# YEARLY STATUS REPORT - 2021-2022

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | MAR THOMA COLLEGE, TIRUVALLA |
| • Name of the Head of the institution | Dr. Varughese Mathew |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04692630342 |
| • Mobile no | 9447358620 |
| • Registered e-mail | mtcofficetvla@gmail.com |
| • Alternate e-mail | principal@marthomacollege.org |
| • Address | Mar Thoma College Tiruvalla,Kuttapuzha, 689103 |
| • City/Town | Tiruvalla |
| • State/UT | Kerala |
| • Pin Code | 689103 |
| **2.Institutional status** | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Semi-Urban |

| | |
|---|---|
| • Financial Status | **UGC 2f and 12(B)** |
| • Name of the Affiliating University | **Mahatma Gandhi University, Kottayam** |
| • Name of the IQAC Coordinator | **Dr. Susan Thomas** |
| • Phone No. | **9447907027** |
| • Alternate phone No. | **04692630342** |
| • Mobile | **9447907027** |
| • IQAC e-mail address | **iqac@marthomacollege.org** |
| • Alternate Email address | **mtcofficetvla@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://mtct.ac.in/file/2023/01/AQAR-2020-2021.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://mtct.ac.in/file/2022/07/2021-2022calendar_MTC.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **A** | **NA** | **1999** | **09/01/1999** | **08/01/2004** |
| **Cycle 2** | **A** | **85.05** | **2005** | **20/05/2005** | **19/05/2010** |
| **Cycle 3** | **A** | **3.11** | **2012** | **21/04/2012** | **20/04/2019** |
| **Cycle 4** | **A** | **3.09** | **2019** | **18/10/2019** | **17/10/2024** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **10/12/1996** |
| **7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,** | |

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Dr. Josmin P Jose | India-Slovenia Research Project | DST | 2021 | 46 Lakhs |
| Dr. Reenamole G | DST - SERB TARE | DST | 2021 | 21 Lakhs |

| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes | |
| • Upload latest notification of formation of IQAC | View File | |
| **9.No. of IQAC meetings held during the year** | 13 | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
| • If yes, mention the amount | | |

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

* Quality assessment audits- administrative and academic audits conducted at multiple levels regularly. * Faculty Development programmes organised on relevant and contemporary topics like LMS and NEP. * The College ranked 80th in NIRF ranking 2021 * Student Induction Programmes conducted to familiarise students with the Code of Ethics, Vision and Mission of the College and Programme and Course Outcomes. * Felicitation programmes held for all student achievers- rank holders and special achievers. * Comprehensive ERPS training offered to teachers.

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

| Plan of Action | Achievements/Outcomes |
| --- | --- |
| Preparation for SAAC Accreditation | Initial stages of preparation completed. College registered on The SAAC portal. |
| Quality Enhancement initiatives | 80th position in All India NIRF ranking 2021. College ranked among top 10 colleges in India Today Ranking 2021 under the Head |
| Proposed to increase research activities | Number of teachers with PhD has increased. Research cell functioning effectively. Research project proposals have been submitted. Two of our faculty members were awarded research projects. |
| Regular monitoring of all academic activities. | Records of all online classes have been maintained, curriculum delivery monitoring registers are maintained in the department. Academic audits have been carried out. Syllabus completion has been achieved on time as in the previous years and number of UG and PG ranks and A+ grades have been achieved. |
| Conducting co-curricular activities and observing days of importance | Many co-curricular activities were conducted online and at least 34 days of National importance were observed. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| COLLEGE COUNCIL | 29/05/2023 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| 2021-2022 | 15/02/2023 |

**15.Multidisciplinary / interdisciplinary**

Affiliated Colleges have limitations to bring in revisions to the prescribed syllabus of the university. A good number of our teachers are on the BoS and Syllabus designing committees and have contributed to preparing syllabi of a multi disciplinary nature. The University has on its UG curriculum the provision for an Open Course, some are multidisciplinary in nature, in the 5th semester wherein students can choose a subject of their choice across all disciplines. Courses on Enviornment Studies and Ethics have been made mandatory for all UG programmes. Students also gain exposure to social issues and health challenges through social service projects organised by the NSS, NCC, Medical clubs. The Governmnet has sanctioned M.Sc Data Analytics, the new course which is interdisciplinary in nature.

The Reserach Cell of the college also encourages and promotes multidisciplinary and interdisciplinary reserach. Collaborative research projects are being carried out with faculty, students, government agencies, NGOs, and the departments of the college. The Departments of the college have aslo signed MoUs with different institutions/ agencies to conduct short term programmes of a interdisciplinary nature. The Computer Centre of the college also offers various short term courses spanning computer applications, accounting, software and other subjects.

