concept mapping, debating, case-

studies, project works, innovative and creative learning strategies to make the learning process effective. These innovative teaching -learning techniques have helped to mould our girls into effective self learners. As part of the curriculum, all degree students, irrespective of stream are required to submit a dissertation in the final semester. Moreover, student involvement in extension activities, projects, field-works, seminars, excursions, NSS, NCC, YRC etc. inculcate among the students the practice and habit of participative learning and problem-solving methodologies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://docs.google.com/spreadsheets/d/1-xijldTbo9vcmRuwRcEbNv9lc3vSlpTy/edit?usp=sharing&amp;ouid=104335759754355471942&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1-xijldTbo9vcmRuwRcEbNv9lc3vSlpTy/edit?usp=sharing&amp;ouid=104335759754355471942&amp;rtpof=true&amp;sd=true</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Though ICT had been for several years as a betterment tool to upgrade the teaching learning process, in the plight of the Covid-19 pandemic, the teaching-learning process during the academic year 2020-2021 solely relied on ICT tools. The use of laptops, smartphones and internet became the only means of knowledge exchange for all. Through various Faculty Training Programmes and self-learning mechanisms, the teachers self-equipped themselves with the need of the hour. The college launched a common Learning Management System (LMS) to ease the delivery, monitoring and management of e-content resources. In addition to video-lectures, audio-lectures, PPT supported presentations, email, WhatsApp which were previously used, virtual labs, Google classroom, videoconferencing platforms became an inevitable medium for class and content delivery. Animation tools, simulation models, online repositories, online assessments tools like Kahoot, Quizziz all gain popularity among our teachers and students, thereby making the teaching-learning experience interesting and comprehensible. Some of the teachers started their own YouTube educational channels thereby maximizing the reach of their e-resources. The greater use of ICT has definitely helped promoting blended approaches in the teaching learning process.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

231

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Response:** The evaluation process in our college is transparent and robust in terms of frequency and variety. For ensuring transparency in internal assessment, the system of internal assessment is communicated with the students through the college calendar well in advance. In the beginning of each semester the Principal conducts meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students who are admitted to each course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Effective Questioning, Group Discussion, Structured Interviews, Surveys, Internal Exam, Assignments Submission, Field Visit / Field Work and Seminar presentation. Internal Exams are conducted regularly as per the schedule given in academic calendar. The weightage for the internal exam is given as per the instructions given by Mahatma Gandhi University, Kottayam. The marks obtained for

students in the internal exam is displayed on the notice board and communicated to the students. Remedial classes is given to the students who are poorly performing in assessment. Students who are appearing for second /third year are asked to deliver the seminars and presentations of the concerned subject. Topics are distributed by their teachers to the students to prepare for power point presentation.

Transparency and robustness for internal assessment are ensured by the following mechanisms:

- • Internal Examination Committee.
- • Question Paper Setting
- • Conduct of Examination
- • Result display
- Grievance Addressing
- • Interaction with students regarding their internal assessment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1KmIN05iAk_PONaqrhWUU3_VkPwuCWO3yr/view?usp=sharing">https://drive.google.com/file/d/1KmIN05iAk_PONaqrhWUU3_VkPwuCWO3yr/view?usp=sharing</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

In college level, a grievance cell, comprising of the Principal, exam cooridinators and the cocerned department head of the department is constituted to handle the issues regarding evaluation process.

- The college follows strictly adheres to the guidelines and rules issued by the affiliating university while conducting internal exam.
- Two internal assessment tests are given during each semester.
- Schedule for the internal exam is prepared well in advance and communicated to the students earlier.
- Internal assessment time table, seating plan and table marking

are displayed on the notice board well in advance.

- After the evaluation process, the answer scripts are given to students to create an idea of their performance in the test.
- In case of any doubts, clarification is given immediately which helps them to become better in future.
- After preparing the assessments report it is shown to the students, if any grievances is there it can be resolved immediately and submitted by the concerned faculty to the department.

Grievances received are addressed by following mechanisms:

Redressal of grievances at institute level:

**Departmental Level:** The internal marks are allotted based on defined strategies and are informed well in advance to the students. If any grievance on internal exam on theory or lab is received it is first discussed with the concerned faculty and the Head of the Department. Query if any is discussed with faculty and HOD. Ø

**College Level:** The College has two exam coordinators for smooth conduction of examinations. If students are facing any problems, they are solved by the exam coordinators appointed by the Principal. The grievances during the conduction of internal examinations and on the results are considered and discussed in consultation with the Principal and are immediately addressed.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1b9lyk0sZRqqKlk7PecGDeMQKD66ggGPq/view?usp=sharing">https://drive.google.com/file/d/1b9lyk0sZRqqKlk7PecGDeMQKD66ggGPq/view?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- **Program Outcomes (POs):** It represent the knowledge, skills and attitudes the students should have at the end of a course completion of their respective engineering program.

- **Course Outcomes (COs):** It gives the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides.

• **Program Specific Outcomes (PSOs ):** These are statements that defines outcomes of a program which make students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability.

Program Outcomes (POs) , Program Specific Outcomes (PSOs) and course outcomes of all courses offered by the institution are communicated to the stake holders of the program by the following procedures.

- Program Specific Outcomes, Program Outcomes and Course Outcomes for all programs offered by the Institute are clearly stated, displayed on the website of the Mar Thoma College for Women and communicated to teachers and students.

- The vision and mission of Mar Thoma College for Women clearly defines aims and objectives of the Institute in developing a well-rounded person. Each program is developed to meet the Academic Values, Social Sensibilities and PSO's, PO's and CO's to the teachers and students

- The hard copy of the PSO, PO and CO are readily available in the department for the easy reference of the teachers and the students.
- PSO and PO are displayed on the immediate outside of all departments.
- Softcopy of detailed PSO, PO and CO of each program are uploaded in the college website for easy reference.
- CO outcomes are discussed in department meeting in the beginning of each semester.
- The importance of learning outcomes are communicated to all teachers on IQAC meeting and staff meeting.
- The students are also made aware of the PO and PSO during tutorial meeting.
- CO are also discussed with students on the beginning of the semester.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://marthomacollege.ac.in/course-outcome/">https://marthomacollege.ac.in/course-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Students are closely monitored by the teachers on every class hours so that they can closely interact with the teachers and students can easily express their difficulties. The following mechanism is implemented in our college to evaluate the program outcomes and course outcomes.

- An entry level exam is conducted for all students as soon as they join for the course. Depending upon the performance in the test they are classified into slow learners, medium learners and advance learners. Special attention is given to each student depending upon their performance.
- Assignments and seminars are provided regularly to check whether student had assimilated knowledge about the subject.
- Two internal exams and other class tests clearly monitor the progress of the students.
- Parent Teacher meetings are conducted regularly to communicate the progress of the students with the parents so the parent be aware of the progress of the wards.
- Students are also monitored after the course to check whether they had attained the program outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

167

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://marthomacollege.ac.in/annual-report/">https://marthomacollege.ac.in/annual-report/</a>

## 2.7 - Student Satisfaction Survey

### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://drive.google.com/file/d/1YY7TTmALMjzRMVrqsizZLCdzG4pMJUjpR/view?usp=sharing>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1.89

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College has undertaken crucial effort to bring out a culture of Entrepreneurship/incubation and innovation amongst the students and staff. For the last 1 years, the college is actively involved in such programmes through the Innovation and Entrepreneurship Development Cell (IEDC) and Institution Innovation Council. Many seminars/ workshops/training programmes are organized and the students are motivated to take entrepreneurship as a career. The IIC and IEDC is properly functioning in the college with the following objectives: to act as an institutional mechanism for providing various services including information on all aspects of enterprise building to budding entrepreneurs; to create Entrepreneurial culture in the college and other institutions in the region; to inculcate a culture of innovation driven entrepreneurship through student projects; to catalyze and promote development of S&T knowledge-based enterprises and promote employment opportunities in the innovative areas and to respond effectively to the emerging challenges and opportunities both at



national and international level relating to SMEs and micro enterprises.

IIC has organized many programmes for students and faculty in collaboration like Innovation Contest of which An Online Innovation Contest on the topic 'Post Covid Solutions in Healthcare/ Business/ Education' was held to bring out the innovative and novel ideas from students in the college. 25 students participated in the program. An Orientation Sessions on National Innovation and Startup Policy (NISP) was conducted on 02/02/21 by Mr. Tom Anto, Asst Professor, FISAT, Kerala via Google meet. and an Orientation Session on National Education Policy (NEP) was held on 04/02/2021 by Dr. Mendus Jacob, Former Director of School of Applicable Mathematics, M.G. University and CEO and MD IPSR Group via Webex. A Virtual Entrepreneurship Development Training programme was conducted on 1 and 2 March 2021 in association with ICT Academy of Kerala. 53 students participated in the two-day workshop.

The College has also arranged the visit of the alumni entrepreneurs to the College to interact with students. Industrial visits helped students to have primary information on issues such as mobilization of capital, inventory management, application of technology, channels of distribution and reinvestment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

28

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College organizes and participates various extension activities with the objective of sensitizing students at various social issues by contributing to the community through community participation. Over the organized activities of the student bodies like NSS (National Service Scheme), NCC (National Cadet Corps), YRC (Youth Red Cross), the college ensures and facilitate community and campus learning experience. The college, in its outreach programmes, always gives priority to the needs of the marginalized people especially women and children from the under privileged sections of society. The activities organized which focus mainly on old age homes, deprived of homes, abandoned women and children's, schools, parents of school children, and adolescents, migrant workers. Various areas like poverty, hunger alleviation, communication and soft skills, waste management, e-governance and environment protection are remain the focal area of attention. It has made students more sensitive to the needs of society and promoted in them a spirit of social commitment

Major Extension activities carried out through NSS, NCC , YRC and other college departments during the period 2020-21 are the Seven day online camp 'punerjani' 20-21 with various lectures and students participating on activities like Kitchen gardening, Tree Plantation, Water and Tree Conservation Programme by adopting a Green Protocol, Waste management programs with theme of Reduce , Re use and Recycle. Preparation and distribution of paper bags to rule out excess plastic use and different composting techniques for waste management are communicated and practiced during the camp. A number of webinars were organized under NCC, various national and international days were observed. Social services were offered as part of various camping activities. The model organic farm developed by the NSS unit of the College was an innovative experiment involving students and the neighborhood in

developing an alternative form of cultivation. Students prepared bio-fertilizers and bio-pesticides with the help of the local community to cultivate organic vegetables.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1436

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1436

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

60

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Mar Thoma College for Women has adequate facilities for teaching and learning process in terms of ICT enabled classrooms equipped with LCD/Smart Boards, WiFi and LAN connection. The college ascends the heights of intellectual competence, humanitarian values and social accountability. The institution also provides Digital Accessible Information System for students with print disabilities including blindness, impaired vision and dyslexia. Each department has adequate number of classrooms, laboratories, projectors, computers, laptops and internet connections. Chapel and Counseling Center cater to the spiritual and mental well being of the students. Mar Thoma College has 4 Laboratories for UG and PG, 5 class rooms with LCD, and 6 smart classes. The college campus covers an area of 10 Acres which includes various Departments, Administrative office, Library, Gymnasium, Canteen, Hostel, Auditorium, Conference Hall, Computer Centre, Seminar Hall, Classrooms, etc. New buildings are constructed to meet the needs of new courses. The newly constructed college auditorium has a capacity to accommodate more than 1000 students at a time. The management is relentlessly striving towards achieving excellence infrastructural facilities so as to provide holistic development of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has adequate facilities for cultural activities in terms of well equipped newly constructed Auditorium, gymnasium and twin badminton court. Among the indoor games, facilities are provided for carom, table tennis etc. The College is committed to the physical and mental development of students, and the Physical Education Department coordinates various activities of the college in this regard. In-order to provide the Campus a healthy and holistic living, a certificate Yoga Course is conducted by the Department of Physical Education. To facilitate overall development of students both in academic and extra-curricular, college offers ample facilities like gymnasiums with an area of 96 Sq. Mt., a ground with an area of 6400 Sq. Mt. and a twin badminton court with an area of 400 Sq. Mt. is provided. Physical Education Director trains the students for state level and national level competitions. Intensive training is provided to promising students of the College. The annual sports and games are conducted and maximum participation from students in intra and inter-collegiate events are ensured. The firing range is provided for the firing practice of NCC cadets. The College promotes cultural activities by celebrating arts, festivals and significant days, for that the College uses the Auditorium, Conference Hall and Seminar Halls.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

36

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16703934

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is fully automated using LIBSOFT since 2009. E-library is provided in the college using LIBSOFT Digital software and all type of e- resources and Web OPAC can be remotely accessed. N-List, a consortium of e-books and journals is made available to all users throughout the College with Potential for Excellence status of the College. N-List gives access to over 3000 academic journals and over 1 lakh books. Access is user id and password enabled. Every Senior College student and teachers are entitled to N-List password and the Librarian is the administrator of the same.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

165865

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

323

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College makes use of Information Technology in all its sphere of activities and frequently updates its IT facilities including Wi-Fi. The institution is Wi-Fi covered with 100 MBPS Internet to ensure easy facilitation of Information Technology. To cope up with the new technology, all students and teachers are facilitated to make use of computer and internet facilities. All the Departments have computers and internet facilities and have a smart classroom each. Besides the Departments and Computer Centre, e-library is also provided to browse academic information. Students are encouraged to make power point presentations for their assignments and use technology to access resources for their projects. Students browse internet to access journal archives and collect study materials from e library which uses LIBSOFT DIGITAL software. The college Library is fully automated with LIBSOFT and has subscription to NLIST-INFLIBNET. Web - OPAC remote access is also provided to users. The institution subjects itself to the frequent updating of IT related facilities. Learning Management System is implemented in the college and the IQAC is entrusted with the running and maintenance of LMS.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**16703934**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<b>No File Uploaded</b>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

##### **Procedures and policies for maintaining Infrastructure**

The college has well established systems and procedures for the optimal utilization and effective maintenance of facilities such as Physical, Academic and support facilities of Library, Sports, Laboratories, Classrooms, and Computers. The Planning Committee convene regular meeting across the academic year to access the infrastructural facilities and requirements. The Committee prepares the budget as per the requirements of the departments and is placed before Principal, IQAC and Governing Council for approval. Financial aid from central and state governments, the UGC, Management, NGOs and the Parents Teachers Association are utilized to acquire and maintain the facilities. RUSA funds are

proposed to be utilized for extension of library and purchase of books and lab/ sports equipments. A decentralized process with the Manager as the Head and the Principal as the nodal point is adopted. The civil and electrical work is adequately monitored and maintained by the Principal and Bursar. Water purifier and sanitary pad vending machines are routinely serviced. The non-teaching staff assists in the proper maintenance and repair of facilities in the college.

**Library:** The Library is fully automated using LIBSOFT software and is well maintained to cater the changing academic needs. The List of books required is taken from the department heads and the finalized list is approved and duly signed by the Principal. Every year Stock Verification of the library is conducted under the supervision of Heads of the Departments and the report is placed before the Library Advisory Committee for approval.

**Sports:** The sports equipments, Gymnasium, ground and various courts in the Campus are supervised and maintained by the Head of the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the Department Head. Ground level maintenance is done annually during every summer vacation. Student coaching Camps are conducted as per requirements.

**Laboratory:** The purchase of all equipment for the science laboratories and language lab are made from standard scientific companies following the norms by the government. Lab assistants under the supervision of the Heads of the Departments maintain the efficiency of the lab equipments by periodically checking the facilities. The stock register is kept in all laboratories and at the end of the year stock verification is conducted.

**Computer:** The college computer centre (IIELT) is available for the students to access the internet for doing their projects, assignments etc. The centre is conducting various short term and long term courses approved by IHRD. The Annual Maintenance Charges for the computers and printers are paid to competent agency and maintenance work is undertaken throughout the year. Anti-virus software are installed and updated at the beginning of the academic year.

**Classrooms:** Smart boards, projectors, laptops, and the video cameras are utilized optimally for academic enrichment. The Principal conducts checks on the facilities, ensuring that they function properly. The maintenance and the cleaning of the

classrooms and the laboratories are done with the efforts of the non-teaching staff.

**Hostel:** The hostel has a decentralized structure with a matron, warden, a teacher-in-charge and floor representatives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

573

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://marthomacollege.ac.in">https://marthomacollege.ac.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**395**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**395**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

9

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

19



File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. The following is the list of committees having student representation and engagement.

1. College Union
2. Anti-ragging committee,
3. Equal Opportunity cell for students with disabilities,
4. Ethics committee and Surprise Inspection squad
5. College Magazine committee
6. Department Association Committee
7. Alumni Association Committee

Due to the pandemic situation, the college union was not constituted this year. The Union executive members were elected from out of the class representatives in the various departments.

Dr. Melvi Chandy, Assistant Professor, Department of Physics and Ms. Roshin T. Roy, Assistant Professor, Department of English, coordinated various activities of students' college union.

The Union members and staff coordinators organized an orientation programme for first year undergraduate students and felicitation to the rank holders of Mahatma Gandhi University degree course 2017-2020, in online mode via Google Meet. College Union takes initiative to conduct virtual Onam celebration for students. "Navakeralam Yuvakeralam Students Meet". A college level competition was conducted, and five students were selected to attend the Navakeralam Yuvakeralam Students Meet, Meet the Chief Minister Programme which was conducted at Mahatma Gandhi

University Kottayam on 08-February-2021.

The following is the list of Clubs having student representation and engagement.

