YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Mar Thoma College for Women, Perumbavoor
• Name of the Head of the institution	Ms. Sherin T. Abraham
• Designation	Principal-in-charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9446438600
• Mobile no	9447829754
• Registered e-mail	mtcwpbr@yahoo.in
• Alternate e-mail	marthomapbr@gmail.com
• Address	Mar Thoma College for Women
• City/Town	Perumbavoor
• State/UT	Kerala
• Pin Code	683542
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Mahatma Gandhi University**
• Name of the IQAC Coordinator	**Dr. Anupama P.**
• Phone No.	**8086790321**
• Alternate phone No.	**9446438600**
• Mobile	**9447829754**
• IQAC e-mail address	**iqacmtcw@gmail.com**
• Alternate Email address	**anupama.a@marthomacollege.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://marthomacollege.ac.in/uploads/2023/06/AQAR-2021-22.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://marthomacollege.ac.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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**

6.Date of Establishment of IQAC	**17/06/2002**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of	View File	

IQAC		
9.No. of IQAC meetings held during the year	`11`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

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

1)Conduct of courses - i. Launched Diploma Course in Beauty Parlour Management organised in collaboration with the Youth Employability Skill Training Educational Cooperative Society. ii.Strengthened MOOC Certificate Course on Organic Farming conducted in collaboration with Mahatma Gandhi University.iii) Several FDPs were organised in collaboration with various departments. iv)Applied for college to be satellite study centre of CMA.

2)Conduct of orientation programmes for IIQA and SSR Submission - i.Orientation programmes and FDPs were conducted for equipping staff to prepare for IIQA and SSR submission. ii.Regular meetings for SSR orientation conducted within college.

3)Conduct of academic and administrative audits in preparation for NAAC visit - i.External academic audits and administrative audits were conducted in order to ensure preparedness of the institution for NAAC peer-team visit. ii. 2 internal audits conducted.

4.)Training in OBE - i. A session on Outcome Based Education was conducted in the College. ii) Members of the faculty were sent to various institutes to attend orientation programmes on OBE. iii) All departments made gradual shift to OBE model.

5)Enhancement of infrastructure facilities- i. Procedures initiated for the construction of a basketball court. ii) Playground

maintenance activities undertaken. iii. Procedures initiated for renovation of PG Seminar Hall and Board Room. iv) Procedures initiated for renovation of Archaeological Museum and Zoology Museum

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

Plan of Action	Achievements/Outcomes
Prepare for IIQA and SSR submission	External academic audits and administrative audits conducted. ? 2 internal audits conducted by IQAC. ?Orientation and training provided to teaching and non-teaching staff. ?Data collection conducted by all criteria conveners
Infrastructure augmentation	Infrastructure augmentation -Decided to construct a basketball court. ? Decided to undertake maintenance of the playground. ?Decided to renovate i) Archeology Museum, ii)Zoology Museum, iii. PG Seminar Hall, iv. Board Room
Shift to OBE	Classes on OBE held. Teachers sent for training to other institutes for orientation on OBE. Gradual shift to OBE ensured in all departments.
Conduct of student-centric activities	Extension activities and community service by NSS and NCC . Various competitions organized by cells and clubs . Mentoring, remedial and tutorial classes strengthened.
Creation of innovation ecosystem	Students sent for Hackathons and Ideation Camps .IEDC and IIC functioning effectively .Alumni Lectures conducted.
Strengthen use of IT infrastructure	Decided to renew ERP .Enhanced use of G Suite .Decided to purchase new projectors and screens.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing council	26/02/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	01/03/2024

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, andwaste studiesfor 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 andAzaadiKaAmrutMahotsav. 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, Kahootetc 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	[View File](#)

2.Student

2.1   **714**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **233**

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

File Description	Documents
Data Template	[View File](#)

2.3   **318**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **51**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **51**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**301**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**714**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**233**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**318**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**51**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	51

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	37
4.2 Total expenditure excluding salary during the year (INR in lakhs)	396.75690
4.3 Total number of computers on campus for academic purposes	67

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Mar Thoma College for Women, Perumbavoor, affiliated to Mahatma Gandhi University, Kottayam, Kerala, adheres to the academic calendar and curriculum offered by the university. Combining the core values of HEIs, UN Sustainable Development goals, the institution strives towards enhancing competencies of students, promoting national development and sustainable mode of living. The mechanism followed is as follows:

Planning of Curriculum Delivery:

- IQAC gives directions and then collects the Department action plan, which is integrated along with university calendar, internal examination calendar, thus preparing the Annual Academic plan of the college.
- The College Council approves the Annual Academic Plan with/without modifications. It is then published in the college website and handbook

- Departments inform the timetable, syllabi of the programmes, Programme Outcomes, Programme Specific Outcomes and Course outcomes to the students.
- Internal exam dates are prepared and published at the beginning of the academic year
- Certificate, Value-added courses are offered to supplement the curriculum provided by the university.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://marthomacollege.ac.in/academic-calendar/

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 is 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	[View File]
Link for Additional information	https://marthomacollege.ac.in/internal-examinations/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University   B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File]
Any additional information	[View File]

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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	[View File]

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)

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

414

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Mar Thoma College for Women, Perumbavoor is a Christian minority institution deeply committed towards endorsing principles of equity, justice, sustainability and social commitment. The college has also identified its basic practices: Mar Thoman Care and Janani: Green Initiatives aligning with the cross-cutting issues.

Topics related to professional ethics, gender, human values and environment and sustainability are handled in three ways:

- **Courses in the curriculum**
- **Academic and non-academic programmes /activities**
- **Projects**

Professional Ethics:

- **Soft skill Training**

- Life skill Programmes
- Career Guidance programmes
- On the Job training

Gender

- Women Cell- seminars
- Entrepreneurship activities to learn to be financially independent
- Legal Awareness classes
- Self Defense Training such as sessions on Karate, etc.
- Zumba sessions, Cycling to ensure physical fitness

Human Values

- Value Education Class
- Public Awareness campaigns
- Cleaning drives
- Noon meal system
- Snehasparsham Project to help the needy
- Counselling and Mentoring sessions
- Anti-drug awareness
- Seminars on inclusivity, marginalized communities

Environment and Sustainability

- MoUs signed with Energy Conservation Society, Kerala and other organisations
- Energy conservation training
- Green Audit
- Butterfly Garden
- Waste management training
- Certificate Courses on Energy Efficient Devices, etc.
- LED star making
- Collaboration with Municipality in eco-consciousness campaigns
- Ground water recharge facility
- Sensor based tap
- Biodiversity check

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File

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

407

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	https://marthomacollege.ac.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	https://marthomacollege.ac.in/feedback/

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

171

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

61

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 College has astructured approach which ensures that each student receives appropriate support tailored to their individual needs, thereby maximizing their learning potential and overall development.The approach and its execution unfold in the following manner:

- Entry-Level Assessments: These assessments help mentors understand the challenges faced by mentees in reasoning, aptitude, general English, and subject-specific skills.

- Grouping Based on Graded Scores:

  - Advanced Learners: Students who excel in assessments are grouped as Advanced Learners.
  - Intermediate Learners: Those who perform moderately are classified as Intermediate Learners.
  - Slow Learners: Students who struggle with assessments are identified as Slow Learners.
  -

- Tailored Support for Each Group:

  - Advanced Learners:

    - Made cluster group leaders to foster leadership skills.
    - Encouraged to participate in workshops, hackathons, and training programs to further enhance their proficiency and skills.

  - Intermediate Learners:

    - Provided with academic support to address any

areas of weakness.

- Encouraged to participate in activities like group discussions, debates, interactions, and competitions to improve their skills and confidence.

  - Slow Learners:

    - Offered remedial classes and sessions to address specific learning gaps.
    - Engaged in group learning with peers to provide additional support and encouragement.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
714	**51**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The College gives high priority in upgrading to the new and innovative ICT enabled teaching learning practices through its seven nuclei Samanvaya (classroom extended learning), Prayan (participatory learning), Prayukti (experiential learning), Nisarg (nature-based learning), Sva (creative learning and innovation), Nirvana (student empowerment, problem solving and social responsibility) and Sakhi (personal, emotional, career specific).

Laboratory facilities like science labs, multidisciplinary lab, language lab, computer labs enable experiential engagement. Internships, on-the job training, industrial visits, study tours

and workshops help understanding the theories and practices of the discipline by actively engaging in a hands-on, work-based, learning experience.Short-film making, role plays and dramas facilitate creative thinking. NPTEL, Coursera courses and access to the college e-library trigger self-learning in students. Add-on courses, certificate courses and ASAP to improve the employability skills.Student lectures empowers students to contribute to their own learning experience. Community Enrichment Programmes provide an academic foundation, help developing self confidence, leadership qualities and civic responsibilities. Day observances promotes national and international awareness and action on these issues. Creation of educational content and awareness videos exhibit technological competence and media literacy skills of the students. Student projects and IIC activities provide opportunities for the students to explore new arenas of knowledge.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://marthomacollege.ac.in/e-learning-resources/

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

The faculty and students are actively engaged in a dynamic learning environment where innovative technologies are utilized to enhance teaching and learning experiences. Classes are enriched with interactive PowerPoint presentations, delivered through platforms like Google Classroom and a customized Moodle platform (https://lms.marthomacollege.ac.in/). Video conferences and webinars are facilitated through Google Meet and Zoom, enabling virtual interactions.

Collaborative learning is encouraged through the use of Google Forms, Docs, Slides, Padlet, and Peardeck, promoting active participation and knowledge sharing. Complex concepts are elucidated with interactive visuals using Thinglink, leading to improved comprehension. Teachers leverage educational YouTube channels and recording software like Screencast'O'matic/OBS to provide comprehensive class materials.

