

**ANNUAL QUALITY ASSURANCE REPORT****Name of the Institution: Mar Thoma College, Chungathara.****Year of Report: 2007-'08****Part A:**

**The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:**

<i>Proposals for 2007-08</i>	<i>Outcome at the end of the year</i>
Campus water resource management	Reserved ₹ 1.5 Lakh for the project by PTA
Repairing and maintenance of the existing buildings	Maintenance done as and when needed
Increase the number of books in the library	Increased the number of books
National seminars in all departments	Department wise seminars were organised. Proposals for National seminars were submitted by all departments
Laboratory facilities	Laboratory facilities are enhanced on a need base
Office automation	2 new computers are added to the office
Infrastructural facilities	LCD Projector and Photocopier machine are added with the help of PTA

**Part B:**

**1. Activities reflecting the goals and objectives of the institution**

The college has been striving to achieve its goals and objectives with its motto, “*Let Your Light Shine*”. Students get moral and spiritual support from the various religious activities conducted in the college. A public addressing system is functioning in the college. The college starts with a prayer every morning at 9.25 am and all the members stand, where they are, in reverence. All departments offer career oriented interdisciplinary enrichment programmes to equip students with additional skills and training. Faculty members are actively involved in personal mentoring of students and personal counselling is given by professional counsellors.

Many of our teachers serve as resource persons for Academic Staff Colleges, Self Help groups, Kudumbashree and Quality Improvement Programmes (QIP) of the Sunday School Samajam of the Mar Thoma Church, office bearers and members of executive board of management of YWCA, thus extending their experience and knowledge to the benefit of the community. A quiz competition was arranged for the students by the Physics department.

An eco-friendly campus is being set up with the cooperation of the students and staff of the college. The college offers a very friendly

atmosphere with warmth of relationships between staff and students. At the same time, good discipline is maintained in the campus. Participation in seminars and workshops outside the college, equip the students to keep pace with their peers. The college has a strong PTA, which involves in the all round development of the college. The PTA took interest in investing money for the all round development of the college. This year they have set apart about ₹ 1.5 Lakh for the water harvesting project, to meet the water shortage problems of the campus, in addition to the expenses for Onam celebrations, terminal examinations and the medical expenses of poor students.

The students whole heartedly participate in the college union activities. Every year, the election is conducted peacefully and the elected union work hand in hand with the college community in a very healthy manner. The college union is usually named by the students and a prize was awarded to the student who proposed the proper name to the union. The name of the current year's union was "**AMAZE**". The inauguration and the valedictory functions of the college union were crowned with the presence of eminent personalities of Cultural Kerala. The **AMAZE** college union was inaugurated by the world famous magician, native of Nilambur, Mr. P. Gopinath Muthukad. He amazed the college community with his famous works.

There are two units of NSS with about 200 volunteers, working for the social and cultural upliftment of the society. NSS units organised an eye camp and a blood group detection camp NSS unit maintains a blood group directory of the students. They donate blood to the needy patients as and when needed on a regular basis.

Farewell meetings were arranged for the retiring staffs. Mr. P.P. Abraham of the non-teaching staff and Dr. Sam Thomas, Former Principal and Head Of Department of English were retired from service on 31<sup>st</sup> December 2007 and 31<sup>st</sup> March 2008 respectively.

The institution maintained a good academic record this year also. Our students bagged the first rank for the B. Sc. Polymer Chemistry Examinations of the University of Calicut. As post accreditation quality sustenance activity, An Internal Quality Assurance Cell (IQAC) is functioning in the college.

## ***2. Innovations in Curricular Design and Transaction***

To commemorate the memory of Late Rt. Rev. Easow Mar Themothios Episcopa, the founder Manager of the college and the great visionary of the Mar Thoma Syrian Church, a Memorial Lecture Series is instituted from the Silver Jubilee Year onwards. Every year, various topics of contemporary relevance in relation to higher education, are being discussed by prominent personalities. The first of this series was done by Former Honourable Chief

Justice of the Supreme Court, Mr. K.T. Thomas on “Religious Freedom- its Uses and Abuses”.