1. National Cadet corps
2. National Service Scheme
3. Arts, Sports and Games
4. Electoral/Parliamentary Literacy Club
5. Lahari Vimukthi Club
6. Entrepreneurship Development club

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1vRA2IJ1JGBgBbBhnVeS3NWzYDPWy1Et6/view?usp=sharing">https://drive.google.com/file/d/1vRA2IJ1JGBgBbBhnVeS3NWzYDPWy1Et6/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

58

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an Alumni Association, which meets every year on 26 January, though it is not a registered Alumni Association. The

Association conducts programmes to honor retiring staff and also contributes to the overall development of the college. The alumni of the college currently serve as members of various bodies in the college, including the IQAC. They facilitate the conduct of programmes in the college through voluntary participation and also enable associations and linkages with their working places for the benefit of the college.

On 26 January 2021 Alumni Association meeting was conducted online in which abroad alumni were also participated. Departments of Commerce (Computer Application) and Physics carried out departmental alumni meeting through online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Mar Thoma College for Women spearheaded by Mar Thoma Evangelical Society was conceived with the 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."

To realise this vision, the governance of the institution is organised in a way so that the women have more voice and their upliftment is given due importance. The women representatives are selected in all levels of governance. The representatives include women students, faculty, Principal and governing council members,

who are more acquainted with the needs and ways to empower the women students from rural and semi-urban background, and build their lives with dignity and assurance in par with excellence. At the apex level the institution is governed by a Governing Council comprising educationists, legal experts and visionary leaders. The council had taken special initiative to include women members so as to administer and oversee the initiatives which are women-centric and to permit gender parity at the decision making process.

- The Board of Management comprises of a Governing Council with 16 members
- The Staff Council include the Principal, the Heads of all departments, non teaching staff representatives
- Teaching Council include the Principal and all teaching faculties.
- The Department Council is devised at each department comprising teaching faculties of that respective department
- Student Council is established at every department comprising student representative from every classes of that respective department.

The perspective plans and governance of the College are based on its Vision and Mission statement. To realize the mission of the college, the teaching, non-teaching staff, students work with dedication and enthusiasm. The opinions and ideas of each stakeholder are taken into consideration for the development of the institution. Through new job oriented courses, seminars, webinars, clubs and associations, the institution aims at uplifting the women students from gender discrimination and proscriptions, and prepare them to face the world with self-esteem and respectability

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/governing-council-2/">https://marthomacollege.ac.in/governing-council-2/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution has formed a traditional decentralized governance via Student Councils, Teaching Staff Council, Staff Council , and Governing Council. Besides this hierarchal levels of governance,

we have novel SubCommittees which directly incorporates participative management

- Traditional decentralized form of governance

We have students' executive committee at the level of each department in which students discuss their views, raise their opinions and grievances to the concerned teachers of the department. Teachers discuss those issues raised in the student's committee at the Department Council meeting. If the issues pertaining to the students could not be solved within the department it shall be taken forward to Staff Council, IQAC and Teaching Staff Forum to be discussed further. If the aforesaid action could not be enough to solve an issue, it shall be forwarded to Governing Council which comprises the Manager and other executive members of the institution. The same procedures would be followed for issues pertaining to the teachers as well where they could raise their views and opinions at Department council and will be forwarded to higher strata of councils if needed. Whatsapp groups and committees are formed at the department and management level to ensure the smooth flow of information.

The College Union- A College Union has also been formulated through parliamentary election held at the institution in which the College Chair Person, a student representative would voice the opinion, issues and suggestions of the students via staff advisor to the college authorities. The College Union also play an active role in participative management by monitoring and controlling many activities of the college such as Arts Festival, College Day, Festivals(Onam), students welfare programmes etc

#### SUB COMMITTEES

The Voice- The Voice is the committee initiated by IQAC, comprising the Principal, IQAC coordinator, Convener of Governance Criteria, and students members which directly incorporates the decisions and opinions of the students in academic and non-academic activities of the institution and submit its report to the apex body of the institution via IQAC. The Voice will ensure that students' voice is imperative in the decision making, development and management of the activities of the institution. The committee prepares report periodically and ensures that students' concerns were addressed and opinions were incorporated in the development of the institution

This year the committee has decided to form a board to apply for P.G courses and IHRD courses which fulfills the need of current academic scenario. As part of this initiative, by incorporating ideas of students members, the board took initiatives to apply for P.G courses in History, Commerce, English and Physics.

Veekshan- it is the appraisal committee formed by the IQAC, comprising Principal and two teaching staff to monitor and observe the teaching-learning process by collecting feedback from the students and teachers directly without a mediator. Based on the evaluation report, the IQAC ensures the progress in the quality of the teaching and non-teaching staff of the institution by direct interaction, conducting empowerment and quality enhancement programmes. Veekshan also submits its suggestion to the apex body via IQAC and Principal, and par take in decision making process for improving the quality of teaching-learning methods and methodologies.

Lakshya- it is the committee formed by IQAC, comprising the Principal and two teaching staff that will monitor and work towards the enhancement of the infrastructure facilities for the smooth functioning of the teaching-learning process and extracurricular activities. As Covid pandemic had swept in this academic year, the committee ensured online classes are conducted effectively with the aid of ICT tools and gadgets. This year, the committee with the help of philanthropists bought 13 laptops in the Computer Centre of the institution for the smooth conduct of online classes. The committee also submits its report via IQAC and Principal to enhance the ICT facilities of the college. As part of this, the committee submitted its report to expand Language lab, introduce ICT enabled smart classrooms via IQAC to the apex body

In all information dissemination and decision making process , the members of aforesaid councils are involved which would aid in the holistic development of the institution in all arenas of academic and extra- curricular activities

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/governing-council-2/">https://marthomacollege.ac.in/governing-council-2/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The vision of our college is to "enlighten and empower women in rural and suburban society and to enable them to act as agents of social transformation and acquire knowledge of self and surroundings and to make the world a better place." Ever since the conception of the institution, more than 75% of the students admitted, are from rural and suburban areas near or distant from the institution. Accordingly, the management and the monitoring committees have formulated a perspective plan to "empower the women students to achieve nobler and elevated goals by building their self-image, knowledge capacity, critical thinking, occupational skills, soft skills, and decision-making aptitude". As part of this, the institution with the aid of IQAC and different departments has advocated, spearheaded and initiated many undertakings to empower the women students.

- Introducing vocational/job oriented courses-

The institution has applied for Institute of Human Resources Development (IHRD) diploma courses which would enhance the job prospects of the women students along with their regular degree courses. As most of the students are from rural background, the courses would be a fringe benefit to their future career prospects.

- Introducing P.G courses

The departments of Physics, English, Commerce, and History have applied for P.G courses in their respective domains. The P.G courses would definitely augment the opportunities of the students to pursue their studies after graduation which would further help them to embolden and attain reassurance for a better future.

◦ Introduction of Mental Health Club

It was introduced by Department of Zoology to counter the negative aspects of the pandemic era. As part of this venture, a psychologist was appointed by the institution to tackle the psychological issues faced by the students during the pandemic era. Online counseling sessions and webinar on relevant topics were conducted.

Name of Webinar/Seminar

•

Resource Person

Department/Unit conducted

National Webinar on ' Change your mind, Change your life, coping up with the-girl-stress'

19th September 2020



Mrs. Sreeja Gopal Assistant Professor Dept. of Economics, NSS  
College Ottapalam

#### IQAC and Zoology

- Expansion of Language Lab- The proficiency in English language has become an inevitable aspect of any career. Besides career prospects, it will help to build self-confidence and augment soft skills of the students. Thus the English Language Lab infrastructure facilities were decided to revamp by introducing more computers and new software. As part of this initiative, a new Language Lab room is under the process of construction
- Expansion of Library- As the books and the reading environment provided by the institution have significant bearing in a student's life, it has been decided to expand the Library building and introduce more books on respective subjects to its collection.
- Expansion of ICT literacy and facilities- As unprecedented pandemic swept in, the significance of ICT had amplified. To tackle this situation, the college has implemented e-project to impart knowledge on online educational tools to the teaching faculty of the college. As part of this project, two webinars were held on 30 June 2020 and 2 July 2020 with ipsr Solutions Limited Senior Manager Sunish Kumar and Assistant Manager Akhil Kumar K.M as the resource persons. They explained the innovative online educational tools that could be employed in online teaching, and would help to make the teaching-learning process more effective. He briefed on advantages of online tools like LMS (Learning Management System), Moodle (Modular Object-Oriented Dynamic Learning Environment), Virtual Lab, OBS Studio, Jamboard, Youneedawiki, Canvas.apps, Canva, Edraw, Answergarden, Renderforest, Padlet, Thinglink, Peardeck, Quizizz, Kahoot, Googleclassroom, G-Suite, Insertlearning, and creating youtube channels. The college has enabled LMS, Moodle and G-suite provisions for the faculty. The departments have

effectively used these provisions for teaching purpose as well as to conduct Faculty Development Programme, Refresher courses and Certificate courses. The other online above mentioned tools were used by various departments according to their necessity. To provide laptop facilities to the needy students and to conduct online classes, the institution has also bought 13 laptops which can be borrowed by the students or teachers for academic purpose.

- Organization of Seminars, Webinars, Workshops , Skill Assessment and Training programmes
  - Seminars/webinars/workshops on varied and novel subjects which will widen the perspective, and enable the students to experience the intricacies of different aspects of the world were organized by the institution. A separate subcommittee called "Shakti" is conceived by IQAC to conduct webinars, workshops and seminars on varied topics of contemporary relevance. The students who participate in the aforesaid programmes are motivated to aspire more and explore the fathomable disparate and distinctive information on novel ideas, inventions and discoveries. Being motivated and enlightened, many students after the completion of their degree courses from the college, have joined P.G, diploma or Ph.D in renowned universities outside Kerala and India. These initiatives will help to augment self-image, knowledge capacity, critical thinking, occupational skills, soft skills, and decision-making aptitude of the students which are the objectives of the perspective plan of the institution. The college has also provided numerous platforms for the students to express and prove their skills and talents in cultural and sports activities to make them more bold and confident. To conclude, the college has not flouted any opportunities or activities which could be done within the ambit of covid pandemic restrictions or other impediments, to realize their vision to empower the women students

Sl.No.

DEPARTMENT

PROGRAMME

DATES

RESOURCE PERSON(S)

1

Zoology

National Webinar on 'Know your worth : Unpaid labor - the Indian scenario'

19th September 2020

Mrs. Sreeja Gopal Assistant Professor Dept. of Economics, NSS College Ottapalam

2

Zoology

National Webinar on 'Change your mind, Change your life, coping up with te-girl-stress'

12 September 2020

Mrs. Amathul Wardha Centre of excellence in E learning and mode of education, Bangalore

3

Zoology

Mobile photo contest Topic : water

24th August 2020

4

Zoology

Debate - Gender sensitive issues

16th February 2021

5

English

National webinar on 'Between "once upon a time" and "happily ever after" : Gender in fairy tales'

16th November 2020

Dr. Vrinda R. Chanth

Assistant professor Dept. of English Government College, Daman

English

National webinar on 'A quick re-look at the Practice of Teaching English Language and Literature'

4th May 2020

Dr. George Mathew Associate Professor Mar Ivanios College,  
Thiruvanthapuram

English

National Webinar on 'Imagining Justice in Postcolonial Indian Literature'

15th February 2021

Dr. Reju George Mathew Assistant Professor Dept. of English,  
National Institute of Technology Calicut, Kerala, India

English

National Webinar on 'Intervention and Interventional Strategies in  
ESL Curriculum'

27th January 2021

M. Samuel Jayakumar Assistant Professor Dept. of Languages,  
Hindustan Institute of technology and science, Chennai

English

National Webinar on 'Coming out and leaving the closet behind:  
Dismantling gender in the times of social polarization'

2nd February 2021

Ms. Urvi Sharma Assistant Professor PG Department of English Mehr  
Chand Mahajan DAV college for women, Chandigarh

English

Online training Programme on Academic writing

11th February 2020

Dr. Meena J. Panikker Associate professor in English P.A.

English

Webinar on 'Introduction to job oriented studies'

9th Dec 2020

Mrs. Kanak Jinan Head HR and Training, Guider's Education

Mathematics

National webinar on 'Research areas in Graph Theory'

5th August 2020

Dr. Aparna Lakshmanan S Research Guide & Assistant professor, St. Xavier's college for women, Aluva

Mathematics

National Webinar on 'Research Areas in Graph Theory'

5th august 2020

Dr. Aparna Lakshmanan S Research Guide and Assistant Professor, St. Xavier's College for Women, Aluva

Mathematics

Webinar on 'Excitements and Challenges in Mathematics'

12th November 2020

Ambat Vijayakumar Emeritus Professor, Dept. of Mathematics, CUSAT

Mathematics

National Mathematics day, Online inter- collegiate quiz

22 December 2020

Mathematics

Webinar on ' Saga of Indian Mathematics'

10th February 2021

Presented by students : Angel Elizabeth, Anuchandra Santhosh,  
Anjana PJ, Anaswara Ashok.

Mathematics

Webinar on 'Learning Mathematics in a different Perspective'

1st October 2021

Dr. Sunny Kuriakose Chief Administrator and dean, Mar Baselios  
Institute of Technology and science, Nelimattom, Kothamangalam

Mathematics

Webinar on ' Saga of Greek mathematics'

24th February 2021

Presented by Maria Mini Eldhose

Mathematics

Webinar on 'Egyptian Mathematics'

3rd March 2021

Anjana Anil, Sumayya Veeras, Soumya Bala krishnan

Mathematics

Webinar on ' Saga of African Mathematics'

3rd March 2021

Mathematics

Webinar on 'Saga of Chinese Mathematics'

10th march 2021

Nayana Ashokan, Sreelakshmi T R , Ramseena PA

History

National Webinar on ' Iron age of kerala: An archeologist's perspective'

10th August 2020

Dr. Abhayan G.S Assistant professor, Department of Archeology, University of Kerala

History

National Webinar on ' Student's creativities and adaptation in the age of pandemic: Beyond the Curriculum'

24th July 2020

Shri. Venu Variath Renowed writer, Columnist, and executive editor. Little genius children's magazine, Dubai

History

National Workshop on Numismatics

9th January 2021



Dr. Amiteshwar Jha Director, Indian Institute of research in Numismatics Studies, Nasik, Maharashtra

History

National webinar on ' Understanding Numismatics as a source of History'

18th November 2020

Dr. Danish Moin, Associate Professor and HOD Dept. of History, Maulana Azad National Urdu University, Hyderabad

History

Orientation Lecture on ' On confronting History'

9th November 2020

Dr. Sebastian Joseph, Assistant Professor, Dept. of History, UC College Aluva

History

National Webinar on ' Harappan Burials in Gujarat: An overview'

3rd November 2020

Dr. Rajesh SV Assistant Professor, Dept. of Archeology , University of Kerala, Trivandrum

History

Young Researchers program

25 January 2021

Dr. Aneesh Kumar, Research fellow, Mayo Clinic, Minosetta, USA

History

National webinar on 'Towards New Terrains; Context, Content, Contestation of the past'

23rd January 2021

Dr. Malavika Binny, Assistant professor, SRM University, Andhra Pradesh

History

National webinar on 'Archeology in Practice'

14th August 2020

Sri. Prathapachanran S. Associate Professor, Dept. of Archeology, M.S. University, Baroda.

History

Career Counseling, Introduction to Analytical Tools

25th January 2021

Prof. A. Deepak Kumar B.sc, M.sc MBA Actuarial Science & Analytics

History

Selecting Right Careers

19th January 2021

Dr. V. V. K. Mohan principal, HRM, B.tech, PDGM, PhD

History

Skill Development

22nd January 2021

Mr. Ravi Kurian

History

Inter- Departmental Webinar on ' Financial Services'

2nd February 2021

Mr. P. V. Vijay Kumar

History

Business Analytics

27th January 2021

Ms. Diana Susan Fernandez

Computer Application

Webinar on ' Scope of Commerce Education in 21st century

20 November 2020

De. Manjula R Iyer Associate Professor & Research Guide Chinmaya  
deemed to be University, Piravom

Computer Application

**Project Orientation Programme**

28th November 2020

Mr. Anish. B. Bhaskaran, Head and Assistant Professor, Department of Commerce, Saintgits College of Applied Sciences, Pathamuttom, Kottayam

**Physical Education**

National Webinar on 'Sports Nutrition - Emphasis on Carbohydrate'

12th June 2020

Dr. Praveenkumar T.K Assistant Professor College of Engineering, Thiruvanthapuram

**Physical Education**

National Webinar on 'Physical Activity and Bone - Persuading Women to Exercise'

9th January 2021

Mr. Sudheesh C.S Assistant professor Lakshmibai National College Of Physical Education, Thiruvanthapuarum

**Physics**

International webinar on '3D printing of Metallic Materials

28th May 2020

Prof. Dr. Ing. K. G. Prashanth Prof. and HOD. Of Additive Manufacturing Laboratory Dept. of Mechanical and Industrial

Engineering, Tallinn, Estonia

Physics

International Webinar on ' Quantum Magnetism in Honeycomb Lattices'

16th June 2020

Dr. Hari Nair Assistant Professor, The University of Texas, El Plaso TX, USA

Physics

Webinar on ' Energy efficiency in domestic sectors'

3rd December 2020

Mr. Ijas M A Energy Technologist, Energy Management Center, Kerala

Physics

Introduction to Reactor Physics

5th December 2020

Dr. Neethu Hanna Stephen Scientific officer, E, ICGAR, Kalpakkam

Physics

Importance of Electrical Safety

11th December 2020

Dr. F. R. Pazheri Assistant Electrical Inspector, Electrical

Inspectorate, Malappuram

Physics

Lessons of Sustainability from Pandemic Era

14th December

Suresh Kumar M Additional Director Petroleum Conservation Research Association (PCRA), Kochi, Ministry of Petroleum and Natural Gas Govt. of India

Chemistry

Professional Orientation programme

1st March 2021

Dr. Ajith James Jose Senate Memer - M.G University Associate professor, Dept. of Chemistry, SB College, Changanssery