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

Mar Thoma College, Tiruvalla being an affliated college does not have the flexibility to commence a credit system other than that proposed by the Mahathma Gandhi University, Kottayam, Kerala. The Credit and Semester system implemented the University is followed in all the UG and PG programmes being conducted in the college. Yet, the college plans to register under the ABC, enabling students to enjoy the benefits of credit transfer as soon as the University and the state government issue directives in this regard.

Through the Learning Management System, faculty members actively participate in developing their own curricula and pedagogical approaches within the framework that has been approved. To enrich their educational experience, students are encouraged to enroll in and successfully finish courses on online learning environments like Swayam and Coursera. Currently, students are able to obtain additional credits in NSS, NCC, Sports and the Cultural and literary fests ( University Youth Festivlas- *Kalolsavam)* as per the weightage decided by the university.

## 17.Skill development:

Skill development for students is the focal point of all extra curricular and co-curricular programmes conducted by the College. A curriculum and syllabus based on the concept of outcome-based education, which promotes skill development and learning outcomes, prescribed by the university is being followed by the college. Under the direction of the Placement, Career Counseling Cell, subject associations the institution offers capacity development programmes and skill inculcation training programmes to undergraduate and postgraduate students. Many value-added courses based on skills are available to all first year undergraduate students to help them develop and polish their skills.. Some of the courses conducted this year were on the following topics: MS Office, Web Designing, Horticultural practices and Landscape Management, Microbial Analysis of food and water, Banking and finance, GST and professsional accounting, Nanoscience and Nano Technology, electrical equipment and maintenance, Programming in Python, office management, Spoken English etc.

The students were also given seesions on soft-skills development during the induction course conducted in the first year of the UG programme. Morever, the College also gives its students oppurtunities to hone their skills thrugh the varoius programmes offered by the ED Club/ YIP Cell/ Hobby Workshop and Innovation centre.

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

The mission statement of Mar Thoma College states that the college aims to produce worthy citizens for nation building with a sense of social committment and humanistic outlook. The college takes all steps to ensure that the students celebrate the spirit of being Indian with all its diverse cultures and heritage. This is acheived through programmes promoting Indian languages and cultures celebrating Hindi Divas, poetry day, reading week, Kerala

Piravi, Tourism Day, and Yoga Day.  During the first two years of the UG programmee students  study either Hindi or Malayalam according to their preference. The promotion of Indian arts, traditions, and languages is also facilitated through competitions organized during the annual  arts festivals and literary fests Competitions such as essay writing, poetry, speech competition, folk song, folk dance help students to garner awreness about the rich Indian culture and heritage.

The UG and PG Language and Literature students also study a course on Indian Aesthetics and poetics which familiarizes them with the theories that form the aesthetic underpinning of all Indian classical dance and theatre.

Culturally important festivals like Onam are celebrated in the college to promote the spirit of harmony.

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

OBE  is a student-centric model of learning that assesses the levels of knowledge and skill acquisition.  The syllabi precscribed by the university define the Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) of each course. Since the affiliating system does not provide much scope to redfine the parameters, a complete shift to the OBE system has not been practised so far.   The IQAC is planning to organize multiple faculty development programmes on Outcome based Education (OBE) during the next year, and shift to a completely OBE reliant model of pedagogy.  Some of the  the faculties of the college were trained in OBE workshops, organized by the KSHEC.

 Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO) are clearly stated in the curriculum, and the teaching-learning pedagogy adopted in the college ensures OBE is implemented in the preliminary levels. Before the start of each semester, each teacher describes the course objectives. A notable initiative by the Mahatma Gandhi University was the creation of a question bank based on Bloom's taxonomy. It allows for the evaluation of students' memory, comprehension, application, analysis, evaluation, and creative abilities. Teachers from almost all the departments of the college have contributed to the preparation of the Question Bank. The student induction programme and Bridge Course organized for first year UG students includes an orientation to the concept of outcome-based education as well as an explanation of the programme outcomes for the students.