The faculty maintains departmental

(http://biozonemtcw.blogspot.com/,
http://marthomianscience.blogspot.com/), and question paper blogs
(https://zooqbankmtcwug.blogspot.com/), facilitating easy access
to resources. E-notes provided by teachers aid in learning
advancement. Students utilize the internet to access journals,
previous question papers from the e-library powered by LIBSOFT
DIGITAL software.

The Language Lab supports the enhancement of communication skills,
while desktop publishing software like Anyflip empowers both
students and faculty in content creation and release of annual E-
zines Moreover, students actively participate and organise online
contests, gaining proficiency in recording apps, timelapse apps,
editing software, thus enriching their skill set beyond
traditional academics.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

16

File Description	Documents
Any additional information	View File
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)	View File

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

2.4.3.1 - Total experience of full-time teachers

231

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 internal/external assessment process in our college is transparent and systematic to the core, and the grievance redressal system is time bound and efficient.

As per the guidelines of the affiliating university, students go through an internal/external evaluation process comprises of the following components:

i) Internal Assessment

Attendance

Assignment/Seminar/Viva

Internal Examination

ii) External Assessment

External Examination

Project

Mechanism to Conduct Internal/External Examinations

- The College strictly adheres to the guidelines issued by the affiliating university towards the conduct of internal/ external examinations.
- At the College level, an Internal Examination Committee composed of the Principal and two faculty members selected as Exam Coordinators ensures the efficient conduct of the examinations.
- Question Papers for internal examinations are designed according to Bloom's taxonomy prescribed for Outcome-based education.
- The Principal holds a meeting of the College Council at the beginning of each Semester to ensure the effective implementation of internal examinations
- Measures to ensure transparency:
- All examination halls are under CCTV surveillance.
- Consolidated assessment reports (Forms A for each course and form B for each programme) are shown to the students before submission to the University.
- The academic performance of students is discussed with parents during open house meetings.

File Description	Documents
Any additional information	View File
Link for additional information	https://marthomacollege.ac.in/examinations-2/

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

Grievance Redressal Mechanism

Grievance form can be availed from the Internal Exam committee or it can be downloaded from the College website. In order to address the grievances of students, a three-level grievance redressal mechanism is executed in the College.

Departmental Level: If any grievance on an internal theory or practical exam is received, it is first discussed with the concerned faculty and the Head of the Department.

College Level: A College level Committee comprising the Principal, Examination Coordinators and the concerned HOD investigates unresolved department level grievances.

University Level: The University level Committee for verification of internal and external examination scores comprises the Vice chancellor, Pro-vice Chancellor, Chairman - Board of Studies and Controller of Examinations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://marthomacollege.ac.in/grievances-examinations/

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.

POs, PSOs and COs offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution prioritizes Outcome-based education (OBE) and takes a precise approach towards preparing and updating PO, PSO

and CO. The POof the college aredesigned by IQACafter consultation with all the faculty members and external experts. PSOand COare framed adhering to the syllabus of University and are aligned to the vision and mission of the college.A college level OBE advisory committee and department OBE committee is constituted to state and supervise the OBE related activities.

Communication to the teachers and the students

- Softcopy of detailed PSO, PO and CO of each program are uploaded in the college website for easy reference.

- The importance of learning outcomes is communicated to all teachers at IQAC meetings and staff meetings.

- 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.

- CO outcomes are discussed in department meetings at the beginning of each semester.

- The students are also made aware of the PO and PSO during tutorial meetings.

- COs are also discussed with students at the beginning of each semester.

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

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

College and department-level advisory committees have been constituted. Outcomes are communicated to stakeholders regularly. A two-tiered assessment approach is implemented, combining direct

and indirect assessment methods in a ratio of 80:20.

COx Direct Attainment Calculation

= no. of students scored more than or equal to Y % of marks in COx * 100

No. of students

Where, x= [1 to N], N= Number of Course Outcomes , Y = Percentage Decided

CO Direct Attainment Level:

COs Attainment Level

3

70% of students scoring more than or equal to 60% of Marks in CO (x)

2

60% of students scoring more than or equal to 60% of marks in CO (x)

1

50% of students scoring more than or equal to 60 % of marks in CO (x)

PO Direct Attainment Evaluation :

Formula:

?[(CO-PO Correlation x Comprehensive CO Attainment Ratio)] / n

CO & PO/PSO Indirect Attainment Evaluation:

Outcome

Tool

CO

Course - End Feedback

PO/PSO

Exit Surveys

Overall CO/PO/PSO Computation:

Formula

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

The overall PO attainment is compared with the benchmark set by the Department OBE Committee and necessary action is taken.

Corrective Measures:

- **Remedial sessions**
- **Bridge Courses**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://marthomacollege.ac.in/course-outcome/

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

227

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

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/2024/10/2.7-IQAC-MAR-THOMA-COLLEGE-FOR-WOMEN-PERUMBAVOOR-Student-Satisfaction-Survey-2022-23.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)

0.75

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)	[View File](#)

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

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.asiaticsociety.org.in/

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.The IICand ED Club function effectively to promote the spirit of knowledge transfer. With events ranging from hands-on workshops on fabric painting, LED star production, and paper-based crafts to entrepreneurial presentations and grooming sessions, These courses helped students develop their entrepreneurial talents by providing them the necessary knowledge. Additionally, six innovation based events were held, such as a Young Innovators Programme (YIP) Ideathon, a Rangoli-based Duppatta painting event, a smart waste monitoring workshop, a quiz on Innovation Day, and a "Trash to Art" event..Participants' creativity and problem solving abilities were fostered by these programs. Four prototypes and eight concepts in all were created, but no intellectual property (IP) was financed or registered.

However, under the direction of the chemistry and physics

departments, students sold homemade goods like liquid soap and LED stars as part of a small-scale commercialisation effort. Nine faculty members have completed advanced-level Innovation Ambassador training, while two have completed basic-level training. 18 pupils also took part in the Young Innovators Program run by K-DISC. A few noteworthy inventions include "Wireless Charging for Automobiles," "Paper from Algae," and "Audio Commentary Gloves," which demonstrate the students' forward mindset.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://marthomacollege.ac.in/4700-2/

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

15

File Description	Documents
Report of the event	[View File](#)
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

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

3

File Description	Documents
URL to the research page on HEI website	https://marthomacollege.ac.in/research-guides/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
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

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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, engaged actively in various extension activities from 2022 to 2024, focusing on

sensitizing the neighboring community to social issues. Below is a report on these initiatives:

The college organized Awareness Campaigns on Health and Hygiene

and blood donation camps regularly in nearby communities. Workshops were conducted to educate young women and girls in the community about menstrual hygiene. Distribution of free sanitary napkins was part of the campaign. To promote environmental sustainability, the college conducted tree plantation drives with the help of students and community members. Saplings were distributed and planted in public spaces. With a rise in substance abuse issues, the college launched anti-drug campaigns, focusing on educating youth and their families about the dangers of drug abuse. Under the Swachh Bharat Abhiyan, students and faculty participated in cleaning public spaces and encouraged community members to maintain cleanliness in their neighbourhoods.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/extension-activities/
Upload any additional information	View File

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

1

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

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

31

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

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

710

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

14

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

14

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

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.

The College has modern infrastructure that facilitates effective teaching and learning. The institution's classrooms are equipped with advanced ICT features, including WiFi and LAN connections. Covering an expansive 10 acres, the college offers state-of-the-art amenities for academic, cultural, and sports pursuits. The recent addition of a block, funded by RUSA, underscores the institution's commitment to consistent development. The campus accommodates a diverse range of academic and extracurricular activities and serves as a venue for various programmes.

FACILITIES FOR TEACHING AND LEARNING

The college caters to the teaching-learning needs of 8 UG Programmes, 3 Vocational Programmes, 2 PG Programmes, and 1 Integrated Course. The academic infrastructure includes 38 classrooms with WiFi/LAN facilities, 1 Multipurpose Seminar Hall, an open classroom, 7 laboratories, a Butterfly Garden, Museums, and the Vidyavanam Botanical garden.

ICT-ENABLED FACILITIES

The college's ICT facilities includes 12 ICT-enabled classrooms, a Common Computer Lab, a Language Lab, the LMS MOODLE platform, WiFi with a speed of 100Mbps, 64 computers, projectors, printers/scanners/copiers, E-resources in the College Library, Remote access through N-LIST and a Digital Repository.

Academic software includes LIBSOFT, E-College Solutions for managing attendance and report cards, Digital Accessible Information System (DAISY) for students with disabilities. Orell Talk, an English language teaching software used in the Language Lab, Google Suite, an audio-visual studio, and CCTV surveillance facilities in examination halls and classrooms are also part of the college's ICT offerings.

File Description	Documents
Upload any additional information	[View File](#)
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.

FACILITIES FOR CULTURAL AND SPORTS ACTIVITIES

For Cultural activities: The college features an auditorium with a seating capacity of 1000 and seminar halls.

For Sports: The gymnasium is equipped with the latest workout machines, and there is a recreation hall housing indoor games such as Chess, Caroms, and Table-Tennis. Additionally, the campus includes an open playground, basketball court, badminton court, softball court, and a cricket ground.

For Mental Well-being: A designated yoga practice corner and counseling center are available.

PROVISIONS FOR DISABLED-FRIENDLY CAMPUS

• **The library incorporates the Digital Accessible Information System (DAISY).**

• **The campus is equipped with ramps for accessibility.**

• **Disabled-friendly washrooms are available.**

• **Wheelchairs are provided.**

FACILITIES FOR STUDENT WELFARE

• **Hostel facilities are available.**

• **The college has a canteen to cater to students needs.**

OTHER FACILITIES

• **In 2021, the college introduced a firing range and obstacle training facilities for NCC cadets, marking a significant milestone as the first Women's college in Ernakulam district to offer such amenities.**

• **A sick room is available for medical assistance.**

• **A security room is in place to ensure the safety of the campus.**

File Description	Documents
Upload any additional information	[View File](#)
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.