### **3. Candidates qualified NET/SLET etc.**

Students who have qualified NET – 2

A good number of our students are qualified for higher education such as M.B.A,

M. Sc., B. Ed., M.C.A, M.A and M.Tech.

### **4. Initiative towards Faculty Development Programme**

No of staffs/teachers attended Refresher Courses: 1

No of teachers attended subject related trainings: 1

No of teachers who attended/presented papers in Seminars/workshops: 20

### **5. 1. Total number of seminars and workshops conducted by the college: 02**

a. Seminar on “Prospects of Higher Education” conducted by Mar Thoma Higher Education Commission on 11<sup>th</sup> Jan 2008. The Chairman, Rt. Rev. Dr. Zacharias Mar Theophilus Suffragan Metropolitan chaired the function. Dr. Jacob George and Dr. George Varghese presented papers.

b. Seminar on “Restructuring of curriculum in Higher Education” conducted by Kerala Higher Education Council of Government of Kerala on 5<sup>th</sup> February 2008. Prof. Thomas Joseph, Kerala Higher Education Member was the Chief Guest.

**2. Lectures/ seminars/workshops conducted by the departments:**

- a. A lecture on “Chemistry of Food Additives” on 19<sup>th</sup> January 2008 by Dr. Mohammed Jawahar, HOD, Department of Food Science, MES Mampad College - Department of Chemistry.
- b. “Modern trends in Banking” by Mr. Nandakumar, Manager, South Indian bank, Nilambur-Department of Commerce.
- c. On “Graph Theory” by Prof. M.J. Mathai, MES Mampad College – Department of Mathematics on 18<sup>th</sup> January 2008.
- d. On “Dark matter and Black Holes” by Dr. P.G. Sabu, MAMO College, Mukkam on 18<sup>th</sup> January 2008 by Department of Physics.
- e. On “Career Guidance- Career Prospects of Botany in Agricultural Field” by Mr. M.S. Mani, Agricultural Officer, Agricultural Farm, Munderi- Department of Botany.
- f. “Kerala Economy in the Post Reform Period” by Dr. P.Usman, Principal, Amal College, Nilambur on 6<sup>th</sup> February 2008 – Department of Economics.

**6. New collaborative research programme:**

- a. Project work of B. Sc Botany students in collaboration with Kerala Forest Research Institute (KFRI), Nilambur.
- b. B. Sc Polymer Chemistry Students visited CIPET (Central Institute of Plastic Engineering and Technology) , Chennai and personally experienced polymer processing technologies. Some of our students are doing higher studies (PGDPT) at the various CIPET Centres.

**7. Details of research scholars:**

**No of teachers registered for Ph D: 07**

English – 1

Botany – 1

Malayalam – 1

Commerce – 2

Chemistry – 1

Economics - 1

### **8. Internal Resources Generated**

Interest of endowments, support from management ( ₹ 49, 57, 773/-), and PTA ( ₹ 2.97 Lakh) student fees and donations from well wishers are the major resources generated by the college.

### **9. Community Services**

#### **→ Community Outreach Programme.**

The college extends its service to the society in many ways. One among them is the Malabar Mar thoma Child Development Centre (MMCDC), functioning at the Malabar Mission Complex, Uppada, a nearby place to Chungathara. This is an *outreach programme* of the college.

→ **307 children** between the age group of 5 to 17 years were selected from educationally and economically backward families, irrespective of the cast and religion.

→ **support** for the holistic development- physical, spiritual and educational needs- with the help of financial assistance from a Chennai based Charitable organization, Caruna Bala Vikas (CBV).

- *The funds for this projects* are received through the Principal of the college and the money is disbursed by the college office.
- The college and MMCDC project are headed by the *same Manager* and the *Principal* is the *member of the director Board* of the project.
- The children of the MMCDC Project were given *vocational training* in embroidery, umbrella making, card making etc.
- The staff and students frequently visit the project.
- The Director of the Project is a member of the Governing Board of the College.

➤ ***Environmental Day Celebration:***

The campus is declared plastic free and an awareness seminar on “Deleterious Effects of Plastic” was done under the auspices of the N.S.S. Dr. Sajeev (Scientist, KFRI, Nilambur) led the discussion.

