



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**MAR THOMA COLLEGE CHUNGATHARA**

MAR THOMA COLLEGE, CHUNGATHARA CHUNGATHARA P O  
679334

[www.marthomacollegechungathara.org](http://www.marthomacollegechungathara.org)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Mar Thoma College Chungathara is just a speck on the vast canvas on the educational map of Kerala but a link between intend and action. Though educational discoveries are its peak in our state, the founders of this Christian minority institution encountered with many obstacles and have chosen the right spot selectively from their social legacy in one of the educationally backward areas in Malappuram district. The inception of the college was in 1981, October 28 under the able leadership of the great visionary late Glorified Rt. Rev. Easow Mar Timotheos Episcopa with great Motto "*Let Your Light Shine*" with the aim of uplifting rural community through value based education.

The real strength that the community of this locality expressed, coincided with the accurate judgement showed by the visionary leaders in Mar Thoma church made the worth of this institution. When the survival of educational institutions was at stake, our policies and principles were targeted to create a protective cocoon against illiteracy and backwardness of this part of the Kerala state. A supportive local community, the most dynamic leadership, the committed and enterprising faculty and an enthusiastic and encouraging PTA and alumni are the most striking features of Mar Thoma College Chungathara.

When it was established, it was just a junior college and was upgraded to a degree college with 8 UG Programmes over a span of 2 decades. The progress of the college in the remaining 5 years was simply marvellous as it was upgraded to a Post Graduate college in 2001 and subsequent addition was made in 2005. The Doctoral Programme in Commerce was sanctioned in 2017. The college is included in the list of colleges under 2(f) and XII (B) of the UGC Act and affiliated to University of Calicut, Kerala. The college is accredited by NAAC at B++ in 2005 and re accredited with "A" Grade in 2014.

### **Vision**

A College for Rural Development, engaged in providing transformative educational opportunities in shaping the young minds to be genuine partners in the building up of a just society where integrity of creation prevails.

### **Mission**

- To uphold the noblest Christian ideals and offer quality education to all sections of the community without distinction of caste, colour or creed.
- To mould the young minds by developing their physical, intellectual, artistic, moral and spiritual capabilities for their enlightenment and wellbeing of the nation.

### **Core Values:**

- Shouldering social responsibility
- Ensuring credibility and compassion

- Nurturing inclusiveness
- Instilling scientific temper
- Fostering holistic development
- Learning for life
- Inspiring Generation

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- A College for rural development.
- A minority institution in a rural background for providing quality education.
- Dynamic and zestful Management.
- A group of competent and devoted young faculty members.
- Institution with excellent infrastructural facilities
- Explicit and meticulous Administrative system.
- Ideally Located College with convenient transportation facilities.
- Efficient and supportive Parents - Teachers Association.
- Fostering secular practices by welcoming students of different religious sectors.
- Active student Union.
- Included in the RUSA 2.0 project.
- State of art automated library with NRC, e- resources.
- College is actively involved in community development
- Proper teamwork and interposition of IQAC in the academic and co-curricular matters.
- An assorted group of students from all sections of the society.
- Women students outnumber the strength of the boys.
- Provide high quality education to the provincial mediocre students, especially women.
- Safe and secured environment for women students.
- Scholarships and grants offered by the management and Govt.
- Class rooms with ICT facility
- Better provisions for the progress of sports activities.
- Nodal centre of the Unnat Bharat Abhiyan (UBA).
- Active participation in the Swachh Bharat Abhiyan programme.- Students completed Swachh Bharat Summer Internship(SBSI)
- Supportive and proactive Alumni Association.
- Periodic performance evaluation of the students with parents.
- Eco-friendly campus with holistic environmental awareness programmes.
- Utilising Solar energy and an effective provision for rain water harvesting.
- Certificate courses to enhance the life skills and soft skills of the students.
- Local chapter of National Programme on Technology Enhanced Learning (NPTEL).
- High demand for the admissions to various programmes.
- Student support measures by the college community are in place.
- Good student progression to higher studies.
- Residential facility to staff in the Campus.
- Women hostel facility.
- High speed internet connectivity of around 200 mbps.
- Active support and participation by the retired staff members in college activities.

- Vital contribution from NSS to the local community.
- Active participation of the students in the Palliative movement.
- Sharing of the infrastructural facilities of the college with the community.

### **Institutional Weakness**

- Paucity of specialised/ B Voc. Courses.
- Requisite for an amphitheatre for cultural activities.
- Exigency for more Research and PG blocks.
- Liaison with industries is limited.
- All Departments are not upgraded with PG and Research Departments.
- The hectic schedule of the Semester system overwhelms the co-curricular and extension activities of the students.
- Campus recruitment facilities are comparatively moderate.
- Office and Administrative system is partially automated.
- Poor financial background of many of the students forces them to find part-time jobs and it affects their academic prospects.
- Indigent of indoor stadium and Gymnasium.
- ICT facilities could not keep the pace in accordance with the fast changing requirements.
- Inadequacy of proper placements activities.
- Shortage of Collaborations and MOUs.
- Difficulty in getting sanction for new job oriented programmes in the aided stream.

### **Institutional Opportunity**

- Extension activities can be promoted to more Tribal Colonies and settlements as part of the social commitment.
- To establish a Coaching centre for various competitive examinations.
- Discern avenues for more cultural and student exchange programmes.
- Scope for Sports hostel facilities.
- Revamping of the existing UG programmes into PG programmes.
- Scope for adding more e-learning resources.
- Faculty members should strive for more research projects.
- Inclusion of more Add-on, B Voc. and Value-based courses.
- Encouraging the student's participation in Online courses.
- Sports Facilities can be improved by adding indoor facilities.
- To enhance the employability of students, more skill oriented courses can be started.
- Opportunity for more UG, PG and Research programmes.
- Development of an Incubation Centre.
- Exploring the possibility of the Collaborative research.
- Bio diversity preservation of rare and endangered plants and trees.

### **Institutional Challenge**

- Government policy does not support the sanctioning of new courses.

- Syllabus formulated by the University does not confront the industrial needs.
- Poor financial background of the students restrain them from better student progression.
- Delay in getting sanction and approval for the TS and NTS due to the government policies.
- Limited freedom in framing the course curriculum according to the changing environment.
- Scanty support from the Funding agencies.
- Dearth of industrial units in the locality.
- Low campus recruitment rates due to locational disadvantage.
- Forging students' proficiency in the English language.
- Utilizing the potential of alumni for the growth of the institution.
- Increased rate of female dropouts due to early marriage and pregnancy.
- Better job opportunities and placements to students cannot be ensured.
- Mobilization of fund for the future development is a curb.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

As a religious minority institution, Mar Thoma College has taken special care in imparting value-based education by updating the curriculum. The curriculum of all programs is designed by the University of Calicut through CBCSS system. A good number of faculty are members of various bodies of university and government such as Board of studies, Examination Boards of universities, Question paper setting panel of various universities, IQAC members of other Colleges etc. One of our faculty is in the Technical support group (TSG) of RUSA of Kerala state. The institution follows strategic teaching plan using ICT facilities, seminars and assignments. Student Support Programme (SSP) enhances the learning process besides Walk With Scholar (WWS) for the improvement of students' learning skills. Bridge courses, certificate courses and open courses are offered along with monthly lectures and memorial lectures. The College Fitness Education (COFE) Programme introduced by the University of Calicut as part of Curriculum, help the students to remain physically fit. The effective curriculum delivery is channelized through the respective UG and PG programs. Each program offers a special emphasis on addressing its comprehensive concepts. The college carries out a holistic education giving emphasis to ethical and moral principles. As part of curriculum of various U.G Programmes, field trips and internships are arranged for students. We have given our space to venture out, imagine, discover, create, succeed and shine individual lights. It is believed that education is an invitation that gently draws the human mind to look for and to love what is true and good and beautiful. Various seminars are organised on relevant topics in association with clubs and associations. Feedback from the various stakeholders is collected, analysed and necessary action is recommended.

### Teaching-learning and Evaluation

The teaching-learning and evaluation process of the institution follows the academic calendar prepared in tandem with the University calendar. Each Department prepares an academic schedule in such a way that optimum experiential and participatory learning is imparted to the students. The admission to various Programmes is done as per the CAP online schedule of the University of Calicut. An orientation programme offered to the newly admitted students and a post-admission assessment is conducted by the Departments to get better insights in terms of knowledge and skills of the students. On the basis of post-admission assessment, the knowledge gap is identified and Bridge courses are offered. The mentoring system is in practice and each mentor monitors the mentees assigned to them. The method of lecturing along with the ICT enabled audio-

visual modules facilitates effective teaching-learning strategy. Peer teaching is imparted to foster a collaborative learning environment. In addition to the internal examinations conducted as per schedule, a formative evaluation of the students is done through procedures inclusive of assignments, seminars, projects, fieldwork, competitions and weekly tests. Grievances are redressed before the preparation of the mark list through the Grievance Redressal Cell. Academically challenged students are identified by extra remedial programmes and bridge courses and for the multi-talented students, various scholarship programmes are put into practice to boost up their calibre and talents. Language lab is another vital step that the management has initiated. The performance of the student is briefed to the parents through PTA meetings. The college has 55 percent of the permanent faculty members with Ph.D. and other higher qualification to its credit ensures effective teaching and learning process. One of our Malayalam faculty received three awards for her outstanding contributions in the field of literature.

### **Research, Innovations and Extension**

Research Culture is promoted along with curriculum delivery by formulating a Research Committee. This committee monitors the research proposals and faculty development programmes. The college has one research department- Commerce and 10 scholars are enrolled for research in university of Calicut. The college has organised 3 National seminars and 1 National workshop. The faculty publish research papers and books. There is research project sanctioned by UGC. Various teacher empowerment workshops and other innovative steps for professional development are merit of our institution.

Extension and outreach activities are promoted through Students' Initiatives in Palliative, NSS and various clubs. Our college has been selected as a Nodal centre of the Unnat Bharat Abhiyan program wherein 5 nearby villages are adopted and various extension activities are carried out in the neighbourhood community. Various programmes are carried out in association with the Panchayat for the welfare of society. Most of the students have participated in Swachh Bharat, Aids Awareness, Gender Issue, etc. Our students and staff actively involved as volunteers in the rescue operations and relief activities of flood affected areas and offered maximum support. Students engage in field trips and internships in other institutions. 19 students took part in Swachh Bharat Internship (SBSI) Programme and received certificates from MHRD. Our NSS Programme officer received the Best Programme Officer award and college NSS unit was selected as one of the best NSS units in Calicut University : 2 volunteers received the award for the best NSS volunteer and a student received "Sadguna Award" from University of Calicut which is instituted for the best student of Colleges.

### **Infrastructure and Learning Resources**

The college provides the best-in-class framework in the implementation of resources. IQAC and staff council put forward the requirement of infrastructure facilities to the Governing Body underpinning the feedback from the stakeholders. The College has an adequate number of ICT enabled classrooms, laboratories, library, language lab, faculty rooms, network resource centre, research rooms, audiovisual hall, open-air theatre, botanical garden, various courts for sport and games and women's hostel. Since the last accreditation, infrastructural additions or renovation were made to meet the growing infrastructural needs. Library, the principal learning resource of the institution which is automated with KOHA and OPAC facilities provide 19635 books, and 27 international and national journals. The Spacious Library caters the need of the scholars to update their subject knowledge and provides title access to more e-books and e-journal through INFIBNET. The college library has a facility of 3500 reference books with Internet connectivity and reprographic facility. Centralised Wi-Fi facility is available to all departments to access the ICT enabled teaching.

A spacious ground which has space for all the sports items such as Basket Ball, Korf Ball, Net Ball, Cricket and Cricket net practising is an asset to the institution. A common gathering provision is there in the campus – A seminar Hall which can occupy 800 people and an audio visual hall which can be used for meetings and smart classes help to conduct the seminars and other meetings. A very spacious open air auditorium gives our college campus a serene outlook. Enough budgetary provision is made for the maintenance of all the physical facilities. Annual maintenance contract (AMC) ensures the periodic repairs and maintenance of the equipments and softwares. College harnesses power from 15 kW Solar Power panel system. The excess electricity after use is exported to the KSEB grid. Generator (62.5 KVA) is installed to ensure the uninterrupted power supply in the campus.

### **Student Support and Progression**

The college ensures importance of students and the vibrant faculty of the college extend full support for the progress of students. A considerable proportion of students have been benefitted from scholarships and freeships provided by the Government and the College Management. Students get “Student Project Fund” from KSCSTE, and advanced learners are promoted through INSPIRE scholarships. Medical and financial support is provided to students who are in need. Students are benefitted by guidance for competitive examinations and career counselling offered by the institution. The average percentage of students qualifying in State/ National/ International level examinations during the last five years is on the increase. The College has an active Student Council and ensures student representations in all the academic and administrative committees and clubs formed in the college. Students prepare Manuscript magazines and college magazines every year. This helps them to express their creative talents.

The institution has a transparent mechanism for timely redressal of students’ grievances including sexual harassment and ragging cases. Students have participated in various state and national and international level competitions in sports and made commendable achievements during the last five years. The College organizes a number of cultural activities and students are encouraged to participate in zonal fests organized by University. Students brought credit to the institution through their achievements. Sports and Games teach the value of self-discipline, tolerance, respect, friendship, understanding and co-operation. The suppleness and flexibility of the body maintains good imagination and creative thinking of the students and help them to become the assets to the society. The presence of an active alumni association stands for the effective development of the college to a great extent. The interactions with well placed alumni are arranged periodically. Students are given opportunity to undergo capability enhancement programmes such as Walk with Scholar, Yoga and Meditation. Our College is offering Vocation Education Training (VET) courses which provide students an opportunity to enhance their employability. College is the local chapter of National Programme on Technology Enhanced Learning (NPTEL). Students get the opportunity to enrol in certificate/ Diploma/PG Diploma courses under Study Webs Active Learning for Young Aspiring Minds (SWAYAM) and NPTEL.

