



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Mar Thoma College for Women, Perumbavoor
• 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	9446438500
• Registered e-mail	mtcwpbr@yahoo.in
• Alternate e-mail	marthomapbr@gmail.com
• Address	Perumbavoor
• City/Town	Ernakulam
• State/UT	Kerala
• Pin Code	683542
<b>2.Institutional status</b>	
• 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, Kottayam				
• Name of the IQAC Coordinator	Dr. Anupama P				
• Phone No.	8086790321				
• Alternate phone No.	8086790321				
• Mobile	08086790321				
• IQAC e-mail address	iqacmtcwpbr@gmail.com				
• Alternate Email address	anupama.a@marthomacollege.ac.in				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://marthomacollege.ac.in/uploads/2023/05/AQAR-2020-2021.pdf">https://marthomacollege.ac.in/uploads/2023/05/AQAR-2020-2021.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://marthomacollege.ac.in/academic-calendar/">https://marthomacollege.ac.in/academic-calendar/</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.5	2003	21/10/2003	29/10/2008
Cycle 2	B	2.58	2012	30/10/2012	29/10/2017
Cycle 3	B+	2.63	2017	30/10/2017	29/10/2022
<b>6. Date of Establishment of IQAC</b>			17/06/2002		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Launch of courses - 1) Launched an Integrated M.Sc course in Basic Sciences (Physics) , 2) Obtained permission to begin Diploma Course in Beauty Parlour Management from Youth Employability Skill Training Educational Cooperative Society. • Assisted the university and community in combating Covid-19 - 1) masks and sanitizers manufactured, 2) awareness campaigns conducted- 3) recognized as a member of Beat Covid Campaign of Mahatma Gandhi National Council of Rural Education, Hyderabad • Strengthened the Green Campus Initiative - 1) Vidyavanam, a Miyawaki forest was launched in association with Dept. of Social Forestry, 2) Butterfly Garden was launched in association with Dept. of Social Forestry • Reconstituted IQAC Sub-committees - SHAKTI was entrusted with the task of monitoring online programmes, VEEKSHAN for collecting and analyzing feedback, LAKSHYA for supervision of e-facilities and VOICE for grievance redressal. • Provided orientation to staff and students in view of NAAC accreditation - More than 25 seminars, orientation sessions and webinars were conducted for staff and students</li> </ul>	
<b>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</b>	

Plan of Action	Achievements/Outcomes
Strengthen Green Campus Initiative	Vidyavanam, a Miyawaki forest, launched ;Butterfly Garden set up; Awareness campaigns to reduce use of plastic
Village Adoption	College selected for Unnat Bharat Abhiyan; 5 villages were adopted under UBA
Conduct of academic and administrative audits	One external audit and several internal audits conducted in view of SSR preparation
Conduct of sustainability audits	A green audit, energy audit and environment audit were conducted.
Apply for NIRF, ARIIA and IIC rankings	Applied for NIRF and ARIIA rankings. The IIC star rating improved from 3 to 3.5.
Apply for MP Funds for purchase of computers for Language Lab	MPLADS Fund of Rs. 10,00,000/- was granted for purchase of computers for Language Lab.
Conduct FDPs, workshops and seminars in collaboration with reputed institutions	Conducted an FDP titled 'Recent Trends in English Language and Literature' and a 2-week Refresher Course titled 'Recent Trends in Physics' and a one-day seminar in association with STRIDE, M G University.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Council	02/05/2023
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
2023	13/01/2023

### 15. Multidisciplinary / interdisciplinary

The College adopts a multidisciplinary approach to teaching and learning, with emphasis on integrating Humanities and Science subjects. Being affiliated to Mahatma Gandhi University, we follow the curriculum designed by the university. Open Courses where each department offers subject-specific courses for students from other streams are conducted. We offer various interdisciplinary add-on courses such as Yoga, Value-Education, organic farming and environment-related courses. Students are encouraged to choose interdisciplinary areas of study such as disability studies, ecocriticism, and waste studies for their projects in the 6th semester. B.Voc courses and the Integrated M.Sc (Physics) programme offered by the College have multiple entry-exit system.

### 16. Academic bank of credits (ABC):

The B.Voc courses offered have multiple exit and entry points with Diploma being awarded after the first year and Advanced Diploma after the second year. Courses such as the Integrated M.Sc in Basic Science (Physics) offered have the multiple entry-exit system and Academic Bank of Credits. We are equipped to launch the ABC as soon as the affiliating university takes steps in this regard.

### 17. Skill development:

The College emphasizes on the overall development of students and pays special attention to skill-development so that our students fare well in their careers. We ensure active student participation in programmes such as Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and Walk With a Scholar Programme (WWS). The spirit of innovation and entrepreneurship is inculcated in the students through the Entrepreneurship Development Club, Institution's Innovation Council and the Innovation and Entrepreneurship Development Cell. Vocational training programmes conducted by the College include LED bulb making, soap and sanitizer manufacturing, mask making, cookery programmes, food stall management and sale of handmade items.

### 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College values Indian knowledge systems and ensures that students and teachers work to promote languages, arts and cultural

activities indigenous to our Country. Yoga is taught regularly. The Ek Bharat Shresht Bharat Club conducts activities such as Hindi classes, art classes etc to promote the rich heritage of India. Students also have to learn Indian languages as part of their curriculum. National festivals and regional festivals are celebrated. 75 programmes were organized in honor of the 75th Independence Day and Azaadi Ka Amrut Mahotsav. Indian art forms such as Madhubani painting, Ikkat work etc are taught. The NSS and NCC work to promote Indian languages and culture.