➤ ***Blood and Eye Donation Awareness Seminar:***

The N.S.S and Al - Salama Eye Hospital, Perinthalmanna, jointly conducted an awareness seminar on the importance of donation of eyes and blood on 25<sup>th</sup> September 2007. An eye testing camp and blood group determination was done on the same day. A directory was maintained with the blood group of students, for immediate availability of blood for patients in need.

➤ ***Seminar on Traffic Rules:***

A general awareness class for observing traffic rules was arranged by the Police Department on 26<sup>th</sup> September 2007.



➤ **Legal Literacy Seminar:**

In cooperation with the Taluk Legal Services Authority, a Legal Literacy Seminar was arranged on 29th September 2007. **Mr. Vincent Charly (Judicial First Class Magistrate, Nilambur)** took classes on the various legal issues that a student must know.

➤ **National Exhibition “Punarnirman”:**

NSS volunteers took part in the National Exhibition “**Punarnirman**” of Press Information Bureau.

➤ **AIDS Day Observance:**

➤ **Keralappiravi celebrations:**

On 1<sup>st</sup> November 2007, Kerala day was celebrated with a variety of cultural programmes. Mr. K.K Karasseri inaugurated the programme.

➤ **Entrepreneurial Club:**

Seminar on “Entrepreneurship, Personality Development and Role of Prime Minister Rozgar Yojana (PMRY)” by Mr. M.Salim, Secretary, Malappuram Dt. Akshaya Samithi, on 14-11-2007.

➤ **Women’s day Celebrations:**

The women’s day was celebrated on 12-02-2008. Dr. Mrs. Heera Namboothiri, the “Vanitharathnam fame” of the Amritha T. V Reality Show, presented a seminar on “Women’s Responsibility and Equality in Society”.

➤ **S.C.M** extended support to Dalit/Tribal students to do an English and Computer Course with a financial support from a well wisher abroad. En students were specially selected and sent to Bangalore and Trivandrum to attend programmes to enhance their computer knowledge and communication skills.

➤ **Health Services:**

Periodical Health Checkups- Total fat, Body Water Content and Weight of students and staff of the college were done.

➤ **National Service Scheme (NSS)**

The college hold two units of NSS with about 200 active members. It hosted a variety of programmes in addition to the Ten Day Special Camp held at Govt. Model U. P. School, Nilambur from 19<sup>th</sup> to 28<sup>th</sup> December 2007.

**10. Teachers newly recruited: 15**

As part of the policy decisions, the government have not given permission for appointment of lectures on permanent basis, only Guest lecturers were recruited this year.

Economics -4

History - 1

Commerce - 3

Mathematics -3

Computer Science -1

Botany – 2

Zoology -1

**11. Teaching - non teaching staff ratio:**

There were 27 members on the teaching staff and 24 members on the non teaching staff. Thus the ratio of the teaching to non teaching staff is 1 : 0.9

**12. a. New Books/journals subscribed and their value:**

There are thirteen thousand six hundred and thirty seven (13, 637) books are there in the library. To this three hundred and twenty seven books are purchased for an amount of ₹ 49, 026/-. The total number of books in the library is now thirteen thousand nine hundred and sixty four (13,964). The details of the purchase are shown below.

Subject	No. of Books	Amount,(₹)
Malayalam	82	11, 538
English	27	5, 249
Physics	54	10, 492
Mathematics	127	15, 012
Economics	34	6, 175
General	03	560
<b>Total</b>	<b>327</b>	<b>49, 026</b>

### **b. Journals**

1. Madhyamam Daily

### **13. Courses in which student assessment of teachers is introduced and the action taken on student feedback**

Periodical class tests were conducted in addition to the college examinations. At least one common model examination have been conducted by the college every year. The evaluation of the answer scripts was done and the results were assessed and informed to the parents. An open house is conducted along with every internal examination and the progresses of the wards were evaluated.

#### **14. Unit cost of Education**

a. Unit cost of education **with salary** component: ₹ 1,28,18,864/551 = ₹ 23, 265/-

b. Unit cost of education **without salary** component: ₹ 8, 31, 244/551 = ₹ 1, 509/-

#### **15. Computerisation of administration and the process of admissions**

##### **and examination results, issue of certificates:**

Administration is partially computerized. Students fee collection, attendance and issue of hall tickets are processed through computers.

