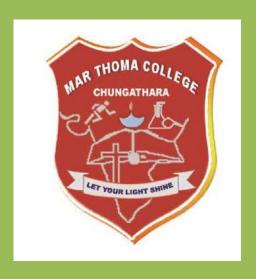# Annual Quality Assurance Report

MAR THOMA COLLEGE CHUNGATHARA

2014-15

Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report
(2014 – 2015)

Mar Thoma College, Chungathara
Malappuram – 679 334
Kerala, India
(Affiliated to the University of Calicut)
(Re- Accredited by NAAC at Grade A with CGPA 3.15 in 2014)

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year | 2014-15 |

I. Details of the Institution

1.1 Name of the Institution   **MAR THOMA COLLEGE, CHUNGATHARA**

1.2 Address Line 1   **CHUNGATHARA P.O**

Address Line 2   **MALAPPURAM DT.**

City/Town   **NILAMBUR**

State   **KERALA**

Pin Code   **679 334**

Institution e-mail address   **mtcchungathara@gmail.com**

Contact Nos.   **04931-230306**
                                         9447335366

Name of the Head of the Institution: **PROF. ABRAHAM P MATHEW**

Tel. No. with STD Code: **04931-230306**

Mobile: **91944335366**

Name of the IQAC Co-ordinator: **DR. RAINA THOMAS**

Mobile: **919446243903**

IQAC e-mail address: **iqac2k16mtc@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   **KLCOGN12470**

                    OR

1.4 **NAAC Executive Committee No. & Date:**
        (For Example EC/32/A&A/143 dated 3-5-2004.
        This EC no. is available in the right corner- bottom   **NAAC/ANR/DS.Standing Committee-66**
        of your institution's Accreditation Certificate)   **EC/2014 dtd. 05.05.2014**

1.5 Website address: ***www.marthomacollegechungathara.or***

Web-link of the AQAR: **http://www.marthomacollegechungathara.org/IQAC/AQAR2014-15.doc**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	80.04	2005	5 YRS
2	2nd Cycle	A	3.15	2014	5 YRS

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **03.11.2011**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR for the year   **2014-15**

   ii. AQAR _   2013-14 submitted on 01.01.2014

   iii. AQAR_____from 2006- 2013 Submitted to NAAC on 30.05.2013

1.9 Institutional Status

  University   State [√] Central [ ] Deemed [ ] Private [ ]

  Affiliated College   Yes [√] No [ ]

  Constituent College   Yes [ ] No [√]

  Autonomous college of UGC Yes [ ] No [√]

  Regulatory Agency approved Institution   Yes [ ] No [√]

  (eg. AICTE, BCI, MCI, PCI, NCI)

  Type of Institution   Co-education [√] Men [ ] Women [ ]

                    Urban [ ] Rural [√] Tribal [ ]

  Financial Status   Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

               Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

     Arts [√] Science [√] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

     TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [√]

     Others   (Specify)   [.NA]

1.11 Name of the Affiliating University *(for the Colleges)*   **University of Calicut**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   X

University with Potential for Excellence   X   UGC-CPE   X

DST Star Scheme   X   UGC-CE   X

UGC-Special Assistance Programme   X   DST-FIST   X

UGC-Innovative PG programmes   X   Any other (*Specify*)   X

UGC-COP Programmes   X

2. IQAC Composition and Activities

2.1 No. of Teachers   9

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

   community representatives   0

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   14

2.10 No. of IQAC meetings held No.   8

2.11 No. of meetings with various stakeholders: Faculty **5** Students **1**

Non-Teaching Staff **1** Alumni **1** Others **0**

2.12 Has IQAC received any funding from UGC during the year? Yes **√** No ☐

If yes, mention the amount ₹ 300, 000/-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. **2** International ☐ National ☐ State ☐ Institution Level **2**

(ii) Themes

Human Value Development Programme (HVDP) for students – "To Live, to Love & to Learn" Orientation to the faculty on "Destiny Changers-Legacy Makers

2.14 Significant Activities and contributions made by IQAC

> ✓ With the help of the Research Advisory Committee, IQAC motivated the staff members to apply for more major and minor projects Seminars and workshops.
> ✓ College became part of the programs like WWS, SSP of the state Higher Education Council.
> ✓ Encouraged faculty to prepare the teaching plan for their course studies.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
✓ To encourage departmental seminars ✓ To encourage faculty to engage in research and getting sanction for research projects	✓ Various seminars were arranged by the different departments & clubs ✓ Four National seminars have been applied to the UGC ✓ Applied for minor Research projects