**20.Distance education/online education:**

**During the Covid epidemic, and the year therafter the College used MS Teams online platform for the delivery of online classes, attendance monitoring, assignment submission, webinars, training programmes, arts festivals, literay competitions and even the commemoration of significant days and events. Most classes were held online throughout the epidemic, and teachers and students acquired experience using digital technologies including Moodle, LMS, Google Tools, online whiteboards, and YouTube to create and distribute e-content, videos, interactive PowerPoint presentations and other online content. Some of the departments have archived recording of some online classes. Students were also urged to enrol in courses provided by online portals like Swayam, Coursera, and others. Since the college does not have the autonomy to confer degrees or conduct courses, distance education learning is not provided by the college.**

# Extended Profile

## 1.Programme

| 1.1 <br><br> Number of courses offered by the institution across all programs during the year | **30** |
|---|---|

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

## 2.Student

| 2.1 <br><br> Number of students during the year | **1634** |
|---|---|

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

| 2.2 <br><br> Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **381** |
|---|---|

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

| 2.3 | **626** |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

## 3.Academic

| 3.1 | **68** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

| 3.2 | **89** |
|---|---|
| Number of sanctioned posts during the year | |

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

## 4.Institution

| 4.1 | **62** |
|---|---|
| Total number of Classrooms and Seminar halls | |

| 4.2 | **1067.28073** |
|---|---|
| Total expenditure excluding salary during the year (INR in lakhs) | |

| 4.3 | **151** |
|---|---|
| Total number of computers on campus for academic purposes | |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

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

**The pandemic necessitated a shift to the online mode of teaching and**

learning for a major portion of last year 2020-21. This academic year 2021-22 witnessed the teaching- learning process through the hybrid mode. The College has developed a well-structured mechanism for the effective delivery of the curriculum. At the beginning of the academic year, faculty meetings at the department level and at the College level were convened to discuss the organization of academic programmes.

- The curriculum delivery is monitored through a special mechanism titled 'curriculum delivery monitoring'. It is in the form of a registerto record the details of: a) classes engaged b) regularity of curriculum delivery and c) the remarks of the class teacher.
- The faculty meetings at the department and College level evaluated the delivery of curriculum based on the details furnished in the curriculum monitoring register.
- The effectiveness of curriculum delivery was assessed through class tests, internal examinations, practical sessions, special classes and remedial programmes.
- This year some of the teaching process was through the online mode owing to the pandemic. A record of all the classes taken was maintained and weekly reports were forwarded to the IQAC which was filed and maintained for reference.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | [View File](#) |
| Link for Additional information | [https://mtct.ac.in/file/2022/07/2021-2022calendar_MTC.pdf](https://mtct.ac.in/file/2022/07/2021-2022calendar_MTC.pdf) |

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

Academic calendar:

The academic calendar was prepared on the basis of the schedule provided by the University. The academic calendar is prepared by the IQAC and finalized by the College Council and was published in the College calendar and the handbook

Teaching plan:

The teaching plan containing details of courses to be taught, allocation of workload, details of seminars, assignments,

etc.prepared by the faculty and countersigned by the respective Heads of the department were maintained in the department.

Lesson plans/ Monthly Schedules:

The departments prepared yearly plans at the beginning of the academic year and monthly schedules for completion of the syllabus, assignments, seminars and internal examinations. Many semesters were overlapping due to the postponement of exams owing to Covid. Yet schedules were prepared in such a way that students were not affected or over-burdened. Examinations were far beyond schedule and hence uploading of the internal marks were also delayed to match the schedule given by the university.

Continuous Internal Evaluation (CIE): Some of the CIE process like student seminars were conducted in the online mode. Assignments and examinations were conducted offline on time and after evaluation was returned to students so that they could understand how they fared.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://mtct.ac.in/file/2022/07/2021-2022calendar_MTC.pdf |

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

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

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**23**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

**3**

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

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

**270**

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

**1.3 - Curriculum Enrichment**

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

The curricular and co-curricular programmes of the College are skillfully integrated with gender and environmental issues, and also with human and professional ethics. Environment and sustainability is a major area of study in the curriculum of both Arts and Science Programmes.

The Women's Cell of the College organised a seminar to sensitize students about gender issues and gender justice. The Women Empowerment Cell also conducted online awareness programmes on rights and privileges of women, legal courses and instruments available for them. International Women's Day, Human Rights Daywere observed in the College to highlight the importance of gender balance, societal respect for women and human values. MrsOmana Mathew Secretary, TLC delivered a talk on " Gender Equity for a sustainable Development" on the Women's day. Gender related general programmes were arranged by the College for the student community. Panel discussions, debates and awareness programmes on gender equity were organised. A pledge was taken by all students on Nov 29th 2021 determining to end violence against all women.Environment Day, World Earth Day, Ozone Day and National Science Day were observedto sensitize students, staff and the local community about degradation of environment, ozone depletion,greenhouse effect, alternative sources of energy, sustainable development.