Commerce

Budget Analysis

11th February 2021

Student convenors : Fathima Rafeeqe Annmary Thomas

Commerce

Inauguration of Entrepreneurship Development Club

21st January 2021

Fathima Usman You tuber, Entrepreneur Alumna, Department of  
Commerce, Batch of 2019- 20

Commerce

SDP on Investor Awareness Programme

29th April 2021

Mr. Manoj T. Neelakantan Resource person of IICA SEBI Stock market  
trainer

Commerce

Webinar on 'Education and Employment: Impact of Covid 19'

6th November 2021

CMA Geevar Thambi (Vice President) Invisor Global Inc. Canada

Commerce

Excel in your studies Online Motivational Programme

27th January 2021

Anish Mohan International award winning speaker

Commerce

Entrepreneurial talk on 'Early challenges of nascent  
entrepreneurs'

28th January 2021

Sri. Kochouseph Chittilappilly Founder chairman, V-Guard

Industries Ltd

Commerce

International Webinar on ' Post covid 19 business Environment:  
Challenges and Opportunities

7th June 2020

Dr. Justin Paul chief editor, International Journal of consumer  
studies professor, university of Puerto Rico, San Juan, PR, USA,  
Distinguished scholar, IIM Kozhikode

Commerce

Webinar on 'Research methodology for social sciences'

11th November 2020

Dr. S Kevin Professor & Vice Chancellor, University of Kerala

Commerce

Inauguration of Commerce Association

17th October 2020

Ms. T V Anupama IAS Director, women and child Development  
department

Women's Cell and Seethalayam project

Webinar on ' Women protection Laws'

25th November 2020



Adv. Jayanthi Surendran

Women's Cell and Seethalayam project

Best lady Santa contest Best Pastry chef

20 December 2020

Women's Cell and Seethalayam project

Republic day competition

24 January 2021

Women's cell and NCC

Discussion on 'come out of the doors'

8th March 2021

Dr. Smitha K Mohan Mrs. Preenu Anirudhan

NCC

Republic Day

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26 July 2020

P.V Maneesh Shouryachakra

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Pollution Pakhwada

28th July 2020

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Independence Day

15th August 2020

Captain Pramod John Commander, Air India

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Fit India Freedom

23 August 2020 - 2 October 2020

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19th November 2020

Mr. Devanand P Gopinath Law Activist

NCC

NCC day celebration

22 November 2020

NCC

Swatchhata Pakwada

5th December 2020

Maj. K S Narayanan, Associate NCC Officer, UC College Aluva

NCC

Armed Forces flag day

7th December 2020

NCC

Life in Indian Navy

**Webinar on 'Life in Indian Navy'**

**Lt. Jithin Joseph**

**NCC**

**Army Day 2021, Webinar on ' Life in Army'**

**15th January 2021**

**Col. Padmanabhan**

**NCC**

**Republic Day 2021**

**26th January 2021**

**Lt. Col. Sasi Mohan Former Commanding officer**

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The institution is a minority institution run by Marthoma Evangelical Society Management and one of the Major Archbishops of the Marthoma Sabha is the Patron and the Manager. He chairs the Managing Council and exercises his powers through secretary and**

governing council. Manager appoints the Principal and the staff as per the UGC, norms and Government of Kerala guidelines. The Principal is the academic and administrative head. Each department has a Head appointed by the Manager to assist the Principal in administering the academic and discipline matters related to the respective department. The Manager is represented in the campus by the Bursar who is the estate manager and looks after all infrastructural needs. The Staff Council advises the Principal on daily administrative and policy matters. The following statutory bodies are constituted as per UGC guidelines for the effective functioning of autonomy:

- Governing Council

The College administration is vested with the Governing Council consisting the Manager and sixteen members including educational experts, administrators and public functionaries. The Governing Council formulates the academic and administrative policy of the College. The Council functions through sub-committees such as finance , building, hostel and ICT coordination committees. The College Treasurer/Bursar is appointed by the Governing Council.

- Staff Council

It is a statutory body consisting of the Principal, Heads of the departments, Office superintendent and other non- teaching staff representative. The main function of the Council is to assist the Principal in the day to day functioning of the College. The College Council takes decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations, Union programmes, etc.

- Department Council

The Heads of the departments have a significant role in the organizational structure of the College. Their duties include department administration, implementing academic Programmes, maintaining students discipline, etc. HoDs convene departmental staff meetings to discuss matters pertaining to work allocation, teaching plan preparation, remedial classes for slow learners, etc. Department staff meetings are minuted and records are maintained.

## Committees, Clubs and Associations

The curricular and co-curricular programmes of the College are implemented through different committees, clubs and associations. The committees have faculty as chairman and members, and they discharge functions like setting of timetable, attendance monitoring, organisation of exams, etc. There are also specialised clubs and subject associations with faculty as directors and students as members for organising curricular and co-curricular programmes.

## Service rules, procedures, recruitment and promotional policies

The College is an aided institution governed by the rules and regulations of UGC, State Government and the affiliating University in matters of admission of students, recruitment of faculty, conduct of examinations and organisation of curricular and co-curricular programmes. The service rules stated in the Kerala Service and Subordinate Rules, UGC guidelines and University Statues are strictly adhered to by the College. In the matter of recruitment, vacancies are notified through national and regional newspapers, University News and College Website. The selection and appointments are made on the basis of UGC/Government rules. Promotions under career advancement are given on the basis of UGC rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://marthomacollege.ac.in/college-profile/#">https://marthomacollege.ac.in/college-profile/#</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution provides -

1. College Bus Facility- The institution provides college bus facility for teaching and non teaching staff from far distances
2. Sick Room facility- The institution has arranged a sick room for lady staff in the college
3. Hostel Facility- The institution provides hostel facility for lady staff
4. "Sneha Sandram"- A scheme is being implemented by the institution which would provide financial support to the needy teaching and non-teaching staff at the time of unprecedented crisis.
5. Sports and Recreational Activities- Gym facility at the college is open to teaching and non teaching staff after the college hours. The staff are also encouraged to take part in sports activity like cricket, badminton, basketball, etc.
6. Free wi-fi facility is also provided and e-mail address using the domain name of the institution are also provided to the staff.
7. Clean and organized Department staff room with computer and printer, and attached toilets.
8. Cleaning support staff are allotted to all departments.
9. Separate canteen facilities to staff

10) Separate space for using computers in the main Computer centre.

11) Separate space for using library

12) Separate parking facilities are provided for staff

13) Retired eminent faculties are re-appointed with attractive service conditions in the self-financing wing

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/sports-and-fitness-centre/">https://marthomacollege.ac.in/sports-and-fitness-centre/</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

1

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

17

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a well-established Appraisal Committee- "Veekshan", formed by IQAC for reviewing the performance of the teaching staff and non teaching staff. The committee conducts evaluation of the performance of the teaching and non teaching

staff by collecting feedback from the students (for teaching and non teaching staff) and teachers(for non teaching staff). The feedback is collected orally and in written form. An evaluation form is prepared for the same by the Appraisal Committee. Based on the evaluation done by the students and teaching staff, the Appraisal Committee prepares an appraisal report of the teaching and non teaching staff. The report will be communicated to the concerned staff, and suggestions for improvement(if any) will be given and monitored.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal audit on the management fund utilized by the institution by an audit committee formed by Mar Thoma Evangelistic Association

The internal audit of PTA fund is done by the PTA executive members comprising teachers and parents

External audit of the government fund utilized, is done by an external agency called Kovoov and company every year. External government audit is also done by a government agency every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution aims to mobilize funds for a particular cause that need urgent financial aid. Funds from the college management are sought when there is any financial necessity and the management also mobilizes or sanctions the particular amount. As part of the project, the management mobilized fund for enabling Moodle and LMS platform for online teaching. The institution has also requested for MLA fund for expanding ICT facilities by placing a request and meeting the dignitary in person. As part of this effort, 13 laptops were donated from MLA fund of Perumbavoor. Through various fund raising programmes also the institution has mobilized fund during the pandemic

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has avidly worked towards the enhancement of the curriculum, expansion and progress of the teaching-learning process. It has initiated many academic programmes and seminars in collaboration with different departments and external agency to empower and develop the qualities of the teachers and the students. It monitors the activities of each criterion and postulates recommendations for advancement. It has well-established committees to monitor various academic and non-academic activities of the college, and schemes under different

criteria for effective implementation of the vision and goals of the institution. The quality of education imparted by the institution is regularly monitored by regular feedbacks collected from the students and the parents. The body also ensures that student participation is sought for the academic and non-academic excellence of the institution.

The significant contributions of the IQAC have helped the institution to get better grades in previous NAAC accreditations and NIRF ranking. A few processes through which the IQAC contributed to institutionalizing quality assurance are

1. Formation of subcommittees for monitoring and enhancement of academic activities

- The Voice- The Voice is the committee initiated by IQAC, comprising the Principal, IQAC coordinator, Convener of Governance Criteria, and students members which directly incorporates the decisions and opinions of the students in academic and non- academic activities of the institution and submit its report to the apex body of the institution via IQAC. The Voice will ensure that students' voice is imperative in the decision making, development and management of the activities of the institution. The committee prepares report periodically and ensures that students' concerns were addressed and opinions were incorporated in the development of the institution. This year the committee has decided to form a board to apply for P.G courses and IHRD courses which fulfills the need of current academic scenario. As part of this initiative, by incorporating ideas of students members, the board took initiatives to apply for P.G courses in History, Commerce, English and Physics.
- Veekshan- it is the appraisal committee formed by the IQAC, comprising Principal and two teaching staff to monitor and observe the teaching-learning process by collecting feedback from the students and teachers directly without a mediator. Based on the evaluation report, the IQAC ensures the progress in the quality of the teaching and non-teaching staff of the institution by direct interaction, conducting empowerment and quality enhancement programmes. Veekshan also submits its suggestion to the apex body via IQAC and

Principal, and par take in decision making process for improving the quality of teaching-learning methods and methodologies.

- Lakshya- it is the committee formed by IQAC, comprising the Principal and two teaching staff that will monitor and work towards the enhancement of the infrastructure facilities for the smooth functioning of the teaching-learning process and extracurricular activities. As Covid pandemic had swept in this academic year, the committee ensured online classes are conducted effectively with the aid of ICT tools and gadgets. This year, the committee with the help of philanthropists bought 13 laptops in the Computer Centre of the institution for the smooth conduct of online classes. The committee also submits its report via IQAC and Principal to enhance the ICT facilities of the college. As part of this, the committee submitted its report to expand Language lab, introduce ICT enabled smart classrooms via IQAC to the apex body
- Shakti- it is the subcommittee formed by IQAC to conduct seminars/workshops/programmes for faculty and students empowerment and to enhance research activities in the institution.

#### 1. Conduct of Training Programmes

Serial No:

Webinars

Initiative by

Date

Partcipants

1

"E-Teaching and Learning"

IQAC in collaboration with ipsr Solutions

30 June 2020

All teaching staff

2

"E-Tools"

IQAC in collaboration with ipsr Solutions

2 July 2020

All teaching staff

1. Conduct of Research Oriented Seminars and Webinars (in association with all departments)

DEPARTMENT

PROGRAMME

DATES

RESOURCE PERSON(S)

Zoology

National Webinar on 'Know your worth : Unpaid labor - the Indian scenario'

19th September 2020

Mrs. Sreeja Gopal Assistant Professor Dept. of Economics, NSS College Ottapalam

Zoology

National Webinar on ' Change your mind, Change your life, coping up with te-girl-stress'

12 September 2020

Mrs. Amathul Wardha Centre of excellence in E learning and mode of education, Bangalore

Zoology

Mobile photo contest Topic : water

24th August 2020

Zoology

Debate - Gender sensitive issues

16th February 2021

English

National webinar on 'Between "once upon a time" and "happily ever after" : Gender in fairy tales'

16th November 2020

Dr. Vrinda R. Chanth

Assistant professor Dept. of English Government College, Daman

English

National webinar on 'A quick re-look at the Practice of Teaching English Language and Literature'

4th May 2020

Dr. George Mathew Associate Professor Mar Ivanios College, Thiruvanthapuram

English

National Webinar on 'Imagining Justice in Postcolonial Indian Literature'

15th February 2021

Dr. Reju George Mathew Assistant Professor Dept. of English,  
National Institute of Technology Calicut, Kerala, India

English

National Webinar on 'Intervention and Interventional Strategies in ESL Curriculum'

27th January 2021

M. Samuel Jayakumar Assistant Professor Dept. of Languages,  
Hindustan Institute of technology and science, Chennai

English

National Webinar on 'Coming out and leaving the closet behind:  
Dismantling gender in the times of social polarization'

2nd February 2021

Ms. Urvi Sharma Assistant Professor PG Department of English Mehr  
Chand Mahajan DAV college for women, Chandigarh

English

Online training Programme on Academic writing

11th February 2020

Dr. Meena J. Panikker Associate professor in English P.A.



English

Webinar on 'Introduction to job oriented studies'

9th Dec 2020

Mrs. Kanak Jinan Head HR and Training, Guider's Education

Mathematics

National webinar on 'Research areas in Graph Theory'

5th August 2020

Dr. Aparna Lakshmanan S Research Guide & Assistant professor, St. Xavier's college for women, Aluva

Mathematics

National Webinar on 'Research Areas in Graph Theory'

5th august 2020

Dr. Aparna Lakshmanan S Research Guide and Assistant Professor, St. Xavier's College for Women, Aluva

Mathematics

Webinar on 'Excitements and Challenges in Mathematics'

12th November 2020

Ambat Vijayakumar Emeritus Professor, Dept. of Mathematics, CUSAT

Mathematics

National Mathematics day, Online inter- collegiate quiz

22 December 2020

Mathematics

Webinar on ' Saga of Indian Mathematics'

10th February 2021

Presented by students : Angel Elizabeth, Anuchandra Santhosh,  
Anjana PJ, Anaswara Ashok.

Mathematics

Webinar on 'Learning Mathematics in a different Perspective'

1st October 2021

Dr. Sunny Kuriakose Chief Administrator and dean, Mar Baselios  
Institute of Technology and science, Nelimattom, Kothamangalam

Mathematics

Webinar on ' Saga of Greek mathematics'

24th February 2021

Presented by Maria Mini Eldhose

Mathematics

Webinar on 'Egyptian Mathematics'

3rd March 2021

Anjana Anil, Sumayya Veeras, Soumya Bala krishnan

Mathematics

Webinar on ' Saga of African Mathematics'

3rd March 2021

Mathematics

Webinar on 'Saga of Chinese Mathematics'

10th march 2021

Nayana Ashokan, Sreelakshmi T R , Ramseena PA

History

National Webinar on ' Iron age of kerala: An archeologist's perspective'

10th August 2020

Dr. Abhayan G.S Assistant professor, Department of Archeology, University of Kerala

History

National Webinar on ' Student's creativities and adaptation in the age of pandemic: Beyond the Curriculum'

24th July 2020

Shri. Venu Variath Renowed writer, Columnist, and executive editor. Little genius children's magazine, Dubai

History

National Workshop on Numismatics

9th January 2021

Dr. Amiteshwar Jha Director, Indian Institute of research in Numismatics Studies, Nasik, Maharastra

History

National webinar on ' Understanding Numismatics as a source of History'

18th November 2020

Dr. Danish Moin, Associate Professor and HOD Dept. of History,  
Maulana Azah National Urdu University, Hydrebad

History

Orientation Lecture on ' On confronting History'

9th November 2020

Dr. Sebastian Joseph, Assistant Professor, Dept. of History, UC  
College Aluva

History

National Webinar on ' Harappan Burials in Gujarat: An overview'

3rd November 2020

Dr. Rajesh SV Assistant Professor, Dept. of Archeology ,  
University of Kerala, Trivandrum

History

Young Researchers program

25 January 2021

Dr. Aneesh Kumar, Research fellow, Mayo Clinic, Minosetta, USA

History

National webinar on ' Towards New Terrains; Context, Content,  
Contestation of the past'

23rd January 2021

Dr. Malavika Binny, Assistant professor, SRM University, Andhra Pradesh

History

National webinar on ' Archeology in Practice'

14th August 2020

Sri. Prathapachanran S. Associate Professor, Dept. of Archeology, M.S. University, Baroda.