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

          Management ☐   Syndicate ☐   Any other √

Provide the details of the action taken

> The AQAR is presented and discussed with the Principal and incorporated the suggestions. He approved it for submission after detailed discussion

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2			
UG	6		2	
PG Diploma				
Advanced Diploma				
Diploma - **DCA**		1		
Certificate				
Others				
Total	8	1	2	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern		Number of programmes
Semester	:	8
Trimester	-	Nil
Annual	-	Nil

1.3 Feedback from stakeholders* Alumni [ ] Parents [√] Employers [ ] Students [√]
    (On all aspects)

    Mode of feedback : Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

CBCS-grading on a 10- point scale

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	7	15	1	21

2.2 No. of permanent faculty with Ph.D. | 09 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	4	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty | 21 | | - | | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	8	4
Presented papers		3	
Resource Persons		2	

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

Class room seminars, group discussions, industrial visits, field trips, and student projects are organised to supplement the conventional lecture method. Provision of free internet accessibility helped the students in their project preparations

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

185

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

Centralised internal Examinations, Bar coding

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development
      as member of Board of Study/Faculty/Curriculum Development workshop

5

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise
      distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Economics	43	9.3	44	16	0	69.7
B. Sc. Physics	27	51.8	22.2	0	0	74
B. Sc. Chemistry	17	52.9	17.6	0	0	70.5
B. Sc. Botany	24	54	25	0	0	79
B.Sc. Maths	10	50	20	0	0	70
B. Sc. Comp. Sci.						
B.Com	42	38.09	40.47	7.14	0	85.7
BBA						
MA Economics	16	6.25	25	12.5	12.5	56.25
M. Com	15	33.3	53.3	0	0	86.6

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

Evaluation of results of internal and external examinations is done with parents in open house discussions. Always promotes the faculty members to participate and conduct seminars, conferences, workshops, symposia for faculty development.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	0	0	4
Technical Staff	3	1	0	2

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC encouraged the undertaking of minor and major research projects by faculties

- IQAC encouraged the participation of teachers in National and International seminars

3.2　Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs				

3.3　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1		
Outlay in Rs. Lakhs	400000	200000		

3.4　Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		3	

3.5 Details on Impact factor of publications:

Range ☐　　Average ☐　　h-index ☐　　Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15	UGC	200000	200000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published　i) With ISBN No.　 ☐ 2 　Chapters in Edited Books　 ☐ 1

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

| UGC-SAP | | CAS | | DST-FIST | |

| DPE | | | DBT Scheme/funds | |

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [2]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   [x]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number				✓	
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   [3]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year   [1]

3.15 Total budget for research for current year in lakhs :

From Funding agency   [✓]   From Management of University/College   [ ]

Total   [ ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
    who are Ph. D. Guides
    and students registered under them

4

2

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   200   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum   College forum

NCC ☐   NSS ☐   Any other ☐

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

- Blood Donation /Palliative Care
- ## Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 acres		Management	15 acres
Class rooms	36	8		44
Laboratories	6	2		8
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> - New Computers with LAN Connection
> - NRC
> - Computer Lab/Automated Library

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						

CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	47	20		3	3	5	8	8
Added	10	5					5	
Total	57	25	yes	3	3	5	13	8

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Increase to use technology devices-digital brand

4.6 Amount spent on maintenance in lakhs :

i)   ICT

ii) Campus Infrastructure and facilities   0.73770

iii) Equipments   0.06325

iv) Others

Total :   0.80095

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Scholarship
- HVDP-IQAC Seminar

5.2 Efforts made by the institution for tracking the progression

> - formal or informal get together/alumni meets
> - Keep personal contacts with old students and understand their progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (DCA)
717	69		20

(b) No. of students outside the state

-

(c) No. of international students

-

Men
No	%
297	37.77

Women
No	%
489	62.21

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
278	101	17	388	2	786						

Demand ratio   Dropout % 1

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

> - Scholar Support Programme(SSP)
> - Walk With Scholar Programme(WWS)
> - ASAP

No. of students beneficiaries   75%

5.5 No. of students qualified in these examinations

NET   2   SET/SLET   10   GATE   2   CAT   1

IAS/IPS etc   State PSC   10   UPSC   Others

5.6 Details of student counselling and career guidance

> Counselling to Students needed-Counselling Committee at department level, SSP, WWS who handle the career tutorial programme