### **Governance, Leadership and Management**

Our College follows a decentralized mode of governance. The College is governed by the Manager, Rt. Rev. Dr. Thomas Mar Theethos Episcopa, with the Patronage of The Most Rev. Dr. Joseph Mar Thoma Metropolitan assisted by a democratically elected Governing Council. The representative of staff is elected to the Governing Council. The College offers quality education to all sections of the community with the vital motto “*Let Your Light Shine*”. The College has a clear vision and mission statement and its governance and leadership are well defined to achieve academic excellence. Management takes the leadership role in the

effective implementation of the teaching-learning and the student support programmes. College governing council and Staff council work in unison and the responsibilities are shared among the members of the staff. The College has a structured and effective mechanism to address the complaints of students. The IQAC plays a pivotal role in the quality sustenance of the institution. Based on feedback received from the stakeholders, necessary recommendations are proposed to the Governing Council. The IQAC arranges programmes for the professional/ personal development of the staff and students. The faculty, supporting staff and the students are the members of various decision making bodies which ensure their participation in decision making. The management has a transparent financial monitoring system, where internal and external audits are in place. IQAC takes the initiative of the Academic Audit for the enhancement of overall efficiency and quality of the College. The institution has clear, well defined and systematic strategies to ensure the ideal utilisation of the available resources.

### **Institutional Values and Best Practices**

Mar Thoma College is working in coherence with the vision, mission and the core values. Programmes are arranged to emphasize these values. As a College with a greater proportion of women students, we provide ample facilities for ladies. Gender sensitive programmes are arranged to create awareness and promote respect towards the fellow human beings. College is providing facilities to both male and female students. The common room, counselling room are a few to list out. The college ensure safety & security which stand for the welfare of the students. The Institution plans and organizes appropriate activities to promote universal love and social consciousness. The college has a code of conduct for students and Faculty members. College management give enough support for maintaining a green and clean campus. Along with having a proper solid, liquid and e-waste management system, the college maintain a plastic-free campus. Rainwater harvesting facility is available in the campus. It was done as the project of PTA. The green audit is conducted with the help of staff and students. This helped in creating awareness and consciousness to protect and preserve the earth. The database of flora and fauna of the campus is prepared. As a college situated in the rural background, college address the needs of the local community through village adoption and other extension activities and conducted a number of programmes. Students are actively participating in the community extension activities such as Palliative care programme, house construction, support and relief activities during flood, awareness classes and donation of books to libraries. College arrange memorial lectures to commemorate the great contributions of the founder Manager Late Glorified Rt. Rev. Easow Mar Timotheos Episcopa and Ms Mathews Dolly P, the former Faculty of English, who left us untimely. Important national days and festivals are observed with greater importance. Mar Thoma College, Chungathara responds to the needs of the local community and contributes to the development of the neighbourhood and positively moulds the students to be responsible citizens.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAR THOMA COLLEGE CHUNGATHARA
Address	MAR THOMA COLLEGE, CHUNGATHARA CHUNGATHARA P O
City	MALAPPURAM
State	Kerala
Pin	679334
Website	<a href="http://www.marthomacollegechungathara.org">www.marthomacollegechungathara.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	RAINA THOMAS	04931-230306	9446243903	-	mtcchungathara@g mail.com
IQAC / CIQA coordinator	RAJEEV THOMAS	04931-231955	9495081116	-	rajeevthomasmtc@ gmail.com

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">MINORITY CERTIFICATE.pdf</a>
If Yes, Specify minority status	
Religious	YES
Linguistic	
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	28-10-1981			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Kerala	University Of Calicut	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	20-04-2007	<a href="#">View Document</a>		
12B of UGC	20-04-2007	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	MAR THOMA COLLEGE, CHUNGATHARA CHUNGATHARA P O	Rural	18	7360

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce	36	PLUS TWO	English	58	58
UG	BA,Economics	36	PLUS TWO	English	54	54
UG	BSc,Physics	36	PLUS TWO	English	43	29
UG	BSc,Chemistry	36	PLUS TWO	English	29	19
UG	BSc,Botany	36	PLUS TWO	English	34	31
UG	BSc,Mathematics	36	PLUS TWO	English	34	32
UG	BSc,Computer Science	36	PLUS TWO	English	34	16
UG	BBA,Business Administration	36	PLUS TWO	English	50	30
PG	MCom,Commerce	24	BCOM	English	18	18
PG	MA,Economics	24	BA	English	20	14
Doctoral (Ph.D)	PhD or DPhil,Commerce	60	POST GRADUATION	English	12	10

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				24			
Recruited	0	0	0	0	4	2	0	6	8	7	0	15
Yet to Recruit	0				0				9			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				26			
Recruited	0	0	0	0	0	0	0	0	12	14	0	26
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				18
Recruited	5	4	0	9
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	7	4	0	11
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	2	0	3	3	0	11
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	1	0	0	3	3	0	7

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	0	0	10	12	0	22

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	106	1	0	0	107
	Female	162	0	0	0	162
	Others	0	0	0	0	0
PG	Male	6	0	0	0	6
	Female	26	0	0	0	26
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0



<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	5	10	17	13
	Female	27	31	21	27
	Others	0	0	0	0
ST	Male	1	3	3	4
	Female	7	3	5	4
	Others	0	0	0	0
OBC	Male	61	56	60	48
	Female	104	122	118	97
	Others	0	0	0	0
General	Male	39	50	35	39
	Female	50	49	61	55
	Others	0	0	0	0
Others	Male	3	0	1	1
	Female	4	2	1	2
	Others	0	0	0	0
<b>Total</b>		<b>301</b>	<b>326</b>	<b>322</b>	<b>290</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 252

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

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	11	10	10

#### 3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
897	889	852	835	724

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

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
224	250	247	193	177

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
268	247	253	242	212

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

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	21

  

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

#### Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
47	47	47	47	45

  

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 47**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
51.08	41.29	38.14	31.39	35.39

#### Number of computers

**Response: 65**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Mar Thoma College, Chungathara is a Christian minority institution established in 1981. It is a higher education institution for rural development. It was started in an educationally and economically backward area with the aim of uplifting rural community through value - based education. It is situated in a locality surrounded by forest, which provides settlement to tribal community and caters to their educational needs as well.

The college follows the curriculum designed by the University of Calicut. The staff council prepares an outline of the activities that are proposed to be implemented every year and directs the departments to follow an academic calendar based on the University syllabus, which is approved by the Internal Quality Assurance Cell. The college follows Choice Based Credit Semester System (CBCSS) under the University of Calicut for UG and PG programmes from 2014 onwards.

The teachers prepare teaching plans and follow a well-structured teaching strategy using ICT facilities. The slow learners are identified based on their initial performance in class tests. To enhance their learning process remedial classes are arranged for them, which is included in the Student Support Programme (SSP). Advanced learners are identified and are included in the Walk with Scholar programme (WWS) to improve their skills. The progress of the students is continuously evaluated through monitoring Attendance, Assignments, Seminars and Internal examinations. University examinations are held and results are published on time.

Department-wise Parent-Teacher meetings and General PTA meetings are held periodically for the evaluation of the students' performance. Internal marks are published in the Notice Boards and complaints are resolved through an effective grievance redressal mechanism functioning in the respective departments and the College. Both Internal and External Evaluations are carried out using a Grading System. Students from other disciplines are provided an opportunity to familiarise their programme through the bridge course. Bridge courses equip the students to cope up with the programme they are admitted to.

A well-equipped library with KOHA software, Reference text books, journals, publications, Databases like INFLIBNET and e-resources cater to the needs of the students. Faculty members, research scholars and PG students are provided with INFLIBNET user accounts. Hi-speed internet is provided at the library and to the departments. Science Departments have good laboratories. The Language lab is equipped with *iTell- Orell (premium version)* software to facilitate English language teaching and learning. Certificate courses and open courses are offered by various departments to the students for job opportunities and informative horizons.

Department-wise seminars and discussions are arranged to provide insight into the recent developments in respective disciplines. 'Memorial Lectures' are also held. Field trips, industrial visits and projects are

arranged for the students to experience real industrial situations.

The curriculum is implemented to channelize the students into socially useful citizens of this country. The strategy of curriculum delivery in the college is properly documented on the college website and handbook. The curriculum is delivered within the scheduled framework of University and College calendar.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 95.24

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	6	4	4

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<p><b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b></p> <p><b>Response: 96.43</b></p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 243</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
<p><b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b></p> <p><b>Response: 100</b></p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 11</p>	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
<p><b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b></p> <p><b>Response: 0</b></p>	

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

##### Response:

The Institution maintains a healthy academic environment taking into consideration of all its stakeholders integrating and addressing the cross-cutting issues. Our curriculum incorporates ample space to address these diverging issues like Gender, Environmental sustainability, Human Values and Professional Ethics. The college follows the curriculum designed by the University of Calicut. The University follows an interdisciplinary curriculum for UG and PG Programmes so as to expose the students to a wide range of information related to the social issues. The Commerce stream offers Business Ethics in the curriculum. The Common Courses (Languages) include Stories/Books/Poetry and Documentaries which give emphasis on practising human values and address Gender Issues. B.Sc. programme in Chemistry and Physics offer Environmental Chemistry and Non-Conventional Energy Sources as their Open Courses in the fifth semester. The core course 'Environmental Science' of BSc. Botany and Polymer Chemistry enables the students to critically analyse various degradation problems in environmental quality and execute ways to overcome the same. This enables the students to understand the various environmental aspects to develop consciousness in protecting the environment and sustainable utilization of energy resources for the future. The need for maintaining a healthy body by consuming a balanced nutritious diet is emphasised through the Nutrition and Health, Common Course of the B.Sc. Polymer Chemistry Programme. The PG and UG Programmes in Economics comprehend concepts of Sustainable Development, Gender Development Index, Human Development Index, Gender Related Development Index, Gender Empowerment Measure, Missing Woman, Misery Inclusive Growth, Environment and Sustainability, International Environmental Issues, Trade and Environment, Environmental Summits - Rio Summit, Kyoto Protocol, etc. This enable the students to have a broad perspective on gender sensitive developmental issues and sustainable development. Applied Botany (open course) provides various agricultural skills such as Grafting, Budding and Layering techniques which help the students to acquire employability in agricultural sectors. Introduction to Computers and Office Automation open up career avenues for students to sustain their endeavours in future. The Open Course, 'Physical Activity, Health and Wellness' orients the healthy students to evolve a sound and dynamic attitude suitable to life. College Fitness Education Programme (COFE) was mooted by the Department of Physical Education to attract the college students for the regular

physical exercises to maintain good health among student community.

With the view to impart holistic education, we have organised Human Value Development Programme (HVDP) seminars in association with All India Association of Christian Higher Education (AIACHE). The college addresses the issue of dropout by providing counselling to the students and their family to continue their studies. Maternity leave is granted as per the direction of the University, if required.

The college sensitizes the staff and students on these cross cutting issues by holding seminars on the relevant topics. We conduct awareness classes regularly on women empowerment, health, hygiene and nutrition, environmental issues, legal literacy, secularism and democracy. The College organizes extension and memorial lectures to create awareness on contemporary issues among the students.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 31.55

1.3.3.1 Number of students undertaking field projects or internships

**Response:** 283



File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</b></p> <p><b>A. Any 4 of the above</b></p> <p><b>B. Any 3 of the above</b></p> <p><b>C. Any 2 of the above</b></p> <p><b>D. Any 1 of the above</b></p> <p><b>Response: A. Any 4 of the above</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response: A. Feedback collected, analysed and action taken and feedback available on website</b></p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.16

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	3	3	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 83.67

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
302	326	321	290	275

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
374	411	401	324	310

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

### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 61.43

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
156	143	139	126	104

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

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

**Response:**

Our College takes concerted efforts to ensure quality education in the teaching-learning process. Being an Institution placed in a rustic area, majority of our students are first-generation learners with poor economic status.

The students with different potentials and abilities are given an opportunity to experience effective teaching-learning practices. An orientation programme is held at the department level in the beginning of every academic year for the newly admitted students. They are familiarised with the importance, scope and opportunities of various programmes offered by the respective departments. Each department conducts assessment tests for evaluating the students' level of knowledge. Based on the marks obtained in the qualifying examination (Higher Secondary) and the assessment after admission, students are identified as slow learners and advanced learners. In order to bring the slow learners in par with the advanced learners, the service of the latter is made use of, monitored by the teachers.

#### Academic Programmes for Slow Learners

- **Tutorial hours**

Tutorial teaching is offered by all departments after the college working hours (3.30-4.30.pm). Teachers are trained for taking special classes for slow learners. Performance levels of students are assessed

periodically and special assistance is given on a need basis.

- **Scholar Support Programme(SSP)**

Scholar Support Programme is a new initiative of the Higher Education Department supported by the Government of Kerala. It focuses mainly on improving the academic performance of slow learners. Scholar Support Programme is designed especially for those students who need support in their studies. Ten students from each class are selected and are assigned with a mentor for supporting them. Students themselves are trained to prepare simplified notes on topics difficult to the weaker ones. Teachers prepare Special notes on topics of various subjects to be given to the students.

- **Peer Teaching**

Peer Teaching is an effective method used in teaching and learning. Advanced learners from each class are selected to help those students who are weak in studies. Assistance from their peers enables them to enhance their level of learning.

- **Bridge courses**

The Departments offer Bridge Courses to first year students, especially for those who come from other streams, and for late comers to familiarise with the new programme.

### **Academic Programmes for Advanced Learners**

The College takes intensive efforts for improving the learning levels of advanced learners. Advanced learners are those who maintain 80% or above in their qualifying examinations and through the internal examinations.

- **Walk with a Scholar Programme (WWS)**

Walk with a Scholar Programme is also a new initiative of the Higher Education Department supported by the Government of Kerala. Under this a teacher acts as a mentor, guide, philosopher and friend who aim the holistic development of the scholar. Specially designed programmes such as motivational camps, industrial visits and study tours are arranged for UG students. Each year, thirty students are selected and six mentees are allotted to each mentor from various classes.

- **Mentoring**

The mentoring system is in practice and each mentor monitors the mentees assigned to them.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.2.2 Student - Full time teacher ratio****Response:** 19.11

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

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0.78**2.2.3.1 Number of differently abled students on rolls****Response:** 7

File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

Courses are made student-centric by incorporating experiential learning, participative learning and problem-solving methodologies in the teaching- learning process.

**Participative learning:**

Lectures are supplemented with seminars, project work, field survey, industrial visit, group discussions and group activities.