16

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

62.67121

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The Central Library at Mar Thoma College for Women spans a total area of 3,458 sq.ft and has been efficiently automated using the LIBSOFT library software package, version SV 4.2, since the year 2009. The library serves both faculty and students, boasting a collection of over 18,000 volumes, 27 academic journals, and 34 periodicals. Additionally, it offers access to a variety of online resources.

The library's automation includes features such as computerized issue/return/renewal processes, a display of new arrivals on the website, subscription to E-journals, access to INFLIBNET N-LIST resources, and a digital repository containing question papers, dissertations, and theses, which can be accessed through the library website. Furthermore, the library is equipped with a

Computer with Digital Accessible Information System (DAISY) to cater to the needs of disabled students.

The Integrated Library Management Software, LIBSOFT version SV 4.2, enables a user-friendly interface for resource searches, displaying resource positions, and indicating availability status. The Online Public Access Catalogue (OPAC) allows remote searching of bibliographic details for all documents in the library, with a link available on the library website. The library's infrastructure includes digital entry registers, internet connection, and Wi-Fi accessibility. It houses a Research Navigation Centre and ensures disabled-friendly provisions.Top of Form

Digital Database and e-Resources

Online resources are available from library website at https://mtcwdigital.libsoft.org/

Subscription to National Library and Information Services Infrastructure for Scholarly

Content (N- LIST) of UGC-INFLIBNET which provides remote online access to over 6000 ejournals and 799500+ e-books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	mtcwdigital.libsoft.org

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)	[View File](#)

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)

3.41599

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

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

260

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college makes use of Information Technology in all its sphere of activities and frequently updates its IT facilities including Wi-Fi.

In 2021, the college set up a well-furnished Computer Lab, with 17

browsing systems, protected by antivirus software.All Departments are equipped with computers, printers and Wi-Fi.

LMSMoodle, Microsoft Teams and Google Classrooms are used for organized and effective teaching. Digital storage capacity via G suite facility has been made available since 2020.

The Language lab has 30 systems with audio-visual facilities and English language teaching software "Orell".

The number of Campus surveillance cameras was upgraded from 17 to 29 in 2020.

Dynamic website and social media platforms.

Internet facility is made available in the library.

One seminar hall with LCD projector, LAN and Wi-Fi facility.

Fully Wi-Fi enabled campus

The college website was upgradedin 2017 and 2021.

N-list Subscription is renewed every year

Reprographic machine is replaced with advanced one in 2019

LMS platform and G-suite is installed for better teaching-learning environment

Educational e-content generation and transmission through college website and online platforms

ERP Softwareavailable

High-speed printers available.

SPARK software for service matters of the staff

PRISM for pension management

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

45.11152

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 established robust systems and protocols to ensure optimal utilization and effective maintenance of its facilities. The Planning Committee convenes regular meetings to develop budgets, employing a decentralized approach with the Manager taking the lead and the principal serving as the central point of coordination. The library operates smoothly with the aid of LIBSOFT software, procuring books based on departmental requirements and conducting annual stock verifications. Oversight of sports facilities falls under the purview of the Head of the Physical Education Department, with equipment purchases strictly adhering to government regulations. All laboratories maintain stock registers, subject to yearly verification procedures. The college's computer center (IIeLT) is accessible to students. Antivirus software being installed and updated annually. The principal ensures that classroom facilities meet prescribed standards. Hostel operations follow a decentralized structure, overseen by a matron, warden, teacher-in-charge, and floor representatives.

File Description	Documents
Upload any additional information	[View File](#)
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

102

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

168

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

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	https://marthomacollege.ac.in/students-support/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

124

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

124

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

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

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

122

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

6

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

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.

11

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Following M.G. University guidelines College Union election was held on 29th November 2022. The elected executive members for the College Union 2022-23 consisted of Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, University Union Councilors, and representatives from each year of U.G. and P.G. College Union Chairperson is a member of institutional bodies such as Anti ragging committee, Ethics committee and Surprise Inspection squad. Magazine editor is a member of College Magazine committee. Student representatives are also included in all clubs and cells. College Union take initiative to conduct competitions. College Union and Art's Club associated with E K Bharat Shreshta Bharat Club to conduct "Rangoli" on 16th August 22 at front courtyard of college as part of Azaadi Ka Amrit Mahotsav. College Union and Art's Club organised an Onam Celebration "Thakarthonam 2k22 " on 2nd September 22. College Union and Art's Club held fresher's Day for 1st years and presented Mithra Band as the highlight of the Day. The fresher's was conducted on 17th October 2022 at college auditorium. College Union and Art's Club in association with Internal Quality Assurance Cell held a workshop on IELTS by Jolsna Sibi (IETS trainer) on 27th October 2022.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/
Upload any additional information	View File

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

39

File Description	Documents
Report of the event	View File
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)	View File

5.4 - Alumni Engagement

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

The College has a registered Alumnae Association named Mar Thoma College for Women Alumnae Association with registration number EKM/ TC/192/2023 dated on 22 March 2023-06-07. 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. The Office bearers include a President, Vice President, Secretary and Treasurer. 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 serve as resource persons for Seminars and lectures organized by the department. Every Year, we have

department alumnae meeting annually and they make valuable contributions for the empowerment of their respective departments. Mar Thoma College pursues the Campus and its ambience as a space for the Alumnae, and always welcomes the Alumni back to their alma mater.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/alumni-login/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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..." To realize this vision, the governance of the institution is organised in such a way to augment the holistic development, and employability skills of the students. The women representatives are selected in all levels of governance as governing council members, Principal and faculties, who are more erudite and adept in empowering the women students from rural and semi-urban background. At the apex level the institution is governed by a Governing Council with Manager as the supreme head and educationists, legal experts and visionary leaders as other members. The decision making process and system of governance are ensued in the following hierarchal order beginning from Board of Management to Principal, Principal to other statutory and non-statutory bodies which include IQAC, College Council, Staff Forum and Students' Association.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/vision-mission/
Upload any additional information	View File

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

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..." To realize this vision, the governance of the institution is organised in such a way to augment the holistic development, and employability skills of the students. The women representatives are selected in all levels of governance as governing council members, Principal and faculties, who are more erudite and adept in empowering the women students from rural and semi-urban background. At the apex level the institution is governed by a Governing Council with Manager as the supreme head and educationists, legal experts and visionary leaders as other members. The decision making process and system of governance are ensued in the following hierarchal order beginning from Board of Management to Principal, Principal to other statutory and non-statutory bodies which include IQAC, College Council, Staff Forum and Students' Association.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/governing-council-2/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The development plan of the institution is methodically based on its Vision and Mission statement. To realize the mission of the college, the teaching, non-teaching staff, students work with dedication and enthusiasm. The opinions and ideas of each stakeholder is given due importance for the development of the

institution. The rules, policies and procedures cater to amplify the eminence of the institution. The institution has formulated policies which ensure smooth and objective conduct of various undertakings. The administration of the institution is set up in the following hierarchal order

- The Board of Management comprises of a Governing Council of 18 members with a Bishop at its apex
- The Principal and Management Representatives
- The IQAC and its committees
- The College Council include the Principal, the Heads of all departments, non-teaching staff representatives
- Staff Forum include the Principal and all teaching and non teaching faculties.
- The Department Council is devised at each department comprising teaching faculties of that respective department
- Student Association is established at every department comprising student representatives from every class.
- Statutory and Non Statutory bodies, Clubs,etc.

Strategic Plan- Yukti Rachana

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://marthomacollege.ac.in/strategic-plan/
Upload any additional information	[View File](#)

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 functioning of the institution reflects a structured and effective administrative setup, particularly through comprehensive policies, a decentralized administrative structure, and well-defined service rules. Governed by the Government of Kerala, the institution operates under policies that uphold academic standards, faculty welfare, and student support systems. This is achieved by providing a clear framework for curriculum design, examination procedures, and quality assurance, ensuring that the

academic environment is conducive to learning and growth.

A significant feature of the system is its decentralized administrative setup, which grants autonomy to individual departments within the college to manage their academic and non-academic functions. This approach fosters accountability, enhances responsiveness to specific departmental needs, and enables tailored decision-making that aligns with institutional goals. Department heads and committees oversee routine tasks, thus distributing authority and reducing bureaucratic delays.

Appointment and service rules outlined by the Kerala government further contribute to efficient college functioning. These rules ensure fair and transparent hiring, secure tenure for faculty, and define promotion pathways. Benefits and regulations are clearly stated, supporting staff motivation and career development. Together, these elements establish a balanced, efficient college administration that promotes academic excellence and administrative transparency.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/strategic-plan/
Link to Organogram of the institution webpage	https://marthomacollege.ac.in/uploads/2023/06/ORGANOGRAM-new-1.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution provides effective welfare measures to bring the desired results by motivating and satisfying the employees. It includes the perks and benefits provided to the employees of the organization apart from their regular salary. The main motive of serving employee benefits services is to enhance the employee's productivity.