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

25

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | View File |
| Institutional Data in Prescribed Format | View File |

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

**648**

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

**1.4 - Feedback System**

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

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://iqac.mtct.ac.in/wp-content/uploads/2023/07/1.4-2021-2022.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | **No File Uploaded** |
| Any additional information | View File |

| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| URL for feedback report | https://mtct.ac.in/file/2023/07/Student-Satisfaction-Survey-2021-2022-1-1.pdf |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of students admitted during the year

**615**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Institutional data in prescribed format | [View File](#) |

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**381**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of seats filled against seats reserved (Data Template) | [View File](#) |

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The knowledge base, learning level and the power of comprehension of students are assessed through a multi-layered process after the

completion of admission. An Entry Level Assessment Test (ELAT) is initiatedto evaluate the learning level of the beginners.Advanced learners programmes/facilities : Merit scholarships, cash awards, prizes and citations, nominationsto attend seminars and workshops in other Colleges and Universities, peers in class room management,encouraged to appear for competitive examinations including NET, SET, JAM, Central Service, Kerala Administrative Service.

Slow learners programmes: Student Support Programme (SSP): slow learners are given special attention through a process of mentoring, additional coaching and repeated discussions of topics.Remedial classes: Online sessions were organized regularly for slow learners on Saturdays and during zero hours for them. In the remedial classes a problem solving approach is followed with the help of University examination question papers of previous years.Take-home examinations,Periodic test papersorganized.Counselling sessionsarranged for slow learners to overcome the learning barriers. The services of trained and professional counsellors usedto assesses and improve learning levels of slow learners.

Additional learning materials are provided andBook bank scheme, previous questions paper bank, etc are made available for them.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/2.2.12021-20221.pdf |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|---|---|
| 1634 | 68 |

| File Description | Documents |
|---|---|
| Any additional information | View File |

## 2.3 - Teaching- Learning Process

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

The learning process has been made more student-centric through different experimental processes. The creation of a new educational culture with emphasis on self-learning is one of the main objectives of the student-centric methods.

Students are encouraged to collect, process and manage information through the internet, text books andpublished works.PG classes presentations are made by the students usingpresentations and learning charts. Advanced learners are encouraged to assist in the learning process of the slow learners through the 'Peer Teaching Programme'.

Facilities such as E-learning, virtual lab, online courses, field visits, field surveys, field studies, surveys and exhibitionsenable the skills of obtaining, processing and editing, and publication. Derivation of inferences enables the application of logical thinking and reasoning. Field surveys and studies,exhibitions provide an opportunity to come up with innovative methods of problem solving.

Student-centric methods with a catalyst role such as interactive discussions, peer presentations and tutorials make the teaching-learning process more effective and meaningful.

Students are encouraged to reflect on their learning outcomes through techniques likeproject presentations, organisation of programmes, presentation in competitions, writingarticles andpublication in manuscripts. Discussion forums provide a participative and problem-solving platform to students for enhancing the learning experience.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Link for additional information | https://iqac.mtct.ac.in/wp-content/uploads/2023/07/2.3.12021-22.pdf |

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

The College is adequately and sufficiently equipped with ICT infrastructure to enable all teachers to utilise the newest technological developments in the field of Information and Computer Technology. The campus premises are WiFi-enabled. Majority of the classrooms are ICT enabled with smart boards amd projectors. The

college has a well-equipped media centre and DST FIST supported E-Leraning Lab to cater to interactive ICT-enabled teaching. Moodle, an open source learning platform,is used for various academic purposes. the IQAC organized a workshop on LMS systems and other platforms to eqip the faculty to effectively use online teaching - learning systems. Teachers also use ICT-based tools like Mentimeter, Google Classroom, Kahoot!, Google tools, to create interactions during video lectures, Microsoft Teams is used for academic content delivery. The digital library of the college makes availableonline content to the college community. All the staff members have laptops and other electronic gadgets like Tablets to facilitate ICT enabled teaching. Extra reading materials and notes are provided through WhatdApp students groups / Telegram which are easily accessible to all.

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

## 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

## 2.3.3.1 - Number of mentors

57

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

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

68

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**32**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

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

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

**702.5833**

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

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**The College has a well-structured mechanism for internal assessment in line with the procedures and guidelines laid down by the parent**

University. There are four components in the process of internal evaluation-attendance, internal examinations, assignments and seminars with differential weights. Owing to the shift to the online mode, all the four components were conducted usingonline medium MS Teams.Attendance lists could be downloaded and the records maintained.

Since the pandemic times the university has given instructions to award full marks for attendance to all students, which was followed this year also. Internalexamination was conducted using the online TCS platform.Assignments were valued, marked and returned to the students online.Seminar presentations are made in the presence of the entire class andmarks for each component of seminar is also communicated. The online mode of seminar presentation enabled recording a few sessions for students.