Teachers give maximum classroom participation to students by turning it to be a dialogue forum.

As a part of the curriculum, students are required to take at least one seminar in each course during the academic year. While taking the seminar, the presenters are expected to answer all the queries raised by their classmates. Students are encouraged to present seminars using audio-visual equipments and ICT facilities.

Departments offering Basic Science programmes arrange academic visits with students to prestigious scientific organisations for giving them an orientation regarding synthesis and characterisation methods.

Participative learning methods and activities introduced in the college also includes Budget Analysis and discussion, Management events and IT events, JAM Coaching, NET Coaching, Group learning and Problem solving methods.

### Experiential Learning

For facilitating experiential learning, project, assignments, internships and field trips are assigned to students. These case studies and field trips help students to identify situations, issues and problems in the context and helps to improve their cognition to analyse the condition and come up with a possible solution.

### Problem solving methods

After completing each module of the syllabus, problems or numericals are given to students. These methods are very helpful for the students for develop problem solving skills and that will be helpful for the preparation of competitive examinations.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 21

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 42.71

2.3.3.1 Number of mentors	
Response: 21	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

<b>2.3.4 Innovation and creativity in teaching-learning</b>	
<b>Response:</b>	
<p>Teaching learning process is made technologically assisted for effective curriculum delivery. Besides the conventional methods of teaching, ict supported teaching is incooperated for both theory and practical sessions. Teaching - learning process is facilitated student - centric by presentations of students and peer teaching method. Multimedia sessions like screenplay, science films are also included so as to create an interest in students about literature and other subjects. Language learning using language lab help the students to improve their communicative skill. Faculty use google classroom for sharing of learning resources. College is the local chapter of National programme of technology enhanced learning (NPTEL). This enable the faculty and students to enroll online in certificate/diploma/Fdp programmes. Students and staff can access the online repository of e-journals, e-books and other resources through INFLIBNET and NLIST</p> <p>The students involve in testing of water samples in and around the locality, thereby experiences and disseminate the theoretical knowledege into reality. Students develop problem solving skills through hands on training in the laboratory and also in the class. Field visit and surveys enable the students to develop inquisitiveness and scientific temper. Competitions on powerpoint presentations and project presentations help the students to gain confidence in using technology learning. Visits to institutions of repute help the students to have a visualised relevance of their subjects and develop sense of competency, which inturn help them to progress in their field of study.</p>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</b>
<b>Response:</b> 45.08



File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 40.95

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	9	8	8	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 10.48

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

Response: 220

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

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

##### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 7.68

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	5	2	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

Choice- Based Credit and Semester system is followed in our college for the various programmes as per the University guidelines. The students are properly informed about the university rules regarding internal assessment. Each department prepares their own academic plan and it is summarised as the academic calendar of the college. The college follows a continuous, systematic assessment of students through test papers, assignments, field work, viva-voce and project works. The institution conducts periodic test papers, gives important topics as assignments and model viva is conducted before the final examinations. Proper conduct of internal examination and timely publication of results are carried out under the initiative of internal examination committee. The students are informed about the test papers well in advance and model examinations are conducted before the university examinations. Open house meet under each

department are conducted after the publication of the results and the academic progress of the students are discussed with the parents. Those students who do not appear in the examinations for genuine reason are given further opportunities. Students undertake various projects as per their curriculum and the reports are submitted to the concerned departments for evaluation.

Internal examination marks based on the above criterion are prepared and published on the notice board. A grievance redressal cell functions in the college for addressing and solving the grievances of the students. The methods of internal assessments are periodically updated or modified as per the university regulations.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

The college follows the syllabus and curriculum approved by the respective Board of Studies of the University of Calicut. The internal assessment methods are properly communicated to the students well in advance. The various components of internal assessments are test papers, seminars, attendance and assignments. The monthly attendance is published for student's information. The schedules of the internal examination are published in the academic calendar. The seminar presentations of the students are reviewed by the faculty. Topics of high relevance and contemporary importance are given as assignments which enable the students to learn by themselves, these are evaluated for internal assessment.

The centralised internal examination committee, which conduct internal examinations periodically. Question papers are set by the faculty members well in advance as per the University guidelines and submitted to internal examination committee. Internal examination is conducted in the odd and even semesters. It is monitored by the centralised internal examination committee. The best two results are considered for internal assessment. Opportunities for betterment is given. The results of the evaluation are discussed with the students to make them aware of their competency and weakness. The internal examination results are timely published on the notice board.

The grievances regarding internal examinations are settled in a three tier mechanism. If the students have any grievance, they can approach the teacher concerned at the first level, head of the department at the second level and the Principal in the third level. Most of the grievances of the students are settled at the department level and a few of them are settled in the college level. Open house meeting with parents are held periodically in all the departments to discuss the progress. Student's feedback on academic aspects are collected, it is analysed and appropriate actions are taken for further improvement.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

The internal examinations of the college are conducted on the basis of the academic calendar. The university examinations are conducted as per university norms. In response to Government of Kerala and University directions, CCTV is provided in two main examination halls. Students are informed about malpractices and the punishments regarding the aforesaid. A grievance redressal mechanism is functioning in the college to deal with the examination related grievances. The examination related grievances are settled in a time bound manner. The grievances reported will be settled by the teacher in charge in the first level, head of the department in the second level and the Principal in the third level. The final mark list of internal examinations is published on the notice boards. All the departments maintain register for internal assessment to ensure transparency and efficiency. The internal marks are uploaded to the online portal for internal assessment in the College login of University of Calicut.

File Description	Document
Any additional information	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

#### Response:

All the departments prepare academic plan for every academic year. On the basis of this, college prepare the academic calendar. Co- curricular activities are also conducted on the basis of academic calendar. The college ensures 90 working days in each semester for completing the syllabus. Alternate arrangements are made to make up for the loss of working days.

The academic planning of the activities is done well in advance, towards the end of the previous academic year. The duties are also assigned to the faculty members. The head of the department prepares the academic workloads and report to the Principal for initiating appointment of guest faculties for the next year. Hence the posts are filled from the very beginning of the academic year itself. Departmental meetings are conducted to divide the syllabus

Departmental meeting is conducted to divide the syllabus among the staff members and head of the

department ensures the completion of the syllabus. All departments maintain minutes book for staff meeting, staff meeting and alumni meeting. The department encourages participative learning like seminars by students, quiz competition, group discussion and orientation programme. The topic for the project and assignments are given to the students at the beginning of the fifth semester. This will help the students and supervising teachers to plan and prepare well in advance.

The practical sessions are also planned so as to complete as per the schedule. Two or more internal examinations are conducted for the evaluation of the practical skills of students. These marks are considered for calculating the internal marks of the practical examinations. The field trips, internship which are part of the curriculum are also conducted according to the academic calendar.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

### Response:

The Respective Board of Studies of the University of Calicut have formulated Programme outcome, Programme Specific outcome and Course outcome along with syllabus is available on the College website eg'(http://botany.marthomacollegechungathara.org/wp-content/uploads/sites/9/2019/07/Course-come.pdf ). The students who wish to join for any programme can go through the programme outcomes published in the college website. The programme outcomes are measurable and stated completely and clearly to describe the knowledge, skills and competencies that students are expected to acquire as a result of completing their programme of study. The resources such as library, digital resources, labs and teaching learning process ensure effective course delivery. The student learning is evaluated in consonance with the learning outcome to be achieved. The outcomes are assessed and measured to identify the extent to which the goals are accomplished. Any difference identified after the analysis are addressed through the properly laid action plan. The assessment of student learning outcome is done by using direct and indirect measurements.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

### Response:

An induction programme is arranged for the first-semester degree students after completing their admission process. The programme focuses on giving orientation to the students regarding vision and mission of the institution, college timings, anti-ragging rules, facilities available in the college, library functioning, examination systems, weightage to each programme, co-curricular and extension activities, open course and internal assessment system. The course-level assessment includes continuous assessment, internal examinations, lab examinations, seminars, tutorials, peer teaching, project evaluation and viva voce. Another method of assessment is that, after evaluating the internal examinations, parents meeting in the presence of students is arranged for convincing the students' strengths and weaknesses. The departments and IQAC critically evaluate the achievements of the expected learning outcomes.

The continuous internal assessment and internal examination on each semester in a centralised manner were organised by the college. Prior announcement of examination, prompt valuation of answer sheets and time bound manner of results announcement are very helpful for the students. The CIA metrics comprises of two tests on each semester, assignment, presentation or viva and practicals and attendance. The marks obtained by the students are mapped to course outcome and programme outcome. Experiential learning can be achieved by the students by organising seminars, conferences, academic fests etc.. Extension programme is mandatory component for the U.G. programme. The involvement of the students in these programmes and its impact on community also helps to map programme outcome attainment. Academic performance evaluation committee or staff council scrutinises the results and monitor the attainments of CO and PO.

The course outcome is also achieved by students involving in the participatory learning, combined study and extra time provided in the library and laboratory. Different learning methods such as quiz competition, debates, group discussions, seminars and open viva for projects are the common techniques used to measure whether they achieve the course outcome and programme outcome. Students' feedback collected regularly act as a key component in assessing the students' progress in achieving the course and programme outcomes. The progression of students to higher education and placements are also measured to evaluate the attainment of learning outcomes. Programme specific outcomes are assessed on the basis of students' achievements in UGC-NET/JRF/GATE/JAM and other competitive examinations like UPSC and Banking recruitment examinations. The projects assistance from agencies like kerala state council for science, technology and environment is the another tool applied by the science department to evaluate programme outcome

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students****Response:** 74.45

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 204

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 274

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

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.36

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response: 1**

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response: 28.57**

3.1.2.1 Number of teachers recognised as research guides

Response: 6

**File Description**

**Document**

Any additional information

[View Document](#)

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response: 0.24**

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 21



File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

From the data of inception onwards the Entrepreneurial Development (ED) Club tries to build a culture of self-dependence through entrepreneurship. Entrepreneurial Development (ED) Clubs provide a platform for realizing business opportunities by arranging industrial visits, business awareness classes, practical sessions on skill development training, interaction with entrepreneurs etc.

The Department of B.B.A has conducted a Management Fest namely 'AURORA 2k19 'on 27 Feb 2019 in order to enhance the creativity and for dissemination of knowledge among Students and the Faculty. The Club tries to inculcate social virtues and enable them to bring in potential entrepreneurs on a common platform. The Research department of Commerce strives to encourage the ingenious concepts of students; it fosters the academic research activities.

In association with District Industries Centre, Malappuram, a seminar was arranged by ED) club of Mar Thoma College in November 2016. In the seminar students from our college presented their feasible innovative business plans under the title '*Best Innovative Idea*'. The best business plan presented there was awarded with cash.

Departments take initiatives in organizing state level and national level seminars to inspire our students. Meritorious students are encouraged to present the papers in the seminars and release the conference proceedings with ISBN.

Our college annually publishes college magazine which offers the students to express their craftsmanship knowledge and creativity.

The ED club of our college has arranged a visit to the pottery making small industrial unit run by a group of women entrepreneurs situated at ARUVACODE, Nilambur taluk on 6th October 2016. Our students were trained in pottery making. In the evening ED club members interacted with women entrepreneurs and identified the marketing problems faced by them. Some suggestions were given for overcoming this problem.

Under the initiative of ED club, about 80 students visited a confectionary making small industrial unit run by a young entrepreneur Mr. Joy Mathew on 13th January 2016. This enterprise is working at KAVALAMUKKATTA, in Nilambur taluk. The entrepreneur gave practical experience to the students in confectionary making. Our students advised the entrepreneur to approach the school and college

cooperative societies to market this product.

A seminar was arranged for the members of ED club on 14th November 2016 in our college Audio Visual hall. The theme of the seminar was “Students Entrepreneurship and National Development” Sri Vinod K and Shefin P (Industries Extension officers, District Industries Centre Malappuram) were the key speakers. In the seminar an entrepreneurial guide (a guide for investors to setup enterprises) was made available to all participants free of cost.

HANTEX, the apex institution in the field of weaving and handloom has arranged an exhibition of handloom dress items and marketing of the same in association with ED club of our college. It was arranged on 11th February 2016 in the college seminar hall. A fashion show and seminar was also arranged as part of this. Sri T Abdul Wahab (General manager District Industries centre Malappuram), Sri M Sreenath weaving superintendent, IHTT Thiruvananthapuram were key speakers.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

**Response: Yes**

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

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response: No**

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response: 0**

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 6

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response: 1**

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	4	9	5	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response: 1**

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	8	0	2

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

The College engages in several extension activities with the aim of bestowing towards neighbourhood community. The following are the list of several extension activities held by the College: -

#### **UNNATH BHARATH ABHIYAAN (UBA)**

Our college has been recognized as a nodal centre of UBA. We have adopted 5 colonies in and around Chungathara panchayat, in consultation with the office of District Collector Malappuram. **KOTTEPADAM, KUNNATHU, KAIPPINI, KURUMBALANGODE and PALLIKUTHU are the five colonies.** The above villages are socially backward and rural areas. Students conducted a preliminary survey on 26-02-2019 in above Villages/Colonies. They found there is a need of basic facilities in that villages/Colonies, such as rural education, sanitation, connectivity, transport, health, Water Management, Solar energy and Bio mass energy. Fifty students participated in this survey as per the guidelines of MHRD. Rs. 50000/- has been granted to the college and the remaining works are progressing.

### Swanthanam Project

Our NSS volunteers collected and handed over a sum of Four Thousand Rupees for helping a Cancer patient from the adopted village for treatment. The overwhelming approach of the volunteers in extending help to these needy people is appreciable. The volunteers also provide health care assistance to the needy patients.

### Paravakkoru Urava

In summer season due to the paucity of water many birds died in various parts of the state. As a remedial measure, our students put pots and big plates filled with water in different parts of the campus. This became a great lifesaving exercise to large number of birds in this locality.

### NSS - Flood Affected Area Cleaning & Caring

Nilambur areas are severely affected by flood in 2018. Our students and faculty were actively participated in flood relief activities and camps. The NSS volunteers collect food and dress materials and distributed them to the needy people. Faculty, NSS volunteers and other students (totally 250) helped in cleaning the houses in the flood affected areas.