- **Medical Insurance**
- **Encashment of leave surrender**
- **Medical leave**
- **Half Pay/ Commuted leave**
- **Interest-free Loan facilities**
- **Festival allowance**
- **Loan from Provident Fund**
- **Leave for Faculty Improvement Programme**
- **15 days of Casual Leave in a calendar year**
- **Maternity leave for six months and Paternity leave for 14 days**
- **Special Casual Leave for 180 days during a calendar year for employees in treatment for mortal diseases**
- **45 days leave for hysterectomy**
- **Duty leave**
- **Contribution to the Provident Fund, as per the choice of the payee Statutory pension for employees enrolled before 2013, and contributory pension for those joining service after 2013.**

Support and Welfare Measures from the institution:

- **Free Computer Lab Facility for the staff**

- ○ **Free Wi-fi for the staff**
- ○ **Leave granted to teaching and non-teaching staff to attend professional development programmes and to participate/present papers in seminars/conferences**
- ○ **Financial support to attend seminars**
- ○ **Free hostel accommodation facility**

- ○ **Health Club**
- ○ **Sick Room**
- ○ **Health check-up**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

52

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

57

File Description	Documents
IQAC report summary	<u>View File</u>
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)	<u>View File</u>

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 staffis prepared by the former and is communicated to the Principal and therespective 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

1. Department / Club Activities

1. Teacher's Diary

1. Course/ Class Feedback Collected separately for each subject

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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 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, MP fund, MLA fund and other funds from higher education dept. of Kerala.

Institution conducts internal and external financial audits regularly

Financial audits of grants and funds sanctioned by Government/UGC

There are two levels of audit for the funds sanctioned by the Government:

1. External Audit by the Directorate of Collegiate Education

2. External Audit by the Accountant General, Kerala.

Financial Audits of grants and funds sanctioned by the Management

.The Management has appointed Kovoor and Company as the external auditor of the Management accounts. They prepare annual financial statements and audit reports.

Audit Objections and Rectification

The audit objections pointed out by the auditor are discussed with the finance committee, which enables the management to take remedial action immediately. The objections are rectified by the accounts department, and a report with explanation is submitted to the finance committee. The Action Taken Report is also sent to the

auditor for further rectification, if any, and for final approval.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

235.254

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

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

The institution employs a range of strategies to mobilize funds and optimize resource utilization, supporting institutional growth and academic excellence. One key approach to fund mobilization is through government grants and funds available via the University Grants Commission (UGC) and Rashtriya Uchchatar Shiksha Abhiyan (RUSA), which are directed toward enhancing infrastructure, research facilities, and faculty development. The college actively pursues these grants by aligning their project proposals with government priorities in education and innovation.

Colleges also foster retired faculty and alumni engagement as a critical source of funds. In addition, MP and MLA funds, and donations from philanthropists bring in financial and material support, while also facilitating industry-relevant skill development for students.

Resource optimization is a core focus, with strategies like energy-efficient practices, resource-sharing among departments, and digitalization of administrative processes. To maximize impact, the college prioritizes the allocation of funds for essential areas, such as technology upgrades, student services, and research. By combining these mobilization strategies with prudent resource management, the college ensures sustained growth, enabling them to support a robust academic environment within available financial means.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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 plays a major role in institutionalizing quality assurance measures and strategies. In order to enhance employability, the IQAC has introduced skill-oriented and certificate courses. Entrepreneurship is encouraged through the IIC, IEDC and Entrepreneurship Development Cell. The Cell takes the initiative in applying for ranking and accreditation processes such as NIRF, ARIIA and NAAC in order to maintain and improve standards. The IQAC also gathers and analyses stakeholder feedback and works towards bridging gaps. Learning support is offered through tutorial sessions and remedial coaching. Mentoring is conducted regularly to ensure the well-being of students.

The IQAC prepares the Annual Action Plan in order to regularize and facilitate the conduct of programmes. Language skill training is offered through the Language Lab and sports activities are conducted regularly to promote holistic development.

The IQAC also oversees audits to ensure institutional quality. Annual Academic and Administrative Audits and Green, Energy, and Environment Audits are conducted regularly under the auspices of the IQAC. The Cell also oversees the functioning of various cells and clubs in the College. Through such activities, the IQAC ensures that the goals of the institution in terms of quality, sustainability and social commitment are met and upheld.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/institutional-distinctiveness/
Upload any additional information	View File

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

The IQAC systematically reviews and enhances teaching, learning, and operational processes to promote development. Adhering to the academic calendar, IQAC ensures that curricular and extra-curricular activities are conducted regularly. The Cell works to improve the physical and ICT infrastructure, and monitors progress. It supervises the activities of clubs, programmes such as mentoring and tutorial sessions, and the conduct of exams. OBE is implemented. Academic, administrative, green, and energy audits are conducted regularly. The IQAC ensures a decentralized administrative process with active involvement from all stakeholders. It monitors examination and evaluation methods and takes the initiative in applying for ranking and accreditation processes. These measures enable the IQAC to uphold quality standards and drive towards improvement.

Incremental Improvement

- **Preparation and submission of IIQA**
- **Preparation of SSR**
- **Launch of RUSA-funded Office and Library Block**
- **Augmentation and renovation of infrastructure including Archaeology Museum, Seminar Hall and Board Room**
- **Purchase of sports equipment**
- **Conduct of Ruby Jubilee Celebrations**
- **Conduct of certificate courses in Beauty Parlour Management, Women's Studies and Organic Farming**
- **Regular participation in NIRF**
- **Participation in AISHE and Kerala State Higher Education Survey**
- **Consolidation of OBE practices**
- **Regular conduct of Academic and Administrative Audits, a**

financial audit and green audits.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/aaa/
Upload any additional information	View File

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://marthomacollege.ac.in/uploads/2024/10/ANNUAL-REPRT-2022-23-new.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

At our institution, gender equity is not merely a policy but a

core principle that informs both our educational approach and campus culture. We actively engage with gender dynamics across the curriculum, integrating it into every facet of college life. Departments such as History, English, and Oriental Languages lead this effort, embedding themes like Gender Studies, Women's Writing, and Literature as Identity in their syllabi. Works such as Kathayum Novelum and Harmony of Prose offer students nuanced perspectives on gender within literary and cultural contexts, encouraging them to see gender not just as a subject but as a lens through which to understand and re-imagine the world.

Beyond academics, our institution fosters an ethos rooted in diversity, respect, and inclusivity. We aim to empower students to challenge stereotypes, advocate for equity, and contribute to a more inclusive society. By creating spaces for open dialogue, where students can voice their ideas and experiences, we become a microcosm of the society we aspire to build—a community where individuals, regardless of gender, find support, respect, and the freedom to reach their full potential. Through education and action, we are committed to building a world where equity is fundamental, and all people thrive in their fullest humanity.

File Description	Documents
Annual gender sensitization action plan	https://marthomacollege.ac.in/activities-2/
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

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	*View File*
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 prioritizes effective solid waste management, focusing on food, plastic, and paper waste. Compostable food waste is especially emphasized, with a dedicated collection system that converts it into nutrient-rich vermicompost. As part of the college's sustainability commitment, the campus is a designated plastic-free zone. Students are encouraged to dispose of plastic waste in designated bins, and the use of plastic cups and bottles has been minimized. The Green Protocol is strictly enforced, promoting eco-friendly practices across the campus. Additionally, biogas plants process on-campus food waste, with regular maintenance provided by the college management. Through these sustainable waste management practices, the institution aims to reduce its environmental impact, maintain a cleaner, greener campus, and 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	*View File*

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	*View File*
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:　　　　**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
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　　**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage　　**A. Any 4 or all of the above**

**including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	View File
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 at the heart of our ethos, as we strive to create a welcoming, equitable environment that values individuals from all backgrounds. Our community has earned a reputation for its open-mindedness and respect toward all people, regardless of background, race, gender, or beliefs. The arrival of migrants, attracted by the region's thriving business hub, has further enriched our cultural diversity, giving us a unique identity. MarThoma College for Women is dedicated to fostering an inclusive atmosphere through genuine efforts and proactive initiatives. In support of communal unity and harmony, we celebrate various cultural and religious festivals, including Onam, Christmas, Ramzan, Eid, Holi, Republic Day, and International Women's Day. These celebrations bring us together to honor and appreciate our shared cultural heritage. At MarThoma College for Women, inclusivity is more than a concept—it is 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)	[View File](#)
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 variety of programs annually to instill the core values of the Constitution and raise awareness among students and staff about their rights, duties, and responsibilities. Special occasions like Independence Day and Republic Day are celebrated with enthusiasm and are complemented by seminars and lectures that explore the importance of democratic values. Recognizing the diversity and pluralism of our secular society, we regularly organize discussions, seminars, and exhibitions focused on constitutional issues, including violations against vulnerable groups such as children, women, and the elderly, as well as topics like gender equality and the right to information.

Significant days such as Republic Day on January 26th are celebrated to foster a deeper appreciation of their contemporary relevance. Other important observances include Independence Day on August 15th, Kargil Vijay Diwas, and Gandhi Jayanti. Through active involvement in organizations like the NCC, NSS, and the Women's Cell, we work to uphold and protect the constitutional values that underpin our society. By engaging students in these initiatives, MarThoma College for Women aims to nurture a sense of responsibility and a commitment to promoting a just, inclusive society aligned 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,

A. All of the above

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

File Description	Documents
Code of ethics policy document	[View File](#)
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)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice I: Janani – A Step Towards a Greener Horizon The college's environmental initiative, Janani, aligns with the UN Sustainable Development Goals, addressing climate change, biodiversity loss, and pollution through projects like Harithapadam, Vidyavanam, Chaithanya Saveri, and Prashudhi. These programs encourage ecological preservation and involve students as ambassadors of environmental responsibility. Integrated into the curriculum, courses on environmental history and human rights foster a deep commitment to sustainability. A notable campaign, Jaivam 2017, saw NSS volunteers promoting organic farming, highlighting the need for sustainable agricultural practices in Kerala.