#### **16. Increase in the infrastructural facilities:**

OHP projector, new furniture in the library and office, up gradation of computer lab with new computers, other labs equipped with newer instruments such as pH meter, UPS, electronic weighing balance and other needed equipments and chemicals. Photocopier in the office provides copying facilities for staff and students. Renovations of departments on a need base and opening of a campus cafeteria were done.

#### **17. Technology Up gradation:**

Purchase of LCD projector, Photocopier machine and introduction of computers into few departments were done with the help of PTA funds. Computers were added to the office to enable smooth running of the office.

### **18. Computer and internet access and training to teachers and students:**

Apart from computer labs attached to the Mar Thoma Academy, there are computers at the departments, where the teachers can use the facility for their routine works. Training was also arranged for non teaching staff.

### **19. Financial Aid to students:**

There are a sufficient number of *endowment and scholarships* instituted by well wishers of the college, for the curricular and extracurricular achievements of the students. Every year, these are given to students on the basis of merit, income and other conditions of eligibility.

- An amount of ₹ 2, 945/- was disbursed as *Student Aid Fund (SAF)*, to students from the p.d accounts.
- An amount of ₹ 2, 160/- was given to Dhanya P III B. Sc. Physics as *National Merit Scholarship*.
- Sufaira V. K (IBA Economics) secured ₹ 1,250/- as *State Merit Scholarship*.
- *Mrs & Mr.Chacko Simon scholarship Awards* were given to students on income cum merit basis under the leadership of Mr. Abraham P Mathew, Head of Department of Economics. 28 students were given assistance this year. A total of ₹ 84, 000/- were distributed among these students.

## **20. Activities and Support from the Alumni Association:**

Most departments organized their Alumni meetings. The teachers keep constant contacts with the former students.

## **21. Activities and support from the PTA:**

The college has a well knit connection with the Parent Teacher Association, which indulge in all the curricular and extracurricular activities of the college. They help the authorities to maintain good discipline and high academic standards inside the campus. The Annual General Body meeting of the association was conducted every year. The PTA executives had its sessions many times and plan the year's activities well in advance and work together for the betterment of the college and its facilities. In each department, meetings with parents were held and, arrangements were made for parent teacher interaction for each batch separately and the progresses of the students were evaluated periodically. The PTA supports outstanding students in studies, arts and sports and cash awards were given to Mr. Shibilin Chacko, first rank holder in B.Sc. (Polymer Chemistry) Degree Examinations this year. The PTA set aside ₹ 1.5 Lakh for the water harvest project, to meet with the needs of the students, in addition to the expenses for Onam celebrations, terminal examinations and the medical expenses of poor students. A Photocopier and an LCD projector were added to the facilities of the college by the PTA. For this the PTA has spent about ₹ 1.1 Lakh.

## **22 . Health Services:**

A Mission Hospital run by the Mar Thoma Management is situated near the college, to cater to the health aspects of the staff and the students. The hospital is equipped with all the modern urgent facilities such as ICU, ICCU, Operation Theatre, X-ray, ambulance services, good laboratory and mortuary facilities. A resident doctor is always at our service in emergencies. Annual medical check up of students and staff were done at this hospital. The N.S.S units and Al - Salama Eye Hospital, Perinthalmanna, jointly conducted an awareness seminar on the importance of donation of eyes and blood on 25<sup>th</sup> September 2007. An eye testing camp and blood group determination were also done. A directory was maintained with the blood group of students, for immediate availability of blood for patients in need.

## **23. Performance in Sports Activities:**

### **ACHIEVEMENTS IN SPORTS AND GAMES 2007-'08**

- 1.** The College secured the Malappuram District Senior League Tournament held at Manjeri from 08-11-2007 to 11-11-2007.
- 2.** College Basket Ball (Men) team won the Calicut University B Zone intercollegiate basketball tournament.
- 3.** Indudas and Sini Jose were selected to represent the Calicut University Team for the All India Inter University Cricket (Women) tournament held at Rajasthan.
- 4.** Firoz P and Subhash V were selected to represent Malappuram District Senior team in Kerala State Senior Basketball Championship held at Tellicherry (13-11-2007)

5. Mr. Chaleens N (II BA.Eco) was selected to represent Malappuram Dt. Senior (Men) Cricket Team for Kerala State Senior Championship held at Wayanad on 24-08-2007.