The form B/D containing a consolidated statement of marks for internal evaluation is published on the College notice board after having obtained attestation by both UG/PG students. The academic progress of students including the outcome of the internal assessments is kept in the student record file for verification by both students and parents.

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/2.5.221-22.pdf |

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

There is a mandatory mechanism introduced by the affiliated University fortime bound and transparent redressal of exam related grievances of students. The same mechanism is followed by the College forredressal of students' grievances. It is a three tier mechanism a) At the Department level b) At the College level c) At the University level.

- At the department level: The results of the internal examinations are communicated to the students and their grievances are redressed by the concerned teacher on the basis of their written submission of complaints.

- **At the College level: There is a Grievance Redressal Committee consisting of the Principal,IQAC co-coordinator and five senior faculty members includinghead of the department of the concerned subject**
- **At the University level: A committee has been constituted by the University with the officials of the University for the redressal of examination related grievances.**
- **It is a time bound mechanism where students can submit the grievances before the concerned teacher within five days of the publication of internal marks. A period of seven days is available to approach the College. A period of 21 days thereafter is available to approach the University forredressal of exam related grievances of students.**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Link for additional information | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/students-grievance-redressal-commitee-2021-22.pdf |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- **Programme Outcomes (Pos), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are the basic skills, knowledge, competency and values acquired by the students on the successful completion of a specific programme/course.**
- **On the commencement of the academic year, the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are communicated to the students, faculty and also to the parents in the Opening Assembly.**

**1. University Website:The Programme Outcomes, the Programme Specific Outcomes and the Course Outcomes of the Programmes and Courses offered by the University are stated and displayed.**

**2. College Website:provides POs, PSOs and COs of all the UG, PG and Doctoral Degree Programmes offered by the College.**

**3. Orientation Programmes and Induction programmes: The details of**

the Programmes such as nature, scope and application, syllabus, Programme Outcomes and the expected skills are communicated to the students.

4. At the inaugural meeting of the Subject Associations, students are informed of the expected outcomes of their Programmes of study.

5. In the General and Department level staff meetings, Programme Outcomes, Specific Programme Outcomes and Course Outcomes are discussed. Faculty members are encouraged to devise the teaching methodology, and arrange Curricular and Co-Curricular Programmes to derive the expected programme outcomes.

| File Description | Documents |
| --- | --- |
| Upload any additional information | View File |
| Paste link for Additional information | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/2.6.1.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

The College follows an outcome mapping method to assess the outcomes of programmes offered.

- Two internal examinations each semester in a centralised manner.
- Class tests on a regular basis.
- Each student has to submit an assignment for every semester.
- Seminar topics are assigned to the students for presentation with the help of ICT. The course and programme outcomes are evaluated on the basis of the project report and its presentation.
- Under Graduate programmes have viva- voce for projects and Post Graduates have theory and project viva. It is also a tool for assessing the programme and course outcomes.
- The grade obtained at the end semester examination provides department wise, programme wise and course wise details of the programme and course outcomes.
- The progression from UG to PG programmes and alsoto Research programmes can be used .

- **The award of internship for project studies and project assistance from agencies like Kerala State Council for Science Technology and Environment (KSCSTE) is another tool applied by the College to evaluate programme outcomes.**
- **The programme outcomes and specific programme outcomes are also assessed on the basis of the number students who qualify in the State/National level examinations like NET,SET,JRF,GATE, JEST, JAM**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for Additional information | [http://iqac.mtct.ac.in/wp-content/uploads/2023/07/2.6.1.pdf]() |

## 2.6.3 - Pass percentage of Students during the year

## 2.6.3.1 - Total number of final year students who passed the university examination during the year

**420**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File]() |
| Upload any additional information | [View File]() |
| Paste link for the annual report | [https://mtct.ac.in/iqac-annual-report-2021-22/]() |

## 2.7 - Student Satisfaction Survey

## 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://mtct.ac.in/file/2023/07/Student-Satisfaction-Survey-2021-2022-1-1.pdf]()

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

34 Lakhs Seventy Four Thousand Two Hundred and Forty

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

25

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

2

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/3.1.3-3.1.3.1-2021-2022.pdf |

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College promotes innovation in different ways. The ecosystem of the campus is favourable for the creation and transfer of new knowledge. The research activities and outcomes reflect the academic environment on the campus to promote innovative thinking, experiments and research.