### Prevention of Communicable Diseases

An awareness programme was conducted on prevention of communicable diseases on 05th July 2018. The programme was conducted to make students aware about the communicable diseases and also about the ways we care practice to resist the communicable diseases. It was a necessary training, as it is our responsibility to give protection from diseases.

### Distribution of the study materials

Our Volunteers and Teachers Visited the primary School of our adopted village, KOTTEPADAM on 23rd January 2019. During the visit our teachers interacted and motivated the students. our volunteers donated some study materials to the students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government

/recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 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 last five years

**Response: 6**

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	2	1	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response: 0.9**

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	0	0	20	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response:** 361

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
111	98	86	41	25

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college offers adequate number of classrooms, laboratories, language departments, a botanical garden, Network resource Centre and research room for carrying out academic activities efficiently. The college bestows a well-equipped library which has a reference section and a stack section.

The college has an air-conditioned audio-visual hall with a 150 pax seating capacity, equipped with projector and Public addressing system to conduct lectures and other such programmes. The adjacent Seminar hall, with a 600 pax seating capacity, provides ample space for seminars, invited lectures and presentations. The amphitheatre of the college is a vibrant place where cultural programmes, arts festivals and book fairs are organised.

UGC Sponsored Network Resource Centre in the college gives exposure to the teaching & learning communities by broadening their resource base. Observing the rural background of our students, the college established Mar Thoma Computer Academy in the year 1998 which was later transformed as the Computer Lab for students of BSc Computer Science. A research room, that functions under the Department of Commerce has a reading & reference section for easy accessibility of information aiding research.

The laboratories in the science departments promote scientific learning. Each lab ensures the services of lab assistants for the smooth functioning of practicals. Botany Lab provides facilities for experiments in biochemistry, anatomy, taxonomy, pathology, physiology, embryology and plant diversity. The department hosts around 500 preserved specimens, 200 herbarium sheets, 68 microscopes including stereo-binocular microscopes, and preserved micro slides of rare and common specimen. The specimen in the Zoology lab helps the students to have a real life experience. Formalin-fixed specimens, skeletal systems of human and other mammals and permanent slides of significant zoological samples are available.

Department of Chemistry has two labs. The core lab can accommodate 30 students and the other lab, for complimentary subjects with 25 students' capacity. Chemistry lab follows micro qualitative analysis to encourage green chemistry practices. Both labs possess sufficient number of exhaust fans and fume hoods for handling hazardous chemicals. Mineral acids and other chemicals are stored separately for safe handling. Laboratory facilities include instruments such as colorimeter, conductometer and potentiometer.

Department of Physics has a general lab with darkroom facility to conduct general experiments, and an Electronics lab, to conduct experiments in thermal, optical, electrical and magnetic fields. The general laboratory has a muffle furnace and two magnetic stirrers with heating facility to conduct experiments. The department provides PG level project facilities for the nearby colleges. For ensuring the safety of the students, fire extinguishers, first aid kit and eye washing facility are in the labs.

The Language Lab of the college makes use of the premium software iTell Orell Digital Language Lab from Orell Technosystems (India) Pvt. Ltd.

The botanical garden harbours a rich collection of plant samples including Bryophytes, Pteridophytes, Angiosperms, and Gymnosperms. Plants are arranged based on a utility, ie ornamentals, economically important ones, medicinal plants etc. Ferns and shade plants are reared in greenhouse in the garden.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

The Department of Physical Education provides ample opportunities for students to engage in games and sports. These facilities are for practising and to conduct inter-collegiate tournaments.

##### LIST OF SPORTS, GAMES AND CULTURAL FACILITIES

facility	Year of establishment	Area/size ( M2)
Table tennis	1990	30 m length /width 20m
Volleyball Court	1990	Length- 18m /width 9m
Football Court	1997	Length-90m /width-50m
Badminton Court	1997	13.40 m length width 5.18m
Cricket	1997	100 m length/width 56 m
Softball Court	1997	100 m length/ width 56 m
Kabaddi Court	1997	Length-13 m /width-10 m
Basketball Court	2003	Length-30 m /width-15 m
Netball Court	2013	Length-30.05 m /width-15.25 m
Korfball Court	2015	Length-40 m /width-20 m

Long Jump Pit Renovation	2015	Length-10 m /width-3 m
Mini football Facility	2015	100 m length/ width 56 m
Handball Court	2015	Length-40 m /width-20 m
Plyometric facility	2016	30 m length /width 20 m
Yoga facility renovation	2016	30 m length /width 20 m
Weight training facility	2016	30 m length /width 20 m
Rope climbing facility	2016	5 m length
Tug of war facility	2016	10 to 12.5 cm in circumference. 33.5 meters long.
Cricket net practicing facility	2017	13 m length /width 3 m
Pull up facility	2017	30 m length /width 20 m
Gym ball facility for core exercise	2017	30 length /width 20 m
Stadiometer	2017	9 m length
Speak takraw Court	2017	Length-13.04 m /width-8 m
Aerobic & Zumba facility	2017	30 m length /width 20 m

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 65.96

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 31

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 61.62

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
51.08	20	10.6	10	35.39

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

The college library is automated using **KOHA**, a linux based open source, fully featured, scalable library management system.

*Features of Koha*

- Proven, Stable Technologies
- Software Collaboration and Resource Sharing
- Long term Support
- User-driven Open-source software
- Cost-effective
- Innovation: The code is open & users are free to innovate.

- Economical alternative
- All the features of commercial software at free of cost
- Motivate and encourage staff to creativities.

#### *Koha System Architecture*

- Koha is based on a client-server architecture.
- Koha can be installed on a server.
- For Client Workstations, Koha requires only a web browser.
- Koha runs over any TCP-IP network.
- Koha accommodates low-bandwidth connections.

The librarian issues books to the borrowers, ie the students and the teachers. The books are labelled with a unique barcode system in the KOHA database. Books can be kept for a maximum period of 14 days for students and for a period of 1 academic year for the faculty members.

For every students and teachers who need to enter the library, the respective barcodes of their ID cards are to be scanned and recorded at the interface kept at the entrance of the library. The same procedure has to be followed again at the time of exit from the library. This procedure is strictly followed to keep a track record of the human movement from and to the library during the open hours.

The library database is made available online through OPAC interface (Online Public Access Catalog). Remote access to the OPAC is available both, inside the Campus Network and outside the Campus Network. This facility helps the library users to search for a required book in the database and check its availability, even from their home or wherever outside the college. The users need not enter the library to search for books and journals.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### **4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment**

##### **Response:**

The College has a well-equipped library with a good collection of textbooks, etc. numbering 19659, among which 3500 are only for reference purpose. More than 20 reputed National and International Journals are subscribed to provide the latest information on various courses of study. Library has a collection of College Magazines over the years and a manuscript 'Thoolika Chalikumpol'. In addition, several periodicals procured in CDs from various publications are also available. The college has 161 CDs. Back volumes of the Journals are readily available for reference. INFLIBNET facilities in our library help research scholars and the faculty to update their subject knowledge and also expose them to current areas of research. The library functions on all days including Saturdays where students can use the facility for reference. 23

international and national journals dealing with all the streams of study in the college are available in the library. There is also a facility to display the newly arrived books in the library. Newspapers and periodicals of national reputation in both English and Malayalam are available here. A newspaper clipping facility is also available which gives an account of the various activities in the college. A separate section is available for PG and Research students where they can carry out reference for their research. The college library also hosts a Career Guidance Section in which reference books and periodicals on Career planning, NET, UPSC, PSC, Bank Exam Coaching, etc. are available. The library also provides a network research centre with 16 computers to facilitate free internet to the students. A photocopying centre also functions in the library which provides its services at a nominal rate.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 2.33

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
5.64	1.20	2.81	0.65	1.33

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

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

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.23

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 48

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

### 4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Mar Thoma College makes key efforts to improve the IT infrastructure in the campus. The IT facilities in the campus include high-speed internet access, Wi-Fi facilities, LCD projectors, laptops and desktop computers along with scanners and printers. The institution ensures essential periodic maintenance & updation of the college network. As part of the upgradation of the network bandwidth, a part of the college

network was replaced with fibre optics and almost all the network switches used in the network were replaced with gigabit switches, which turned out to be a total revolution in terms of the speed and consistency of the campus network. The introduction of Wireless network was a boost for ICT enabled teaching. The internet facility in the campus has a bandwidth of 100Mbps and above, which provides a feasible and uninterrupted service of internet, wherever required, in the campus for enhancing the teaching-learning environment. Timely repair and update of the systems are carried out whenever required. The defective accessories such as the keyboards, mouse, etc are replaced immediately as soon as they are found defective. The systems in the Network Resource Centre, make up an environment for the students to enhance their knowledge base and creative aptitude. The computers in the Physics and Computer Science and Language labs have the facility to update to the latest versions of software, as per the syllabus updation.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 13.82

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

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** >=50 MBPS

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

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes



File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 12.85

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
2.58	8.57	3.99	5.31	3.92

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

Student representatives in each department convey the requirements and concerns regarding physical, academic and other support facilities, which are then discussed in the department staff meetings. In the next level, priority-based needs of academic and co-curricular activities are forwarded by the respective Heads of the Departments, which are discussed and decisions are made in the Staff Council. If the proposals are of high expenditure, it is included in the budget plan and decisions are made in consultation with the management in the periodical meetings of the Governing Council. Laboratories are under the control of the parent department. Timely maintenance and cleaning of the instruments are managed by the department. Before using the instruments in the laboratory, the concerned person has to fill in the log registers kept in the department. Laboratory assistants appointed in each department are entrusted with the glassware, specimen and perishable items like chemicals. They inform the Head of the concerned

department about the requirements for the purchase of these materials. The faculty in-charge of the computer lab and language lab makes sure that the systems are updated and working properly. At the beginning of every academic year, the faculty in all the departments are instructed to give the list of necessary reference books to be included in the library. This list is discussed in the purchase committee and given approval for the purchase.

The timely service of an electrician helps in the maintenance of electronic equipment and ensures the proper electrical supply in the campus. A computer technician and network expert also support the maintenance of IT infrastructure and ensures uninterrupted network. A plumber, gardener and carpenter also provide their service in the campus upon request. The management makes a budgetary provision for maintenance of the infrastructure. Annual Maintenance Contract is executed with vendors/service provider for the proper maintenance of softwares and other equipments. The governing council takes decision for renovations in consultation with technical experts and the construction sub-committee makes a detailed plan on the construction works to be done in the campus. Any major purchase in the college is duly discussed in the purchase committee and the required recommendations are made according to the government norms. The management has appointed two last grade staff and four part time cleaning staff to maintain cleanliness in the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 68.7

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
574	648	601	616	451

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 2.48

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	15	17	48	19

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

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 42.47

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
546	370	381	237	266

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years****Response:** 1.9

## 5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
85	0	0	0	0

**File Description****Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 3.8

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	11	10	10

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 26.49

5.2.2.1 Number of outgoing students progressing to higher education

Response: 71

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 15.74

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	6	2	5	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
35	32	31	30	27

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 3

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

Following the directions of the Government of Kerala, University of Calicut and Hon'ble High Court of Kerala, a parliamentary system of election is followed in the campus. The Student Council, namely the "College Union" has a Chair Person, Vice-Chairperson (Exclusively reserved for female students), General Secretary, Magazine Editor, University Union Councillors, General captain, Arts Club Secretary and the Class Representatives. The Principal is the President of the College Union. Under the guidance of a Staff advisor, the Union organizes various activities such as arts, sports competitions and other programmes.

All the clubs, associations and forums have student representatives as secretary and joint-secretary. Advisory committee of NSS and Women Cell have student representatives in it thereby ensuring the participation of students.

Charity services are being done throughout the academic years. Students Union has adopted some parallel schools in the backward regions of Nilambur Taluk. Students union arranged blood donation camp into the campus. Every year, World Environment Day, Teachers day, World Student Day etc. are celebrated by the active involvement of the union. Students are members of different academic and non-academic committees of the college like Grievance Redressal cell, Anti Ragging Committee.

The College Union chairman is a member of the anti-ragging squad, RUSA. Vigilance committee for women students includes lady representatives from each class. College Union Chairman is the joint secretary of the ethics committee. NSS secretaries are also members of the same committee. A member from the teaching staff and members from the college union comprises the fine arts committee which organizes the arts programmes conducted within the college campus.

- Ethics committee
- Advisory committee
- RUSA
- IQAC (STUDENT REPRESENTATIVE)

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 14.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	12	10	22	14



File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

The Alumni of an institution is its Ambassadors. Mar Thoma college has an active Alumni Association which is the backbone of the developments of the college. Even though the association is not a registered one, it contributes to the development of the College to a great extent. The objectives of the Alumni Association is to promote and encourage friendly relations between the members of the association and the college community. The stronger the network of alumni, the greater is the impact. A common meeting of the alumni is convened every year and undertakes various activities. The institution rests on the rich history of student's success and glory. Prominent alumni visit the college occasionally and interact and motivate the students. The Alumni members of the college includes renowned politicians, writers, Government employees, scientists, businessmen etc. Alumni associations of various departments organise career guidance programmes for the students. They are also actively involving in public functions in the college. Members of the alumni who are academicians invited to the College and to deliver lectures and enlighten the students on various occasions. Members of the alumni who are involved in research deliver speech on different research areas and promotes research culture among students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

<b>File Description</b>	<b>Document</b>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 15

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	2	3	2

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### VISION

A College for rural development, engaged in providing transformative educational opportunities in shaping the young minds to be genuine partners in building up of a just society where integrity of creation prevails.

##### MISSION

- To uphold the noblest Christian ideals and offer quality education to all sections of the community without distinction of caste, color or creed.
- To mould the young minds by developing their physical, intellectual, artistic, moral and spiritual capabilities for their enlightenment and wellbeing of the Nation.

Philanthropic in its vision, the founders of this institution wanted the people of this educationally and economically backward area to have an open access to Higher Education, irrespective of caste, colour or creed. This institution aims at the upliftment of the socially, economically and educationally backward communities of the East Eranad region of the Malappuram district.