Best Practice II: MarThoman Care MarThoman Care supports economically disadvantaged students and staff through its three initiatives. Snehasparsham provides daily meals to students in need, ensuring their nutritional well-being and fostering inclusivity. Snehasanthwanam offers financial aid for medical emergencies and home rebuilding for students and staff affected by disasters. Snehasarvada delivers free skill training, empowering socially marginalized students with business and soft skills to enhance employability and independence. This initiative nurtures a compassionate and inclusive campus environment, ensuring students have a supportive foundation for personal and professional growth.

File Description	Documents
Best practices in the Institutional website	https://marthomacollege.ac.in/best-practices/
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

Mar Thoma College for Women, Perumbavoor, is distinct in its dedication to women's empowerment, focusing on uplifting students from marginalized backgrounds and equipping them with the skills and confidence to lead change. Through its Women's Cell, the college conducts seminars, self-employment training, and innovative workshops to boost women's autonomy. Menstrual hygiene awareness and the distribution of menstrual cups highlight the college's commitment to women's health and dignity. For academic support, seminars, workshops, mentoring sessions and counselling services are offered. Life-skills training and employability skills development programmes are also conducted.

Economic empowerment is a key area, with the Career Guidance and Placement Cell providing job training, PSC coaching, and placement drives to promote financial independence. Additionally, the Mar Thoma College New Initiative Programme (MCNIP) offers practical courses, from tailoring to financial accounting, ensuring students gain job-ready skills. Cultural and artistic clubs like Reel Life (Film Club) and The Playhouse (Drama Club) allow students to express themselves creatively, while the Electoral Literacy Club and Model Parliament nurture political awareness and participation. Collectively, these initiatives foster a sense of self-reliance, resilience, and responsibility among women, preparing them to be transformative figures in society.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Mar Thoma College for Women, Perumbavoor, affiliated to Mahatma Gandhi University, Kottayam, Kerala, adheres to the academic calendar and curriculum offered by the university. Combining the core values of HEIs, UN Sustainable Development goals, the institution strives towards enhancing competencies of students, promoting national development and sustainable mode of living. The mechanism followed is as follows:

Planning of Curriculum Delivery:

- IQAC gives directions and then collects the Department action plan, which is integrated along with university calendar, internal examination calendar, thus preparing the Annual Academic plan of the college.
- The College Council approves the Annual Academic Plan with/without modifications. It is then published in the college website and handbook
- Departments inform the timetable, syllabi of the programmes, Programme Outcomes, Programme Specific Outcomes and Course outcomes to the students.
- Internal exam dates are prepared and published at the beginning of the academic year
- Certificate, Value-added courses are offered to supplement the curriculum provided by the university.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://marthomacollege.ac.in/academic-calendar/

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 is 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	[View File](#)
Link for Additional information	https://marthomacollege.ac.in/internal-examinations/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	`B. Any 3 of the above`

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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)

18

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

414

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Mar Thoma College for Women, Perumbavoor is a Christian minority institution deeply committed towards endorsing principles of equity, justice, sustainability and social commitment. The college has also identified its basic practices: Mar Thoman Care and Janani: Green Initiatives aligning with the cross-cutting issues.

Topics related to professional ethics, gender, human values and environment and sustainability are handled in three ways:

- **Courses in the curriculum**
- **Academic and non-academic programmes /activities**
- **Projects**

Professional Ethics:

- **Soft skill Training**
- **Life skill Programmes**
- **Career Guidance programmes**
- **On the Job training**

Gender

- **Women Cell- seminars**
- **Entrepreneurship activities to learn to be financially independent**
- **Legal Awareness classes**
- **Self Defense Training such as sessions on Karate, etc.**
- **Zumba sessions, Cycling to ensure physical fitness**

Human Values

- **Value Education Class**

- **Public Awareness campaigns**
- **Cleaning drives**
- **Noon meal system**
- **Snehasparsham Project to help the needy**
- **Counselling and Mentoring sessions**
- **Anti-drug awareness**
- **Seminars on inclusivity, marginalized communities**

Environment and Sustainability

- **MoUs signed with Energy Conservation Society, Kerala and other organisations**
- **Energy conservation training**
- **Green Audit**
- **Butterfly Garden**
- **Waste management training**
- **Certificate Courses on Energy Efficient Devices, etc.**
- **LED star making**
- **Collaboration with Municipality in eco-consciousness campaigns**
- **Ground water recharge facility**
- **Sensor based tap**
- **Biodiversity check**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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	View File

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

407

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://marthomacollege.ac.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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	https://marthomacollege.ac.in/feedback/

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

171

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

61

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 College has astructured approach which ensures that each student receives appropriate support tailored to their individual needs, thereby maximizing their learning potential

and overall development.The approach and its execution unfold in the following manner:

- Entry-Level Assessments: These assessments help mentors understand the challenges faced by mentees in reasoning, aptitude, general English, and subject-specific skills.

- Grouping Based on Graded Scores:

    - Advanced Learners: Students who excel in assessments are grouped as Advanced Learners.
    - Intermediate Learners: Those who perform moderately are classified as Intermediate Learners.
    - Slow Learners: Students who struggle with assessments are identified as Slow Learners.
    -

- Tailored Support for Each Group:

    - Advanced Learners:

        - Made cluster group leaders to foster leadership skills.
        - Encouraged to participate in workshops, hackathons, and training programs to further enhance their proficiency and skills.

    - Intermediate Learners:

        - Provided with academic support to address any areas of weakness.
        - Encouraged to participate in activities like group discussions, debates, interactions, and competitions to improve their skills and confidence.

    - Slow Learners:

        - Offered remedial classes and sessions to address specific learning gaps.
        - Engaged in group learning with peers to provide additional support and encouragement.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
714	**51**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The College gives high priority in upgrading to the new and innovative ICT enabled teaching learning practices through its seven nuclei Samanvaya (classroom extended learning), Prayan (participatory learning), Prayukti (experiential learning), Nisarg (nature-based learning), Sva (creative learning and innovation), Nirvana (student empowerment, problem solving and social responsibility) and Sakhi (personal, emotional, career specific).

Laboratory facilities like science labs, multidisciplinary lab, language lab, computer labs enable experiential engagement. Internships, on-the job training, industrial visits, study tours and workshops help understanding the theories and practices of the discipline by actively engaging in a hands-on, work-based, learning experience.Short-film making, role plays and dramas facilitate creative thinking. NPTEL, Coursera courses and access to the college e-library trigger self-learning in students. Add-on courses, certificate courses and ASAP to improve the employability skills.Student lectures empowers students to contribute to their own learning experience. Community Enrichment Programmes provide an academic foundation, help developing self confidence, leadership qualities and civic responsibilities. Day observances promotes national and international awareness and action on these issues. Creation of educational content and awareness videos

exhibit technological competence and media literacy skills of the students. Student projects and IIC activities provide opportunities for the students to explore new arenas of knowledge.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://marthomacollege.ac.in/e-learning-resources/

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

The faculty and students are actively engaged in a dynamic learning environment where innovative technologies are utilized to enhance teaching and learning experiences. Classes are enriched with interactive PowerPoint presentations, delivered through platforms like Google Classroom and a customized Moodle platform (https://lms.marthomacollege.ac.in/). Video conferences and webinars are facilitated through Google Meet and Zoom, enabling virtual interactions.

Collaborative learning is encouraged through the use of Google Forms, Docs, Slides, Padlet, and Peardeck, promoting active participation and knowledge sharing. Complex concepts are elucidated with interactive visuals using Thinglink, leading to improved comprehension. Teachers leverage educational YouTube channels and recording software like Screencast'O'matic/OBS to provide comprehensive class materials.

The faculty maintains departmental (http://biozonemtcw.blogspot.com/, http://marthomianscience.blogspot.com/), and question paper blogs (https://zooqbankmtcwug.blogspot.com/), facilitating easy access to resources. E-notes provided by teachers aid in learning advancement. Students utilize the internet to access journals, previous question papers from the e-library powered by LIBSOFT DIGITAL software.

The Language Lab supports the enhancement of communication skills, while desktop publishing software like Anyflip empowers both students and faculty in content creation and release of annual E-zines Moreover, students actively participate and

organise online contests, gaining proficiency in recording apps, timelapse apps, editing software, thus enriching their skill set beyond traditional academics.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

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)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

16

File Description	Documents
Any additional information	View File
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)	View File

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

2.4.3.1 - Total experience of full-time teachers

231

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 internal/external assessment process in our college is transparent and systematic to the core, and the grievance redressal system is time bound and efficient.

As per the guidelines of the affiliating university, students go through an internal/external evaluation process comprises of the following components:

i) Internal Assessment

Attendance

Assignment/Seminar/Viva

Internal Examination

ii) External Assessment

External Examination

Project

Mechanism to Conduct Internal/External Examinations

- The College strictly adheres to the guidelines issued by the affiliating university towards the conduct of internal/ external examinations.
- At the College level, an Internal Examination Committee composed of the Principal and two faculty members selected as Exam Coordinators ensures the efficient conduct of the examinations.
- Question Papers for internal examinations are designed according to Bloom's taxonomy prescribed for Outcome-based education.
- The Principal holds a meeting of the College Council at the beginning of each Semester to ensure the effective implementation of internal examinations
- Measures to ensure transparency:
- All examination halls are under CCTV surveillance.
- Consolidated assessment reports (Forms A for each course and form B for each programme) are shown to the students before submission to the University.
- The academic performance of students is discussed with parents during open house meetings.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://marthomacollege.ac.in/examinations-2/

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

Grievance Redressal Mechanism

Grievance form can be availed from the Internal Exam committee or it can be downloaded from the College website. In order to address the grievances of students, a three-level grievance

redressal mechanism is executed in the College.