#### 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

The institution emphasizes on Outcome Based Education. Programme Outcomes, Programme Specific Outcomes and Course Outcomes are mapped and students are made aware of the outcomes. Attainment levels are measures and appropriate action taken. Teachers are also encouraged to attend workshops and training sessions on OBE.

#### 20. Distance education/online education:

The College uses the LMS , Moodle, to provide online education. Students enroll regularly in courses offered by NPTEL, SWAYAM and Coursera and obtain qualifications. Online teaching tools such as Screen Cast-o-Matic, G-Suite, Quizzera, Kahoot etc are used. Various departments offer online certificate courses and ensure student participation in blended learning format. Virtual Labs are also made available to students and teachers. During the pandemic period, students were provided financial assistance to purchase smart phones and other equipment for online learning.

### Extended Profile

#### 1. Programme

1.1 301

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1 893

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

275

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

320

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

51

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

51

Number of sanctioned posts during the year

<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>893</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>275</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>320</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>51</b>
File Description	Documents
Data Template	<a href="#">View File</a>



3.2	51
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	2027977
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

The institution is affiliated to Mahatma Gandhi University, Kottayam, Kerala, and closely adheres to the academic calendar and curriculum offered by the university. The College Council and IQAC play the key role in masterminding the curriculum of the institution. The College Council held at the beginning of the academic year would draw up the College calendar in consonance with the academic calendar issued by the university. The Department Councils furnish the department action plan.

Teachers' diaries are maintained by faculty members.

ICT enabled course materials, pedagogical activities such as role play, group discussions, etc., use of Google Classroom, Youtube channels of teachers, YouTube videos available, kahoot, quizzes, padlet enhance the efficacy of curriculum delivery.

The institution owns the MOODLE platform and serves as the local

chapter of SWAYAM-NPTEL. Access to N-List resources is also enabled.

Certificate and Add on courses are offered for students to complement the curriculum assigned.

Induction and Orientation programmes are offered to the first year students along with bridge courses or lectures to bridge the gap between the existing knowledge and knowledge to be gained.

The College Handbook provides the details of the academic calendar, cells and clubs, details of examination.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://docs.google.com/document/d/1Sl4JkSLsSPkf8B36SGpwyHiM7HcrXxKjk8ISWmrMOx0/edit?usp=sharing">https://docs.google.com/document/d/1Sl4JkSLsSPkf8B36SGpwyHiM7HcrXxKjk8ISWmrMOx0/edit?usp=sharing</a>

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

The internal examinations, assignment, viva as stipulated in the university regulations are held under the guidance of the Exam Committee and heads of departments in concordance with the academic calendar issued by the university. The dates of these assessments are recorded in the academic calendar of the college at the beginning of the academic year. Nevertheless minor changes may occur as the actual schedule of the university examinations might differ from the period indicated in the university academic calendar

In addition to the above, continuous assessment is done through test papers, viva, assignments, dictation, surprise tests, seminars. A detailed timetable of the exams are given to the students in advance. Answer scripts are evaluated and handed over to the students promptly and corrections regarding the answers are explained to the students. Grievance Redressal Mechanism(CBCS)Cell addresses the queries regarding the internal exams.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.mgu.ac.in/uploads/2017/09/UG-CBCS_Regulations-2017-2.pdf?x40772">https://www.mgu.ac.in/uploads/2017/09/UG-CBCS_Regulations-2017-2.pdf?x40772</a>

**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**

**A. All 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**

**11**

File Description	Documents
Any additional information	<a href="#">View File</a>
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)****13**

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

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****357**

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 institution, inspired by its vision and the Sustainable Development Goals, lays significant thrust on integrating crosscutting issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability in the curriculum. The curriculum devised by M. G. University, Kottayam contains several courses that address these issues. In addition, the college organises activities to promote the knowledge and skills in these.

File Description	Documents
Any additional information	No File Uploaded
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

17

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	<a href="#">View File</a>

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

643

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

## 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	<a href="https://drive.google.com/file/d/182TzElZVo8XFsqSD8YTd8RJuqYhAlVnx/view?usp=drive_link">https://drive.google.com/file/d/182TzElZVo8XFsqSD8YTd8RJuqYhAlVnx/view?usp=drive_link</a>
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	No File Uploaded
URL for feedback report	<a href="https://drive.google.com/file/d/1iZXVv0gthuXIuOFMgZ2ruDBwcmnETydx/view?usp=drive_link">https://drive.google.com/file/d/1iZXVv0gthuXIuOFMgZ2ruDBwcmnETydx/view?usp=drive_link</a>

## 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

260

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

109

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 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
- Bridge Courses conducted at the departmental
- Remedial Classes.
- Peer group support groups
- Academic and personal counseling
- Bilingual explanations
- Simple and standard lecture notes.
- Videos and other available material to develop communicative skills.
- Department Association activities

SUPPORT ADVANCED LEARNERS: Extra study materials

- Research Forum
- Encourages to participate in Summer Fellowships organised by prestigious institutions in the National level

- Encouraged to enroll for MOOC Courses in platforms like Swayam and EdX ,Young Innovator's Programme and Hackathon.
- Professional coaching classes
- Inter-Collegiate Workshops and Competitions
- In -house competitions such as Debate, Group Discussion, Decision Making Exercises and Quiz Programmes.
- Leaders and organisers of college events.
- Rankholders in the University Examination are honoured
- Scholarships and merit awards
- Advanced learners guide the slow learners in their class

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1p-iVzGbgCa5m_VouJ6AYa_KvI30rcbEt/view?usp=sharing">https://drive.google.com/file/d/1p-iVzGbgCa5m_VouJ6AYa_KvI30rcbEt/view?usp=sharing</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
893	51

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

Focused on enhancing the learning experience of the students, the institution endorses highly engaging and compelling teaching-learning methodologies.