The institution was set up with a mission to impart such knowledge as may be necessary for the all-round development of the students fostering holistic development. The students are thus equipped for better employment at par with the highly competitive job markets. The College aims at instilling scientific zeal and in developing skilled human resources to meet contemporary challenges. The vision and mission of the institution are reflective of the objectives and policies of higher education, helps in moulding students to become humane. The institution extends itself to shoulder the social responsibility of making the nation's dream come true. The management tries to provide quality education mainly to the socially backward and economically weaker sections of the society thus nurturing inclusiveness which ensures credibility and compassion, upholding the noblest Christian ideals.

The institution provides comprehensive education creating a platform for lifelong learning. The focus is on the recent trends in scientific and cognitive fields along with imparting social responsibility and moral values. The institution's vital motto "*Let Your Light Shine*" is to strengthen the latent talents of the students. The institution tries to achieve its targets through academic, co-curricular and extra-curricular activities and planning.

The College under the leadership of Manager Rt. Rev. Dr. Thomas Mar Theethos Episcopa, assisted by democratically elected Governing Council monitors the academic and administrative matters. An elected representative of the teaching faculty is also included among the members, giving a participatory role in the quality enhancement policy and management of the College. The general body of the Educational Society comprises all the Heads of Departments of the College, ensuring greater participation in the day to day activities of the College.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

Mar Thoma College, Chungathara under the aegis of Mar Thoma Church is driven by Manager Rt. Rev. Dr. Thomas Mar Theethos Episcopa who is assisted by a democratically elected Governing Council which comprises of an elected representative of the teaching staff among its members. The general body of the Educational Society includes all the Heads of the Departments of the College, who ensures greater participation in the day to day activities of the College. The Office Staff headed by office superintendent monitors the office administration.

Decentralization is practised through various committees including Staff Council, IQAC, Library Advisory Committee, Grievance Redressal Cell, Anti Ragging Committee to mention a few. The Internal Quality Assurance Cell (IQAC) monitors and ensures the quality standards fostering excellence as envisaged in the vision and mission of the College. The suggestions and the feedbacks of the IQAC are instrumental in preparing the institutional plan. IQAC recommends the management to implement its suggestions based on its reports and feedbacks, for the enhancement of quality and facilities within the College.

The Staff Council (College Council) is the statutory body where the HOD's, elected members, librarian, office head are members, who play an important role in advising the Principal and Management on matters of academic administration, student affairs and other matters. The departmental meetings held in the presence of the Principal, discuss and evaluate the activities and functioning of the departments. Faculty are clubbed into various committees for preparing criteria-wise inputs, for the submission of NAAC reports efficiently under the IQAC. Recently our college got enlisted under Rashtriya Uchchatar Shiksha Abhiyan (RUSA 2.0) Project eligible for financial assistance of two crores from RUSA for improving and upgrading of the infrastructural facilities and student amenities.

#### Preparation of RUSA 2.0 Proposal - Case Study

The preparation of the detailed project report (DPR) and proposal for a fund of 2 Crore was completed within the stipulated time frame by the Project Monitoring committee (PMC).

#### Members:

1. Principal
2. RUSA Coordinator
3. Staff Representatives for new construction, renovation and purchase,
4. Office Staff Representative,
5. Student Representative
6. Representative of Parents

Based on the proposal received from the departments and IQAC, the staff council formulated the project proposal and placed it before institutional level RUSA committee.

The report is prepared under 3 heads, namely: -

- Infrastructural Development include Construction of PG and Research Block estimated to one Crore.
- Renovation – include library, laboratory upgradation, campus beautification and maintenance of botanical garden with a proposed estimate of 40 lakhs.
- Purchase – purchase of laboratory equipments, IT Infrastructure, Books and Journals, Furniture, Audio Facility in seminar and Audio Visual hall.

The proposal is finalised in consultation with the management and submitted to RUSA, State project directorate.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The College works with proper vision and plan. For the prosperity of the student community, it provides the latest technology-based education to achieve global competency. The College has vivid future plans some of which has been fulfilled in due course of *time* which includes:

#### Completed Projects

- Sanctioned two courses-BSc Mathematics and MA Economics in the Aided stream.
- Upgradation of the college to a research centre under the Calicut University. The Department of Commerce is now a research department with two recognized guides guiding 10 scholars.
- Ladies Hostel and installation of a solar power plant and the use of solar energy for the requirements of the campus has been successfully implemented.
- New Science Block
- Ten academic positions were filled.

#### Perspective plans

- Starting new courses at UG and PG level with inclusion of more vocational courses
- Upgradation of UG to PG departments.

- Organising workshops and seminars portraying and promoting indigenous, traditional art and culture.
- Initiation of more B.VOC courses in recognition with the UGC and the University.
- Implementation of RUSA PROJECT in a phased manner.

#### Case Study: Introduction of Certificate Courses- Tripartite Learning Model (TPLM)

Our College offers 8 under-graduate, 2 post graduate and 1 Post Doctoral Programme under various streams of study. In addition to the above courses, IQAC under its new initiative started new certificate courses with the aim to equip students to meet global, vocational demands ensuring employability in 2018. The courses are designed to empower students at three different levels.

1. Certificate courses- Vedic Mathematics, Introduction to Excel and SPSS
2. Life Skill Courses- Spoken Arabic and Translation, Yoga (2017-18), Aerobics and Zumba, College Fitness Educational Programme (COFE)
3. Vocational Education and Training Courses (VET) – LED Bulb Assembling, Usage & Application, Mushroom Cultivation Technology, Jewellery Making, Diploma in Basic Accounting, Diploma in Computer Application

#### Strategy

Increase the employability of the students in view of the rising job market demands and equip them to become more resourceful and employable.

#### Action Plan

Introduce Certificate Courses to ensure academic progress and become more employable

- To identify the requirements for the academic session.
- Identify the courses that are to be started to enrich the curriculum
- To formulate syllabus for the certificate courses for the academic year.
- To implement the system and optimise its efficiency

#### Process and Outcome of Implementation:

The college identified the requirements for the academic session. Students from the academic year 2017-2018 along with all the required student records.

1. IQAC proposed the starting of new certificate courses.
2. As per the Staff Council Decision the HODs were directed to list out the certificate courses.
3. HODs finalise the courses along with the Syllabus and the time Schedule-
4. Notification are given to students regarding admission to these courses,
5. Classes monitored by the HOD,

6. Courses of 30hr duration are held

7. Course Completion certificates are issued to the students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

Governing Council headed by Manager Rt. Rev. Dr. Thomas Mar Theethos Episcopa with the Patronage of the Most Rev. Dr. Joseph Mar Thoma Metropolitan, is the apex body involved in making policy decisions and its implementations. The elected Governing Council includes an elected representative of the teaching staff among its members.

The general body of the Educational Society comprises of all the HODs of the College, ensuring greater participation in the day to day activities of the College. The executive head of the college is the Principal, who implements the directives of the governing body in accordance with the norms and guidelines stipulated by the government and other regulatory agencies. On day-to-day matters, the head of the institution is the decision-making authority. Principal frequently consults with the staff council, which consists of all the heads of departments, on all matters of importance.

The college follows a decentralized system of governance, practised through its various committees which includes Staff Council, IQAC, Library Advisory Committee, Grievance Redressal Cell, Anti Ragging Committee to name a few. The Internal Quality Assurance Cell (IQAC) monitors the quality standards and ensures the standards of excellence as envisaged in the vision and mission of the College. The suggestions of the IQAC are duly considered while preparing the institutional plan. IQAC recommends the management to implement its suggestions and reports for the enhancement of quality education and infrastructural facilities in the College.

The Principal and Management holds meetings and discussions with HODs on matters of academic, administration, student affairs and any other matters entrusted to them. The departmental meetings are held in the presence of the Principal and discuss and evaluate the activities and functioning of the departments. Various criteria-wise committees for the preparation of the criteria wise inputs are also formulated and are functioning well. The appointment and promotion of staff are governed by the prevailing procedures and service rules stipulated by the University and Government.

The Grievance Redressal Cell of the College is functioning effectively. It receives complaints from the students and are redressed immediately. Students raise their complaints through their class teachers, various cells, drop box, student union or to the principal directly. The grievances are also addressed during the Parent-Teacher meetings. There had been no instances of court cases filed by and against the institution during the period of this report.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

**Response:** E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

Two solar projects, SOLAR SMART 5KWH- (BATTERY SUPPORTED) – a project of PTA and SOLAR GRID CONNECT- 10 KWH – a project of management had been implemented successfully. The excess energy is given back to the KSEB grid system.



Project Name	:	SOLAR SMART CAMPUS
Capacity	:	Solar Plant (15KW)
Bodies Involved	:	1. IQAC 2. Governing Council 3. Purchase Committee 4. P T A
Technical Help from External Agency	:	Tata Power Solar System Ltd and Solar Tech Agency.
Process	:	<p>Solar panels: IQAC cell as part of the green initiative proposed for the installation at the college. The Governing Council approved the proposal on 08th May, 2017 and proceeded to install Solar Power system with panels installed on the building generating electricity from the Solar Energy.</p> <p>The solar power unit started functioning on 15th June, 2017. The 15KW system is now operational and is substantial in meeting the energy needs during college hours. The installation of the solar power unit has been done in order to promote environment friendly energy and to give awareness of such renewable energy sources among the students. It also reduces the environmental impact of energy usage, unlike the energy that has been obtained from fossil fuels. The solar units are also economically beneficial for the college as they keep the available energy consumption of the college to a minimum. The Solar grid connection for the solar energy acquired during the recess period of the college to be sold to the Bangalore after a feasibility study gave a report as per our requirements, which was approved by the Governing Council accordingly and the project was duly approved by the college. ANERT solar Ltd., Bangalore was selected adhering to the Procurement norms of the Government of Kerala, The work was initiated by the end of June 2017 and was completed in the month of August 2017. Commissioning of the system was completed by the second week of August 2017 and inaugurated on 10th September, 2017.</p>
Name of the Company	:	ANERT, BANGLORE
Technical Details	:	Actual Capacity of the plant : 15 KWh
Cost of the project	:	Rs.7,40,920/- Rupees Seven Lakhs Forty Thousand Nine Hundred and Twenty

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

Continuous efforts are made by the management for the promotion of quality and efficiency of the staff by sending them to various programmes of the UGC, other institutions of repute. We also conduct our own special enriching programmes to enlighten the teaching staff which include Soft Skills Training,

personality development, Yoga Programmes and Legal Awareness Programmes. List of Existing welfare measures for Teaching and non- teaching staff includes:

1. Maternity Leave provided
2. Paternity Leave
3. Casual leave for 15 days for Teaching staff
4. 20 days for Non-teaching staff
5. 15 days of leaves are allowed for faculties under self-financing streams
6. All staffs are given Duty leave for attending training/ refresher/ Orientation courses, seminars, workshops, etc.
7. PF for all faculties
8. SLI- All the staff are registered under the state Insurance scheme
9. Day Care Facilities are available for taking care of children of staff and students during college hours
10. Hostel facilities
11. Canteen facilities
12. Separate Car parking facilities are available for staff
13. Festival Advance to management staff.
14. Financial support for treatment
15. Advance Salary to FIP substitutes and guest faculty.
16. Advance Salary to Newly appointed teaching staff.
17. Subsidized Accommodation in Campus.
18. Hostel facility to lady staff.
19. Loan without interest for casual non-teaching staff.
20. Encourages teachers to attend training programmes/orientation/refresher workshops as per Government rules.
21. Regular increments and periodic revision of salary of faculty/ Staff recruited by the management.
22. Faculty enhancement programmes are conducted periodically by the management.
23. Periodic interaction with the manager to provide platform for ensuring professional growth and redressal of grievances.
24. Celebration of important event/festival to promote togetherness and intimacy as a college community.
25. Achievements by the staff are duly recognized and mementoes are awarded for the same.
26. Washroom facility in all departments.
27. Wi-Fi and internet facility provided in all departments.
28. Canteen with subsidized rates for quality food.
29. Faculty are encouraged to pursue Orientation and Refresher Courses, Seminars and workshops.
30. Faculty can utilize the college Laboratory and library facilities for their research.
31. College advances financial assistance in conducting departmental seminars

Faculty assessments are made on the basis of self-appraisal report and student feedback. Feedback on the performance of non-teaching staff is obtained from teachers and students with whom the Principal interacts.

The student feedback received is analysed and areas, where improvements are required in both academic and administrative functions are identified. Departments or staff concerned is informed by the Principal about the areas where improvements are required based on the feedback.

The institution hence offers many welfare practices as like the above to promote a healthy academic and personal environment that fosters rapport among teaching, non-teaching staff which constitutes the college community.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 25.71

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	05	03	06	03

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 1

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	2	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

**Response:** 32.38

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	10	8	1

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

The institution has Self-Appraisal System in place for teaching staff and non-teaching staff which are assessed annually. Later, as per UGC regulations the performance appraisal system is introduced where in the staff need the periodic assessment for promotion. Faculty members have to attain the minimum criteria, API scores indicated in the appropriate API system tables of the required PBAS (Performance Based Appraisal System) proforma (Old or Revised, as may be applicable time to time by the UGC) as per the UGC Career Advancement Scheme guideline.

Faculty assessments are made on the basis of self-appraisal report and student feedback. Feedback on the performance of non-teaching staff/ office is obtained from students. The student feedback received is analysed and areas where improvements are required in both academic and administrative domains are identified. Departments or staff concerned is informed by the Principal about the areas where improvements are required based on the feedback.

For Non-Teaching staff UGC regulated Career Advancement Scheme is not applicable. They are eligible for promotion in their respective fields after a period of service not less than 10 years. Hence a self-appraisal form is issued to them also at the institutional level. The promotion of the NTS is based on the availability of vacancy in the higher post and also based on the rules and regulations stipulated by the government of Kerala from time to time. For promotions they have to qualify the departmental tests conducted by the Kerala Public Service Commission. The feedback about their performance is also collected and analysed. Necessary corrections were intimated to them in person for further improvement. They are also encouraged to participate in workshops and trainings of their field like IT Income tax, Public Fund Management System (PFMS), KSR, related topics, E-grantz etc.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Funds of the Management are jointly operated by the Principal and Bursar on behalf of the Managing Committee. The disposal of grants from the UGC is made on the recommendations of the UGC committee and the purchase committee. The PTA Executive Committee monitors the PTA funds. The College Students' Union Fund is operated by the Principal on the recommendations of the Staff Advisor to the Union. All other funds are operated by the Principal.