Departmental Level: If any grievance on an internal theory or practical exam is received, it is first discussed with the concerned faculty and the Head of the Department.

College Level: A College level Committee comprising the Principal, Examination Coordinators and the concerned HOD investigates unresolved department level grievances.

University Level: The University level Committee for verification of internal and external examination scores comprises the Vice chancellor, Pro-vice Chancellor, Chairman - Board of Studies and Controller of Examinations.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://marthomacollege.ac.in/grievances-examinations/

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.

POs, PSOs and COs offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution prioritizes Outcome-based education (OBE) and takes a precise approach towards preparing and updating PO, PSO and CO. The POof the college aredesigned by IQACafter consultation with all the faculty members and external experts. PSOand COare framed adhering to the syllabus of University and are aligned to the vision and mission of the college.A college level OBE advisory committee and department OBE committee is constituted to state and supervise the OBE related activities.

Communication to the teachers and the students

- Softcopy of detailed PSO, PO and CO of each program are uploaded in the college website for easy reference.

- The importance of learning outcomes is communicated to all teachers at IQAC meetings and staff meetings.

- **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.**

- **CO outcomes are discussed in department meetings at the beginning of each semester.**

- **The students are also made aware of the PO and PSO during tutorial meetings.**

- **COs are also discussed with students at the beginning of each semester.**

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

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

College and department-level advisory committees have been constituted. Outcomes are communicated to stakeholders regularly. A two-tiered assessment approach is implemented, combining direct and indirect assessment methods in a ratio of 80:20.

COx Direct Attainment Calculation

= no. of students scored more than or equal to Y % of marks in COx * 100

No. of students

Where, x= [1 to N], N= Number of Course Outcomes , Y = Percentage Decided

CO Direct Attainment Level:

COs Attainment Level

3

70% of students scoring more than or equal to 60% of Marks in CO (x)

2

60% of students scoring more than or equal to 60% of marks in CO (x)

1

50% of students scoring more than or equal to 60 % of marks in CO (x)

PO Direct Attainment Evaluation :

Formula:

?[(CO-PO Correlation x Comprehensive CO Attainment Ratio)] / n

CO & PO/PSO Indirect Attainment Evaluation:

Outcome

Tool

CO

Course - End Feedback

PO/PSO

Exit Surveys

Overall CO/PO/PSO Computation:

Formula

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

The overall PO attainment is compared with the benchmark set by the Department OBE Committee and necessary action is taken.

Corrective Measures:

- **Remedial sessions**
- **Bridge Courses**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://marthomacollege.ac.in/course-outcome/

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

227

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

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/2024/10/2.7-IQAC-MAR-THOMA-COLLEGE-FOR-WOMEN-PERUMBAVOOR-Student-Satisfaction-Survey-2022-23.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)

0.75

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)	View File

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

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.asiaticsociety.org.in/

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.The IICand ED Club function effectively to promote the spirit of knowledge transfer. With events ranging from hands-on workshops on fabric painting, LED star production, and paper-based crafts to entrepreneurial presentations and grooming sessions, These courses helped students develop their entrepreneurial talents by providing them the necessary knowledge. Additionally, six innovation based events were held, such as a Young Innovators Programme (YIP) Ideathon, a Rangoli-based Duppatta painting event, a smart waste monitoring workshop, a quiz on Innovation Day, and a "Trash to Art" event..Participants' creativity and problem solving abilities were fostered by these programs. Four prototypes and eight concepts in all were created, but no intellectual property (IP) was financed or registered.

However, under the direction of the chemistry and physics departments, students sold homemade goods like liquid soap and LED stars as part of a small-scale commercialisation effort. Nine faculty members have completed advanced-level Innovation Ambassador training, while two have completed basic-level training. 18 pupils also took part in the Young Innovators Program run by K-DISC. A few noteworthy inventions include "Wireless Charging for Automobiles," "Paper from Algae," and "Audio Commentary Gloves," which demonstrate the students' forward mindset.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://marthomacollege.ac.in/4700-2/

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

15

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

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

3

File Description	Documents
URL to the research page on HEI website	https://marthomacollege.ac.in/research-guides/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
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

13	

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

3	

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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, engaged actively in various extension activities from 2022 to 2024, focusing on sensitizing the neighboring community to social issues. Below is a report on these initiatives:

The college organized Awareness Campaigns on Health and Hygiene

and blood donation camps regularly in nearby communities. Workshops were conducted to educate young women and girls in the community about menstrual hygiene. Distribution of free sanitary napkins was part of the campaign. To promote environmental sustainability, the college conducted tree plantation drives with the help of students and community members. Saplings were distributed and planted in public spaces. With a rise in substance abuse issues, the college launched anti-drug campaigns, focusing on educating youth and their families about the dangers of drug abuse. Under the

Swachh Bharat Abhiyan, students and faculty participated in cleaning public spaces and encouraged community members to maintain cleanliness in their neighbourhoods.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/extension-activities/
Upload any additional information	View File

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

1

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

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

31

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

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

710

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

14

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

14

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

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.

The College has modern infrastructure that facilitates effective teaching and learning. The institution's classrooms are equipped with advanced ICT features, including WiFi and LAN connections. Covering an expansive 10 acres, the college offers state-of-the-art amenities for academic, cultural, and sports pursuits. The recent addition of a block, funded by RUSA, underscores the institution's commitment to consistent development. The campus accommodates a diverse range of academic and extracurricular activities and serves as a venue for various programmes.

FACILITIES FOR TEACHING AND LEARNING

The college caters to the teaching-learning needs of 8 UG Programmes, 3 Vocational Programmes, 2 PG Programmes, and 1 Integrated Course. The academic infrastructure includes 38 classrooms with WiFi/LAN facilities, 1 Multipurpose Seminar Hall, an open classroom, 7 laboratories, a Butterfly Garden, Museums, and the Vidyavanam Botanical garden.

ICT-ENABLED FACILITIES

The college's ICT facilities includes 12 ICT-enabled classrooms, a Common Computer Lab, a Language Lab, the LMS MOODLE platform, WiFi with a speed of 100Mbps, 64 computers, projectors, printers/scanners/copiers, E-resources in the College Library, Remote access through N-LIST and a Digital Repository.

Academic software includes LIBSOFT, E-College Solutions for managing attendance and report cards, Digital Accessible Information System (DAISY) for students with disabilities. Orell Talk, an English language teaching software used in the Language Lab, Google Suite, an audio-visual studio, and CCTV surveillance facilities in examination halls and classrooms are also part of the college's ICT offerings.

File Description	Documents
Upload any additional information	[View File](#)
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.

FACILITIES FOR CULTURAL AND SPORTS ACTIVITIES

For Cultural activities: The college features an auditorium with a seating capacity of 1000 and seminar halls.

For Sports: The gymnasium is equipped with the latest workout machines, and there is a recreation hall housing indoor games such as Chess, Caroms, and Table-Tennis. Additionally, the campus includes an open playground, basketball court, badminton court, softball court, and a cricket ground.

For Mental Well-being: A designated yoga practice corner and counseling center are available.

PROVISIONS FOR DISABLED-FRIENDLY CAMPUS

• The library incorporates the Digital Accessible Information System (DAISY).

• The campus is equipped with ramps for accessibility.

- **Disabled-friendly washrooms are available.**

- **Wheelchairs are provided.**

FACILITIES FOR STUDENT WELFARE

- **Hostel facilities are available.**

- **The college has a canteen to cater to students needs.**

OTHER FACILITIES

- **In 2021, the college introduced a firing range and obstacle training facilities for NCC cadets, marking a significant milestone as the first Women's college in Ernakulam district to offer such amenities.**

- **A sick room is available for medical assistance.**

- **A security room is in place to ensure the safety of the campus.**

File Description	Documents
Upload any additional information	[View File](#)
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.

16

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

62.67121

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The Central Library at Mar Thoma College for Women spans a total area of 3,458 sq.ft and has been efficiently automated using the LIBSOFT library software package, version SV 4.2, since the year 2009. The library serves both faculty and students, boasting a collection of over 18,000 volumes, 27 academic journals, and 34 periodicals. Additionally, it offers access to a variety of online resources.

The library's automation includes features such as computerized issue/return/renewal processes, a display of new arrivals on the website, subscription to E-journals, access to INFLIBNET N-LIST resources, and a digital repository containing question papers, dissertations, and theses, which can be accessed through the library website. Furthermore, the library is equipped with a Computer with Digital Accessible Information System (DAISY) to cater to the needs of disabled students.

The Integrated Library Management Software, LIBSOFT version SV 4.2, enables a user-friendly interface for resource searches, displaying resource positions, and indicating availability status. The Online Public Access Catalogue (OPAC) allows remote searching of bibliographic details for all documents in the library, with a link available on the library website. The library's infrastructure includes digital entry registers, internet connection, and Wi-Fi accessibility. It houses a Research Navigation Centre and ensures disabled-friendly

provisions.Top of Form

Digital Database and e-Resources

Online resources are available from library website at
https://mtcwdigital.libsoft.org/

Subscription to National Library and Information Services
Infrastructure for Scholarly

Content (N- LIST) of UGC-INFLIBNET which provides remote online
access to over 6000 ejournals and 799500+ e-books.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[mtcwdigital.libsoft.org](#)

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)	[View File](#)

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)

3.41599

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

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

260

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college makes use of Information Technology in all its sphere of activities and frequently updates its IT facilities including Wi-Fi.

In 2021, the college set up a well-furnished Computer Lab, with 17 browsing systems, protected by antivirus software.All Departments are equipped with computers, printers and Wi-Fi.

LMSMoodle, Microsoft Teams and Google Classrooms are used for organized and effective teaching. Digital storage capacity via G suite facility has been made available since 2020.