#### Experiential Learning

Flipped Classroom provides time for a deeper understanding of content.

Science labs, language lab, computer labs enable experiential engagement

Internships, on-the job training, workshops, Industrial visits,



Study tours, Exhibitions and Field trips enhance cognitive and affective learning.

Add-on and certificate courses improves the employability skills of the students.

Career guidance helps students find the right career path.

Student lectures, Planting seeds, paper pen making, LED star making empowers students to develop Creative, Innovative and Sustainable Learning .

Participative Learning-promote immense expanse of activities:

Peer teaching encourages advanced learners to extend academic help to medium and slow learners.

Community Enrichment Programmes ,Discussions, debates, lectures, seminars and conferences are organised to spawn critical thinking.

Newsletters and magazines nurture literary and creative skills.

Day observances promotes national and international awareness and action on these issues

Intra and inter-collegiate events are very important in building multiple skills.

Problem-Solving-boost reflective thinking.

Student projects and surveys provide opportunities for the students to explore new arenas of knowledge.

Quiz programmes cater to the inquisitive minds of the students

IIC activities create an ecosystem fostering innovation.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://drive.google.com/file/d/1aFbli7HfkZl16eRRQSut_TZ6SmvCDOu/view?usp=sharing">https://drive.google.com/file/d/1aFbli7HfkZl16eRRQSut_TZ6SmvCDOu/view?usp=sharing</a>

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

maximum of 200 words

The College gives priority in upgrading to innovative ICT enabled practices into the teaching learning process. Flipped Classroom offers opportunity for student self-pacing and deeper understanding of content. Faculty and students take classes using PowerPoint presentations.

Google classrooms and customized Moodle platform (<https://lms.marthomacollege.ac.in/>) are used to deliver the course content. Google meet and Zoom platforms are used for videoconferencing. Google forms, docs, slides, Padlet, Peardeck, Anyflip and Thinglink are used to make teaching-learning a collaborative experience.

Few teachers have educational YouTube channels and use softwares such as Screencast'O'matic/ OBS to record their classes. Departmental blogs (<http://biozonemtcw.blogspot.com/>), are maintained by the teachers.

E-notes are given by teachers both for reference and learning advancement. Classwise whatsapp are effective for communication. Campus is Wi-Fi enabled. Students access materials from e library which uses LIBSOFT DIGITAL software. The College, as a SWAYAM-NPTEL Local Chapter emphasizes MOOCs-SWAYAM/NPTEL.

The MG University Study Centre on the campus provides facilities like INFLIBNET, NLIST Shodganga, Shodhsindhu etc, The English Language Lab is effective. Several e-zines were released. MOOC on Organic farming was done by all first year students.

Online competitions enabled the students to be familiar with recording apps, timelapsing apps and editing software. Departments have conducted virtual tours (<https://www.youvisit.com/tour/dipendra.jyoti/132953>, <https://www.mathrubhumi.com/stat/Meesappulimala/vr.html>).

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	No File Uploaded

**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**

51

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**

51

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**

15

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

267

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.

The evaluation process in our college is transparent and robust in terms of frequency and variety.

- 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.
- Admission to the college is done by Centralized Allotment Process (CAP).
- 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 the academic calendar. The weightage for the internal exam is given as per the instructions given by Mahatma Gandhi University, Kottayam.

- Internal exam marks are displayed on the notice board and communicated to the students.

- Remedial classes are provided

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://marthomacollege.ac.in/internal-examinations/">https://marthomacollege.ac.in/internal-examinations/</a>

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

In college level, a grievance cell, composed of Principal and exam coordinators are constituted.

- Guidelines and rules issued by the affiliating university are followed while conducting internal exams.

- Two internal tests are given in each semester.

- Schedule for the internal exam, 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
- After preparing the assessments report it is shown to the students. Grievances are resolved immediately and submitted by the concerned faculty to the department.

### 3 Tier Grievance Redressal Mechanism at College

**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 HOD.

**College Level:** The College level Committee comprising the Principal, Internal examination coordinators and the concerned HoD investigates the unresolved departmental-level grievances.

**University Level :** The University level Committee comprising the Vice chancellor, Pro-vice Chancellor, Chairman-Board of examination and Controller of examination is there for the flawless verification of internal and external examination scores.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://marthomacollege.ac.in/grievances-examinations/">https://marthomacollege.ac.in/grievances-examinations/</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) :** knowledge and skills the students should have at the end of a course completion of program. ?

**Course Outcomes (COs) :** knowledge and skills the student acquires at the end of each course.

**Program Specific Outcomes (PSOs ) :** Importance of knowledge and skills learnt in society.

POs PSOs and COs of all courses offered are communicated to the

stakeholders through

- The vision and mission of Mar Thoma College for Women clearly defines aims and objectives of the Institute in developing a well-rounded person.
- 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 meetings at the beginning of each semester.
- The importance of learning outcomes are communicated to all teachers at IQAC and staff meetings and to students in their tutorials
- COs are also discussed with students at the beginning of each 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.

**Outcome-based education (OBE)**

A college level OBE advisory committee and department OBE committee is constituted.