History

Career Counseling, Introduction to Analytical Tools

25th January 2021

Prof. A. Deepak Kumar B.sc, M.sc MBA Actuarial Science & Analytics

History

Selecting Right Careers

19th January 2021

Dr. V. V. K. Mohan principal, HRM, B.tech, PDGM, PhD

History

Skill Development

22nd January 2021

Mr. Ravi Kurian

History

Inter- Departmental Webinar on ` Financial Services`

2nd February 2021

Mr. P. V. Vijay Kumar

History

Business Analytics

27th January 2021

Ms. Diana Susan Fernandez

Computer Application

Webinar on ` Scope of Commerce Education in 21st century

20 November 2020

De. Manjula R Iyer Associate Professor & Research Guide Chinmaya  
deemed to be University, Piravom

Computer Application

Project Orientation Programme

28th November 2020

Mr. Anish. B. Bhaskaran, Head and Assistant Professor, Department  
of Commerce, Saintgits College of Applied Sciences, Pathamuttom,  
Kottayam

Physical Education

National Webinar on `Sports Nutrition - Emphasis on Carbohydrate`

12th June 2020

Dr. Praveenkumar T.K Assistant Professor College of Engineering,  
Thiruvanthapuram

Physical Education

National Webinar on ' Physical Activity and Bone - Persuading Women to Exercise'

9th January 2021

Mr. Sudheesh C.S Assistant professor Lakshmibai National College Of Physical Education, Thiruvanthapuram

Physics

International webinar on ' 3D printing of Metallic Materials

28th May 2020

Prof. Dr. Ing. K. G. Prashanth Prof. and HOD. Of Additive Manufacturing Laboratory Dept. of Mechanical and Industrial Engineering, Tallinn, Estonia

Physics

International Webinar on ' Quantum Magnetism in Honeycomb Lattices'

16th June 2020

Dr. Hari Nair Assistant Professor, The University of Texas, El Plaso TX, USA

Physics

Webinar on ' Energy efficiency in domestic sectors'

3rd December 2020

Mr. Ijas M A Energy Technologist, Energy Management Center, Kerala

Physics

Introduction to Reactor Physics

5th December 2020

Dr. Neethu Hanna Stephen Scientific officer, E, ICGAR, Kalpakkam  
Physics

Importance of Electrical Safety

11th December 2020

Dr. F. R. Pazheri Assistant Electrical Inspector, Electrical  
Inspectorate, Malappuram

Physics

Lessons of Sustainability from Pandemic Era

14th December

Suresh Kumar M Additional Director Petroleum Conservation Research  
Association (PCRA), Kochi, Ministry of Petroleum and Natural Gas  
Govt. of India

Chemistry

Professional Orientation programme

1st March 2021

Dr. Ajith James Jose Senate Memer - M.G University Associate  
professor, Dept. of Chemistry, SB College, Changanssery

Commerce

Budget Analysis



11th February 2021

Student convenors : Fathima Rafeeqe Anmary Thomas

Commerce

Inauguration of Entrepreneurship Development Club

21st January 2021

Fathima Usman You tuber, Entrepreneur Alumna, Department of  
Commerce, Batch of 2019- 20

Commerce

SDP on Investor Awareness Programme

29th April 2021

Mr. Manoj T. Neelakantan Resource person of IICA SEBI Stock market  
trainer

Commerce

Webinar on 'Education and Employment: Impact of Covid 19'

6th November 2021

CMA Geevar Thambi (Vice President) Invisor Global Inc. Canada

Commerce

Excel in your studies Online Motivational Programme

27th January 2021

Anish Mohan International award winning speaker

Commerce

Entrepreneurial talk on 'Early challenges of nascent entrepreneurs'

28th January 2021

Sri. Kochouseph Chittilappilly Founder chairman, V-Guard Industries Ltd

Commerce

International Webinar on ' Post covid 19 business Environment: Challenges and Opportunities

7th June 2020

Dr. Justin Paul chief editor, International Journal of consumer studies professor, university of Puerto Rico, San Juan, PR, USA, Distinguished scholar, IIM Kozhikode

Commerce

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25th November 2020

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Best lady Santa contest Best Pastry chef

20 December 2020

Women's Cell and Seethalayam project

Republic day competition

24 January 2021

Women's cell and NCC

Discussion on 'come out of the doors'

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Dr. Smitha K Mohan Mrs. Preenu Anirudhan

NCC

Republic Day

26th January 2020

NCC

Yoga Day

21 June 2020

NCC

Kargil Vijay Diwas, Online Quiz

26 July 2020

P.V Maneesh Shouryachakra

NCC

Pollution Pakhwada

28th July 2020

NCC

Independence Day

15th August 2020

Captain Pramod John Commander, Air India

NCC

Fit India Freedom

23 August 2020 - 2 October 2020

NCC

Constitution Day

19th November 2020

Mr. Devanand P Gopinath Law Activist

NCC

NCC day celebration

22 November 2020

NCC

Swatchhata Pakwada

5th December 2020

Maj. K S Narayanan, Associate NCC Officer, UC College Aluva

NCC

Armed Forces flag day

7th December 2020

NCC

Life in Indian Navy

Webinar on 'Life in Indian Navy'

Lt. Jithin Joseph

NCC

Army Day 2021, Webinar on ' Life in Army'

15th January 2021

Col. Padmanabhan

NCC

Republic Day 2021

26th January 2021

Lt. Col. Sasi Mohan Former Commanding officer

1.

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/activities-2/">https://marthomacollege.ac.in/activities-2/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews and enhances its teaching learning process, structure and methodologies, and learning outcomes by various methods

- **Entry Level Test and Advanced Level Test:** The IQAC conducts entry level test to identify slow and advanced learners in their respective core subject and English language during the first year itself. Based on the evaluation individual attention will be given to those students who require advancement in their respective subject, and individual attention will be given to those students who need improvement in English language.

In advanced level test, conducted for second years, records the improvement of the students from the previous year and ensures attention to those students who have not re

corded significant improvement.

- **Internal Assessment Exam-** Internal assessment exam is conducted twice in every semester so as to evaluate the students' knowledge and progress in the subject
- **Students Feedback-** Students feedback is collected on the performance of the teachers and the appraisal committee-Veekshan reviews the same and suggest amendments.

- **Teachers Feedback-** Teachers feedback is collected on the facilities provided and strategies implemented by the institution through IQAC, to enhance teaching learning process. This feedback is reviewed by the appraisal committee-Veekshan, and suggestions are offered and implemented for improvement.
- **Teachers Diary-** The teachers diary records the academic and extracurricular activities of the teaching staff. The IQAC reviews the same in every month and ensures completion of course syllabus and activities assigned to the teachers.
- **An all-inclusive evaluation of the academic achievements is organized at the end of the academic year.**
- **Regular meetings are conducted for reviewing the teaching-learning process and the learning outcomes. The teaching-learning process is reviewed on the basis of discussions, feedback forms and teachers diary.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://marthomacollege.ac.in/annual-report/">https://marthomacollege.ac.in/annual-report/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Since our college is a single gender educational institution the initiatives and the programs conducted by various departments/associations/clubs during the academic year were mainly aimed to promote awareness about the very concept of gender, human rights and gender equality. This year we have organized variety of programs and the details for the same is given below. Please find the link of the programs.

[https://drive.google.com/drive/folders/118WeTkQ1FGEBsPnuS\\_czqKPDrofEawP?usp=sharin](https://drive.google.com/drive/folders/118WeTkQ1FGEBsPnuS_czqKPDrofEawP?usp=sharin)

TITLE OF THE PROGRAMME

PERIOD FROM

PERIOD TO

MALE

FEMALE

Slogan Contest conducted by the Department of Zoology as a part of International Day of Girlhood

09-11-2020

09-11-2020

25

Miss Cosmo (Fashionable Dressing) conducted by the Department of Zoology as a part of International Day of Girlhood

10-11-2020

10-11-2020

11

"La Femme" International Day of Girlhood observed by the Department of Zoology.

11-11-2020

11-11-2020

65

International Day for the Elimination of Violence against Women conducted by the Women Cell in association with Seethalayam, Kerala Govt. Homeopathic Department, Ernakulam

25-11-2020

25-11-2020

86

File Description	Documents
Annual gender sensitization action plan	<b>Nil</b>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p><u><a href="#">Counseling</a></u> The college avails the service of a trained counselor for helping the students. Counseling is aimed at the health and growth of the total person. Counseling helps the student to become aware of the real problem; to know the cause of the thoughts behind negative feelings; to take decisions that will be conducive to one's psychic energy positively. Students who need counseling may avail themselves of the opportunity. Confidentiality is ensured in all matters. Students increasingly faced issues of anxiety, stress, fear, lethargy and mental agony in the age of pandemic. The students availed the services of the counselor in a very fruitful way during the pandemic period through telephonic conversations. Common Room A well furnished common room with toilets and sanitary napkin vending machine is available in the campus for students to sit, relax in the time of emergency.</p>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<u><a href="#">View File</a></u>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

Solid Waste Management- PVCpipe composting method and biogas composting method has been adopted by the college and college hostel to tackle with the degradable waste. Disposal of biodegradable waste especially the food waste and kitchen waste was a serious issue before the installation of compost systems. 3PVC pipes of 10 inches were placed vertically in the ground and mud, jaggery and cowdung were put into in these pipes to enhance the bacterial process. Biogas plant in hostel is also working properly by effectively utilizing food and kitchen waste.

Waste Recycling System EBSB Club initiated "An Old New Life", a project which focused on the creative art of waste management. Creative ideas to recycle and/or up cycle materials that were no longer in use or were discarded were circulated. This initiative started during the lockdown period also led to some of our members starting new ventures which earned them fame through small scale business. Some of the waste management practices so far adopted are showcase art from unused bottles, hanging bottle garden, piggy bank from bottle, lamp to pot, wall décor from paper, pen holder from cardboard, wall décor with unused CD, bag from newspaper fish tank using tyre etc.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting  
Bore well /Open well recharge Construction  
of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution  
system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage**

**A. Any 4 or all of the above**

**including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has been committed to providing an inclusive environment, accomodating differences and mainataining unity in diversity. Since there are students from various socioal, cultural, linguistic and regional milieus, the College is a centre of diversity. We celebrate festivals associated with various religions, such as Christmas, Vishu, Eid etc. November 1 is celebrated as Kerala Piravi Dinam and under the guidance of the EBSB club, festivals peculiar to Himachal Pradesh are also celebrated. The College also celebrates Holi in splendor. The EBSBmembers worked on the theme 'From Us to You for We Matter' with the focus to learn more and understand the states of Kerala and Himachal Pradesh. In order to learnlearn Hindi and Pahadi languages to communicate better with our counterparts and student friends interactive sessions include videos, role plays, quiz and songs were arranged by the club.Lohri Festival was celebrated in January. Videos of Lohri Song, Lohri cuisine, Bhangra/Gaddi dance, and a PowerPoint Presentation on Lohri were conducted. Students from varied cultural and socio-economic backgrounds find teh college a potent venue to articulate themselves and shape their identities as cosmopolitan citizens.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution is dedicated to sensitizing students and employees about their values, rights, duties, and responsibilities to the constitution and to nurturing them into responsible citizens. To ensure this, the institution celebrates all days of national importance. For the academic year 2020-21, due to various covid restrictions, the days were celebrated by organizing various competitions and interactions online. The institution hoists flag on all important national days and makes sure there is active participation from faculties as well as students. The institution places importance on the need to develop patriotism and encourages students to join the NCC and the NSS. NCC for the academic year 2020-21 organized several competitions and webinars as part of celebrating Republic Day, Army Day, and Constitution Day. The unit also organized webinars to make aware the students of life in the army and navy and to encourage them to pursue a career in the same. Promotion of the Swachh Bharat Mission was done through Swachhata Pakhwada. The NSS conducted their 7-day camp "Punarjani 2020". College departments like the Department of History also organized an online interaction with bureaucrats to motivate students to be a part of the system.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p><a href="#">TITLE OF THE PROGRAM PERIOD FROM PERIOD TO NUMBER OF PARTICIPANTS "Punarjani 2021" conducted by the NSS as part of their 7 Day Camp 20-02-2021 26-02-2021 75 Workshop on Republic Day Camp by Arjun B, All India Guard of Honour 2020 conducted by NCC 26-01-2021 26-01-2021 54 Webinar on "Life in Army" conducted by NCC as part of the commemoration of Army Day 15-01-2021 15-01-2021 68 "SwachhataPakhwada 2020" organised as part of the Swachh Bharat Mission by NCC 05-12-2020 05-12-2020 56 Interactive session with Political and Law Activist Mr. Devanand P Gopinath organized by NCC as part of Constitution Day Celebrations 19-11-2020 19-11-2020 62 Webinar conducted by NCC to encourage students to join NCC 08-11-2020 08-11-2020 89 Webinar on "Youth for Social change" conducted by the Department of History &amp; Archaeology as part of Association inauguration 2020-21 21-11-2020 21-11-2020 98 A candlelight vigil was organized in solidarity with the farmer's agitation by the Department of History &amp; Archaeology 104 Webinar on "Life in Navy" conducted by NCC as part of Republic Day Celebrations 2020 26-01-2020 26-01-2020 103 <a href="https://drive.google.com/drive/folders/1HlaA-bHe9mAgK59stockoRcTCvcifPSU?usp=sharing">https://drive.google.com/drive/folders/1HlaA-bHe9mAgK59stockoRcTCvcifPSU?usp=sharing</a></a></p>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators**

**A. All of the above**



**and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Institution celebrates/organizes national and international commemorative days, events, and festivals**

Mar Thoma College for Women takes great interest in celebrating days of national and international importance and various festivals. The institution believes such activities to be an integral part of learning by instilling cultural and social values in students. For the academic year 2020-2021, despite the classes being conducted in the online mode, various departments made sure to celebrate and commemorate important days and festivals. Days of national importance like Republic and Independence Day, Constitution Day were celebrated with much enthusiasm by various departments as well as the NCC and the NSS by organizing several competitions to ensure active participation by the students and also to remind them of our rich history and cultural heritage. Other important days like National Youth Day, World AIDS Day, International Day for the Elimination of violence against women, international day of the girl child were also observed to inculcate a sense of social commitment in students. Other days like Children's Day, National reading day, World consumer day was also recognized. World Space Week and Postal Week also were celebrated with great fervor. The institution believes in organizing such events all throughout the year as it believes in molding responsible citizens for the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES

(Detailed descriptions of each practice as per NAAC format is available in the link:

<https://marthomacollege.ac.in/best-practices/>

#### 1. Snehasparsham

#### 2. Green Campus Initiative

File Description	Documents
Best practices in the Institutional website	<a href="https://marthomacollege.ac.in/best-practices/">https://marthomacollege.ac.in/best-practices/</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 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 from rural background to face challenges

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 and capable to reach out to the less privileged. • To mould a team of students with the required knowledge, skills and attitude with global competence, capable of working towards the transformation of society. • To create awareness and to live in harmony with the natural environment, to preserve it and to act as agents of peace, goodwill, national 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.

NAAC

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Mar Thoma College for Women, Perumbavoor, a higher education institution affiliated to Mahatma Gandhi University, Kottayam, strives to enlighten and empower women. Following the the syllabi and curriculum formulated by the university, the College offers 11 undergraduate programmes and 2 post-graduate programmes, in addition to various self-supported Certificate and Diploma Courses, The College Handbook and Calendar contains the Academic Calendar and also presents the required information on Regulations on Choice Based Credit System followed for all courses, conduct of exams, club activities, certificate or short term courses offered. The faculty members constantly upgrade their skills and capabilities by participating in ICT enabled programmes, Faculty Improvement Programmes(FIP), Refresher Courses, workshops, Faculty Development Programmes(FDP), seminars, conferences. They ensure that programme outcomes and course outcomes are achieved with the help of appropriate pedagogical strategies. Teachers' diaries, maintained individually by the teachers, enable a self check and assessment of teaching methodologies which is also monitored by the Heads of Departments, Principal and IQAC. In the current year as the whole curriculum delivery shifted to online mode, the IQAC Coordinator served as the Online Coordinator and the respective committee devised strategies for the meticulous planning and implementation of curriculum. Online teaching reports were drafted by the teachers which were submitted to the Principal at the end of each month, by the Head of the Department after scrutiny. Online, Department Council and Staff Council meetings were also conducted to discuss academic concerns. (no.) teachers serve as members of the Board of Studies of University. Students are also encouraged to participate in seminars, conferences and online courses offered by SWAYAM,NPTEL and national and international universities.Feedbacks are obtained from stakeholders to assess the curriculum delivery and also to introduce programmes aimed at employability, language competence, personality development. Extension activities of departments, Women's Cell, NCC,NSS, Parliamentary Literacy Club provide insights to gender, human rights, environmental sensitivity, parliamentary procedures,

ICT. College Union, Arts Club, Department Associations and various clubs organise programmes that enable students to participate in co-curricular and extra curricular activities. Parents and students of first year U.G. and P.G. courses are provided orientation programme to introduce them to the curricular and co-curricular activities offered in the College. It also includes a keynote address by an invited distinguished guest on aspects on education and learning.. Mentoring sessions are offered to the needed students. Tutorial and Value Education classes are also conducted on a regular basis. Grievance Redressal Mechanisms function in the college which listen to the grievances or concerns of students and the Management and Staff of the college strive to offer an ambience conducive to curriculum delivery and enrichment.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar issued by the university in the conduct of internal evaluation. In addition to the two internal exams prescribed for each course in a semester Continuous Internal Evaluation is done by the college through test papers, seminars, assignment, group discussions and role plays. The Examination Committee monitors the regular internal exams conducted. Departments take the initiatives to constantly monitor the academic and non academic performance of students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to**

**B. Any 3 of the above**

curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  
Setting of question papers for UG/PG programs  
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

13

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

23

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The Curriculum followed by the College is designed by the University. However, the Curriculum is enriched with the inclusion of innovative teaching methodology, academic exposure to specialised topics, hands on training sessions, student projects and other learner centric activities which drive home the lessons well. The curriculum is further enhanced by integrating cross cutting issues which include gender sensitisation, sustainable development, energy management and environment consciousness. Each Department of the College has a well functioning Association comprising of students and faculty members of the Department, units such as National Service Scheme, National Cadet Corps, Youth Red Cross, student body such as the College Union, along with several clubs contribute towards holistic development of the learners.

Invited lectures, webinars, conferences have been organised by various departments, clubs and organisations to create awareness among students about such concerns. Inclusion of hands on training such as manufacturing of environment friendly sanitiser, cloth masks; installation of pipe compost and other waste management techniques and manufacturing of

upcycled/recycled products. Learners are encouraged to undertake projects related to Gender Studies, Eco critical readings, Sustainable development. Observation of significant days such as World Environment Day, Pakhwada pollution and similar other days. The students are taken to places such as Iringole Kaavu which expose them to the significance of sustainable development. Various competitions such as poster designing, slogan writing, quizzes are conducted to ensure that the lessons taught have been comprehended well.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

270



File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

337

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

77

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners. Students who get enrolled in the first year are identified as slow and advanced learners based on their performance in the qualifying examinations, entry level test conducted by the institution, and continuous assessment done by mentors in the initial semesters.