The Language lab has 30 systems with audio-visual facilities and English language teaching software "Orell".

The number of Campus surveillance cameras was upgraded from 17 to 29 in 2020.

Dynamic website and social media platforms.

Internet facility is made available in the library.

One seminar hall with LCD projector, LAN and Wi-Fi facility.

Fully Wi-Fi enabled campus

The college website was upgradedin 2017 and 2021.

N-list Subscription is renewed every year

Reprographic machine is replaced with advanced one in 2019

LMS platform and G-suite is installed for better teaching-learning environment

Educational e-content generation and transmission through college website and online platforms

ERP Softwareavailable

High-speed printers available.

SPARK software for service matters of the staff

PRISM for pension management

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

64

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

45.11152

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 established robust systems and protocols to ensure optimal utilization and effective maintenance of its facilities. The Planning Committee convenes regular meetings to develop budgets, employing a decentralized approach with the Manager taking the lead and the principal serving as the central point of coordination. The library operates smoothly with the aid of LIBSOFT software, procuring books based on departmental requirements and conducting annual stock verifications. Oversight of sports facilities falls under the purview of the Head of the Physical Education Department, with equipment purchases strictly adhering to government regulations. All laboratories maintain stock registers, subject to yearly verification procedures. The college's computer center (IIeLT) is accessible to students. Antivirus software being installed and updated annually. The principal ensures

that classroom facilities meet prescribed standards. Hostel operations follow a decentralized structure, overseen by a matron, warden, teacher-in-charge, and floor representatives.

File Description	Documents
Upload any additional information	[View File](#)
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

102

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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)	[View File](#)

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

168

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

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	https://marthomacollege.ac.in/students-support/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

124

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

124

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

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

20

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
Details of student placement during the year (Data Template)	[View File](#)

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

122

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

6

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

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.

11

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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)

Following M.G. University guidelines College Union election was held on 29th November 2022. The elected executive members for the College Union 2022-23 consisted of Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, University Union Councilors, and representatives from each year of U.G. and P.G. College Union Chairperson is a member of institutional bodies such as Anti ragging committee, Ethics committee and Surprise Inspection squad. Magazine editor is a member of College Magazine committee. Student representatives are also included in all clubs and cells. College Union take initiative to conduct competitions. College Union and Art's Club associated with E K Bharat Shreshta Bharat Club to conduct "Rangoli" on 16th August 22 at front courtyard of college as part of Azaadi Ka Amrit Mahotsav. College Union and Art's Club organised an Onam Celebration "Thakarthonam 2k22" on 2nd September 22. College Union and Art's Club held fresher's Day for 1st years and presented Mithra Band as the highlight of the Day. The fresher's was conducted on 17th October 2022 at college auditorium. College Union and Art's Club in association with Internal Quality Assurance Cell held a workshop on IELTS by Jolsna Sibi (IETS trainer) on 27th October 2022.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/
Upload any additional information	View File

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

39

File Description	Documents
Report of the event	View File
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)	View File

5.4 - Alumni Engagement

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

The College has a registered Alumnae Association named Mar Thoma College for Women Alumnae Association with registration number EKM/ TC/192/2023 dated on 22 March 2023-06-07. 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. The Office bearers include a President, Vice President, Secretary and Treasurer. 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 serve as resource persons for Seminars and lectures organized by the department. Every Year, we have department alumnae meeting

annually and they make valuable contributions for the empowerment of their respective departments. Mar Thoma College pursues the Campus and its ambience as a space for the Alumnae, and always welcomes the Alumni back to their alma mater.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/alumni-login/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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..." To realize this vision, the governance of the institution is organised in such a way to augment the holistic development, and employability skills of the students. The women representatives are selected in all levels of governance as governing council members, Principal and faculties, who are more erudite and adept in empowering the women students from rural and semi-urban background. At the apex level the institution is governed by a Governing Council with Manager as the supreme head and educationists, legal experts and visionary leaders as other members. The decision making process and system of governance are ensued in the following hierarchal order beginning from Board of Management to Principal, Principal to other statutory and non-statutory bodies which include IQAC, College Council, Staff Forum and Students'

Association.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/vision-mission/
Upload any additional information	View File

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

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..." To realize this vision, the governance of the institution is organised in such a way to augment the holistic development, and employability skills of the students. The women representatives are selected in all levels of governance as governing council members, Principal and faculties, who are more erudite and adept in empowering the women students from rural and semi-urban background. At the apex level the institution is governed by a Governing Council with Manager as the supreme head and educationists, legal experts and visionary leaders as other members. The decision making process and system of governance are ensued in the following hierarchal order beginning from Board of Management to Principal, Principal to other statutory and non-statutory bodies which include IQAC, College Council, Staff Forum and Students' Association.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/governing-council-2/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The development plan of the institution is methodically based on its Vision and Mission statement. To realize the mission of

the college, the teaching, non-teaching staff, students work with dedication and enthusiasm. The opinions and ideas of each stakeholder is given due importance for the development of the institution. The rules, policies and procedures cater to amplify the eminence of the institution. The institution has formulated policies which ensure smooth and objective conduct of various undertakings. The administration of the institution is set up in the following hierarchal order

- The Board of Management comprises of a Governing Council of 18 members with a Bishop at its apex
- The Principal and Management Representatives
- The IQAC and its committees
- The College Council include the Principal, the Heads of all departments, non-teaching staff representatives
- Staff Forum include the Principal and all teaching and non teaching faculties.
- The Department Council is devised at each department comprising teaching faculties of that respective department
- Student Association is established at every department comprising student representatives from every class.
- Statutory and Non Statutory bodies, Clubs,etc.

Strategic Plan- Yukti Rachana

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://marthomacollege.ac.in/strategic-plan/
Upload any additional information	[View File](#)

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 functioning of the institution reflects a structured and effective administrative setup, particularly through comprehensive policies, a decentralized administrative structure, and well-defined service rules. Governed by the

Government of Kerala, the institution operates under policies that uphold academic standards, faculty welfare, and student support systems. This is achieved by providing a clear framework for curriculum design, examination procedures, and quality assurance, ensuring that the academic environment is conducive to learning and growth.

A significant feature of the system is its decentralized administrative setup, which grants autonomy to individual departments within the college to manage their academic and non-academic functions. This approach fosters accountability, enhances responsiveness to specific departmental needs, and enables tailored decision-making that aligns with institutional goals. Department heads and committees oversee routine tasks, thus distributing authority and reducing bureaucratic delays.

Appointment and service rules outlined by the Kerala government further contribute to efficient college functioning. These rules ensure fair and transparent hiring, secure tenure for faculty, and define promotion pathways. Benefits and regulations are clearly stated, supporting staff motivation and career development. Together, these elements establish a balanced, efficient college administration that promotes academic excellence and administrative transparency.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/strategic-plan/
Link to Organogram of the institution webpage	https://marthomacollege.ac.in/uploads/2023/06/ORGANOGRAM-new-1.pdf
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution provides effective welfare measures to bring the desired results by motivating and satisfying the employees. It includes the perks and benefits provided to the employees of the organization apart from their regular salary. The main motive of serving employee benefits services is to enhance the employee's productivity.

- Medical Insurance
- Encashment of leave surrender
- Medical leave
- Half Pay/ Commuted leave
- Interest-free Loan facilities
- Festival allowance
- Loan from Provident Fund
- Leave for Faculty Improvement Programme
- 15 days of Casual Leave in a calendar year
- Maternity leave for six months and Paternity leave for 14 days
- Special Casual Leave for 180 days during a calendar year for employees in treatment for mortal diseases
- 45 days leave for hysterectomy
- Duty leave
- Contribution to the Provident Fund, as per the choice of the payee Statutory pension for employees enrolled before 2013, and contributory pension for those joining service after 2013.

Support and Welfare Measures from the institution:

- Free Computer Lab Facility for the staff

- ○ **Free Wi-fi for the staff**
- ○ **Leave granted to teaching and non-teaching staff to attend professional development programmes and to participate/present papers in seminars/conferences**
- ○ **Financial support to attend seminars**
- ○ **Free hostel accommodation facility**

- ○ **Health Club**
- ○ **Sick Room**
- ○ **Health check-up**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

52

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

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	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

57

File Description	Documents
IQAC report summary	View File
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)	View File

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 staffis prepared by the former and is communicated to the Principal and therespective 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

1. Department / Club Activities

1. Teacher's Diary

1. Course/ Class Feedback Collected separately for each subject

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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 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, MP fund, MLA fund and other funds from higher education dept. of Kerala.

Institution conducts internal and external financial audits regularly

Financial audits of grants and funds sanctioned by Government/UGC

There are two levels of audit for the funds sanctioned by the Government:

1. External Audit by the Directorate of Collegiate Education

2. External Audit by the Accountant General, Kerala.

Financial Audits of grants and funds sanctioned by the Management

.The Management has appointed Kovoor and Company as the external auditor of the Management accounts. They prepare annual financial statements and audit reports.

Audit Objections and Rectification

The audit objections pointed out by the auditor are discussed with the finance committee, which enables the management to take remedial action immediately. The objections are rectified

by the accounts department, and a report with explanation is submitted to the finance committee. The Action Taken Report is also sent to the auditor for further rectification, if any, and for final approval.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

235.254

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

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

The institution employs a range of strategies to mobilize funds and optimize resource utilization, supporting institutional growth and academic excellence. One key approach to fund mobilization is through government grants and funds available via the University Grants Commission (UGC) and Rashtriya Uchchatar Shiksha Abhiyan (RUSA), which are directed toward enhancing infrastructure, research facilities, and faculty development. The college actively pursues these grants by aligning their project proposals with government priorities in education and innovation.