Website and department notice board used for OBE Communication

Mapping that links COs to POs and PSOs, with the appropriate levels in the matrix shown

**Levels**

Correlation

0

Nil

1

Low

2

Moderate

3

High

CO Attainment Level -Two tier mechanism

Direct Assessment

COs

3

Y % of the students scoring ? Z % of Marks in CO (x)

2

Y1% of the students scoring ? Z% of marks in CO (x)

1

Y2% of the students scoring ? Z % of marks in CO (x)

Overall Direct Assessment of each Course Outcome= Internal  
Assessment Attainment Value \* Weightage assigned + External  
Assessment Attainment Value \* Weightage Assigned



Indirect Assessment

Calculation of Indirect Assessment is done using the Course - End Feedback

Level of Attainment

Outcome has been attained :

CO

3

Strongly agree

2

Reasonably agree

1

Ambivalent or neutral

0

Disagree

Overall CO Attainment: = Direct Attainment value \*.80 + Indirect Attainment value \*.20  
1. Programme Outcome Attainment Evaluation:

Level of Attainment

PO/ PSO has been

attained :

PO Attainment Level

3

Strongly agree

2

Reasonably agree

1

Ambivalent or neutral

0

Disagree

Overall PO/ PSO

= Direct Attainment value \*.80 + Indirect Attainment value \*.20

Corrective Measures :

- Remedial sessions , Bridge and Add-on Courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://docs.google.com/spreadsheets/d/1kkUU9sqn8qumrXrrjt0K8gntjajzEEHc/edit?usp=sharing&amp;ouid=104335759754355471942&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1kkUU9sqn8qumrXrrjt0K8gntjajzEEHc/edit?usp=sharing&amp;ouid=104335759754355471942&amp;rtpof=true&amp;sd=true</a>

**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**

207

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/uploads/2023/06/ANNUAL-REPORT-2021-22.pdf">https://marthomacollege.ac.in/uploads/2023/06/ANNUAL-REPORT-2021-22.pdf</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://marthomacollege.ac.in/uploads/2023/06/SSS-2021-2022-Responses.pdf>

## 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)**

128000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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**

1

File Description	Documents
Any additional information	No File Uploaded
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

Our institution is committed to cultivating an ecosystem for innovations and taking initiatives for the creation and transfer of knowledge. We have established a thriving environment where ideas are nurtured, discoveries are made, and knowledge is shared. The Institution's Innovation Council and Entrepreneurship Development Club function effectively to promote the spirit of knowledge transfer. These include organizing motivational sessions by successful entrepreneurs, expert talks on innovation development and commercialization, entrepreneurship development workshops, and workshops on entrepreneurship skills and behaviors. Additionally, sessions on business model canvas, innovation prototype validation, and converting innovation into start-ups have been arranged. There have also been lectures on innovation, entrepreneurship, and start-ups, and start-up planning. Talks on opportunities for early-stage entrepreneurs, angel investors etc have been facilitated. The institution has also encouraged innovation through contests and expert talks. The institution has

spent Rs. 8,000 on promotion and awareness generation in innovation and entrepreneurship. Notable innovations include wireless charging of automobiles, paper made from algae, an Ayurveda plant biometric app, generating electricity from waste plastic, EM-shielding polymers, adsorbents for reducing carbon emission, innovative fabric designs and an app for farmers. The institution has developed breakthrough technologies, such as the Gule App for farmers and the Ayurveda Plant Biometric App.

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

21

File Description	Documents
Report of the event	No File Uploaded
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

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

17

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

Mar Thoma College for Women, Perumbavoor, is committed to promoting holistic development and social responsibility among its students. Through various extension and outreach programmes, the

college aims to empower its students and create a positive impact on the community. In the year 2021-22, the college successfully conducted several initiatives in collaboration with the NSS, NCC, YRC, focusing on organic farming, gender sensitization, community engagement, environment conservation, awareness drives, and helping the destitute. The programs witnessed the participation of 750 beneficiaries. The college organized an organic farming programme to raise awareness about sustainable agricultural practices and promote environmental consciousness. Recognizing the importance of gender equality and the need to challenge societal stereotypes, the college conducted a gender sensitization campaign to create a safe and inclusive environment for all genders and empower women to break barriers and pursue their dreams. Students organized blood donation and awareness sessions on social issues. In line with the college's commitment to environmental sustainability, an environment conservation drive was conducted. The participants undertook tree plantation activities and organized cleanliness drives. As part of their community outreach, the college collaborated with local organizations and provide essential supplies, organize recreational activities, and offer companionship.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### **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**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### **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**

10

File Description	Documents
Reports of the event organized	No File Uploaded
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**

750

File Description	Documents
Report of the event	No File Uploaded
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**

8



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	No File Uploaded

### 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

4

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

## 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 and 5 class rooms with LCD. 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	No File Uploaded
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 with the capacity of 1000 seating, a Projector with Screen, and public address system, Conference Hall and Seminar Halls.

File Description	Documents
Upload any additional information	No File Uploaded
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.

37

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)

2027977

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)

Mar Thoma College for Women Library has a collection of more than an eighteen thousand books in print. The Library has a spacious

reading hall, Digital Library and a separate stack area. Internet, scanning and photocopying facilities are available. The Library is fully automated through an Integrated Library Management System (ILMS) LIBSOFT. The college library is meant for supplementing the academic, intellectual, informational, inspirational, spiritual and recreational requirements of the academia with its rich resources and services. The library provides open access to its documents and any member can browse through the collections which are arranged according to Dewey Decimal Classification (DDC). The Library has a collection of over 18000 volumes and 34 periodicals, 27 journals in print and 140 CD/DVDs. Automation done during 2009. The bibliographic details of all the documents in library can be searched online remotely through the Online Public Access Catalogue (OPAC). Link to OPAC is available at the Library website. The Library is WiFi-enabled and a digital library is provided with computer access to browse online contents. Entry of library is aided with Gate Entry Monitor (footfall counter) which are accessible by BARCODE enabled ID cards.