#### Special measures taken to support slow learners:

- Orientation programmes are conducted both at the college level and at the department level to familiarise the students with the new learning environment and to reduce their anxieties about the new curriculum.
- Bridge Courses conducted at the departmental level ensure that the students who come from varying School Boards gain the minimum required knowledge to understand the topics discussed in their new course.
- Remedial Classes are conducted with an aim to improve the academic performance of the slow learners. One to one

attention is provided to the students during the sessions and constructive feedback is also provided.

- Peer group support groups are formed in the classes where the advanced learners share their academic expertise to help the slow learners in their learning process.
- Academic and personal counseling are given to the slow learners by the mentors allotted to them and also by the counseling cell of the college.
- Bilingual explanations are provided to the slow learners after the class hours for better understanding.
- Simple and standard lecture notes are provided to the slow learners to help them attain minimum needed marks to clear the exams.
- Videos and other available material that help them develop their communicative skills are shared, as most of them lack the confidence to use language.
- Slow learners are encouraged to participate in various activities to develop social skills and leadership skills. Department Associations ensure that they get an opportunity to appear before an audience and perform.

Measures taken to support advanced learners:

- Advanced learners are provided with extra study materials that help them explore the topics in more detail than discussed in the classroom sessions.
- Research Forum encourages the advanced learners to prepare research articles to be presented in National/ International Seminars/ Conferences and to get them published in recognised journals.
- Departments inform the students about Summer Fellowships organised by prestigious institutions in the National level and provide necessary support in applying for the same.
- Advanced learners are encouraged to enroll for MOOC Courses in platforms like Swayam and EdX and to procure

additional certificates by the time they finish their degree course.

- Institution encourages the students to participate in programmes organised by the Central and State Government to promote research capacity and innovation, like Young Innovator's Programme and Hackathon.
- Professional coaching classes are provided to increase their opportunities at finding a job.
- Students are encouraged to participate in Inter-Collegiate Workshops and Competitions organized by other institutions.
- Participation by the students in the in-house competitions such as Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes are also encouraged. They are also encouraged to lead and organise the events.
- Students, who secured Ranks in the University Examination are honored by the Academic and Governing Bodies of the institution.
- Scholarships are provided to students who perform brilliantly in academics.
- Advanced learners are encouraged to help the slow learners in their class, thus making their knowledge base more strong and clear.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1A4CrfarVOxwhfoSwUT-AiHhxJ8pgKA-045wmLZmL5z0/edit?usp=drivesdk">https://docs.google.com/document/d/1A4CrfarVOxwhfoSwUT-AiHhxJ8pgKA-045wmLZmL5z0/edit?usp=drivesdk</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
910	52

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching learning process is structured in such a way that it includes various student centric approaches to enhance the learning experience of the learner. Besides the normal group discussions, field studies, practicals, assignments and seminar presentations, the Mar Thoma College for Women incorporates experimental learning, participative learning, peer learning, jig-saw, role play, problem-solving, concept mapping, debating, case-studies, project works, innovative and creative learning strategies to make the learning process effective. These innovative teaching -learning techniques have helped to mould our girls into effective self learners. As part of the curriculum, all degree students, irrespective of stream are required to submit a dissertation in the final semester. Moreover, student involvement in extension activities, projects, field-works, seminars, excursions, NSS, NCC, YRC etc. inculcate among the students the practice and habit of participative learning and problem-solving methodologies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://docs.google.com/spreadsheets/d/1-xijldTbo9vcmRuwRcEbNv9lc3vSlpTy/edit?usp=sharing&amp;oid=104335759754355471942&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1-xijldTbo9vcmRuwRcEbNv9lc3vSlpTy/edit?usp=sharing&amp;oid=104335759754355471942&amp;rtpof=true&amp;sd=true</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Though ICT had been for several years as a betterment tool to upgrade the teaching learning process, in the plight of the Covid-19 pandemic, the teaching-learning process during the

academic year 2020-2021 solely relied on ICT tools. The use of laptops, smartphones and internet became the only means of knowledge exchange for all. Through various Faculty Training Programmes and self-learning mechanisms, the teachers self-equipped themselves with the need of the hour. The college launched a common Learning Management System (LMS) to ease the delivery, monitoring and management of e-content resources. In addition to video-lectures, audio-lectures, PPT supported presentations, email, WhatsApp which were previously used, virtual labs, Google classroom, videoconferencing platforms became an inevitable medium for class and content delivery. Animation tools, simulation models, online repositories, online assessments tools like Kahoot, Quizziz all gain popularity among our teachers and students, thereby making the teaching-learning experience interesting and comprehensible. Some of the teachers started their own YouTube educational channels thereby maximizing the reach of their e-resources. The greater use of ICT has definitely helped promoting blended approaches in the teaching learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

231

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Response: The evaluation process in our college is transparent and robust in terms of frequency and variety. For ensuring transparency in internal assessment, the system of internal assessment is communicated with the students through the college calendar well in advance. In the beginning of each semester the Principal conducts meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students who are admitted to each course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Effective Questioning, Group Discussion, Structured Interviews, Surveys, Internal Exam, Assignments Submission, Field Visit / Field Work and Seminar presentation. Internal Exams are conducted regularly as per the schedule given in academic calendar. The weightage for the internal exam is given as per the instructions given by Mahatma Gandhi University, Kottayam. The marks obtained for students in the internal exam is displayed on the notice board and communicated to the students. Remedial classes is given to the students who are poorly performing in assessment. Students who are appearing for second /third year are asked to deliver the seminars and presentations of the concerned subject. Topics are distributed by their teachers to the students to prepare for power point presentation.

Transparency and robustness for internal assessment are ensured by the following mechanisms:

- • Internal Examination Committee.
- • Question Paper Setting
- • Conduct of Examination
- • Result display
- Grievance Addressing
- • Interaction with students regarding their internal assessment.



File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1KmIN05iAkPQNaqrhWUU3_VkPwuCWO3yr/view?usp=sharing">https://drive.google.com/file/d/1KmIN05iAkPQNaqrhWUU3_VkPwuCWO3yr/view?usp=sharing</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

In college level, a grievance cell, comprising of the Principal, exam coordinators and the concerned department head of the department is constituted to handle the issues regarding evaluation process.

- The college follows strictly adheres to the guidelines and rules issued by the affiliating university while conducting internal exam.
- Two internal assessment tests are given during each semester.
- Schedule for the internal exam is prepared well in advance and communicated to the students earlier.
- Internal assessment time table, seating plan and table marking are displayed on the notice board well in advance.
- After the evaluation process, the answer scripts are given to students to create an idea of their performance in the test.
- In case of any doubts, clarification is given immediately which helps them to become better in future.
- After preparing the assessments report it is shown to the students, if any grievances is there it can be resolved immediately and submitted by the concerned faculty to the department.

Grievances received are addressed by following mechanisms:

Redressal of grievances at institute level:

Departmental Level: The internal marks are allotted based on defined strategies and are informed well in advance to the students. If any grievance on internal exam on theory or lab is received it is first discussed with the concerned faculty and

the Head of the Department. Query if any is discussed with faculty and HOD. Ø

College Level: The College has two exam coordinators for smooth conduction of examinations. If students are facing any problems, they are solved by the exam coordinators appointed by the Principal. The grievances during the conduction of internal examinations and on the results are considered and discussed in consultation with the Principal and are immediately addressed.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1b9lykOsZRqgKlk7PecGDeMOKD66qgGPq/view?usp=sharing">https://drive.google.com/file/d/1b9lykOsZRqgKlk7PecGDeMOKD66qgGPq/view?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- **Program Outcomes (POs):** It represent the knowledge, skills and attitudes the students should have at the end of a course completion of their respective engineering program.
- **Course Outcomes (COs):** It gives the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides.
- **Program Specific Outcomes (PSOs ):** These are statements that defines outcomes of a program which make students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability.

Program Outcomes (POs) , Program Specific Outcomes (PSOs) and course outcomes of all courses offered by the institution are communicated to the stake holders of the program by the following procedures.

- Program Specific Outcomes, Program Outcomes and Course Outcomes for all programs offered by the Institute are clearly stated, displayed on the website of the Mar Thoma College for Women and communicated to teachers and students.

- The vision and mission of Mar Thoma College for Women clearly defines aims and objectives of the Institute in developing a well-rounded person. Each program is developed to meet the Academic Values, Social Sensibilities and PSO's, PO's and CO's to the teachers and students

- The hard copy of the PSO, PO and CO are readily available in the department for the easy reference of the teachers and the students.
- PSO and PO are displayed on the immediate outside of all departments.
- Softcopy of detailed PSO, PO and CO of each program are uploaded in the college website for easy reference.
- CO outcomes are discussed in department meeting in the beginning of each semester.
- The importance of learning outcomes are communicated to all teachers on IQAC meeting and staff meeting.
- The students are also made aware of the PO and PSO during tutorial meeting.
- CO are also discussed with students on the beginning of the semester.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://marthomacollege.ac.in/course-outcome/">https://marthomacollege.ac.in/course-outcome/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Students are closely monitored by the teachers on every class hours so that they can closely interact with the teachers and students can easily express their difficulties. The following mechanism is implemented in our college to evaluate the program outcomes and course outcomes.

- An entry level exam is conducted for all students as soon as they join for the course. Depending upon the performance in the test they are classified into slow learners, medium learners and advance learners. Special

attention is given to each students depending upon their performance.

- Assignments and seminars are provided regularly to check whether student had assimilated knowledge about the subject.
- Two internal exams and other class tests clearly monitors the progress of the students.
- Parent Teacher meeting are conducted regularly to communicate the progress of the students with the parents so the parent be aware of the progress of the wards.
- Students are also monitored after the course to check whether they had attained the program outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

167

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://marthomacollege.ac.in/annual-report/">https://marthomacollege.ac.in/annual-report/</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://drive.google.com/file/d/1YY7TTmALMjzRMVrqsizLcDzG4pMJUj\\_pR/view?usp=sharing](https://drive.google.com/file/d/1YY7TTmALMjzRMVrqsizLcDzG4pMJUj_pR/view?usp=sharing)

RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
1.89	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
0	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College has undertaken crucial effort to bring out a culture of Entrepreneurship/incubation and innovation amongst the students and staff. For the last 1 years, the college is actively involved in such programmes through the Innovation and Entrepreneurship Development Cell (IEDC) and Institution Innovation Council. Many seminars/ workshops/training programmes are organized and the students are motivated to take entrepreneurship as a career. The IIC and IEDC is properly functioning in the college with the following objectives: to act as an institutional mechanism for providing various services including information on all aspects of enterprise building to budding entrepreneurs; to create Entrepreneurial culture in the college and other institutions in the region; to inculcate a culture of innovation driven entrepreneurship through student projects; to catalyze and promote development of S&T knowledge-based enterprises and promote employment opportunities in the innovative areas and to respond effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and micro enterprises.

IIC has organized many programmes for students and faculty in collaboration like Innovation Contest of which An Online Innovation Contest on the topic 'Post Covid Solutions in Healthcare/ Business/ Education' was held to bring out the innovative and novel ideas from students in the college. 25 students participated in the program. An Orientation Sessions on National Innovation and Startup Policy (NISP) was conducted on 02/02/21 by Mr. Tom Anto, Asst Professor, FISAT, Kerala via

Google meet.and an Orientation Session on National Education Policy (NEP)was held on 04/02/2021 by Dr. Mendus Jacob, Former Director of School of Applicable Mathematics, M.G. University and CEO and MD IPSR Group via Webex. A Virtual Entrepreneurship Development Training programme was conducted on 1 and 2 March 2021 in association with ICT Academy of Kerala. 53 students participated in the two-day workshop.

The College has also arranged the visit of the alumni entrepreneurs to the College to interact with students. Industrial visits helped students to have primary information on issues such as mobilization of capital, inventory management, application of technology, channels of distribution and reinvestment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

28

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College organizes and participates various extension activities with the objective of sensitizing students at



various social issues by contributing to the community through community participation. Over the organized activities of the student bodies like NSS (National Service Scheme), NCC (National Cadet Corps), YRC (Youth Red Cross), the college ensures and facilitate community and campus learning experience. The college, in its outreach programmes, always gives priority to the needs of the marginalized people especially women and children from the under privileged sections of society. The activities organized which focus mainly on old age homes, deprived of homes, abandoned women and children's, schools, parents of school children, and adolescents, migrant workers. Various areas like poverty, hunger alleviation, communication and soft skills, waste management, e-governance and environment protection are remain the focal area of attention. It has made students more sensitive to the needs of society and promoted in them a spirit of social commitment

Major Extension activities carried out through NSS, NCC , YRC and other college departments during the period 2020-21 are the Seven day online camp 'punerjani' 20-21 with various lectures and students participating on activities like Kitchen gardening, Tree Plantation, Water and Tree Conservation Programme by adopting a Green Protocol, Waste management programs with theme of Reduce , Re use and Recycle. Preparation and distribution of paper bags to rule out excess plastic use and different composting techniques for waste management are communicated and practiced during the camp. A number of webinars were organized under NCC, various national and international days were observed. Social services were offered as part of various camping activities. The model organic farm developed by the NSS unit of the College was an innovative experiment involving students and the neighborhood in developing an alternative form of cultivation. Students prepared bio-fertilizers and bio-pesticides with the help of the local community to cultivate organic vegetables.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1436

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1436

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

60

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Mar Thoma College for Women has adequate facilities for teaching and learning process in terms of ICT enabled classrooms equipped with LCD/Smart Boards, WiFi and LAN connection. The college ascends the heights of intellectual competence, humanitarian values and social accountability. The institution also provides Digital Accessible Information System for students with print disabilities including blindness, impaired vision and dyslexia. Each department has adequate number of classrooms, laboratories, projectors, computers, laptops and internet connections. Chapel and Counseling Center cater to the spiritual and mental well being of the students. Mar Thoma College has 4 Laboratories for UG and PG, 5 class rooms with LCD, and 6 smart classes. The college campus covers an area of 10 Acres which includes various Departments, Administrative office, Library, Gymnasium, Canteen, Hostel, Auditorium, Conference Hall, Computer Centre, Seminar Hall, Classrooms, etc. New buildings are constructed to meet the needs of new courses. The newly constructed college auditorium has a capacity to accommodate more than 1000 students at a time. The management is relentlessly striving towards achieving excellence infrastructural facilities so as to provide holistic development of students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has adequate facilities for cultural activities in terms of well equipped newly constructed Auditorium, gymnasium and twin badminton court. Among the indoor games, facilities are provided for carom, table tennis etc. The College is committed to the physical and mental development of students, and the Physical Education Department coordinates various activities of the college in this regard. In-order to provide

the Campus a healthy and holistic living, a certificate Yoga Course is conducted by the Department of Physical Education. To facilitate overall development of students both in academic and extra-curricular, college offers ample facilities like gymnasiums with an area of 96 Sq. Mt., a ground with an area of 6400 Sq. Mt. and a twin badminton court with an area of 400 Sq. Mt. is provided. Physical Education Director trains the students for state level and national level competitions. Intensive training is provided to promising students of the College. The annual sports and games are conducted and maximum participation from students in intra and inter-collegiate events are ensured. The firing range is provided for the firing practice of NCC cadets. The College promotes cultural activities by celebrating arts, festivals and significant days, for that the College uses the Auditorium, Conference Hall and Seminar Halls.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

36

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

16703934

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is fully automated using LIBSOFT since 2009. E-library is provided in the college using LIBSOFT Digital software and all type of e- resources and Web OPAC can be remotely accessed. N-List, a consortium of e-books and journals is made available to all users throughout the College with Potential for Excellence status of the College. N-List gives access to over 3000 academic journals and over 1 lakh books. Access is user id and password enabled. Every Senior College student and teachers are entitled to N-List password and the Librarian is the administrator of the same.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

165865

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

323

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College makes use of Information Technology in all its sphere of activities and frequently updates its IT facilities including Wi-Fi. The institution is Wi-Fi covered with 100 MBPS Internet to ensure easy facilitation of Information Technology. To cope up with the new technology, all students and teachers are facilitated to make use of computer and internet facilities. All the Departments have computers and internet facilities and have a smart classroom each. Besides the Departments and Computer Centre, e-library is also provided to browse academic information. Students are encouraged to make power point presentations for their assignments and use technology to access resources for their projects. Students browse internet to access journal archives and collect study materials from e library which uses LIBSOFT DIGITAL software.

The college Library is fully automated with LIBSOFT and has subscription to NLIST-INFLIBNET. Web - OPAC remote access is also provided to users. The institution subjects itself to the frequent updating of IT related facilities. Learning Management System is implemented in the college and the IQAC is entrusted with the running and maintenance of LMS.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

16703934



File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Procedures and policies for maintaining Infrastructure

The college has well established systems and procedures for the optimal utilization and effective maintenance of facilities such as Physical, Academic and support facilities of Library, Sports, Laboratories, Classrooms, and Computers. The Planning Committee convene regular meeting across the academic year to access the infrastructural facilities and requirements. The Committee prepares the budget as per the requirements of the departments and is placed before Principal, IQAC and Governing Council for approval. Financial aid from central and state governments, the UGC, Management, NGOs and the Parents Teachers Association are utilized to acquire and maintain the facilities. RUSA funds are proposed to be utilized for extension of library and purchase of books and lab/ sports equipments. A decentralized process with the Manager as the Head and the Principal as the nodal point is adopted. The civil and electrical work is adequately monitored and maintained by the Principal and Bursar. Water purifier and sanitary pad vending machines are routinely serviced. The non-teaching staff assists in the proper maintenance and repair of facilities in the college.

**Library:** The Library is fully automated using LIBSOFT software and is well maintained to cater the changing academic needs. The List of books required is taken from the department heads and the finalized list is approved and duly signed by the Principal. Every year Stock Verification of the library is conducted under the supervision of Heads of the Departments and the report is placed before the Library Advisory Committee for approval.