#### Audit Mechanism

The College is having excellent mechanism for the transparent management of the financial resources. The funds provided by the management are audited annually and sent to the Sabha Mandalam for verification and approval. The college management accounts are computerised and maintained by management staff at the management office. It is periodically presented before the Governing Council for approval before and after Internal Audit by an authorized Chartered Accountant appointed by the Mar Thoma Church. The internally audited accounts which are approved by the Governing Council is submitted for External Audit by another authorized Chartered Accountant appointed by the Mar Thoma Church. The auditor's report is discussed in the Governing Council and their suggestions for improvement are incorporated.

Funds received from other financial sources are prepared in the College office and audited as per the norms of the UGC, Government and University. The external audit of the Government funds is done by a Government auditor appointed by the Department of Collegiate Education and Accountant General's Office. The funds received from the UGC are properly utilized and utilization certificate along with the auditor's report by a Chartered Accountant are forwarded to the UGC.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 131.94

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	8.85	67.95	55.14

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The institution obtains funds from the well-wishers, the PTA, Alumni, Mar Thoma Church, UGC, Government and income from the rubber estate. Further efforts are made to secure additional funds from the UGC, Government and from our well-wishers. More projects are submitted to UGC, RUSA and Management to mobilize more funds. The fee collected from the self-financing stream is used for the payment of salary for guest lecturers, purchase of library books and other equipment for the self-financing students. During 2018-19 the College is enlisted among the colleges selected for infrastructural development for Two Crore from RUSA. The submitted projects involving Building construction, Repairs and Renovation and Purchase of books and equipments and has been approved by the RUSA.

The major sources of funds for the institution are given in the chart.

- The college holds a Foreign Contribution Regulation Act(FCRA) account. Currently as per the regulations and policy decisions of the government, transactions through his accounts are not entertained by the educational Society citing the difficulty and complications involved. The college have maintained the accounts for 14-15, 15-16, 16-17 (for three years in relation to the Uppada

Mission)

- Rashtriya Uchatham Shiksha Aabhiyan (RUSA), UGC, Kerala State Council for Science and Technology and Environment,
- Self-finance Course fee from students as per Govt. Norms.
- College Development Fund.
- Land Revenue.
- Donations from well-wishers.
- PTA.
- Walk With the Scholar Programme (WWS)
- Student Support Programme (SSP)
- Endowment Interest- The college has instituted various endowments - Dr. C.J. John Student Aid Needy girl student in degree science stream, Endowment for best performance in PG courses, K.A. Abraham Memorial Endowment Scholarship, M.C. Chacko & Saramma Chacko Endowment, Easow Mar Timotheos Memorial Scholarship to name a few. The interests of these accounts at the banks is a source of revenue
- Hostel Fee

The college sends proposals for additional grants to the University Grants Commission (UGC) and in order to meet expenses for construction, repair and renovation of the college building and premises. Other than the routine Government and UGC grants, the institution has been able to secure additional funding from various agencies such as UGC, RUSA Grant.

The college management is keenly interested and is equally vigilant in the utilization of the available funds in the best possible manner so that the college gets the best academic and infrastructural ambience. The management takes special care in making sure that the needs are well met by assuring financial assistance in times of need for the completion of projects within the given time frame.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

IQAC of this college has long been engaged in maintaining and providing quality education to the students and periodically reviews and suggests quality improvement measures. As Post accreditation initiative, the college has encouraged the following.

#### 1. Strengthen Research Culture in the Institution

IQAC encourages and motivates Teachers and Students to actively participate in research activities. With the continuing efforts both from the faculty and Management, Calicut university has recognized our college as one of the research Commerce centres in 2018 where Students can pursue research. The various research practices are -

Regular Practice:

UGC & University Circulars pertaining to research/admissions/national Seminars, are circulated among the faculty and also are displayed on the common and departmental notice boards.

With the help of the RUSA & State Government grant, efforts have been made to enhance research infrastructure like laboratories, advanced equipments, modern ICT gadgets and access to e – learning resources.

Adequate infrastructural support such as library, laboratory and reprographic facilities are provided by the college authorities.

Availability of Internet and latest technological facilities are ensured for carrying out research work.

All faculty members have been provided with unique user ID and password for accessing NLIST site that offers 80,409 e-Books and 3,828 e- Journals in full text form.

In an effort to promote research aptitude among teachers, they are encouraged to pursue Doctoral Degree Programmes and are granted leave under Faculty Development Programme (FDP).

Support and motivation is given to the faculty to take up Major/ Minor research projects.

Faculty members are granted leave to participate in short term courses and various workshops related to Research methodology and publication of papers.

Teachers, awarded Ph.D. degree are felicitated by the Staff Council & the Governing Council of the College and emphasize on publishing research papers in UGC recognized Journals.

Some of the Outcomes are:

1. Research Advisory Committee (RAC) has been formed in the college.
2. Four of our faculty members from various departments have been awarded Ph.D. Degree (2013-2017).
3. Two of our faculty members have submitted their Ph.D. thesis.
4. One of our faculty members have completed the Minor Research Project.
5. During the last five years, our faculty members have published 25 articles in UGC approved Journals.
6. Research Centre in Commerce has been established in 2017.
7. Six of our faculty members are approved research guides in various university.

2. Internal Academic Audit is conducted annually by Internal Quality Assurance Cell of the College.

Regular Internal Academic Audit is carried out annually to evaluate the Strength & weakness of the



department and to prepare academic plan accordingly. ICT Enabled Language lab and classroom practices have also immensely helped in imparting quality education.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

The IQAC of the college considers the student education as a key factor for the mentoring of the student character. Keeping this in view, the strategic plan is implemented in a systematic manner.

At the beginning of every academic year, academic programmes are administered as per the strategies formulated by the IQAC meetings. Instruction is given to every faculty to set up a teaching plan, activity plan, schedule for internal examinations etc.

The teaching-learning process is reviewed periodically with respect to the academic calendar and on the basis of the learning outcome assessed through the internal examinations and feedback from the students. The teachers' diary, set up as an outcome of the IQAC initiative, contains details of classes engaged, test papers conducted, assignments given and seminars organised. Each semester includes two centralised internal examinations under IQAC supervision. Library rooftop is converted into an examination hall to conduct such exams having a seating capacity of around 150 students. The parents are called up for meetings at the respective department levels where the student performance in the examination is reviewed by the respective teacher. These meetings help the teachers to keep a good rapport with the parents and thereby give suggestions for improvements, if any.

On a periodic basis, the IQAC obtains feedback from the student regarding the teaching learning process and arrange discussions with faculty members to evaluate the teaching-learning outcome of the students. Academic Audit, is conducted by the IQAC to ascertain the effectiveness and drawbacks and appropriate corrective measures are taken by the IQAC to improve the teaching quality and the learning environment. Faculty meetings are convened by the IQAC at the department level to discuss the teaching-learning process, teaching practices, methodologies and outcomes. As part of the IQAC initiative the college introduced certificate courses to impart vocational and life skills in students. Apart from the regular curriculum, online courses are also encouraged by the college.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year****Response:** 3**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	2	1	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

#### Response:

- As a part of the post -accreditation initiative. The Management, the Principal and the college ceaselessly, with consecrated and continuous efforts was able to attain sanction from the university to be a recognized research Centre for Commerce in 2017. Construction of research centre is proposed under RUSA project.
- Research work: Five teachers have registered for PhD – 4 have been awarded their PhDs. 2 faculties have been granted FDP for pursuing research in past 5 years.
- 10 faculty members joined, among them four have PhD degree. 7 non-teaching staff joined.
- College has applied for an NCC unit.
- B.Sc. mathematics and M.A. Economics converted into government aided program. College has applied for new UG and PG programmes.
- Introduction of green energy initiatives: Two solar units installed; 5KW Solar smart and 10 KW solar grid project are installed in the campus. College installed 15 Kw Solar Grid Project and entered into a power sharing agreement with Kerala State Electricity Board in 2017 which enables the college to rent out the additional units to KSEB after meeting our power needs. 30 KW roof top solar power project proposed.
- New certificate programmes have been added as part of the IQAC initiatives. Four Certificate courses and three vocational courses have introduced. (details)
- Students are involved in Swatch Bharat Summer Internship Programme: As per the direction of UGC and MHRD, 19 students have completed the Swatch Bharat Summer Internship and became eligible for certificate.
- UBA Nodal Centre: Our College has been recognised as a UBA Nodal Centre from 2017 and our Officer in Charge facilitates/coordinates the Programmes of UBA Programme.
- Participated in NIRF 2020
- Regular Academic and Administrative Audit: Our College conducts regular academic and administrative Audits both internally and externally by Management and Government.
- Starting of Certificate Courses: We started 6 subject related Certificate courses for the enhancement of life skills.
- Digitalization of Library by Installing Koha Software: Library has been upgraded to incorporate Koha automation and Library Management Software and provides OPAC facility to the Students.
- Basketball pavilion was constructed in the year 2018-19
- Cricket Net Practice Pitch: The college in collaboration with the PTA has constructed a cricket net practice pitch for students

Hostel facility is made available to women students

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

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 22

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	3	4	4

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

The institution shows gender sensitivity in providing facilities such as safety and security to students. 61% of the students in college are women. The students who are undergoing mental stress due to any kind of learning disabilities, behavioural problems, family issues, maladjustment with peer group members, ragging etc. are given counselling.

##### A. Safety & Security

1. Women Cell - The Women Cell of the college is a platform for discussion of women's issues and make them aware of their potentials and possibilities. In association with Physical education department, women cell conduct short term physical training programmes for self-defence.
2. Vigilance committee - A vigilance committee is constituted with the Principal, Sub Inspector of Police, Woman Civil Police Officer, ward member, lady representative from PTA, a lady faculty,

Bursar of the college and a Medical Officer redressing the grievances of the students to ensure gender equity and justice.

3. Women's Hostel is functioning in the campus, which is funded by UGC with a capacity for accommodating 100 students.
4. CCTV Surveillance System - The campus is under 24x7 CCTV surveillance.
5. Security Personnel - The security personnel appointed by the management act as a checkpoint.
6. Parking Facility - The college offers a separate parking facility for men and women students.
7. Day Care Facility - A Day Care facility which caters to the needs of female staff and students to keep their kids safe and secured.

#### B. Counselling

1. Counselling Room - Counselling is provided to needy students of the college by an adjunct faculty of Psychology. The teachers/mentors identify such students and refer them to the counsellor.
2. Talks & seminars are conducted to make awareness among students about gender-related issues.

#### C. Common Room

1. The college has a common room for women students (Ladies retiring room) near the main block provides facilities for washroom, mirrors, water purifier, incinerator, first aid box and provisions to take rest.
2. Fairs & Cultural Festivals are organised for students to create democratic values and gender equity.
3. There is no segregation of space on campus between men and women.
4. The college canteen offers a common space for socialization.

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

#### 7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy

**sources****Response:** 64.12

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 9525

7.1.3.2 Total annual power requirement (in KWH)

Response: 14855

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 93.79

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 4023

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4289.16

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.5 Waste Management steps including:**

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

Waste management plays a pivotal role in the global cleanliness and sustainability drive. For the healthy existence and development of an institution, a waste-free environment is necessary. It is from this

awareness that the college maintains a proper waste management system. The solid, liquid and e-waste materials are handled separately by the institution and are described below:

### 1. Solid Waste management

1. Waste bin for biodegradable & non-biodegradable waste is placed at different places on the campus.
2. The College installed incinerators at the college & hostel.
3. Periodic cleaning of the campus by NSS volunteers.
4. Institution follows the Green Protocol while conducting seminars and other events.
5. Proper periodic maintenance of infrastructure and timely repair of furniture to minimise the solid waste.
6. Communication through electronic media is encouraged to reduce the consumption of paper.
7. The segregated plastic materials are disposed of through different agencies.
8. To manage the solid waste, our college has constructed a solid waste plant in cooperation with Integrated Rural Training Center (IRTC), Mundoor, Palakkad.

### 2. Liquid Waste

1. Chemical solvents from laboratories are distilled and reused as far as possible while the rest are diluted and discharged into a dumping pit consists of charcoal and sand. Acids and basic solutions are neutralised and discarded. To reduce the chemical usage, microanalysis is practiced as part of green chemistry practice.
2. The waste water from wash areas is redirected to keep the trees watered.

### 3. E-waste

1. College takes efforts to utilize the existing hardware by regular servicing.
2. Reusable parts are separated and used in other systems.
3. E-waste is sent to scrap dealers for safe disposal.



File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

Water scarcity is a significant problem in this area. The PTA of the college introduced the rainwater harvesting system in 2010 to address the challenges of water scarcity in the campus. The rainwater is collected and stored for reuse on-site, rather than allowing it to run off. The stored water is used for various purposes such as gardening etc. The water tank constructed for this purpose has a capacity of 1.5 lakh litre to hold water from the main buildings of the college. The rainwater collected is a supplementary source to meet the water demand throughout the dry season. In addition to this, separate water tank for rainwater harvesting is available in the college hostel. Besides, the College maintains three wells, situated on different areas of the campus and the water is recharged using water recharge pits.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

The institution undertakes initiatives for creating awareness in green protocol and conduct seminars and awareness classes. The campus is full of native plants and trees. The greenery and the freshness itself is ample evidence of the pollution-free atmosphere of the campus.

- Students are encouraged to use Public transport system and 70% of them make use of it to reach the college. Students residing in extremely remote areas, depend on 2 or 3 buses to come to the college.