#### **24. Incentives to outstanding sports persons:**

- ❖ Mr. C.C.Jacob Chammarappally Prize and Mr. E.J.Joseph Elakkattukadappil Prize were instituted for the best outgoing Athlete.

#### **25. Student Achievements & Awards:**

##### **UNIVERSITY RANKS: 01**

- ❖ **Mr. Shibir Chacko**, First Rank in B.Sc. Polymer Chemistry Examination of University of Calicut.
- ❖ **Mr. Rohit M**, Sixteenth Rank in APT Examinations.

##### **Prizes won in the Various Intercollegiate Competitions:**

1. The College secured the Malappuram District Senior League Tournament held at Manjeri from 08-11-2007 to 11-11-2007.
2. College Basket Ball (Men) team won the Calicut University B Zone intercollegiate basketball tournament.
3. Three students of Mathematics Department were selected for Mathematics Talent Search and Nurture programme organised by the University of Calicut.
4. Mr. Anoop T.R and Mr. Anoop K.M (III B.Sc. Physics) secured the first and second places respectively in the Power Quiz competition conducted by the Kerala State Electricity Board (KSEB) on 26-09-2007.



5. Secured first place for the Malayalam Drama in the C zone Arts festival of Calicut University-2007. Mr. Sreejith T. K (III BA Eco.) was selected as the Best Actor.

**26. Activities of the Guidance and Counselling units:**

Students get guidance for their higher studies from all the teachers. Many students need professional counselling and they are provided with the service of experienced professionals. Some of our teachers have undergone various Degree, Diploma and Certificate courses in Counselling. To identify the personal problems of the students and to implement possible remedial measures, a counselling forum named “Swanthanam” functions in the college.

**27. Placement Services provided to students:**

The Career Guidance and Counselling Cell functioned in the college for the proper guidance of the student community. The cell arranged various career guidance classes this year.

- One day seminar on “Personality Development and Study Opportunities Abroad” in collaboration with Stepping Stone international on 28-07-2007.
- Career guidance seminar – Job Opportunities in Aviation Hospitality and Travel Industry by the Franklin Institute on 17-09-2007.
- Personality Development Programme – “Stay Free and Develop Soft Skills” on 17-01-2008 in collaboration with ICFAI Academy.

In addition, many of our students are well placed as Higher Secondary School teachers, Bank Officers, ONGC professionals and Scientists in reputed research institutions such as IISc, NIST, BARC and VSSC.

## **28. Healthy practices of the institution**

A public addressing system is functioning in the college. The college starts with a prayer every morning at 9.25 am and all the members stand, where they are, in reverence.

The college extends its service to students by getting them “The New Indian Express” the National Daily at a reduced rate. The college organised special meetings to felicitate the staff members who retired from service, students who secured proficiency in curricular and extracurricular activities. Study trip, cultural Study Trip and visit to research institutes were done by all departments.

All National and International days of importance were celebrated with due respect. A condolence meeting was arranged in connection with the demise of our former Education Minister, Mr. Baby John. A public gathering was conducted to felicitate the Mar Thoma Metropolitan, H.G. Philipose Mar Chrysostam Mar Thoma Metropolitan, the Chief Patron of the college, on His 90<sup>th</sup> Birthday- the Navathi Celebrations. Departments supplied textbooks, workbooks and record sheets to the deserving students.

The college has a well knit connection with the Parent Teacher Association, which indulge in all the curricular and extracurricular activities of the college. They help the authorities to maintain good discipline and high academic standards inside the campus. The PTA set aside ₹ 1.5 Lakh for the

water harvest project, to meet with the needs of the students, in addition to the expenses for Onam celebrations, terminal examinations and the medical expenses of poor students. A Photocopier and an LCD projector were added to the facilities of the college by the PTA.

As the students are from nearby places and the public transport system is better, most of the students are day scholars. In view of this, the college has no hostel facility. Yet, the college provided hostel facilities to a few students and two teachers were in charge of the facility. The college offers nine quarters for the accommodation of the staff members at a reasonable and reduced rate of rent.