**Sports:** The sports equipments, Gymnasium, ground and various courts in the Campus are supervised and maintained by the Head of the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the Department Head. Ground level maintenance is done annually during every summer vacation. Student coaching Camps are conducted as per requirements.

**Laboratory:** The purchase of all equipment for the science laboratories and language lab are made from standard scientific companies following the norms by the government. Lab assistants under the supervision of the Heads of the Departments maintain the efficiency of the lab equipments by periodically checking the facilities. The stock register is kept in all laboratories and at the end of the year stock verification is conducted.

**Computer:** The college computer centre (IIeLT) is available for the students to access the internet for doing their projects, assignments etc. The centre is conducting various short term and long term courses approved by IHRD. The Annual Maintenance Charges for the computers and printers are paid to competent agency and maintenance work is undertaken throughout the year. Anti-virus software are installed and updated at the beginning of the academic year.

**Classrooms:** Smart boards, projectors, laptops, and the video cameras are utilized optimally for academic enrichment. The Principal conducts checks on the facilities, ensuring that they function properly. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff.

**Hostel:** The hostel has a decentralized structure with a matron, warden, a teacher-in-charge and floor representatives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

573

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

67

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://marthomacollege.ac.in">https://marthomacollege.ac.in</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

395

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

395

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

9

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

19

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as

members of the committees. The following is the list of committees having student representation and engagement.

1. College Union
2. Anti-ragging committee,
3. Equal Opportunity cell for students with disabilities,
4. Ethics committee and Surprise Inspection squad
5. College Magazine committee
6. Department Association Committee
7. Alumni Association Committee

Due to the pandemic situation, the college union was not constituted this year. The Union executive members were elected from out of the class representatives in the various departments.

Dr. Melvi Chandy, Assistant Professor, Department of Physics and Ms. Roshin T. Roy, Assistant Professor, Department of English, coordinated various activities of students' college union.

The Union members and staff coordinators organized an orientation programme for first year undergraduate students and felicitation to the rank holders of Mahatma Gandhi University degree course 2017-2020, in online mode via Google Meet. College Union takes initiative to conduct virtual Onam celebration for students. "Navakeralam Yuvakeralam Students Meet". A college level competition was conducted, and five students were selected to attend the Navakeralam Yuvakeralam Students Meet, Meet the Chief Minister Programme which was conducted at Mahatma Gandhi University Kottayam on 08-February-2021.

The following is the list of Clubs having student representation and engagement.

1. National Cadet corps
2. National Service Scheme
3. Arts, Sports and Games
4. Electoral/Parliamentary Literacy Club
5. Lahari Vimukthi Club
6. Entrepreneurship Development club

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1vRA2IJ1JGBgBbBhnVeS3NWzYDPWylEt6/view?usp=sharing">https://drive.google.com/file/d/1vRA2IJ1JGBgBbBhnVeS3NWzYDPWylEt6/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

58

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has an Alumni Association, which meets every year on 26 January, though it is not a registered Alumni Association. The Association conducts programmes to honor retiring staff and also contributes to the overall development of the college. The alumni of the college currently serve as members of various bodies in the college, including the IQAC. They facilitate the conduct of programmes in the college through voluntary participation and also enable associations and linkages with their working places for the benefit of the college.

On 26 January 2021 Alumni Association meeting was conducted online in which abroad alumni were also participated.



Departments of Commerce (Computer Application) and Physics carried out departmental alumni meeting through online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Mar Thoma College for Women spearheaded by Mar Thoma Evangelical Society was conceived with the 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."

To realise this vision, the governance of the institution is organised in a way so that the women have more voice and their upliftment is given due importance. The women representatives are selected in all levels of governance. The representatives include women students, faculty, Principal and governing council members, who are more acquainted with the needs and ways to empower the women students from rural and semi-urban background, and build their lives with dignity and assurance in par with excellence. At the apex level the institution is governed by a Governing Council comprising educationists, legal experts and visionary leaders. The council had taken special initiative to include women members so as to administer and oversee the initiatives which are women-centric and to permit gender parity at the decision making process.

- The Board of Management comprises of a Governing Council with 16 members
- The Staff Council include the Principal, the Heads of all departments, non teaching staff representatives
- Teaching Council include the Principal and all teaching faculties.
- The Department Council is devised at each department comprising teaching faculties of that respective department
- Student Council is established at every department comprising student representative from every classes of that respective department.

The perspective plans and governance of the College are based on its Vision and Mission statement. To realize the mission of the college, the teaching, non-teaching staff, students work with dedication and enthusiasm. The opinions and ideas of each stakeholder are taken into consideration for the development of the institution. Through new job oriented courses, seminars, webinars, clubs and associations, the institution aims at uplifting the women students from gender discrimination and proscriptions, and prepare them to face the world with self-esteem and respectability

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/governing-council-2/">https://marthomacollege.ac.in/governing-council-2/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution has formed a traditional decentralized governance via Student Councils, Teaching Staff Council, Staff Council , and Governing Council. Besides this hierarchal levels of governance, we have novel SubCommittees which directly incorporates participative management

- Traditional decentralized form of governance

We have students' executive committee at the level of each department in which students discuss their views, raise their opinions and grievances to the concerned teachers of the

department. Teachers discuss those issues raised in the student's committee at the Department Council meeting. If the issues pertaining to the students could not be solved within the department it shall be taken forward to Staff Council, IQAC and Teaching Staff Forum to be discussed further. If the aforesaid action could not be enough to solve an issue, it shall be forwarded to Governing Council which comprises the Manager and other executive members of the institution. The same procedures would be followed for issues pertaining to the teachers as well where they could raise their views and opinions at Department council and will be forwarded to higher strata of councils if needed. Whatsapp groups and committees are formed at the department and management level to ensure the smooth flow of information.

The College Union- A College Union has also been formulated through parliamentary election held at the institution in which the College Chair Person, a student representative would voice the opinion, issues and suggestions of the students via staff advisor to the college authorities. The College Union also play an active role in participative management by monitoring and controlling many activities of the college such as Arts Festival, College Day, Festivals(Onam), students welfare programmes etc

#### SUB COMMITTEES

The Voice- The Voice is the committee initiated by IQAC, comprising the Principal, IQAC coordinator, Convener of Governance Criteria, and students members which directly incorporates the decisions and opinions of the students in academic and non- academic activities of the institution and submit its report to the apex body of the institution via IQAC. The Voice will ensure that students' voice is imperative in the decision making, development and management of the activities of the institution. The committee prepares report periodically and ensures that students' concerns were addressed and opinions were incorporated in the development of the institution

This year the committee has decided to form a board to apply for P.G courses and IHRD courses which fulfills the need of current academic scenario. As part of this initiative, by incorporating ideas of students members, the board took initiatives to apply for P.G courses in History, Commerce, English and Physics.

Veekshan- it is the appraisal committee formed by the IQAC, comprising Principal and two teaching staff to monitor and observe the teaching-learning process by collecting feedback from the students and teachers directly without a mediator. Based on the evaluation report, the IQAC ensures the progress in the quality of the teaching and non-teaching staff of the institution by direct interaction, conducting empowerment and quality enhancement programmes. Veekshan also submits its suggestion to the apex body via IQAC and Principal, and par take in decision making process for improving the quality of teaching-learning methods and methodologies.

Lakshya- it is the committee formed by IQAC, comprising the Principal and two teaching staff that will monitor and work towards the enhancement of the infrastructure facilities for the smooth functioning of the teaching-learning process and extracurricular activities. As Covid pandemic had swept in this academic year, the committee ensured online classes are conducted effectively with the aid of ICT tools and gadgets. This year, the committee with the help of philanthropists bought 13 laptops in the Computer Centre of the institution for the smooth conduct of online classes. The committee also submits its report via IQAC and Principal to enhance the ICT facilities of the college. As part of this, the committee submitted its report to expand Language lab, introduce ICT enabled smart classrooms via IQAC to the apex body

In all information dissemination and decision making process , the members of aforesaid councils are involved which would aid in the holistic development of the institution in all arenas of academic and extra- curricular activities

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/governing-council-2/">https://marthomacollege.ac.in/governing-council-2/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The vision of our college is to "enlighten and empower women in rural and suburban society and to enable them to act as agents of social transformation and acquire knowledge of self and surroundings and to make the world a better place." Ever since the conception of the institution, more than 75% of the students admitted, are from rural and suburban areas near or distant from the institution. Accordingly, the management and the monitoring committees have formulated a perspective plan to "empower the women students to achieve nobler and elevated goals by building their self-image, knowledge capacity, critical thinking, occupational skills, soft skills, and decision-making aptitude". As part of this, the institution with the aid of IQAC and different departments has advocated, spearheaded and initiated many undertakings to empower the women students.

- Introducing vocational/job oriented courses-

The institution has applied for Institute of Human Resources Development (IHRD) diploma courses which would enhance the job prospects of the women students along with their regular degree courses. As most of the students are from rural background, the courses would be a fringe benefit to their future career prospects.

- Introducing P.G courses

The departments of Physics, English, Commerce, and History have applied for P.G courses in their respective domains. The P.G courses would definitely augment the opportunities of the students to pursue their studies after graduation which would further help them to embolden and attain reassurance for a better future.

- Introduction of Mental Health Club

It was introduced by Department of Zoology to counter the negative aspects of the pandemic era. As part of this venture, a psychologist was appointed by the institution to tackle the psychological issues faced by the students during the pandemic era. Online counseling sessions and webinar on relevant topics

were conducted.

Name of Webinar/Seminar

•

Resource Person

Department/Unit conducted

National Webinar on ' Change your mind, Change your life,  
coping up with the-girl-stress'

19th September 2020

Mrs. Sreeja Gopal Assistant Professor Dept. of Economics, NSS  
College Ottapalam

IQAC and Zoology

- Expansion of Language Lab- The proficiency in English language has become an inevitable aspect of any career. Besides career prospects, it will help to build self-confidence and augment soft skills of the students. Thus the English Language Lab infrastructure facilities were decided to revamp by introducing more computers and new software. As part of this initiative, a new Language Lab room is under the process of construction
  
- Expansion of Library- As the books and the reading environment provided by the institution have significant bearing in a student's life, it has been decided to expand the Library building and introduce more books on respective subjects to its collection.
  
- Expansion of ICT literacy and facilities- As unprecedented pandemic swept in, the significance of ICT had amplified. To tackle this situation, the college has implemented e-project to impart knowledge on online educational tools to the teaching faculty of the college. As part of this project, two webinars were held on 30 June 2020 and 2 July 2020 with ipsr Solutions Limited Senior Manager Sunish Kumar and Assistant Manager Akhil Kumar K.M as the resource persons. They explained the innovative online educational tools that could be employed in online teaching, and would help to make the teaching-learning process more effective. He briefed on advantages of online tools like LMS (Learning Management System), Moodle (Modular Object-Oriented Dynamic Learning Environment), Virtual Lab, OBS Studio, Jamboard, Youneedawiki, Canvas.apps, Canva, Edraw, Answergarden, Renderforest, Padlet, Thinglink, Peardeck, Quizizz, Kahoot, Googleclassroom, G-Suite, Insertlearning, and creating youtube channels. The college has enabled LMS, Moodle and G-suite provisions for the faculty. The departments have effectively used these provisions for teaching purpose as well as to conduct Faculty Development Programme, Refresher courses and Certificate courses. The other online above mentioned tools were used by various departments according to their necessity. To provide laptop facilities to the needy students and to conduct online classes, the institution has also bought 13 laptops which can be borrowed by the students or

teachers for academic purpose.

- o Organization of Seminars, Webinars, Workshops , Skill Assessment and Training programmes  
 -Seminars/webinars/workshops on varied and novel subjects which will widen the perspective, and enable the students to experience the intricacies of different aspects of the world were organized by the institution. A separate subcommittee called "Shakti" is conceived by IQAC to conduct webinars, workshops and seminars on varied topics of contemporary relevance. The students who participate in the aforesaid programmes are motivated to aspire more and explore the fathomable disparate and distinctive information on novel ideas, inventions and discoveries. Being motivated and enlightened, many students after the completion of their degree courses from the college, have joined P.G, diploma or Ph.D in renowned universities outside Kerala and India. These initiatives will help to augment self-image, knowledge capacity, critical thinking, occupational skills, soft skills, and decision-making aptitude of the students which are the objectives of the perspective plan of the institution. The college has also provided numerous platforms for the students to express and prove their skills and talents in cultural and sports activities to make them more bold and confident. To conclude, the college has not flouted any opportunities or activities which could be done within the ambit of covid pandemic restrictions or other impediments, to realize their vision to empower the women students

Sl.No.

DEPARTMENT

PROGRAMME

DATES

RESOURCE PERSON(S)

1

Zoology



National Webinar on 'Know your worth : Unpaid labor - the Indian scenario'

19th September 2020

Mrs. Sreeja Gopal Assistant Professor Dept. of Economics, NSS College Ottapalam

2

Zoology

National Webinar on ' Change your mind, Change your life, coping up with te-girl-stress'

12 September 2020

Mrs. Amathul Wardha Centre of excellence in E learning and mode of education, Bangalore

3

Zoology

Mobile photo contest Topic : water

24th August 2020

4

Zoology

Debate - Gender sensitive issues

16th February 2021

5

English

National webinar on 'Between "once upon a time" and "happily ever after" : Gender in fairy tales'

16th November 2020

Dr. Vrinda R. Chanth

Assistant professor Dept. of English Government College, Daman

English

National webinar on 'A quick re-look at the Practice of Teaching English Language and Literature'

4th May 2020

Dr. George Mathew Associate Professor Mar Ivanios College, Thiruvanthapuram

English

National Webinar on 'Imagining Justice in Postcolonial Indian Literature'

15th February 2021

Dr. Reju George Mathew Assistant Professor Dept. of English, National Institute of Technology Calicut, Kerala, India

English

National Webinar on 'Intervention and Interventional Strategies

in ESL Curriculum'

27th January 2021

M. Samuel Jayakumar Assistant Professor Dept. of Languages,  
Hindustan Institute of technology and science, Chennai

English

National Webinar on 'Coming out and leaving the closet behind:  
Dismantling gender in the times of social polarization'

2nd February 2021

Ms. Urvi Sharma Assistant Professor PG Department of English  
Mehr Chand Mahajan DAV college for women, Chandigarh

English

Online training Programme on Academic writing

11th February 2020

Dr. Meena J. Panikker Associate professor in English P.A.

English

Webinar on 'Introduction to job oriented studies'

9th Dec 2020

Mrs. Kanak Jinan Head HR and Training, Guider's Education

Mathematics

National webinar on 'Research areas in Graph Theory'

5th August 2020

Dr. Aparna Lakshmanan S Research Guide & Assistant professor,  
St. Xavier's college for women, Aluva

Mathematics

National Webinar on 'Research Areas in Graph Theory'

5th august 2020

Dr. Aparna Lakshmanan S Research Guide and Assistant Professor,  
St. Xavier's College for Women, Aluva

Mathematics

Webinar on 'Excitements and Challenges in Mathematics'

12th November 2020

Ambat Vijayakumar Emeritus Professor, Dept. of Mathematics,  
CUSAT

Mathematics

National Mathematics day, Online inter- collegiate quiz

22 December 2020

Mathematics

Webinar on 'Saga of Indian Mathematics'

10th February 2021

Presented by students : Angel Elizabeth, Anuchandra Santhosh,  
Anjana PJ, Anaswara Ashok.

Mathematics

Webinar on 'Learning Mathematics in a different Perspective'

1st October 2021

Dr. Sunny Kuriakose Chief Administrator and dean, Mar Baselios  
Institute of Technology and science, Nelimattom, Kothamangalam

Mathematics

Webinar on ' Saga of Greek mathematics'

24th February 2021

Presented by Maria Mini Eldhose

Mathematics

Webinar on 'Egyptian Mathematics'

3rd March 2021

Anjana Anil, Sumayya Veeras, Soumya Bala krishnan

Mathematics

Webinar on ' Saga of African Mathematics'

3rd March 2021

Mathematics

Webinar on 'Saga of Chinese Mathematics'

10th march 2021

Nayana Ashokan, Sreelakshmi T R , Ramseena PA

History

National Webinar on ' Iron age of kerala: An archeologist's perspective'

10th August 2020

Dr. Abhayan G.S Assistant professor, Department of Archeology, University of Kerala

History

National Webinar on ' Student's creativities and adaptation in the age of pandemic: Beyond the Curriculum'

24th July 2020

Shri. Venu Variath Renowed writer, Columnist, and executive editor. Little genius children's magazine, Dubai

History

National Workshop on Numismatics

9th January 2021

Dr. Amiteshwar Jha Director, Indian Institute of research in Numismatics Studies, Nasik, Maharastra

History

National webinar on ' Understanding Numismatics as a source of History'

18th November 2020

Dr. Danish Moin, Associate Professor and HOD Dept. of History, Maulana Azah National Urdu University, Hydrebad

History

Orientation Lecture on ' On confronting History'

9th November 2020

Dr. Sebastian Joseph, Assistant Professor, Dept. of History, UC College Aluva

History

National Webinar on ' Harappan Burials in Gujarat: An overview'

3rd November 2020

Dr. Rajesh SV Assistant Professor, Dept. of Archeology , University of Kerala, Trivandrum

History

Young Researchers program

25 January 2021

Dr. Aneesh Kumar, Research fellow, Mayo Clinic, Minosetta, USA

History

National webinar on ' Towards New Terrains; Context, Content, Contestation of the past'

23rd January 2021

Dr. Malavika Binny, Assistant professor, SRM University, Andhra Pradesh

History

National webinar on ' Archeology in Practice'

14th August 2020

Sri. Prathapachanran S. Associate Professor, Dept. of Archeology, M.S. University, Baroda.