- Students residing near the college use bicycles or walk to the college.
- Only 10% of students use two-wheelers. Care is taken to restrict such vehicles' entry into the campus and specific parking area is allowed for faculty and students. The teachers adopt a car-pooling system favouring low carbon emission
- Regular cleaning of the camps and planting of trees ensure carbon neutrality.
- Several programmes are organized under the Department of Botany, Nature Club and NSS to make awareness among students.
  - Cleaning drive to remove the plastic waste in the campus
  - Spot photography competitions ensured the active participation of students by featuring the conservation of nature.
  - To stimulate students' appreciation for the natural world 'nature walks' was conducted by engaging and enriching their learning experiences.
  - Nine students of the Department of Botany served as volunteers for a survey conducted by the Social Forestry department in various schools in Nilambur region
  - Nature camp and trekking in the Thattekkadu Wildlife sanctuary.
  - Wetland day, Ozone day etc. are observed and various competitions such as poster designing, painting, pencil drawing, photography exhibition, quiz were conducted.
- The architectural structure of the new buildings of the College provides natural lighting in the classroom which reduces the energy use.
- Plastic-free Campus: Plastic items are not encouraged on the College campus. Steel and glassware are used in the canteen and hostel which reduces the plastic waste in the campus. E-banners, Cloth banners and chart paper posters are used for seminars, workshops, and other such programmes. The institution follows the Green Protocol while conducting different programmes inside the campus.
- Paperless Office: Due to the encouragement of electronic communication, the usage of paper in the campus is minimized. All kinds of paper waste are given for recycling. E-resources like NLIST and INFLIBNET are available in the library
- Green landscaping with trees and plants: The project of landscaping, an initiative of PTA in 2010, changed the face of the campus. Since then, great care is taken to see that the lawn remains fresh and green throughout the year. The Campus has around 226 species of plants including herbs, shrubs and big shady trees. The department of Botany maintains a botanical garden. Display boards showing the importance of nature and its conservation are fixed all over the campus by the nature club of the college. A tree plantation drive was initiated by the institution in association with Nature Club, Forestry Club, Bird Watching Club and Social Forestry Department, Govt of Kerala in December 2017.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 7.16

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.73197	4.81220	5.49260	1.18534	0.9184

<b>File Description</b>	<b>Document</b>
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 13

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	4	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 8

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	3	1

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 8

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	1	1

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

We celebrate national festivals like Onam, Christmas and Holi in the campus. During the day, the college conducts different programmes and competitions in which students actively participate. In connection with Dr APJ Abdul Kalam memorial programmes, the Department of Physics organised quiz, poster making and essay competitions for students. As part of National Mathematics Day celebrations, a Tribute to the Indian mathematics genius Sreenivasa Ramanujan the department organises Math Fests, seminars and conduct different competitions. The Science Departments in the institute celebrates National Science Day, International Year of Light, Wetland Day and other national festivals by conducting talks, seminars, poster exhibition and other competitions. International Yoga Day is celebrated regularly under the Department of Physical Education. The college community conducted lectures discussing the characteristics of Prof. O. N. V. Kurup, ( the great poet of Malayalam literature) on 16th February 2016 to commemorate him. The national days such as Independence Day, Republic Day, Gandhi Jayanti etc. were observed.

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

#### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

##### **Response:**

The institution has always maintained utmost transparency and accountability in all its activities. It conducts internal and external and Accountant General financial audit regularly. All policy decisions are taken only after discussions in the staff council, governing council PTA and other appropriate bodies.

Proposals are received from all departments and administrative units on the estimated purchases at the beginning of the academic year. After thorough discussions, the committee gives its approval for the purchases. All purchases are made strictly in accordance with the store purchase rules of the state government. The initial stage of the internal audit is carried out by the accounting clerk. The head accountant verifies the financial data which is again reviewed by the office Superintendent and Principal for the financial accuracy. At the end of the academic year, all the files related to the period are submitted to the external auditor, who is a qualified Chartered Accountant for audit certificate. The audit wing of the government from the Department of Education visits the college periodically and inspects all the files related to the financial matters of all the schemes that the college has availed of and all the receipts and payments in the college.

Transparency in academic matters is maintained through the incorporation of students and parents in sharing the output of the academic activities. The Departments execute the academic activities in tandem with the University academic calendar. Continuous evaluation is done during the semester end and feedback is taken by department level councils and class PTA. The periodic PTA meeting offers a platform for sharing the evaluation of the performance of their wards.

Every decision regarding the administration of the college is taken at the College Council Meetings and the Minutes are communicated to each department. Department level meetings are held regularly for discussing and taking decisions on key issues. There is a Staff Secretary, PTA Secretary, and IQAC Co-ordinator for the proper management of the institutional affairs.

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

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### BEST PRACTICE-1

### TITLE OF THE PRACTICE-STUDENTS INITIATIVE IN PALLIATIVE CARE

Students Initiative in Palliative (SIP) is a sub-organisation of palliative care, aims to encourage the active participation of the students in the work of palliative care. The key motto of the SIP is to provide sufficient care and attention to the bedridden patients and encourage them to the line. Each volunteer of the SIP is actively involving in the programmes of palliative care and provide enough confidence and energy to the debilitated patients.

#### Objectives

- To unveil the idea of youth involvement in palliative care.
- Cherish and promote palliative care initiatives in the rural community.
- Enable the students to appeal leadership and inter-personal team work in the provision of palliative care.
- To inculcate the habit of compassion and empathy among the students.
- Develop critical thinking and self-directed lifelong learning.
- Foster a better apprehension of social accountability and cognizance among students.
- Endow them patient-centred care.
- Sensitize the students on the need for social conscience

#### Context

The power of healing does not lie in just prescribing drugs and medical treatments. What essentially requires is caring for the patients. Palliative care is the set of practical assistance to incurable patients, which aims to provide dignity and reduction of suffering. The goal is to achieve the best possible quality



life and support for patients and their families. This is specifically what SIP does for the patients as a treatment of comfort.

As our college situated in rural area people have to travel long distances for getting medication, the college community has taken special initiative in Palliative care. Most of the families cannot afford huge amount needed for the treatment and the follow-up. Moreover, the psychological behaviour and confidence level of the patients and families need to be taken care of. Setting energetic youngsters at the centre of any development processes can ensure inclusive and sustainable involvement. SIP is a programme that enables the students to organise ample and affordable support programmes for the housebound and irremediable people.

### **Practice**

In collaboration with the nearby palliative care centre “Snehatheeram”, students of Mar Thoma College have been conducting different social service activities during holidays and other special occasions. The services are extended to almost every nook and corner of Chungathara Panchayath and has been continuing for several years.

1. They provide immense help and support to dispose old houses.
2. Help in the renovation of houses of people of low income.
3. Students have been providing enormous support with the making of new septic tanks in the area many times.
4. They have made commendable contributions in the renovation of the bathrooms of the houses of bedridden patients and making it convenient for their use. Also helped in the replacement of Traditional style closets to the Western styles.
5. Students visit the houses of bedridden destitute and assist them in their daily activities such as washing their body and clothes.
6. Students conduct a food drive program every month called “Subhiksha” where they provide food for poor families.
7. Malappuram district is a common abode for many Adivasis and the students have taken part in the construction of new houses at the remote hilly areas by bringing the construction materials for the same.
8. Students are actively involved in the social services at each palliative day care centre.
9. Students assist patients of Chungathara Snehatheeram and Taluk hospital Nilambur, who are debilitated by spine injury by helping them with all the necessary care and physical help.
10. They spend time fruitfully with children who are mentally challenged and make them engaged in different activities to develop their skills.
11. They have been able to deliver food kits to hundreds of people of low income on some special occasions and festivals.
12. They frequently visit the houses of orphans and senior citizens and give away necessary clothing and provisions.
13. They were able to make immense contributions of clothing and food items to the people who were affected by the natural disaster such as the recent flood.
14. Our students were able to buy new textbooks and other study materials for the school children who were affected by the flood.
15. We could help with the whitewashing and necessary cleaning the houses of poor people.
16. Assist with the renovation of the rooms of the patients by making it a safe environment where they don't get any infections from dust or some harmful microorganisms.

17. Students visited “Uppada Malabar Mar Thoma Mission Complex” old age home and they have been arranging meals on special occasions.
18. College celebrate Palliative Care day by conducting classes, seminars, flash mobs and rally for creating awareness in the society.

### **Evidence of success**

The SIP of our college is highly successful in delivering sustainable and meaningful palliative and long term care to the needy. A vibrant platform of hundreds of student volunteers since 2016 is engaged in organising affordable support programmes for the palliative care needy. The students sensitize the community on palliative care and participate in patient care activities and mobilise resources. We can easily identify many areas where there is a concrete role for the students in fund-raising, spreading awareness and even providing psychological support to the needy people. The community wholeheartedly support our students in the activities.

### **Problems**

Since there is a lack of theoretical disciplines in the curriculum of undergraduate courses, it is difficult to raise the interest of all the students in palliative care. So, more and more enthusiastic students are included in the curriculum to stimulate them towards this endeavour. Mobilisation of enough fund is the only limitation that our students face for the execution of all developmental activities.

### **BEST PRACTICE-2**

## **TITLE OF THE PRACTICE-HOUSING PROJECT**

### **Objectives of the Practice**

- To uplift the minority to the mainstream of the society.
- To address the needs of the minority and backward classes of the society.
- To promote moral and ethical values among the students.
- To promote ethical and healthy rapport among the students.
- To promote a helping mentality among the students.
- To make the students aware of the basic needs of fellow beings.
- To encourage students to emerge as facilitators of concrete social changes and suppliers of service to the society.

### **Context**

The Mar Thoma College, Chungathara is one of the prestigious institutions of the Mar Thoma Syrian Church of Malabar, an institution established with a vision to uplift the socially, economically and educationally backward communities of Malappuram District. The management has launched this Higher Education institution in this area to help the people in their struggles for creation of a better society, by providing them knowledge based technical skills, exposure to new avenues of knowledge and to create knowledge based morally oriented future generation. These privileges were not available to the marginalized people of this area. This institution also aims at helping the needy in this locality to attain at least the basic human needs to bring them to the mainstream of the society.

As the college is situated in rural area, the institution has taken up the responsibility of providing Higher Education and the development of rural people and thereby fulfilling the mission, vision and objectives of the institution. The influence made by the institution in the various levels of the society is tremendous and it is evident in the progress of the society. The activities of the management are student oriented. The institution aims at the enlightenment and wellbeing of all.

### **The Practice**

The vision, mission and objectives define the institution's distinctive characteristics in addressing the needs of the society. The college mainly caters the needs of the minority and weaker sections of the society. The majority of the population in our catchment area is educationally backward community consists of OBC, SC and ST (Tribals and Harijans). It integrates education with rural development programmes of the area.

Being a human being, it is important to identify the needs of fellow beings and support them. One of the basic needs of man is a house to live in. Taking up the Housing Project for the last 3 years is a part of this awareness. The students named their project as 'Sahapadikkoru Snehavedu' (A Sweet Home for our classmate). When the NSS units of our college decided to build a house for the needy, the students and the staff identified that the neediest person is one of our students. The students found out the miserable life of Miss Sujisha II BA Economics student without a proper shelter and this reveals the intense personal relationships among the students. All the construction works except the skilled labour were done by the students themselves.

During 2016-17, the NSS units of the college collected Rupees 5,57,000 and worked sincerely for completing this housing project. We received ample support from the Alumni of the College, the Merchant Associations, staff and students and other well wishers. The construction of this house was successfully completed house with 650sq.ft.area. This project was inaugurated by Mr. P.V Anwar, MLA and dedicated by the College Manager Rt. Rev. Thomas Mar Theethos Episcopa. The whole place was in a festive mood on the day of the Key handing over ceremony.

During the academic year 2017-18 the NSS units collected 6,50,000 Rupees and successfully completed the 'Ayalkkaranoru veedu'(A home for the neighbour) project. The house is constructed for Mrs. Fathima, a widow living with her unmarried daughters in Muthukad, who has no other ways to make both ends meet. Mrs. Fathima is a patient too. NSS constructed a 700 sq.ft house for her. This project was inaugurated by Dr. Abdul Majeed, Registrar, University of Calicut and dedicated by the College Manager Rt. Rev. Thomas Mar Theethos Episcopa on 13th December 2017.

In 2018 -19, the NSS units of Mar Thoma College has started a new housing project 'Abhayam'. The project was inaugurated by Dr. K. Muhammed Basheer, Vice Chancellor, University of Calicut on 13th December 2017. The college constructed a house of 900 sq.ft. for Mr. Thomas & his family at Kodalipoyil. The total expenditure came around 6 lakh including the sponsorships. The house is dedicated by the College Manager Rt. Rev. Thomas Mar Theethos Episcopa on 30th January 2019.

### **5. Evidence of success**

As envisaged in the mission statement of the college, the project is on its successful path in

fulfilling its mission. The output of the project is measured and evaluated by the progress made during the last years. The following achievements are to be highlighted.

- The family of Ms. Sujisha lives happily and securely in their home.
- The students have developed a concern for their fellow beings and society.
- Inculcated social commitment among students.
- The students learn how to make their projects successfully by teamwork determination and strength.
- Helped to increase the self-esteem of the students.
- Helped to make the students responsible citizens.
- Inculcated the helping mentality of the students.
- The children are more motivated to help the poor and needy in the society.
- Children got more social exposure.
- The students learnt to work with utmost cooperation and team spirit.
- The society itself is motivated as the project is undertaken by the students.
- The students became bold enough to accomplish any task they undertake.
- Our students and the NSS units of the college became a role model to the society by their exemplary work.

## 6. Problems Encountered and Resources Required.

The project is supported financially by the staff, students, alumni and well wishers. But the effective functioning of the project activities needs extra money. This is usually met by support from well wishers. The scarcity of such well wishers in this area does pose a threat to the financial stability of the project. The NSS units raised funds for the project by coupon distribution, conducting food fest etc. As the standard of life is progressing at a faster rate, the financial constraint is a real challenge to the project.

A major challenge we are encountering is the lack of proper roads to reach at the construction site. Transporting the labourers to the work site was a tedious task. The building material to the site was brought by the students on head load.

Another major problem we encountered was the scarcity of water. Because of the water shortage the workers and the students had to fetch water from wells at a faraway place to the construction site. This made the work more strenuous, tiring and also caused a delay in the progress and completion of the project.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

**Response:**

#### **Mar Thoma College, Chungathara, An Institution for Rural Development.**

Our visionary leaders kept the noble ideology that good societies make good nations and good nations eventually make a good world. The values and virtues of our individual societies make the collective values and virtues of our nation. We all have a greater responsibility to preserve and care for our society. The Mar Thoma College, situated in educationally, socially and economically backward rural area, has taken up the responsibility of uplifting the underprivileged sections of the society in Chungathara and the neighbouring regions.