### ***Community Outreach Programme.***

Financial assistance to the project, The Malabar Mar thoma Mission Child Development Centre (MMCDC) project of Uppada Malabar Mission Complex is provided through the college. Some of our teachers are members of the managing council of the Uppada Complex. This is an ***outreach programme*** of the college. The old buildings of the college were utilized for the service of a **tailoring school**.

Various scholarships instituted by the well wishers of the college, help the students in academic and other activities. ***Mrs. & Mr .Chacko Simon scholarship Awards*** were given to students on income cum merit basis under the leadership of Mr. Abraham P Mathew, Head of Department of Economics.

28 students were given assistance this year. A total of ₹ 84, 000/- were distributed this year.

### ***Linkage with AIACHE***

The college is an ***active member of the AIACHE***, All India Association of Christian Higher Education. AIACHE is a professional association of over 350 church related higher education institutions in India. It is a voluntary organisation registered under the societies registration act. The AIACHE aims at renewal and growth of member colleges as well as promotion of the quality, value orientation and social relevance of Indian higher education, to achieve the goal of national integration. In addition to the academic improvement, it organises national/regional and institutional level training programmes, workshops, seminars and conferences in various parts of India. The Principal and members on the teaching staff have attended various conferences of the AIACHE.

### ***Linkage with J.M.M. Study Centre***

The college is having an active linkage with the **Juhanon Mar Thoma Memorial Study Centre (J.M.M. Study centre)**, Mannanthala, Trivandrum. It is a research and study centre, which takes up various studies reflecting the socio religious and economic aspects of the society. Prof. Abraham P Mathew, HOD, Department of Economics, is a member of the Board of Directors of the J.M.M. Study centre.

The departments conducted educational tours. Physics and Economics Association conducted quiz competitions, debates and seminars. The college

celebrated Onam and Christmas. Onam feast, Pookkalam, vatam vali and X'mas tree competitions were held. The women's day was celebrated on 12-02-2008. Dr. Mrs. Heera Namboothiri presented a seminar on "Women's Responsibility and Equality in Society".

## **29. Linkages developed with National/International/academic/Research**

### **bodies:**

- The college is an *active member of the AIACHE*, All India Association of Christian Higher Education.
- The college is having an active linkage with the *Juhanon Mar Thoma Memorial Study Centre (J.M.M. Study centre)*, Mannanthala, Trivandrum.
- All Physics teachers are members of *Academy of Physics teachers (APT) and OPTIC (Organisation of Physics teachers in Calicut University)*. Dr. Jayaprakash, is the General Secretary and State Coordinator of talent Search Examinations of APT.
- A number of our teachers are approved research guides of the *Mahatma Gandhi University*, Kottayam.
- Dr. Prasad M Alex is the Chairman of the Board of Question Paper Setters for B.Sc. Polymer Chemistry Examinations of the *University of Kannur*.

- Mr. Abraham P Mathew, HOD, P.G. Department of Economics was nominated as the non official member to the *Board of Directors of Kerala State Road Transport Corporation (KSRTC)*.
- Mr. Roges Fernandez, HOD, Department of Physical Education, served as the convenor and *referee for the shuttle badminton* competition held in connection with the “Keralotsav”, a joint venture of the *Nilambur Block Panchayath*.
- The department of Botany did project work for the final year B.Sc. students in collaboration with *KFRI (Kerala Forest Research Institute), Govt. Of Kerala*.
- The department of Chemistry is linked to the *Department of Chemistry, University of Calicut*.
- The Economics department is linked to the *Dr. John Mathai Centre, Aranattukara*, for its research activities.
- Mr. M.B. Gopalakrishnan was nominated to the Board of Studies in Travel and Tourism of the *University of Calicut*.
- Mrs. Susan Mathew P was nominated to the Board of Studies of Psychology of the *M.G.University, Kottayam and University of Kannur*

### **Part C: Details of the plans of the Institution for the next year**

#### ***Thrust Area chosen for the following year***

- To apply for more research projects and seminars

- Renovation of departments with computers and internet, Enhancement of facilities of the library with computers and internet.
- To apply to UGC for funds for various infrastructural developments of the college.
- Water harvesting Project and beautification of college campus.

*Name &Signature*

*Coordinator, IQAC*

*Name &Signature*

*of the Chairman, IQAC*