Colleges also foster retired faculty and alumni engagement as a critical source of funds. In addition, MP and MLA funds, and donations from philanthropists bring in financial and material support, while also facilitating industry-relevant skill development for students.

Resource optimization is a core focus, with strategies like energy-efficient practices, resource-sharing among departments, and digitalization of administrative processes. To maximize impact, the college prioritizes the allocation of funds for essential areas, such as technology upgrades, student services, and research. By combining these mobilization strategies with prudent resource management, the college ensures sustained growth, enabling them to support a robust academic environment within available financial means.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 plays a major role in institutionalizing quality assurance measures and strategies. In order to enhance employability, the IQAC has introduced skill-oriented and certificate courses. Entrepreneurship is encouraged through the IIC, IEDC and Entrepreneurship Development Cell. The Cell takes the initiative in applying for ranking and accreditation processes such as NIRF, ARIIA and NAAC in order to maintain and improve standards. The IQAC also gathers and analyses stakeholder feedback and works towards bridging gaps. Learning support is offered through tutorial sessions and remedial coaching. Mentoring is conducted regularly to ensure the well-being of students.

The IQAC prepares the Annual Action Plan in order to regularize and facilitate the conduct of programmes. Language skill training is offered through the Language Lab and sports activities are conducted regularly to promote holistic development.

The IQAC also oversees audits to ensure institutional quality. Annual Academic and Administrative Audits and Green, Energy, and Environment Audits are conducted regularly under the auspices of the IQAC. The Cell also oversees the functioning of various cells and clubs in the College. Through such activities, the IQAC ensures that the goals of the institution in terms of quality, sustainability and social commitment are met and upheld.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/institutional-distinctiveness/
Upload any additional information	View File

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

The IQAC systematically reviews and enhances teaching, learning, and operational processes to promote development. Adhering to the academic calendar, IQAC ensures that curricular and extra-curricular activities are conducted regularly. The Cell works to improve the physical and ICT infrastructure, and monitors progress. It supervises the activities of clubs, programmes such as mentoring and tutorial sessions, and the conduct of exams. OBE is implemented. Academic, administrative, green, and energy audits are conducted regularly. The IQAC ensures a decentralized administrative process with active involvement from all stakeholders. It monitors examination and evaluation methods and takes the initiative in applying for ranking and accreditation processes. These measures enable the IQAC to uphold quality standards and drive towards improvement.

Incremental Improvement

- Preparation and submission of IIQA
- Preparation of SSR
- Launch of RUSA-funded Office and Library Block
- Augmentation and renovation of infrastructure including

Archaeology Museum, Seminar Hall and Board Room
- Purchase of sports equipment
- Conduct of Ruby Jubilee Celebrations
- Conduct of certificate courses in Beauty Parlour Management, Women's Studies and Organic Farming
- Regular participation in NIRF
- Participation in AISHE and Kerala State Higher Education Survey
- Consolidation of OBE practices
- Regular conduct of Academic and Administrative Audits, a financial audit and green audits.

File Description	Documents
Paste link for additional information	https://marthomacollege.ac.in/aaa/
Upload any additional information	View File

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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://marthomacollege.ac.in/uploads/2024/10/ANNUAL-REPRT-2022-23-new.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

At our institution, gender equity is not merely a policy but a core principle that informs both our educational approach and campus culture. We actively engage with gender dynamics across the curriculum, integrating it into every facet of college life. Departments such as History, English, and Oriental Languages lead this effort, embedding themes like Gender Studies, Women's Writing, and Literature as Identity in their syllabi. Works such as Kathayum Novelum and Harmony of Prose offer students nuanced perspectives on gender within literary and cultural contexts, encouraging them to see gender not just as a subject but as a lens through which to understand and re-imagine the world.

Beyond academics, our institution fosters an ethos rooted in diversity, respect, and inclusivity. We aim to empower students to challenge stereotypes, advocate for equity, and contribute to a more inclusive society. By creating spaces for open dialogue, where students can voice their ideas and experiences, we become a microcosm of the society we aspire to build—a community where individuals, regardless of gender, find support, respect, and the freedom to reach their full potential. Through education and action, we are committed to building a world where equity is fundamental, and all people thrive in their fullest humanity.

File Description	Documents
Annual gender sensitization action plan	https://marthomacollege.ac.in/activities-2/
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

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	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
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 prioritizes effective solid waste management, focusing on food, plastic, and paper waste. Compostable food waste is especially emphasized, with a dedicated collection system that converts it into nutrient-rich vermicompost. As part of the college's sustainability commitment, the campus is a designated plastic-free zone. Students are encouraged to dispose of plastic waste in designated bins, and the use of plastic cups and bottles has been minimized. The Green Protocol is strictly enforced, promoting eco-friendly practices across the campus. Additionally, biogas plants process on-campus food waste, with regular maintenance provided by the college management. Through these sustainable waste management practices, the institution aims to reduce its environmental impact, maintain a cleaner, greener campus, and 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	[View File](#)

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	[View File](#)
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	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
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	`B. Any 3 of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	`No File Uploaded`
Certificates of the awards received	`No File Uploaded`
Any other relevant information	`No File Uploaded`

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	`A. Any 4 or all of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
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 at the heart of our ethos, as we strive to create a welcoming, equitable environment that values individuals from all backgrounds. Our community has earned a reputation for its open-mindedness and respect toward all people, regardless of background, race, gender, or beliefs. The arrival of migrants, attracted by the region's thriving business hub, has further enriched our cultural diversity, giving us a unique identity. MarThoma College for Women is dedicated to fostering an inclusive atmosphere through genuine efforts and proactive initiatives. In support of communal unity and harmony, we celebrate various cultural and religious festivals, including Onam, Christmas, Ramzan, Eid, Holi, Republic Day, and International Women's Day. These celebrations bring us together to honor and appreciate our shared cultural heritage. At MarThoma College for Women, inclusivity is more than a concept—it is 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)	View File
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 variety of programs annually to instill the core values of the Constitution and raise awareness among students and staff about their rights, duties, and responsibilities. Special occasions like Independence Day and Republic Day are celebrated with enthusiasm and are complemented by seminars and lectures that explore the importance of democratic values. Recognizing the diversity and pluralism of our secular society, we regularly organize discussions, seminars, and exhibitions focused on constitutional issues, including violations against vulnerable groups such as children, women, and the elderly, as well as topics like gender equality and the right to information.

Significant days such as Republic Day on January 26th are celebrated to foster a deeper appreciation of their contemporary relevance. Other important observances include Independence Day on August 15th, Kargil Vijay Diwas, and Gandhi Jayanti. Through active involvement in organizations like the NCC, NSS, and the Women's Cell, we work to uphold and protect the constitutional values that underpin our society. By engaging students in these initiatives, MarThoma College for Women aims to nurture a sense of responsibility and a commitment to promoting a just, inclusive society aligned 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	[View File](#)
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)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best Practice I: Janani – A Step Towards a Greener Horizon The college's environmental initiative, Janani, aligns with the UN Sustainable Development Goals, addressing climate change, biodiversity loss, and pollution through projects like Harithapadam, Vidyavanam, Chaithanya Saveri, and Prashudhi. These programs encourage ecological preservation and involve students as ambassadors of environmental responsibility. Integrated into the curriculum, courses on environmental history and human rights foster a deep commitment to sustainability. A notable campaign, Jaivam 2017, saw NSS volunteers promoting organic farming, highlighting the need for sustainable agricultural practices in Kerala.

Best Practice II: MarThoman Care MarThoman Care supports economically disadvantaged students and staff through its three initiatives. Snehasparsham provides daily meals to students in need, ensuring their nutritional well-being and fostering inclusivity. Snehasanthwanam offers financial aid for medical emergencies and home rebuilding for students and staff affected by disasters. Snehasarvada delivers free skill training, empowering socially marginalized students with business and soft skills to enhance employability and independence. This initiative nurtures a compassionate and inclusive campus environment, ensuring students have a supportive foundation for personal and professional growth.

File Description	Documents
Best practices in the Institutional website	https://marthomacollege.ac.in/best-practices/
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

Mar Thoma College for Women, Perumbavoor, is distinct in its dedication to women's empowerment, focusing on uplifting students from marginalized backgrounds and equipping them with

the skills and confidence to lead change. Through its Women's Cell, the college conducts seminars, self-employment training, and innovative workshops to boost women's autonomy. Menstrual hygiene awareness and the distribution of menstrual cups highlight the college's commitment to women's health and dignity. For academic support, seminars, workshops, mentoring sessions and counselling services are offered. Life-skills training and employability skills development programmes are also conducted.

Economic empowerment is a key area, with the Career Guidance and Placement Cell providing job training, PSC coaching, and placement drives to promote financial independence. Additionally, the Mar Thoma College New Initiative Programme (MCNIP) offers practical courses, from tailoring to financial accounting, ensuring students gain job-ready skills. Cultural and artistic clubs like Reel Life (Film Club) and The Playhouse (Drama Club) allow students to express themselves creatively, while the Electoral Literacy Club and Model Parliament nurture political awareness and participation. Collectively, these initiatives foster a sense of self-reliance, resilience, and responsibility among women, preparing them to be transformative figures in society.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Submission of SSR
2. Preparation for NAAC visit
3. Conduct Faculty Development programmes and seminars
4. Establishment and augmentation of general infrastructure, including library and basketball court
5. Enhance students' academic performance so as to obtain more ranks and ensure placement
6. Strengthen extension activities in adopted villages under Unnat Bharat Abhiyan
7. Promote Green Campus Initiative
8. Enhance research activities
9. Promote career-oriented skill development courses
10. Adopt measures to promote innovation and entrepreneurship.

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