The eternity of time and the intensity of space made us a little more intelligible and responsible. Our knowledge of who we are and what we have inherited, gives Mar Thoma community context to show our fidelity and confidence in our existence. When the college was established in 1981, the only nearest Higher Education Institution was at Mampad, twenty kilometres away from here. The area where the College is situated has a large population of migratory and minority community. Families of these communities lack adequate facilities for formal education for their children. In addition to the usual programmes, we are offering various subject related certificate courses /Vocation Education Training and life skill development courses enable the students to improve their skills and make them employable.

We share the basic impulses and drives, emotions and passions needs and dreams of our society. Our senses are awakened, our awareness enlarged and our visions made more intense. We see more, hear more and above all we feel more. By responding to the needs of the local community, the institution contributes to the development of the neighbourhood and the process positively moulds the students to be responsible citizens. So in addressing such social concerns, the management, staff and students are fulfilling the institutional responsibility by providing education to the rural community. It helps us in fostering a close relationship between the institution and the local community.

We establish relations with families, neighbours, clubs and communities. We find our completion in association with others. From the beginning of the college, more than 60% of the student's population are women. The college plays a vital role in education and social development especially for women in the locality. Due to the scarcity of higher education institutions in the nearby area, the families in the area got a golden opportunity to educate their girls due to the presence of this college. The college made a special effort to inspire differently abled students from the minority community. Many of them had overcome their limitation and serving society successfully. The college also provides hostel facility for women students. The women's cell of our college arranges various programmes to create awareness related to gender sensitivity issues.

Our mutual tolerance which are the basic foundations of social and community life. So MTC family participate in friendship festivals and harmony meets. Our college, through the various extension activities like Unnat Bharat Abhiyan (UBA) and Swachh Bharat, enables the students to serve the community. The

college community takes a good effort to celebrate important national and international days and arrange public campaigns in the locality for spreading the messages in the community. Our students participated in different surveys conducted by Chungathara Panchayat. They distributed leaflets and also assisted the Primary Health Centre medical team on the day of distribution of Polio immunisation vaccine. Our students and teachers have active participation in Pain & Palliative care. The students regularly visit the nearby old-age home and provide the necessary support to those people.

The college had an FCRA account (Foreign Contribution Regulatory Act) which was utilized for the Child Developed Centre (Malabar Mar Thoma Child Development Centre) at Uppada, where 350 students are benefitted. The faculty and students regularly visited the CDC and extended support to them. The faculty assisted in taking classes for the students. For empowering the youths in the locality, the physical education department of this college provides free coaching in football, Korfball, Netball, Yoga and Aerobics. The physical education department renders services to the students of nearby schools, like Uppada Mission complex, GLPS Pookkottumanna, GLPS Chungathara, Mar Thoma High School & Higher Secondary School, Chungathara. Many of these students who participated in this coaching have achieved state and national level medals. The college playground is given to the public for the different sports events organised by the Panchayat, Block, church organisations & nearby schools. It is also used by the people of the locality for the fitness trials for various PSC tests.

We organize common events and celebrations that galvanise our neighbourhood to express our collective and creative energy. The college is continuously offering free meals for needy students through college canteen. The first Monday of every month, our students are distributing food packets (Pothichoru) to the nearby old age home. The college provides a building, free of rent, for the functioning of a stitching unit for women in the locality. We have also granted space on this campus for two Panchayat water tank.

Our faculty members are actively involved in the social environment of this society through their participation in social organisations like YMCA, YWCA. For the past three years, our college donates books to different libraries in the nearby locality. The college offers different endowments for academically bright but financially backward students. In addition to this, there are three coordinators from the academic staff giving awareness and directions regarding various government scholarships. Students from Department of Mathematics voluntarily assist weak students in mathematics, especially for those who are preparing for board examinations in nearby schools.

Most of the staff members are migrants from different parts of the state and it immensely favoured to create conglomeration of people of varied culture from all walks of life. Our college and the community in the vicinities have been maintaining an inseparable amity and bondage and it is manifested clearly in the humanitarian deeds like adoption of colonies, home for the homeless, palliative care and so on & so forth.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

- College is registered as Educational society - The Mar Thoma college Chungathara Educational Society (No.325/2004).
- Minority status from National Minority Commission, Government of India in 2012.
- Situated at an easily accessible location.
- Parliamentary mode of Election of Student Council.
- 55% of permanent Faculty possess Doctoral degree.
- 4 Students of M.com secured Second, Fourth, Seventh and Eighth Ranks in 2017.
- Spacious Campus of 18 acres.
- Faculty as Associate Member of Inter University Centre for Astrology and Astrophysics (IUCAA).

### **Concluding Remarks :**

This is not a comprehensive enumeration of what Mar Thoma College has been doing for four decades in accordance with some normal yardsticks but a meagre description of some dominant traits. Mutual courtesies and exchanges enliven our existence and strengthen our bonds. These are the snapshots but they reveal a larger picture of our remarkable alacrity and efficiency to the weakest sections of the society. The real democracy can take root through the intrinsic strength of the ideas that certain institutions and organisations represent and the peculiar way of thinking of certain people with their selfless deeds. MTC is the epitome of success because we build teams and team spirit. We keep aside our personal motives and work in harmony to make some successful steps in our locality. Selfless work is the secret of our institution and work is a creative engagement for a creative purpose. Eventually every piece of our community-based work is therefore, connected to the bigger scheme of things. Our real success is a happy consequence of wholesome means and noble ends.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>6</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>6</td> <td>4</td> <td>4</td> </tr> </tbody> </table> <p>Remark : DVV has not consider ABRAHAM P MATHEW because he is participating in farm information bureau.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	3	3	6	4	5	2018-19	2017-18	2016-17	2015-16	2014-15	3	3	6	4	4
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	3	6	4	5																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	3	6	4	4																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years</p> <p>Answer before DVV Verification : 9</p> <p>Answer after DVV Verification: 0</p> <p>Remark : DVV has not consider certificate course.</p>																				
1.3.3	<p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships</p> <p>Answer before DVV Verification : 285</p> <p>Answer after DVV Verification: 283</p>																				
2.1.2	<p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>301</td> <td>326</td> <td>322</td> <td>290</td> <td>275</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	301	326	322	290	275										
2018-19	2017-18	2016-17	2015-16	2014-15																	
301	326	322	290	275																	



Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
302	326	321	290	275

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
374	411	401	324	310

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
374	411	401	324	310

Remark : DVV has made the changes as per provided list of enrolled first year students by HEI.

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
170	172	162	165	147

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
156	143	139	126	104

Remark : DVV has made the changes as per list of students admitted from the reserved categories (ST, SC, OBC) provided by HEI.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

2.3.2.1. Number of teachers using ICT

Answer before DVV Verification : 47

Answer after DVV Verification: 21

2.3.3 Ratio of students to mentor for academic and stress related issues

2.3.3.1. Number of mentors

Answer before DVV Verification : 47

Answer after DVV Verification: 21

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	9	9	9	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
11	9	8	8	7

Remark : DVV has made the changes as per provided clarification for the claim of full time teachers with Ph.D by HEI.

2.4.3 Teaching experience per full time teacher in number of years

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 369.41 years

Answer after DVV Verification: 220 years

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

2.6.3 Average pass percentage of Students

2.6.3.1. Total number of final year students who passed the examination conducted by Institution.

Answer before DVV Verification : 202

Answer after DVV Verification: 204

2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution

Answer before DVV Verification : 277

Answer after DVV Verification: 274

Remark : DVV made the changes as per report of total number of pass students and total number of appeared students provided by HEI.

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification : 1      3.1.3.2. Number of full time teachers worked in the institution during the last 5 years

Answer before DVV Verification : 47

Answer after DVV Verification: 21

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	3	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No</p>																				
3.3.3	<p>Number of Ph.D.s awarded per teacher during the last five years</p> <p>3.3.3.1. How many Ph.Ds awarded within last five years Answer before DVV Verification : 0 Answer after DVV Verification: 6</p> <p>3.3.3.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 0 Answer after DVV Verification: 6</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 907 1046 1041"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>9</td> <td>12</td> <td>7</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1122 1046 1256"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4</td> <td>9</td> <td>5</td> <td>2</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per pro-rata bases on provided links for research papers by HEI. E-copy of RUSA:- KERALA AIDED COLLEGE for 2016-17 , SOCIO- ECONOMIC STATUS OF THE STREET VENDORS WITH SPECIAL REFERENCE TO CALICUT DISTRICT , EFFECT OF DEMONETISATION ON BANKING BEHAVIOUR- A STUDY AMONG SALARIED for 2017-18 , A STUDY ON THE FINANCIAL MANAGEMENT PRACTISES ADOPTED BY THE STREET VENDORS IN MALABAR REGION for 2018-19 not provided by HEI.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	2	9	12	7	2	2018-19	2017-18	2016-17	2015-16	2014-15	1	4	9	5	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	9	12	7	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	4	9	5	2																	
3.3.5	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1850 1046 1984"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>7</td> <td>8</td> <td>0</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2018-19	2017-18	2016-17	2015-16	2014-15	5	7	8	0	2										
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	7	8	0	2																	

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	8	0	2

Remark : E-copy of first page of books and chapters for AANINTE PENKADHAKAL for the year 2017-18 not provided by HEI.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	1	0	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.4.3 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 last five years

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., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	2	1	0

Remark : DVV has made the changes as per provided report of extension and outreach programs by HEI.

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	2	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
19	0	0	20	0

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
136	117	110	101	100

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
111	98	86	41	25

Remark : DVV has made the changes as per pro-rata bases on provided linkage related documents by HEI for 2014-15. DVV has not consider provided mail copy.

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
155.7	65.5	78.30	77.00	63.00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
51.08	20	10.6	10	35.39

Remark : DVV has made the changes as per Computer and Accessories, Building Construction , Furniture and Fitting, Electrical Fittings , equipment's , renovation , women hostel boundary wall , laboratory renovation & tiling , ICT in classroom , ceiling , office extension - construction , women hostel roofing works provided in audited statement duly certified by CA. Expenditure of infrastructure augmentation is more than total expenditure hence DVV has made the changes as per total expenditure provided in audited statement (4.2) duly certified by CA.

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5.64	1.20	2.81	0.65	1.33

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5.64	1.20	2.81	0.65	1.33

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 105

Answer after DVV Verification: 48

Remark : DVV has made the changes as per average of students using library per day on 21/01/2019, 22/01/2019, 23/01/2019, 24/01/2019 and 25/01/2019.

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
101.25	38.92	41.79	90.02	46.49

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2.58	8.57	3.99	5.31	3.92

Remark : DVV has made the changes as per Repair and Maintenance, Building Maintenance,

Canteen Maintenance, Quarters Maintenance, Repair and Maintenance Building , Lab Maintenance , general Repair and Maintenance , Women's Hostel Maintenance, library Repair and Maintenance provided in audited statement duly certified by CA.

5.1.2 Average percentage of students benefited by scholarships, freships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	17	48	19

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
03	15	17	48	19

Remark : DVV has made the changes as per pro-rata bases on provided payment voucher by HEI.

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
546	370	381	379	266

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
546	370	381	237	266

Remark : Report of Career Prospect in Management for the year 2015-16 not provided by HEI.

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
86	0	0	0	0



Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
85	0	0	0	0

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	16	24	41	41

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	11	10	10

Remark : DVV has made the changes as per pro-rata bases on provided appointment order by HEI. DVV has not consider appointment order for 2019-20.

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	9	6	8	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
9	6	2	5	3

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
35	32	31	30	27

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

35	32	31	30	27
----	----	----	----	----

Remark : DVV has made the changes as per pro-rata bases on provided qualifying certificates of students by HEI. Qualifying certificates of Prajil A C for 2015-16 , Lubna P K , Ardra S Darsan for 2016-17 , Vishnu P for 2017-18 not provided by HEI.

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	0	0

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
17	25	13	15	17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
14	12	10	22	14

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	2	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	2	3	2

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	09	07	09	04

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10	05	03	06	03

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	2	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	2	1

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	30	24	20	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	7	10	8	1

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	2	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	2	1	1

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	4	4	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	3	4	4

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.73197	4.81220	1.17240	1.18534	0.9184

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.73197	4.81220	5.49260	1.18534	0.9184

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years  
7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	8	2	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	4	2	2

Remark : Report of Talk on Climate Change – Cause and Effect by Prof Marcel Holyoak, Caltech for 2014-15 not provide by HEI.

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	5	4	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	3	1

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

4	4	2	2	3
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	0	1	1

Remark : DVV has made the changes as per provided report by HEI. Report of NHSS Erumamunda for 2014-15 , NSS Day Celebration. A class on National Integration led by Muraleedharam (former NSS programme officer), NHSS Erumamunda for 2016-17 , Awareness Rally and Flash mob, Flash mob for 2017-18 , NSS conducted a Quiz Competition for 2018-19 not provided by HEI.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 365</p> <p>Answer after DVV Verification : 252</p>																				
2.1	<p>Number of students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>898</td> <td>890</td> <td>853</td> <td>836</td> <td>725</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>897</td> <td>889</td> <td>852</td> <td>835</td> <td>724</td> </tr> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	898	890	853	836	725	2018-19	2017-18	2016-17	2015-16	2014-15	897	889	852	835	724
2018-19	2017-18	2016-17	2015-16	2014-15																	
898	890	853	836	725																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
897	889	852	835	724																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>225</td> <td>250</td> <td>247</td> <td>193</td> <td>177</td> </tr> </table> <p>Answer After DVV Verification:</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>224</td> <td>250</td> <td>247</td> <td>193</td> <td>177</td> </tr> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	225	250	247	193	177	2018-19	2017-18	2016-17	2015-16	2014-15	224	250	247	193	177
2018-19	2017-18	2016-17	2015-16	2014-15																	
225	250	247	193	177																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
224	250	247	193	177																	
2.3	<p>Number of outgoing / final year students year-wise during the last five years</p> <p>Answer before DVV Verification:</p>																				

2018-19	2017-18	2016-17	2015-16	2014-15
237	246	253	263	212

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
268	247	253	242	212

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
47	47	47	47	45

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	21

4.1 Total number of classrooms and seminar halls

Answer before DVV Verification : 44

Answer after DVV Verification : 47

4.2 Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
155.97	71.23	87.56	180.68	123.11

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
51.08	41.29	38.14	31.39	35.39