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)**

358480

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

339

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

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 and 5 class rooms with LCD. 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	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

95

File Description	Documents
Upload any additional information	No File Uploaded
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)**

5947751

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)	No File Uploaded

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.

The college has well established systems and procedures for the optimal utilization and effective maintenance of facilities. The Planning Committee convenes regular meetings and prepares the budget. A decentralized process with the Manager as the Head and the Principal as the nodal point is adopted. The Library is fully automated using LIBSOFT software. The list of books required is taken from the department heads. Stock verification is conducted annually. Sports facilities are supervised and maintained by the Head of the Physical Education Department. Ground level maintenance is done annually. The purchase of equipment is done following government norms. Lab assistants periodically check facilities. The stock register is kept in all laboratories and at the end of the year stock verification is conducted. The college computer centre (IIeLT) is available for students. AMC is paid to competent agency and annual maintenance work is undertaken. Anti-virus software is installed and updated every year. The Principal conducts checks on classroom facilities. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff. The hostel has a decentralized structure with a matron, warden, a teacher-in-charge and floor representatives.

File Description	Documents
Upload any additional information	No File Uploaded
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****314**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
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****301**

File Description	Documents
Upload any additional information	No File Uploaded
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	Nil
Any additional information	No File Uploaded
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**

422

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

422

File Description	Documents
Any additional information	No File Uploaded
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

35

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

112

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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.**

6

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
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 )

The College follows a presidential election system as per the guidelines of Mahatma Gandhi University to form the students Union. The representation of every student is assured and a

transparent and fair process occurs. Students are trained in the fair electoral process. The College Union consist of Chairperson, Vice-Chairperson, General Secretary, Magazine Editor, Two University Union Councillors, Arts Club Secretary and UG, PG, Class Representatives.

Two units of the National Service Scheme have been functioning in the college. The college offers all facilities to every student who desires to develop their faculties and house wise competitions are held.

Various committees like Anti- Ragging Committee, Equal opportunity Cell, Ethics Committee and Surprise Inspection squad, has student representation. The NCC unit of the college is under the NCC sub unit of 22- Kerala Battalion, NCC, Eloor. Career Guidance cell, Alumni Association, PTA, Camps and Excursions, Counselling facility, Value education classes, tutorial system, Snehasparsham Scheme, Morning Worship, Women's Cell has student representation.

Department wise association office bearers plan and executed all department activities. Class leaders are the student representatives of the class, who act as an intermediary between the class and the department.

File Description	Documents
Paste link for additional information	Nil
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

37

File Description	Documents
Report of the event	No File Uploaded
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

- Aiming to foster strong bonds between alumnae, staff and the students, the association enables alumnae to participate in the activities of the college and contribute towards the welfare of the institution.
- All alumnae of the College shall be eligible for membership in the alumnae association.
- Annual get-together is held on January 26 every year.
- The association honors the retiring staff members and alumnae achievers who have excelled in their careers.
- Alumnae serves as resource persons for Seminars and lecturers organized by department.
- Every Year, we have department alumnae meeting annually and they make valuable contribution for the empowerment of their respective departments.
- Mar Thoma College pursuers the Campus and its ambience as a space for the Alumnae, and always welcomes the Alumni back to their alma matter.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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 the Principal, the governing council members and the student representatives 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. 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.

Core Values of the institution- "ARISE"

A- Assuring Gender Equality

R- Replinsing Knowledge with Wisdom

I- Imparting Ideals of Hardwork and Perseverance

S- Sowing Seeds of Compassion and Kindness

E- Ensuring Future with Respect and Dignity

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/vision-mission/">https://marthomacollege.ac.in/vision-mission/</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 administration of the institution is in the following decentralized order-

- o The Board of Management
- o The Principal and Management Representatives
- o The IQAC and its committees
- o The Staff Council
- o Teaching Staff Forum
- o The Department Council
  
- o The Board of Management of the institution comprise 18 members which also include the Principal. They ensure the proper functioning of the institution with its quarterly meetings that include discussions on existing impediment for the smooth conduct of administrative, academic and extra-curricular activities of the institution; find resolutions for the same and extrapolate new stratagems for the advancement of the institution.
- o The Principal & the Management Representatives warrant the dissemination of information and implementation of various decisions in the institution.
- o Staff Council: The staff Council comprises HODs who take decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations, Union programmes, etc.
- o Department Council: Comprises all the teachers of the

department. HoDs convene departmental staff meetings to discuss matters pertaining to work allocation, teaching plan preparation, remedial classes for slow learners, etc.

- The IQAC and its various committees ensure the augmentation of the quality of the institute with weekly meetings, seminars, workshops, activities, webinars and discussions.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Strategic/Developmental Plan

- 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.
- Introducing more P.G courses-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.
- Undertaking more extension activities- Extensions activities are required to mould the students to face the challenges ahead by involving in interesting and contextualized activities
- Deploying skill enhancement training programmes- In the contemporary circumstances skill occupies an upper hand in all the fields of study rather than rote knowledge of a specific domain. Thus it is invariably necessary that skills of the students should be developed along with their knowledge. More training programmes would cater to the need



of the same.