The Entrepreneur Development Club (ED Club) of the College organises workshops, seminars and industry visits to generate and promote entrepreneurial skills among the students. The District Industrial Centre (DIC) provides assistance to organize such programmes. This year the College could not arrange the visit of the alumni entrepreneurs to the College to interact with students face-to face. Hence a few online sessions were arranged. Industrial visits could not be arranged due to the COVID situation.

The College encourages the departments to offer programmes in skill promotion to help students gain knowledge in critical areas. The DST-FIST lab provides opportunity for students to undertake sophisticated experiments. The District Level YIP Idea generation inaugurated on 22nd December 2021 and a training was organised for students.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/3.2.1-2021-22-web.pdf |

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

9

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

25

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

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

34

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

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

8

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

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College has an effective system of College-Community Partnership and several extension activities have been organized in tune with the broad objectives of contributing towards nation building.

* Members of the National Service Scheme delivered grocery items to the flood victims in the Peringara Panchayat in October 2021. NSS Unit project '' A Shade for My Future and the Earth '' distributed ovehundred saplings to students and teachers on their birthdays.

* On 4th and 5th December 2021 about 150 NSS Volunteers participated and imparted training in making paper pen and paper bags and engaged in cleaning the college premises

* NCC operated a COVID care help Centre on college especially for the Ward No 08 of Mar Thoma College, Tiruvalla on 12/05/2021.Cadets attended more than 150 calls and provided taxis, food, medicines.

* NCC unit donated mobile phones worth Rs.8000 to 14 poor students in college who didn't have the facility to access online classes.

*NCC unit organizedblood donation campaign in association with TMM Medical Hospital Tiruvalla and donatedfood to the poor patients in the Government hospital Tiruvalla.18 cadets donated blood and food served to more than 100 patients in the Government hospital Tiruvalla.

| File Description | Documents |
|---|---|
| Paste link for additional information | http://iqac.mtct.ac.in/wp-content/uploads/2023/07/EXTENSION-2021-22.pdf |
| Upload any additional information | [View File](#) |

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

**5**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Number of awards for extension activities in last 5 year (Data Template) | [View File](#) |
| e-copy of the award letters | [View File](#) |

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**18**

| File Description | Documents |
|---|---|
| Reports of the event organized | [View File](#) |
| Any additional information | [View File](#) |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | [View File](#) |

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

599

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

108

| File Description | Documents |
|---|---|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

8

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The College has adequate facilities for administering both curricular and co-curricular programmes.**

- **The College offers 30 Programmes which have separate class rooms with adequate facilities with Green board, white board, lecture stand etc and uniterrupted power supply.**
- **The departments of Physics, Chemistry, Botany, Zoology and Biosciences, Computer Science have laboratories/equipments.**
- **Under DST-FIST Programme a lab has been set up for interdisciplinary research, An E-learning room has been established for technology assisted teaching-learning process. with facilities such as video conferencing, recording and virtual laboratory.**
- **ICT facilities such as smart board, internet, laptop etc are provided to all departments for effective and meaningful teaching-learning process.**
- **All the departments have Smart class rooms , computers, adequate seating capacity and fans and lights.**
- **The College has a centralised computer centre and is provided with reprography facilities and facilities for printing and spiral binding of project works/ reports**
- **A media centre and an air conditioned seminar hall with state-of-the-art equipments ,A spacious library with a seating capacity of over 150 with facilities such as reprography, individual chairs and tables, computerised issue of books, etc provides a conducive atmosphere for reading and browsing.**
- **The library has nearly 70,000 books, 100 journals including periodicals and eleven newspapers. The College has facilities such as Botanical Garden, Herbarium, Fungarium, Aquatic**

Garden, Shade House, Orchidarium, Medicinal Plant
Conservatory, Butterfly Garden, Organic Farm, Microbiology
Laboratory, Mushroom House, Tissue Culture Laboratory, Water
and Soil Quality Analyser

.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| Paste link for additional information | https://mtct.ac.in/students-corner/ |

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

The College has the following facilities for sports and games and
cultural activities:

- A multi-purpose stadium with an area of 7350 Sq m is available
  for sports and games including football, hockey and cricket.
  The stadium has facilities such as a Pavilion which can
  accommodate over 2000 people, a commentary box, retiring rooms
  for coaches, changing rooms for players and floodlight for
  night practice. The stadium is used for Intercollegiate, Inter-
  university and State events.
- An additional hockey stadium with an area of 3500 Sq m has
  been constructed for inter-house and intercollegiate
  tournaments.
- A Basketball court (608 Sq m), volley ball court (240 Sq m)
  and two badminton courts (82 Sq m) are available in the
  College.
- The College provides 'Net practice' facility in association
  with Kerala Cricket Association.
- Sports hostel facility is available in the College. During
  2021-22, 19 students resided in the sports hostel.
- Indoor courts for badminton and table tennisare available in
  the hostels.
- An Auditorium with a green room and an Open-air stage are
  available for cultural programs of various organizations
  including College Union, clubs, Subject associations etc. and
  also for general programmes.
- The College provides facilities for Yoga and Multi Gym for
  physical exercise and training.
- In order to organise cultural activities the following