No. of students benefitted | 75% |

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
ASAP Malappuram Branch, TCS, Federal Bank	50	5	

5.8 Details of gender sensitization programmes

> Women's Cell Programme

5.9 Students Activities

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

State/ University level | 10 | National level | 1 | International level | - |

No. of students participated in cultural events

State/ University level | 15 | National level | | International level | |

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 1 | National level | 1 | International level | |

Cultural: State/ University level [2]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	50000
Financial support from government	15	
Financial support from other sources		
Number of students who received International/ National recognitions	Inspire Scholarship- 5 Students	

5.11   Student organised / initiatives

Fairs   : State/ University level [ ]   National level [ ]   International level [1]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students   [2]

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> *Vision Statement:*
>
>   **"**A college for rural development, established in an educationally, socially and economically backward area. Lived up to its motto and has been able to provide the best possible education to all the sections of the society. Being a college for rural development, we have a tremendous task to fulfill. Hope God almighty will open up new avenues through which we could reach out to the society around. Special care to equip students to face the global competition**"**.
>
> *Mission Statement:*
>
>   Mar Thoma College Chungathara was established on October 28, 1981 by the Mar Thoma Syrian Church of Malabar, under the accomplished leadership of the great visionary,   Rt. Rev. Easow Mar Timotheos Episcopa, with the motto *"Let Your Light Shine"*. The college always tried to uphold the noblest Christian ideals and offered its services to the members of the society, irrespective of caste, creed and religion. The college seeks to mould the minds of young men and women by developing their physical, intellectual, artistic, moral and spiritual potentials. The college aims at quality education for the enlightenment and well being of all

6.2 Does the Institution has a management Information System

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

      6.3.1   Curriculum Development

Feedback on Curriculum

      6.3.2   Teaching and Learning

ICT learning

      6.3.3   Examination and Evaluation

- Internal Exam
- MCQ
- Surprize tests/Open house meetings with parents

      6.3.4   Research and Development

More faculty to research & Publication

      6.3.5   Library, ICT and physical infrastructure / instrumentation

Additional Books

      6.3.6 Human Resource Management

6.3.7   Faculty and Staff recruitment

New guest faculty recruited(No permanent appointment was done)

6.3.8   Industry Interaction / Collaboration

- Regular industrial visits has been arranged by various departments &ED Club

6.3.9   Admission of Students

Purely on merit basis/ centralised admission process- Online mode by University

6.4 Welfare schemes for

Teaching	
Non teaching	Medical Insurance, Loan facility
Students	Merit Scholarship Free noon Meal programme Medical aid

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes ✔   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		Yes	Dr. Rajan Varghese Dr. George Varghese
Administrative	Yes	Government	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Home Valuation

6.11 Activities and support from the Alumni Association

Alumni members visit college and conducted classes for the students

Periodical meetings of alumni (batchwise)

6.12 Activities and support from the Parent – Teacher Association

Internal examinations/College Union Expenses, water harvesting facility, Drinking Water Cooler

6.13 Development programmes for support staff

Sending them for training programmes

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Green Campus- management spent money for the maintenance of the greenery
- Plastic free campus
- Micro Techniques for Chemistry Practical

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Green initiative
- Election in Parliamentary Mode
- Campus Discipline
- Merit based admission
- Free noon meal programme for students

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

- Admission -Merit based
- IQAC- Periodic Checking of documents
- Academic Calendar

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

- Free noon Meal Scheme
- Election in Parliamentary Mode
- Green initiative

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

7.4 Contribution to environmental awareness / protection

- Classes for Environmental Day
- Planting Trees

7.5 Whether environmental audit was conducted?   Yes ☐   No ✔

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

Strengths
- College for rural development
- Provide education to all walks of people
- Management involvement in the progress of the institution
- Adequate infrastructure
- Environment friendly campus
- Support schemes for students

Weakness
- Scarcity of collaborations & research consultancy links
- Government policies which restricts the appointment of permanent faculty
- Lack of PG courses in science stream

Opportunities
- College has sufficient land for further expansion
- Starting of new courses

Threats
- Competition in the field of higher education
- New vocational courses

8. **Plans of institution for next year**

- More Seminars/Projects
- Appointment of Faculty
- Construction of Women's Hostel

Dr. Raina Thomas   *Prof. Abraham P. Mathew*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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