- Development of Infrastructural facilities- The institution aims at enriching the infrastructural facilities to the highest standard in par with excellence of foreign institutions
- Introducing Certificate Courses- The certificate courses aid the students in enhancing their knowledge and skill and to earn jobs.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/spreadsheets/d/1lMgA_FCrpfcTOxhldTIWdLm2nXGBTRX-/edit?usp=sharing&amp;ouid=101040503127062985268&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1lMgA_FCrpfcTOxhldTIWdLm2nXGBTRX-/edit?usp=sharing&amp;ouid=101040503127062985268&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	No File Uploaded

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 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 policies 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" and to maintain transparency in all aspects of academic and non-academic undertakings. As part of this, the institution with the aid of IQAC and different departments have advocated, spearheaded and initiated many endeavors. A policy document is formulated and the functioning of each undertaking is in accordance with the respective rules and policies.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/folders/14JWWYKd9vLz8g0LOUUiYoCqY0BvM40Bx?usp=drive_link">https://drive.google.com/drive/folders/14JWWYKd9vLz8g0LOUUiYoCqY0BvM40Bx?usp=drive_link</a>
Link to Organogram of the institution webpage	<a href="https://marthomacollege.ac.in/uploads/2023/06/ORGANOGRAM-new-1.pdf">https://marthomacollege.ac.in/uploads/2023/06/ORGANOGRAM-new-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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 effective employee welfare measures to bring the desired results by motivating and satisfying their employees. It includes the perks and benefits provided to the employees of the organization apart from their regular salary or remuneration, the main motive of serving employee benefits services is to improve or enhance the employee's well-being.

Support and Welfare Measures from the institution:

- Free Computer Lab and wi-fi facility for the staff
- Leave granted to teaching and non-teaching staff to attend professional development programmes and to participate/present papers in seminars/conferences

- Free hostel accommodation facility for the staff
- Noontime meal facility at discounted rate for staff from the college canteen
- Sick Room
- Health check-up
- Workshops on generally relevant topic
- Free food and accommodation for watchmen
- Advance payment of salary for management teaching and non-teaching staff on request
- Financial support for non-teaching staff and their members for medical treatment or other needs through "Snehasandram" initiative
- Free use of sports and infrastructure facilities for the staff (after college time) and their children
- The retiring staff members are honoured at farewell meetings
- Open Gym is available for staff and their family members in morning and evening .
- Honouring the achievements of the staff at department association functions

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/uploads/2023/06/Welfare-Measures-11-pdf.pdf">https://marthomacollege.ac.in/uploads/2023/06/Welfare-Measures-11-pdf.pdf</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**

**30**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

5

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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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**

29

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 performance of the staff is evaluated through "Veekshan" committee of IQAC. An appraisal form is issued by the committee which evaluates each level of the performance of the staff. The IQAC evaluates the staff based on the information disseminated from the appraisal forms. An appraisal report of each staff is prepared by the former and is communicated to the Principal and the respective staff confidentially.

The staff are also evaluated separately by the Principal and a confidential report of the same is maintained

Appraisal forms include-

- Teacher Evaluation by the students
- Self-Appraisal form for teaching and non-teaching staff
- Non Teaching Staff Evaluation by the teaching staff and the students

Each staff is evaluated predominantly based on the following aspects-

- Overall Performance
- Upgradation in academic qualifications
- Teaching-learning methodologies
- Extension activities/Community Services
- Research oriented initiatives
- Feedback from the students
- Institutional Responsibilities undertaken

Other methods for Assessment

#### 1. PTA Meetings

It is conducted in common and department wise, provide occasions for interaction with parents and also for collecting feedback from parents on syllabus, facilities, teaching-learning and allied components.

#### 2. Department / Club Activities

#### 3. Teacher's Diary

**1. Course/ Class Feedback Collected separately for each subject**

File Description	Documents
Paste link for additional information	<b>Nil</b>
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 has transparent mechanisms to monitor the optimum use of available financial resources. The college maintains five accounting entities, namely:

- Mar Thoma College for Women- Management Account
- Mar Thoma College for Women - Self Financing Courses
- Parent Teachers Association

- Public Financial Management System (PFMS)-Accounts all Govt. Grants and Govt. financial aids (RUSA,UGC, NSS, MP funds )
- Public Deposit Account - (Magazine, Calendar, Association fee/College Union, Women's Cell,)

Financial audits of grants and funds sanctioned by Government/UGC

There are three levels of audit for the funds sanctioned by the Government.

1.External Audit by the Chartered Accountant- The accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the respective sanctioned authorities.

2.External Audit by the Directorate of Collegiate Education-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by the College.

3.External Audit by the Accountant General, Kerala-The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1mVn3J-cCQA0uYkjVAMNgbBDHQLnAk-df/edit?usp=drive_link&amp;oid=101040503127062985268&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1mVn3J-cCQA0uYkjVAMNgbBDHQLnAk-df/edit?usp=drive_link&amp;oid=101040503127062985268&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	No File Uploaded

**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

**Institutional Strategy for Resource Mobilization**

The institution has well defined strategies and procedures for the mobilization of funds needed for development. The proposals for government or UGC funded projects are prepared and submitted annually. This system has enormously aided to obtain RUSA fund, Member of Parliament fund, MLA fund and other funds from higher education department of Kerala, and so on. The institution also receives endowments from the retired staff and alumni for various qualitative activities.

The funds for the academic and non- academic endeavors of the institution are generated from various resources

**1. Government Agencies-**

- Rashtriya Uchchattar Shiksha Abhiyan (RUSA)
- Member of Parliament Fund
- Member of Legislative Assembly Fund
- UGC Projects
- State government funds for ASAP (Additional Skill Acquisition Programme), WWS (Walk with the Scholar Programme), SSP (Student Support Programme) Scholarships , Women's Cell and Unnath Bharath Abhiyan
- NCC fund from Central and State Government
- NSS fund from Kerala State Government
- Public Deposit Account Fund

**1. Non Government Agencies-**



- Management Fund
- Fees from Self-financing departments
- Parent-Teacher Association
- Endowments from retired teachers
- Endowments from alumni
- Snehasparsham and Snehasandram Schemes
- Fund from Department Associations
- Contribution from philanthropists
- Contribution from the staff

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 endeavors to enhance the quality of teaching-learning process through variant strategies-

1. Promotion of skill-oriented courses
2. Raising of certificate courses
3. Development of innovation ecosystem and spirit of entrepreneurship
4. Participation in accreditation and ranking processes
5. Collection and analysis of Stakeholder Feedback
6. Implementation of technology-enabled teaching and learning
7. Provision of providing more Learning Support for students through tutorials and remedial teaching.
8. Introduction of Green Campus Initiative
9. Preparation of Annual Academic Action Plan
10. Supporting more extension activities to make the students socially committed
11. Developing English Language speaking skills via modern English Language Lab and English Trainers.
12. Encouraging students to participate in sports activities for physical well being

### 13. Audited Certifications

#### Academic and Administrative Audit

The performance of the various components of academics and administration is ensured through the Annual Academic Audit.