History

Career Counseling, Introduction to Analytical Tools

25th January 2021

Prof. A. Deepak Kumar B.sc, M.sc MBA Actuarial Science & Analytics

History

Selecting Right Careers

19th January 2021

Dr. V. V. K. Mohan principal, HRM, B.tech, PDGM, PhD



History

Skill Development

22nd January 2021

Mr. Ravi Kurian

History

Inter- Departmental Webinar on ' Financial Services'

2nd February 2021

Mr. P. V. Vijay Kumar

History

Business Analytics

27th January 2021

Ms. Diana Susan Fernandez

Computer Application

Webinar on ' Scope of Commerce Education in 21st century

20 November 2020

De. Manjula R Iyer Associate Professor & Research Guide  
Chinmaya deemed to be University, Piravom

Computer Application

Project Orientation Programme

28th November 2020

Mr. Anish. B. Bhaskaran, Head and Assistant Professor,  
Department of Commerce, Saintgits College of Applied Sciences,  
Pathamuttom, Kottayam

Physical Education

National Webinar on 'Sports Nutrition - Emphasis on  
Carbohydrate'

12th June 2020

Dr. Praveenkumar T.K Assistant Professor College of  
Engineering, Thiruvanthapuram

Physical Education

National Webinar on ' Physical Activity and Bone - Persuading  
Women to Exercise'

9th January 2021

Mr. Sudheesh C.S Assistant professor Lakshmibai National  
College Of Physical Education, Thiruvanthapuram

Physics

International webinar on ' 3D printing of Metallic Materials

28th May 2020

Prof. Dr. Ing. K. G. Prashanth Prof. and HOD. Of Additive  
Manufacturing Laboratory Dept. of Mechanical and Industrial  
Engineering, Tallinn, Estonia

Physics

International Webinar on ' Quantum Magnetism in Honeycomb Lattices'

16th June 2020

Dr. Hari Nair Assistant Professor, The University of Texas, El Plaso TX, USA

Physics

Webinar on ' Energy efficiency in domestic sectors'

3rd December 2020

Mr. Ijas M A Energy Technologist, Energy Management Center, Kerala

Physics

Introduction to Reactor Physics

5th December 2020

Dr. Neethu Hanna Stephen Scientific officer, E, ICGAR, Kalpakkam

Physics

Importance of Electrical Safety

11th December 2020

Dr. F. R. Pazheri Assistant Electrical Inspector, Electrical Inspectorate, Malappuram

Physics

Lessons of Sustainability from Pandemic Era

14th December

Suresh Kumar M Additional Director Petroleum Conservation Research Association (PCRA), Kochi, Ministry of Petroleum and Natural Gas Govt. of India

Chemistry

Professional Orientation programme

1st March 2021

Dr. Ajith James Jose Senate Memer - M.G University Associate professor, Dept. of Chemistry, SB College, Changanssery

Commerce

Budget Analysis

11th February 2021

Student convenors : Fathima Rafeeque Annmary Thomas

Commerce

Inauguration of Entrepreneurship Development Club

21st January 2021

Fathima Usman You tuber, Entrepreneur Alumna, Department of Commerce, Batch of 2019- 20

Commerce

SDP on Investor Awareness Programme

29th April 2021

Mr. Manoj T. Neelakantan Resource person of IICA SEBI Stock market trainer

Commerce

Webinar on 'Education and Employment: Impact of Covid 19'

6th November 2021

CMA Geevar Thambi (Vice President) Invisor Global Inc. Canada

Commerce

Excel in your studies Online Motivational Programme

27th January 2021

Anish Mohan International award winning speaker

Commerce

Entrepreneurial talk on 'Early challenges of nascent entrepreneurs'

28th January 2021

Sri. Kochouseph Chittilappilly Founder chairman, V-Guard Industries Ltd

Commerce

International Webinar on ' Post covid 19 business Enviornment:  
Challenges and Opportunities

7th June 2020

Dr. Justin Paul chief editor, International Journal of consumer  
studies professor, university of Puerto Rico, San Juan, PR,  
USA, Distinguished scholar, IIM Kozhikode

Commerce

Webinar on 'Research methodology for social sciences'

11th November 2020

Dr. S Kevin Professor & Vice Chancellor, University of Kerala

Commerce

Inauguration of Commerce Association

17th October 2020

Ms. T V Anupama IAS Director, women and child Development  
department

Women's Cell and Seethalayam project

Webinar on ' Women protection Laws'

25th November 2020

Adv. Jayanthi Surendran

Women's Cell and Seethalayam project

Best lady Santa contest Best Pastry chef

20 December 2020

Women's Cell and Seethalayam project

Republic day competition

24 January 2021

Women's cell and NCC

Discussion on 'come out of the doors'

8th March 2021

Dr. Smitha K Mohan Mrs. Preenu Anirudhan

NCC

Republic Day

26th January 2020

NCC

Yoga Day

21 June 2020

NCC

Kargil Vijay Diwas, Online Quiz

26 July 2020

P.V Maneesh Shouryachakra

NCC

Pollution Pakhwada

28th July 2020

NCC

Independence Day

15th August 2020

Captain Pramod John Commander, Air India

NCC

Fit India Freedom

23 August 2020 - 2 October 2020

NCC

Constitution Day



19th November 2020

Mr. Devanand P Gopinath Law Activist

NCC

NCC day celebration

22 November 2020

NCC

Swatchhata Pakwada

5th December 2020

Maj. K S Narayanan, Associate NCC Officer, UC College Aluva

NCC

Armed Forces flag day

7th December 2020

NCC

Life in Indian Navy

Webinar on 'Life in Indian Navy'

Lt. Jithin Joseph

NCC

Army Day 2021, Webinar on ' Life in Army'

15th January 2021

Col. Padmanabhan

NCC

Republic Day 2021

26th January 2021

Lt. Col. Sasi Mohan Former Commanding officer

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is a minority institution run by Marthoma Evangelical Society Management and one of the Major Archbishops of the Marthoma Sabha is the Patron and the Manager. He chairs the Managing Council and exercises his powers through secretary and governing council. Manager appoints the Principal and the staff as per the UGC, norms and Government of Kerala guidelines. The Principal is the academic and administrative head. Each department has a Head appointed by the Manager to assist the Principal in administering the academic and

discipline matters related to the respective department. The Manager is represented in the campus by the Bursar who is the estate manager and looks after all infrastructural needs. The Staff Council advises the Principal on daily administrative and policy matters. The following statutory bodies are constituted as per UGC guidelines for the effective functioning of autonomy:

- Governing Council

The College administration is vested with the Governing Council consisting the Manager and sixteen members including educational experts, administrators and public functionaries. The Governing Council formulates the academic and administrative policy of the College. The Council functions through sub-committees such as finance , building, hostel and ICT coordination committees. The College Treasurer/Bursar is appointed by the Governing Council.

- Staff Council

It is a statutory body consisting of the Principal, Heads of the departments, Office superintendent and other non- teaching staff representative. The main function of the Council is to assist the Principal in the day to day functioning of the College. The College Council takes decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations, Union programmes, etc.

- Department Council

The Heads of the departments have a significant role in the organizational structure of the College. Their duties include department administration, implementing academic Programmes, maintaining students discipline, etc. HoDs convene departmental staff meetings to discuss matters pertaining to work allocation, teaching plan preparation, remedial classes for slow learners, etc. Department staff meetings are minuted and records are maintained.

#### Committees, Clubs and Associations

The curricular and co-curricular programmes of the College are

implemented through different committees, clubs and associations. The committees have faculty as chairman and members, and they discharge functions like setting of timetable, attendance monitoring, organisation of exams, etc. There are also specialised clubs and subject associations with faculty as directors and students as members for organising curricular and co-curricular programmes.

Service rules, procedures, recruitment and promotional policies

The College is an aided institution governed by the rules and regulations of UGC, State Government and the affiliating University in matters of admission of students, recruitment of faculty, conduct of examinations and organisation of curricular and co-curricular programmes. The service rules stated in the Kerala Service and Subordinate Rules, UGC guidelines and University Statues are strictly adhered to by the College. In the matter of recruitment, vacancies are notified through national and regional newspapers, University News and College Website. The selection and appointments are made on the basis of UGC/Government rules. Promotions under career advancement are given on the basis of UGC rules and regulations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://marthomacollege.ac.in/college-profile/#">https://marthomacollege.ac.in/college-profile/#</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution provides -

1. College Bus Facility- The institution provides college bus facility for teaching and non teaching staff from far distances
  2. Sick Room facility- The institution has arranged a sick room for lady staff in the college
  3. Hostel Facility- The institution provides hostel facility for lady staff
  4. "Sneha Sandram"- A scheme is being implemented by the institution which would provide financial support to the needy teaching and non-teaching staff at the time of unprecedented crisis.
  5. Sports and Recreational Activities- Gym facility at the college is open to teaching and non teaching staff after the college hours. The staff are also encouraged to take part in sports activity like cricket, badminton, basketball, etc.
  6. Free wi-fi facility is also provided and e-mail address using the domain name of the institution are also provided to the staff.
  7. Clean and organized Department staff room with computer and printer, and attached toilets.
  8. Cleaning support staff are allotted to all departments.
  9. Separate canteen facilities to staff
- 10) Separate space for using computers in the main Computer centre.

11) Separate space for using library

12) Separate parking facilities are provided for staff

13) Retired eminent faculties are re-appointed with attractive service conditions in the self-financing wing

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/sports-and-fitness-centre/">https://marthomacollege.ac.in/sports-and-fitness-centre/</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

1

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

17

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a well-established Appraisal Committee- "Veekshan", formed by IQAC for reviewing the performance of the teaching staff and non teaching staff. The committee conducts

evaluation of the performance of the teaching and non teaching staff by collecting feedback from the students (for teaching and non teaching staff) and teachers(for non teaching staff). The feedback is collected orally and in written form. An evaluation form is prepared for the same by the Appraisal Committee. Based on the evaluation done by the students and teaching staff, the Appraisal Committee prepares an appraisal report of the teaching and non teaching staff. The report will be communicated to the concerned staff, and suggestions for improvement(if any) will be given and monitored.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### **6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution conducts internal audit on the management fund utilized by the institution by an audit committee formed by Mar Thoma Evangelistic Association

The internal audit of PTA fund is done by the PTA executive members comprising teachers and parents

External audit of the government fund utilized, is done by an external agency called Kovoor and company every year. External government audit is also done by a government agency every year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers**



**during the year (INR in Lakhs)****Nil**

File Description	Documents
Annual statements of accounts	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<b>No File Uploaded</b>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The institution aims to mobilize funds for a particular cause that need urgent financial aid. Funds from the college management are sought when there is any financial necessity and the management also mobilizes or sanctions the particular amount. As part of e-project , the management mobilized fund for enabling Moodle and LMS platform for online teaching. The institution has also requested for MLA fund for expanding ICT facilities by placing a request and meeting the dignitary in person. As part of this effort, 13 laptops were donated from MLA fund of Perumbavoor. Through various fund raising programmes also the institution has mobilized fund during the pandemic

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has avidly worked towards the enhancement of the curriculum, expansion and progress of the teaching-learning process. It has initiated many academic programmes and seminars in collaboration with different departments and external agency to empower and develop the qualities of the teachers and the

students. It monitors the activities of each criterion and postulates recommendations for advancement. It has well-established committees to monitor various academic and non-academic activities of the college, and schemes under different criteria for effective implementation of the vision and goals of the institution. The quality of education imparted by the institution is regularly monitored by regular feedbacks collected from the students and the parents. The body also ensures that student participation is sought for the academic and non-academic excellence of the institution.

The significant contributions of the IQAC have helped the institution to get better grades in previous NAAC accreditations and NIRF ranking. A few processes through which the IQAC contributed to institutionalizing quality assurance are

1. Formation of subcommittees for monitoring and enhancement of academic activities
  - The Voice- The Voice is the committee initiated by IQAC, comprising the Principal, IQAC coordinator, Convener of Governance Criteria, and students members which directly incorporates the decisions and opinions of the students in academic and non-academic activities of the institution and submit its report to the apex body of the institution via IQAC. The Voice will ensure that students' voice is imperative in the decision making, development and management of the activities of the institution. The committee prepares report periodically and ensures that students' concerns were addressed and opinions were incorporated in the development of the institution. This year the committee has decided to form a board to apply for P.G courses and IHRD courses which fulfills the need of current academic scenario. As part of this initiative, by incorporating ideas of students members, the board took initiatives to apply for P.G courses in History, Commerce, English and Physics.
  - Veekshan- it is the appraisal committee formed by the IQAC, comprising Principal and two teaching staff to monitor and observe the teaching-learning process by collecting feedback from the students and teachers

directly without a mediator. Based on the evaluation report, the IQAC ensures the progress in the quality of the teaching and non-teaching staff of the institution by direct interaction, conducting empowerment and quality enhancement programmes. Veekshan also submits its suggestion to the apex body via IQAC and Principal, and par take in decision making process for improving the quality of teaching-learning methods and methodologies.

- Lakshya- it is the committee formed by IQAC, comprising the Principal and two teaching staff that will monitor and work towards the enhancement of the infrastructure facilities for the smooth functioning of the teaching-learning process and extracurricular activities. As Covid pandemic had swept in this academic year, the committee ensured online classes are conducted effectively with the aid of ICT tools and gadgets. This year, the committee with the help of philanthropists bought 13 laptops in the Computer Centre of the institution for the smooth conduct of online classes. The committee also submits its report via IQAC and Principal to enhance the ICT facilities of the college. As part of this, the committee submitted its report to expand Language lab, introduce ICT enabled smart classrooms via IQAC to the apex body
- Shakti- it is the subcommittee formed by IQAC to conduct seminars/workshops/programmes for faculty and students empowerment and to enhance research activities in the institution.

## 1. Conduct of Training Programmes

Serial No:

Webinars

Initiative by

Date

Partcipants

1

**"E-Teaching and Learning"**

IQAC in collaboration with ipsr Solutions

30 June 2020

All teaching staff

2

**"E-Tools"**

IQAC in collaboration with ipsr Solutions

2 July 2020

All teaching staff

1. Conduct of Research Oriented Seminars and Webinars (in association with all departments)

DEPARTMENT

PROGRAMME

DATES

RESOURCE PERSON(S)

Zoology

National Webinar on 'Know your worth : Unpaid labor - the Indian scenario'

19th September 2020

Mrs. Sreeja Gopal Assistant Professor Dept. of Economics, NSS College Ottapalam

Zoology

National Webinar on ' Change your mind, Change your life, coping up with te-girl-stress'

12 September 2020

Mrs. Amathul Wardha Centre of excellence in E learning and mode of education, Bangalore

Zoology

Mobile photo contest Topic : water

24th August 2020

Zoology

Debate - Gender sensitive issues

16th February 2021

English

National webinar on 'Between "once upon a time" and "happily ever after" : Gender in fairy tales'

16th November 2020

Dr. Vrinda R. Chanth

Assistant professor Dept. of English Government College, Daman

English

National webinar on 'A quick re-look at the Practice of Teaching English Language and Literature'

4th May 2020

Dr. George Mathew Associate Professor Mar Ivanios College,  
Thiruvanthapuram

English

National Webinar on 'Imagining Justice in Postcolonial Indian  
Literature'

15th February 2021

Dr. Reju George Mathew Assistant Professor Dept. of English,  
National Institute of Technology Calicut, Kerala, India

English

National Webinar on 'Intervention and Interventional Strategies  
in ESL Curriculum'

27th January 2021

M. Samuel Jayakumar Assistant Professor Dept. of Languages,  
Hindustan Institute of technology and science, Chennai

English

National Webinar on 'Coming out and leaving the closet behind:  
Dismantling gender in the times of social polarization'

2nd February 2021

Ms. Urvi Sharma Assistant Professor PG Department of English  
Mehr Chand Mahajan DAV college for women, Chandigarh

English

Online training Programme on Academic writing

11th February 2020

Dr. Meena J. Panikker Associate professor in English P.A.

English

Webinar on 'Introduction to job oriented studies'

9th Dec 2020

Mrs. Kanak Jinan Head HR and Training, Guider's Education

Mathematics

National webinar on 'Research areas in Graph Theory'

5th August 2020

Dr. Aparna Lakshmanan S Research Guide & Assistant professor,  
St. Xavier's college for women, Aluva

Mathematics

National Webinar on 'Research Areas in Graph Theory'

5th august 2020

Dr. Aparna Lakshmanan S Research Guide and Assistant Professor,  
St. Xavier's College for Women, Aluva

Mathematics

Webinar on 'Excitements and Challenges in Mathematics'

12th November 2020

Ambat Vijayakumar Emeritus Professor, Dept. of Mathematics,

CUSAT

Mathematics

National Mathematics day, Online inter- collegiate quiz

22 December 2020

Mathematics

Webinar on ` Saga of Indian Mathematics`

10th February 2021

Presented by students : Angel Elizabeth, Anuchandra Santhosh,  
Anjana PJ, Anaswara Ashok.