**facilities are specifically available in the College:**

- **Auditorium with stage**
- **Green room**
- **Open Air Stage**
- **Audio - Visual system**
- **Seminar Halls**
- **Media Centre**
- **Courtyard and**
- **Mini Halls with Stage in women's hostels.**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://mtct.ac.in/students-corner/ |

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

**103**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://mtct.ac.in/classrooms-seminar-halls/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

## 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

## 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**300.60771**

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

## 4.2 - Library as a Learning Resource

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

**Mar Thoma College Library houses a collection of 66213 volumes in print. bTotal number of E-books is 313500. There are research cabins for research scholars and PG Students. The library is fully automated and uses the software Libsoft Server version 2.1. Total seating capacity for 300 persons simultaneously. Scholarly Content (N- LIST) of UGCINFLIBNET provides remote online access to over 3000 ejournals and40,000+ e-books. . Access to previous year question papers are avaialble The Library is WiFi-enabled and entry and exit of library is possible only through cards.The library is automated using LIBOSOFT which is a Windows based integrated library management software. It has features like multi user facility application friendly simple to operate. LIBOSOFT can manage all the library routines like book accession multimedia accession classification cataloguing circulation accession of journals indexing online searching. LIBOSOFT supports 21st edition (1996) of Dewey Decimal Classification Scheme. Under the LIBOSOFT software there is a provision to create the spine of the book including book card. Bar-coding of the reader's ticket and the generation of the print out through LIBOSOFT help to manage the circulation of the resources in an effective and meaningful manner. The resources in the College library have been automated since 2015 using LIBSOFT version**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://mtct.ac.in/library/ |

| 4.2.2 - The institution has subscription for the following e-resources e-journals e- | **A. Any 4 or more of the above** |
|---|---|

**ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**0.66945**

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**214**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

**4.3 - IT Infrastructure**

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

**The College frequently updates IT facilites for the better administering ofcurricular and co-curricular programmes.**

- **The College currently possess three internet connections- a) Leased Line with a speed upto 100 Mbps provided by Asianet Communications Ltd., b) optic fiber connectivity provided by Asianet Communications Ltd. and c) National Mission in Education through ICT (NMEICT) optic fiber connectivity, with a speed upto 14 Mbps provided by BSNL- for the purpose of University examinations, College administration and for the use of the stakeholders.**
- **The Wi-fi facility of the College is distributed through three routers and multiple access points.**
- **The College provides free Wi-Fi facility to the stakeholders.**
- **A mechanism is available in the College for upgradation and expansion of IT facilities. The ICT coordination committee makes periodic review of IT facilities. Up gradation of software, procurement of new software, expansion of IT facility, etc are overseen by the ICT co-ordination committee.**
- **This year, the Governing Council had decided to draft an IT policy for the institution, and the ICT Committee went to visit the Digital University Kerala, Trivandrum to consult the experts for the same. A report of the visit (uploaded )was submitted to the Management on 30th November 2021, on 'National Computer Security Day'.Steps are also being taken to install adequate security measures, firewalls and purchase servers, cloud storage. An IT administrator was also appointed.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://mtct.ac.in/ict-enabled-teaching/](https://mtct.ac.in/ict-enabled-teaching/) |

## 4.3.2 - Number of Computers

**151**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| List of Computers | [View File](#) |

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

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

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

303.32072

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

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

The College has a system for the optimal utilisation and maintenance of physical and infrastructural facilities.

- The Governing Council appoints a Treasurer and constitutes different committees such as - finance committee, building committee, to ensure the optimum utilisation of academic, administrative and physical infrastructure.
- The finance committee, prepares the annual budget and presented in the Governing Council for discussion and adoption.
- Building committeelooks into the status of the existing buildings, requirements for new classrooms and buildings,
- The College has a Management office for overseeing the construction and maintenance work.
- The ICT coordination committee monitors the functioning of computer labs, procurement of systems, upgradation and

maintenance of computer facilities.

- The Management office prepares annual budget for construction, maintenance and upgradation of academic and physical infrastructure and support services.