#### Green Audit

Green Audit is an evaluation on where the college stands in the path to be an environment friendly, talent nurturing educational institution.

#### Energy Audit

The institution conducts Energy Audit to assess the energy consumption and saving opportunities in the campus.

#### Environment Audit

Environment Audit measures how the institution imparts knowledge about the campus environment and its surroundings through activities that follow the principles of sustainability and waste management.

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/institutional-distinctiveness/">https://marthomacollege.ac.in/institutional-distinctiveness/</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

#### 1. Teaching-Learning Process

- Ensures adherence to academic calendar
- Provides ICT facilities
- Monitors Teacher's Diary on monthly basis
- Stakeholders feedback collected
- Monitors mentoring and remedial coaching

- Supervises conduct of exams and evaluation- ensures adherence to OBE
- Monitors use of labs
- Monitors use of LMS

## 2. Structures and Methodologies of Operation

- Conducts regular audits - academic audits, administrative audits, green audits and energy audits - monitors results and identifies gaps
- Decentralized process of administration - Members from the Management, Teaching and Non-Teaching staff, student community and local community part of all administrative units
- Regular meetings held to monitor curricular and extracurricular activities
- Internal audits conducted at the department level and for various clubs and cells
- Reports and plans prepared by departments and cells evaluated by IQAC - suggestions given and activities monitored.

- 

### 3. Learning Outcomes

#### .Examination and Evaluation

- Two internal examinations and one assignment for internal evaluation - IQAC monitors conduct of exams
- Facing sheet of answer scripts to contain sheet for CO achievement assessment
- Tests conducted to identify learner levels
- Use of ICT tools - Kahoot, Google Forms, Quizzes etc for evaluation

File Description	Documents
Paste link for additional information	<a href="https://marthomacollege.ac.in/uploads/2023/06/ANNUAL-REPORT-2021-22.pdf">https://marthomacollege.ac.in/uploads/2023/06/ANNUAL-REPORT-2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

<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>	<b>A. All of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://marthomacollege.ac.in/uploads/2023/06/ANNUAL-REPORT-2021-22.pdf">https://marthomacollege.ac.in/uploads/2023/06/ANNUAL-REPORT-2021-22.pdf</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

Gender equity is a fundamental principle upheld by our institution, and we are dedicated to promoting it through a range of curricular and co-curricular activities organized by different departments, the college union, and various clubs. To ensure a comprehensive understanding of the concept of gender and its relevance in our daily lives, the departments of History, English, and Oriental Languages have incorporated discussions and teachings on gender-related topics into their curriculum. Some of the topics covered include:

- Gender Studies
- Gender in Indian Perspectives
- Kathayum Novelum
- Women's Writing

- Methodology in Literary Studies
- Indian Writing in English
- Harmony of Prose
- Issues that matter
- Literature and/as Identity.

By delving into these subjects, we aim to create awareness and foster a nuanced understanding of gender dynamics among our students. Through these initiatives, we strive to empower our students to challenge stereotypes, advocate for equality, and contribute to the creation of a more inclusive and equitable society. Our commitment to gender equity extends beyond the classroom, as we actively engage in dialogue and provide platforms for students to express their thoughts, ideas, and experiences related to gender. By fostering an environment that values diversity, respect, and inclusivity, we aim to create a campus community that is supportive, empowering, and free from discrimination. Together, we work towards building a society where everyone, regardless of their gender, can thrive and achieve their fullest potential.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

<b>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>	<b>A. 4 or All of the above</b>
--	---------------------------------

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

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

The institution places a strong emphasis on effective management of solid waste, with a focus on three main categories: food waste, plastic waste, and paper waste. Among these, compostable food waste holds particular importance; to address this, a dedicated collection system is in place, and the food waste is transformed into nutrient-rich vermicompost. As part of our commitment to sustainability, the campus has been declared a plastic-free zone. Students are encouraged to deposit plastic waste separately in designated bins provided for this specific purpose. College authorities have taken measures to minimize the use of plastic cups and bottles, aligning with our eco-conscious directives. The Green Protocol is strictly enforced across the entire campus, promoting eco-friendly practices and waste reduction. Biogas plants were installed to process the food waste generated on campus. These plants are regularly maintained by the college management. Through these sustainable waste management practices, our institution aims to minimize environmental impact, promote a cleaner and greener campus, and actively contribute to a more sustainable future.

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	No File Uploaded
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	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	A. Any 4 or all of the above
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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	<a href="#">View File</a>
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).