Mathematics

Webinar on `Learning Mathematics in a different Perspective`

1st October 2021

Dr. Sunny Kuriakose Chief Administrator and dean, Mar Baselios  
Institute of Technology and science, Nelimattom, Kothamangalam

Mathematics

Webinar on ` Saga of Greek mathematics`

24th February 2021

Presented by Maria Mini Eldhose

Mathematics

Webinar on `Egyptian Mathematics`

3rd March 2021



Anjana Anil, Sumayya Veeras, Soumya Bala krishnan

Mathematics

Webinar on ' Saga of African Mathematics'

3rd March 2021

Mathematics

Webinar on 'Saga of Chinese Mathematics'

10th march 2021

Nayana Ashokan, Sreelakshmi T R , Ramseena PA

History

National Webinar on ' Iron age of kerala: An archeologist's perspective'

10th August 2020

Dr. Abhayan G.S Assistant professor, Department of Archeology, University of Kerala

History

National Webinar on ' Student's creativities and adaptation in the age of pandemic: Beyond the Curriculum'

24th July 2020

Shri. Venu Variath Renowed writer, Columnist, and executive editor. Little genius children's magazine, Dubai

History

National Workshop on Numismatics

9th January 2021

Dr. Amiteshwar Jha Director, Indian Institute of research in Numismatics Studies, Nasik, Maharashtra

History

National webinar on ' Understanding Numismatics as a source of History'

18th November 2020

Dr. Danish Moin, Associate Professor and HOD Dept. of History, Maulana Azah National Urdu University, Hydrebad

History

Orientation Lecture on ' On confronting History'

9th November 2020

Dr. Sebastian Joseph, Assistant Professor, Dept. of History, UC College Aluva

History

National Webinar on ' Harappan Burials in Gujarat: An overview'

3rd November 2020

Dr. Rajesh SV Assistant Professor, Dept. of Archeology , University of Kerala, Trivandrum

History

Young Researchers program

25 January 2021

Dr. Aneesh Kumar, Research fellow, Mayo Clinic, Minosetta, USA

History

National webinar on 'Towards New Terrains; Context, Content, Contestation of the past'

23rd January 2021

Dr. Malavika Binny, Assistant professor, SRM University, Andhra Pradesh

History

National webinar on 'Archeology in Practice'

14th August 2020

Sri. Prathapachanran S. Associate Professor, Dept. of Archeology, M.S. University, Baroda.

History

Career Counseling, Introduction to Analytical Tools

25th January 2021

Prof. A. Deepak Kumar B.sc, M.sc MBA Actuarial Science & Analytics

History

Selecting Right Careers

19th January 2021

Dr. V. V. K. Mohan principal, HRM, B.tech, PDGM, PhD

History

**Skill Development**

22nd January 2021

Mr. Ravi Kurian

**History**

Inter- Departmental Webinar on ' Financial Services'

2nd February 2021

Mr. P. V. Vijay Kumar

**History**

Business Analytics

27th January 2021

Ms. Diana Susan Fernandez

Computer Application

Webinar on ' Scope of Commerce Education in 21st century

20 November 2020

De. Manjula R Iyer Associate Professor & Research Guide  
Chinmaya deemed to be University, Piravom

Computer Application

Project Orientation Programme

28th November 2020

Mr. Anish. B. Bhaskaran, Head and Assistant Professor,  
Department of Commerce, Saintgits College of Applied Sciences,  
Pathamuttom, Kottayam

Physical Education

National Webinar on 'Sports Nutrition - Emphasis on Carbohydrate'

12th June 2020

Dr. Praveenkumar T.K Assistant Professor College of Engineering, Thiruvanthapuram

Physical Education

National Webinar on ' Physical Activity and Bone - Persuading Women to Exercise'

9th January 2021

Mr. Sudheesh C.S Assistant professor Lakshmibai National College Of Physical Education, Thiruvanthapuram

Physics

International webinar on ' 3D printing of Metallic Materials

28th May 2020

Prof. Dr. Ing. K. G. Prashanth Prof. and HOD. Of Additive Manufacturing Laboratory Dept. of Mechanical and Industrial Engineering, Tallinn, Estonia

Physics

International Webinar on ' Quantum Magnetism in Honeycomb Lattices'

16th June 2020

Dr. Hari Nair Assistant Professor, The University of Texas, El Plaso TX, USA

Physics

Webinar on ' Energy efficiency in domestic sectors'

3rd December 2020

Mr. Ijas M A Energy Technologist, Energy Management Center,  
Kerala

Physics

Introduction to Reactor Physics

5th December 2020

Dr. Neethu Hanna Stephen Scientific officer, E, ICGAR,  
Kalpakkam

Physics

Importance of Electrical Safety

11th December 2020

Dr. F. R. Pazheri Assistant Electrical Inspector, Electrical  
Inspectorate, Malappuram

Physics

Lessons of Sustainability from Pandemic Era

14th December

Suresh Kumar M Additional Director Petroleum Conservation  
Research Association (PCRA), Kochi, Ministry of Petroleum and  
Natural Gas Govt. of India

Chemistry

Professional Orientation programme

1st March 2021

Dr. Ajith James Jose Senate Memer - M.G University Associate professor, Dept. of Chemistry, SB College, Changanssery

Commerce

Budget Analysis

11th February 2021

Student convenors : Fathima Rafeeqe Annmary Thomas

Commerce

Inauguration of Entrepreneurship Development Club

21st January 2021

Fathima Usman You tuber, Entrepreneur Alumna, Department of Commerce, Batch of 2019- 20

Commerce

SDP on Investor Awareness Programme

29th April 2021

Mr. Manoj T. Neelakantan Resource person of IICA SEBI Stock market trainer

Commerce

Webinar on 'Education and Employment: Impact of Covid 19'

6th November 2021

CMA Geevar Thambi (Vice President) Invisor Global Inc. Canada  
Commerce

Excel in your studies Online Motivational Programme

27th January 2021

Anish Mohan International award winning speaker

Commerce

Entrepreneurial talk on 'Early challenges of nascent entrepreneurs'

28th January 2021

Sri. Kochouseph Chittilappilly Founder chairman, V-Guard Industries Ltd

Commerce

International Webinar on ' Post covid 19 business Enviornment: Challenges and Opportunities

7th June 2020

Dr. Justin Paul chief editor, International Journal of consumer studies professor, university of Puerto Rico, San Juan, PR, USA, Distinguished scholar, IIM Kozhikode

Commerce

Webinar on 'Research methodology for social sciences'

11th November 2020



Dr. S Kevin Professor & Vice Chancellor, University of Kerala

Commerce

Inauguration of Commerce Association

17th October 2020

Ms. T V Anupama IAS Director, women and child Development department

Women's Cell and Seethalayam project

Webinar on ' Women protection Laws'

25th November 2020

Adv. Jayanthi Surendran

Women's Cell and Seethalayam project

Best lady Santa contest Best Pastry chef

20 December 2020

Women's Cell and Seethalayam project

Republic day competition

24 January 2021

Women's cell and NCC

Discussion on 'come out of the doors'

8th March 2021

Dr. Smitha K Mohan Mrs. Preenu Anirudhan

NCC

Republic Day

26th January 2020

NCC

Yoga Day

21 June 2020

NCC

Kargil Vijay Diwas, Online Quiz

26 July 2020

P.V Maneesh Shouryachakra

NCC

Pollution Pakhwada

28th July 2020

NCC

Independence Day

15th August 2020

Captain Pramod John Commander, Air India

NCC

Fit India Freedom

23 August 2020 - 2 October 2020

NCC

Constitution Day

19th November 2020

Mr. Devanand P Gopinath Law Activist

NCC

NCC day celebration

22 November 2020

NCC

Swatchhata Pakwada

5th December 2020

Maj. K S Narayanan, Associate NCC Officer, UC College Aluva

NCC

Armed Forces flag day

7th December 2020

NCC

Life in Indian Navy

Webinar on 'Life in Indian Navy'

Lt. Jithin Joseph

NCC

Army Day 2021, Webinar on ' Life in Army'

15th January 2021

Col. Padmanabhan

NCC

Republic Day 2021

26th January 2021

Lt. Col. Sasi Mohan Former Commanding officer

1.

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/activities-2/">https://marthomacollege.ac.in/activities-2/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews and enhances its teaching learning process, structure and methodologies, and learning outcomes by various methods

- **Entry Level Test and Advanced Level Test:** The IQAC conducts entry level test to identify slow and advanced learners in their respective core subject and English language during the first year itself. Based on the evaluation individual attention will be given to those students who require advancement in their respective subject, and individual attention will be given to those students who need improvement in English language.

In advanced level test, conducted for second years, records the improvement of the students from the previous year and ensures attention to those students who have not re

corded significant improvement.

- Internal Assessment Exam- Internal assessment exam is conducted twice in every semester so as to evaluate the students' knowledge and progress in the subject
- Students Feedback- Students feedback is collected on the performance of the teachers and the appraisal committee-Veekshan reviews the same and suggest amendments.
- Teachers Feedback- Teachers feedback is collected on the facilities provided and strategies implemented by the institution through IQAC, to enhance teaching learning process. This feedback is reviewed by the appraisal committee-Veekshan, and suggestions are offered and implemented for improvement.
- Teachers Diary- The teachers diary records the academic and extracurricular activities of the teaching staff. The IQAC reviews the same in every month and ensures completion of course syllabus and activities assigned to the teachers.
- An all-inclusive evaluation of the academic achievements is organized at the end of the academic year.
- Regular meetings are conducted for reviewing the teaching-learning process and the learning outcomes. The teaching-learning process is reviewed on the basis of discussions, feedback forms and teachers diary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://marthomacollege.ac.in/annual-report/">https://marthomacollege.ac.in/annual-report/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Since our college is a single gender educational institution the initiatives and the programs conducted by various departments/associations/clubs during the academic year were mainly aimed to promote awareness about the very concept of gender, human rights and gender equality. This year we have organized variety of programs and the details for the same is given below. Please find the link of the programs.

[https://drive.google.com/drive/folders/118WeTkQ1FGEBsPnuS\\_czqKP DroofEawP?usp=sharin](https://drive.google.com/drive/folders/118WeTkQ1FGEBsPnuS_czqKP DroofEawP?usp=sharin)

**TITLE OF THE PROGRAME**

**PERIOD FROM**

PERIOD TO

MALE

FEMALE

Slogan Contest conducted by the Department of Zoology as a part of International Day of Girlhood

09-11-2020

09-11-2020

25

Miss Cosmo (Fashionable Dressing) conducted by the Department of Zoology as a part of International Day of Girlhood

10-11-2020

10-11-2020

11

"La Femme" International Day of Girlhood observed by the Department of Zoology.

11-11-2020

11-11-2020

65

International Day for the Elimination of Violence against Women conducted by the Women Cell in association with Seethalayam, Kerala Govt. Homeopathic Department, Ernakulam

25-11-2020

25-11-2020

86



File Description	Documents
Annual gender sensitization action plan	<b>Nil</b>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u><a href="#">Counseling The college avails the service of a trained counselor for helping the students. Counseling is aimed at the health and growth of the total person. Counseling helps the student to become aware of the real problem; to know the cause of the thoughts behind negative feelings; to take decisions that will be conducive to one's psychic energy positively. Students who need counseling may avail themselves of the opportunity. Confidentiality is ensured in all matters. Students increasingly faced issues of anxiety, stress, fear, lethargy and mental agony in the age of pandemic. The students availed the services of the counselor in a very fruitful way during the pandemic period through telephonic conversations. Common Room A well furnished common room with toilets and sanitary napkin vending machine is available in the campus for students to sit, relax in the time of emergency.</a></u>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<u><a href="#">View File</a></u>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid**

waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management- PVC pipe composting method and biogas composting method has been adopted by the college and college hostel to tackle with the degradable waste. Disposal of biodegradable waste especially the food waste and kitchen waste was a serious issue before the installation of compost systems. 3PVC pipes of 10 inches were placed vertically in the ground and mud, jaggery and cowdung were put into in these pipes to enhance the bacterial process. Biogas plant in hostel is also working properly by effectively utilizing food and kitchen waste.

Waste Recycling System EBSB Club initiated "An Old New Life", a project which focused on the creative art of waste management. Creative ideas to recycle and/or up cycle materials that were no longer in use or were discarded were circulated. This initiative started during the lockdown period also led to some of our members starting new ventures which earned them fame through small scale business. Some of the waste management practices so far adopted are showcase art from unused bottles, hanging bottle garden, piggy bank from bottle, lamp to pot, wall décor from paper, pen holder from cardboard, wall décor with unused CD, bag from newspaper fish tank using tyre etc.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution has been committed to providing an inclusive environment, accomodating differences and mainatinaing unity in diversity. Since there are students from various social, cultural, linguistic and regional milieus, the College is a

centre of diversity. We celebrate festivals associated with various religions, such as Christmas, Vishu, Eid etc. November 1 is celebrated as Kerala Piravi Dinam and under the guidance of the EBSB club, festivals peculiar to Himachal Pradesh are also celebrated. The College also celebrates Holi in splendor. The EBSB members worked on the theme 'From Us to You for We Matter' with the focus to learn more and understand the states of Kerala and Himachal Pradesh. In order to learn Hindi and Pahadi languages to communicate better with our counterparts and student friends interactive sessions include videos, role plays, quiz and songs were arranged by the club. Lohri Festival was celebrated in January. Videos of Lohri Song, Lohri cuisine, Bhangra/Gaddi dance, and a PowerPoint Presentation on Lohri were conducted. Students from varied cultural and socio-economic backgrounds find the college a potent venue to articulate themselves and shape their identities as cosmopolitan citizens.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution is dedicated to sensitizing students and employees about their values, rights, duties, and responsibilities to the constitution and to nurturing them into responsible citizens. To ensure this, the institution celebrates all days of national importance. For the academic year 2020-21, due to various covid restrictions, the days were celebrated by organizing various competitions and interactions online. The institution hoists flag on all important national days and makes sure there is active participation from faculties as well as students. The institution places importance on the need to develop patriotism and encourages students to join the NCC and the NSS. NCC for the academic year 2020-21 organized several competitions and webinars as part of celebrating Republic Day, Army Day, and Constitution Day. The unit also organized webinars to make aware the students of life in the army and navy and to encourage them to pursue a career in the same. Promotion of the Swachh Bharat Mission was done

through Swachhata Pakhwada. The NSS conducted their 7-day camp "Punarjani 2020". College departments like the Department of History also organized an online interaction with bureaucrats to motivate students to be a part of the system.

File Description	Documents
<p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p>	<p><a href="#">TITLE OF THE PROGRAM PERIOD FROM PERIOD TO NUMBER OF PARTICIPANTS "Punarjani 2021" conducted by the NSS as part of their 7 Day Camp 20-02-2021 26-02-2021 75</a>  <a href="#">Workshop on Republic Day Camp by Arjun B. All India Guard of Honour 2020 conducted by NCC 26-01-2021 26-01-2021 54</a>  <a href="#">Webinar on "Life in Army" conducted by NCC as part of the commemoration of Army Day 15-01-2021 15-01-2021 68</a>  <a href="#">"Swachhata Pakhwada 2020" organised as part of the Swachh Bharat Mission by NCC 05-12-2020 05-12-2020 56</a>  <a href="#">Interactive session with Political and Law Activist Mr. Devanand P Gopinath organized by NCC as part of Constitution Day Celebrations 19-11-2020 19-11-2020 62</a>  <a href="#">Webinar conducted by NCC to encourage students to join NCC 08-11-2020 08-11-2020 89</a>  <a href="#">Webinar on "Youth for Social change" conducted by the Department of History &amp; Archaeology as part of Association inauguration 2020-21 21-11-2020 21-11-2020 98</a>  <a href="#">A candlelight vigil was organized in solidarity with the farmer's agitation by the Department of History &amp; Archaeology 104</a>  <a href="#">Webinar on "Life in Navy" conducted by NCC as part of Republic Day Celebrations 2020 26-01-2020 26-01-2020 103</a>  <a href="https://drive.google.com/drive/folders/1H1aA-bHe9mAgK59stockoRcTCvcifPSU?usp=sharing">https://drive.google.com/drive/folders/1H1aA-bHe9mAgK59stockoRcTCvcifPSU?usp=sharing</a></p>
<p>Any other relevant information</p>	<p>Nil</p>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Institution celebrates/organizes national and international commemorative days, events, and festivals**

Mar Thoma College for Women takes great interest in celebrating days of national and international importance and various festivals. The institution believes such activities to be an integral part of learning by instilling cultural and social values in students. For the academic year 2020-2021, despite the classes being conducted in the online mode, various departments made sure to celebrate and commemorate important days and festivals. Days of national importance like Republic and Independence Day, Constitution Day were celebrated with much enthusiasm by various departments as well as the NCC and the NSS by organizing several competitions to ensure active participation by the students and also to remind them of our rich history and cultural heritage. Other important days like National Youth Day, World AIDS Day, International Day for the

Elimination of violence against women, international day of the girl child were also observed to inculcate a sense of social commitment in students. Other days like Children's Day, National reading day, World consumer day was also recognized. World Space Week and Postal Week also were celebrated with great fervor. The institution believes in organizing such events all throughout the year as it believes in molding responsible citizens for the nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICES

(Detailed descriptions of each practice as per NAAC format is available in the link:

<https://marthomacollege.ac.in/best-practices/>

1. Snehasparsham

2. Green Campus Initiative

File Description	Documents
Best practices in the Institutional website	<a href="https://marthomacollege.ac.in/best-practices/">https://marthomacollege.ac.in/best-practices/</a>
Any other relevant information	Nil



### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 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 from rural background to face challenges 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 and capable to reach out to the less privileged. • To mould a team of students with the required knowledge, skills and attitude with global competence, capable of working towards the transformation of society. • To create awareness and to live in harmony with the natural environment, to preserve it and to act as agents of peace, goodwill, national 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.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

For details: <https://docs.google.com/document/d/10InvIC3JMT8DgZn9oE3hJVmn4UWu3V5M/edit>

1. Prepare for NAAC visit in 2022.
2. Equip students to adapt to the new normal brought in by Covid-19
3. Provide support to Indian handicrafts and cottage industries
4. Strengthen faculty development initiatives

5. Promote research activities
6. Promote Green Campus Initiative
7. Community service
8. Promote sports activities among women
9. Launch more clubs and cells and strengthen activities of existing clubs
10. Promote entrepreneurship and innovation ecosystem

NAAC