**Inclusivity is the cornerstone of our ethos, as we strive to foster a welcoming and equitable environment that embraces individuals from all walks of life. Our land has gained renown for its open-mindedness and respect towards people, regardless of their background, race, gender, or beliefs. The influx of**



migrants, drawn to our region's thriving business hub, has further enriched our cultural tapestry, bestowing upon us a distinct and diverse identity. We wholeheartedly embrace this wave of change, recognizing its transformative influence on our institution. MarThoma College for Women is committed to genuine efforts and proactive initiatives in nurturing an inclusive environment for our students. The remarkable achievement of Payal Kumari, daughter of a migrant laborer from Bihar, attaining the first rank in BA History & Archeology, fills us with immense pride and joy. Her success serves as a shining example of our college's commitment to promoting inclusiveness. Furthermore, in our endeavor to foster communal unity and harmony, we joyfully celebrate a multitude of festivals representing various religions and cultures. From Onam and Christmas to Ramzan, Eid, Holi, Republic Day, and International Women's Day, these festivities unite us, allowing us to embrace and appreciate the rich tapestry of our cultural heritage. At MarThoma College for Women, we steadfastly believe that inclusivity is not just a concept, but a lived reality, where every individual is respected, valued, and celebrated.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

Our College conducts a range of programs each year, aimed at instilling the core values of the Constitution and sensitizing students and staff to their rights, duties, and responsibilities. Special occasions such as Independence Day and Republic Day are commemorated with fervor, accompanied by seminars and lectures that delve into the significance of democratic values. Given the diverse and pluralistic nature of our secular society, the influence and relevance of the Constitution remain subjects of constant debate. To foster awareness and understanding, the college organizes regular discussions, seminars, and exhibitions focusing on constitutional violations against vulnerable groups such as children, women, and the elderly, as well as promoting gender equality and the right to information. Significant days like Republic Day, observed on 26th January, are celebrated to imbue students with a deep appreciation for its importance in the

present era. Similarly, Independence Day on 15th August and Kargil Vijay Divas are observed, along with other noteworthy occasions like Gandhi Jayanti and the Fit India Freedom Run 2.0. Through active participation in organizations like the NCC, NSS, and Women Cell, we strive to safeguard and uphold the constitutional values that form the bedrock of our society. By engaging students in these initiatives, MTCW aims to nurture a sense of responsibility and a commitment to promoting a just and inclusive society in line with constitutional principles.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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 and other staff 4. Annual awareness programmes on Code of Conduct are organized**

A. All of the above

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

The college takes immense pride in India's vibrant celebrations, rich cultural diversity, and harmonious racial coexistence. It recognizes the significance of educating students about the importance of preserving and promoting Indian culture, enabling them to establish a profound connection with their cultural heritage and ancestral origins. With great enthusiasm, the institution actively participates in celebrating national festivals and commemorating the birth and death anniversaries of prominent Indian personalities. These events serve as a source of inspiration, instilling a deep sense of patriotism within the young minds of college students. Additionally, our organization is dedicated to fostering social progress by eliminating caste and religious barriers in India. To accomplish this, the college organizes various activities, such as talks and memorial meetings, on these significant national days. Through these initiatives, we seek to honor the contributions of our leaders, while also cultivating a sense of moral and ethical conduct in students' personal and professional lives.

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

Based upon the idea of holistic care of its students, staff and the environment our college has focused on two main areas and implemented various programmes and policies over this period.

I: Green initiatives of the institution (Janani).

II: Social welfare activities and skill building initiatives (Marthoman Care).

The environmental conservation activities of the college have been operated in strict accordance with the Sustainable Development Goals and rapidly changing climatic conditions. Apart from

observing days of national and international environmental importance the College has its own unique programmes in the name of Harithapadam, Vidyavanam, Chaithanya Saveri and Prashudhi. The Social welfare activities of the institution, mainly centered on caring socially backward students and staff through noon meal scheme, rebuilding and renovating the houses destroyed by the massive floods etc, extending financial support to the medical emergencies of students & staff. Moreover the college under this initiative has given free skill training to the students who were not financially sound.

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

MarThoma College for Women, envisions the holistic transformation of its students into empowered and responsible women, dedicated to fostering positive change within society. With a mission centered on student empowerment, the institution aims to uplift and provide opportunities to students, many of whom come from underprivileged backgrounds or are first-generation learners. By restructuring the statement, we can emphasize these core ideas:

**Vision:** Empowering responsible women who contribute to creating a better society through holistic transformation.

**Mission:** To empower students, particularly those from remote areas and backward communities, who have historically lacked access to mainstream facilities, and to support first-generation learners. By prioritizing student empowerment, regardless of their background, MarThoma College for Women, is committed to nurturing and equipping its students to become catalysts for positive change in society.

The multifaceted realm of women empowerment finds resonance through a plethora of on and off-campus activities conducted by vibrant clubs and dedicated cells focussing on :

1. Providing a profound insight into the intrinsic importance of human rights
2. Elevating perceptions on Gender Equity to embark on a transformative journey towards a more inclusive society.
3. Promoting Cultural , Artistic, Political & Entrepreneurial development of Women to mark their indelible presence in the patriarchal society

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of Action for 2022-23

1. Prepare for submission of IIQA and SSR
2. Conduct recruitment of teaching and non-teaching staff
3. Purchase of laptops for Language Lab
4. Completion of library extension and renovation of main gate
5. Enhance and expand garden on canal bank set in association with Rotary Club, Perumbavoor
6. Renovate Archaeological Museum and set up a Zoology Museum
7. Augmentation of general infrastructure, including cricket ground
8. Promote sports activities to earn accolades at national and international levels
9. Enhance students' academic performance so as to obtain more ranks and ensure placement
10. Strengthen extension activities in adopted villages under Unnat Bharat Abhiyan
11. Promote Green Campus Initiative
12. Apply for College to be satellite study centre of CMA
13. Enhance research activities
14. Promote career-oriented skill development courses
15. Adopt measures to promote innovation and entrepreneurship.