- The College has a consultant engineer, a supervisor and qualified technicians, work supervisor for attending to the maintenance work.
- Academic Review Committees are periodically appointed by the College to examine the availability and utilisation of the existing infrastructure for administering the various programmes.
- The Annual Maintenance Contract (AMC) is followed by the College for the maintenance of lab equipments and IT facilities.
- The College has a as per the direction of the UGC and State Government for the procurement of the equipment for laboratories, library and also for the office and the departments.
- The library committee monitors the availability and utilisation of library infrastructure and upgradation of library facilities.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for additional information | [https://mtct.ac.in/students-corner/](https://mtct.ac.in/students-corner/) |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

433

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**94**

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

| | |
|---|---|
| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **A. All of the above** |

| File Description | Documents |
|---|---|
| Link to Institutional website | https://mtct.ac.in/college-annual-report-2021-22/ |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

**16**

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

**16**

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

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | [View File](#) |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**16**

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

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

**171**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**17**

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

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

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

**53**

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**The College has a students'council called College Union. It is an elected body consisting of: Chairman, Vice Chairman, General Secretary Arts Club Secretary, Magazine Editor, Lady representatives and so on. This year the Universityscheduled the elections very late , only in the end of the academic year, owing to the Covid situation. Yet, the Students Union took initiatives to conduct a few programmes.Subject associations took initiatives to organize various online programmes for the students. Students arranged online celebrations for Onam, Christmas, and Teachers' Day and so on. Student committees brought outstudent magazines.**

**The College has constituted a number of clubs and associations to ensure participation of students in curricular and co-curricular programmes and activities. Students have a key role in the organization and functioning of clubs and associations such as the Brains Trust, Tourism Club, the National Service Scheme, Subject Associations, PG Association, Science Forum etc. Students are the conveners of several committees of the College . The representatives of students are included in the consultative committee on students affairs constituted by the College for discussing issues concerned with students. The representatives of the student community are also**

included in the grievance redressal cells, IQAC.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/college-students-union/ |
| Upload any additional information | View File |

## 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

## 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

525

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

## 5.4 - Alumni Engagement

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

The College, established in 1952 has an active Alumni Association with chapters in different parts of the world and also in some foreign nations. The Alumni Chapters are actively operating in Delhi, Mumbai, Chennai, Bangalore and also in different cities of the State- Thiruvanathapuram, Thiruvalla, Ernakulam and Kozhikode. The Alumni Association has chapters in foreign nations like Qatar, UAE, Kuwait, Oman, Bahrain, and South Africa. In the United States and Canada, the Alumni chapters are active in Houston, Dallas, Washington DC, Philadelphia, New Jersey, Toronto and Edmonton. They contribute significantly to the development of the College.

The Alumni Association of the College has two general meetings-on 15th August and 26th January every year. The executive of the Alumni

Association meets frequently to chalk out programmes. Every department has an Alumni Association which meets regularly every year. The college is on the process of registering the Alumni Association. Many infrastructural developments have been possible because of the contribution of the alumni. This year many batches conducted their Golden Jubilee reunions and instituted Endowment Prizes. The Alumni havealso served as resource persons, noon-meal scheme contributors, motivational speakers, covid care support providers and research assistance.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/alumni-fort/ |
| Upload any additional information | View File |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | A. ? 5Lakhs |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | View File |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Mar Thoma College passionately adheres to its motto "Education par Excellence, and Educated for the Society." This motto derives from the vision of the College which is to "empower its students and staff to attain the full human potential as revealed in the person and teachings of Jesus Christ." It aims at a holistic development of the individual so that he/she becomes socially committed, upholding strong moral values, and ethically responding to issues related to justice, freedom, equality and human rights

The College delegates authority and provides operational autonomy to the various Departments, Clubs and Associations of the College so as to work towards a decentralised governance system.The Heads of the various departments manage the day-to-day matters of the concerned departments, in consultation with the teachers of the department.

Each class has a teacher-in-charge, who takes decisions which are executed with the approval of the HoD.

The Management takes academic and administrative decisions, framed within the inputs provided by the staff. The College has a College Council comprising HoDs of s departments, office superintendent and four elected representatives of the teaching staff. Discussions and decisions on various matters relevant to institutional functioning are taken at the levels of the departments.

The perspective plans of the College are based on its Vision and Mission statement. It seeks to ensure quality sustenance and enhancement in the areas of Teaching-Learning and Evaluation, Research, Consultancy and Extension,Infrastructure and Learning Resources, and Student Support.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/committees-clubs-associations/ |
| Upload any additional information | View File |

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

The College follows a mechanism of decentralization in the administrative and academic functioning of the College for implementing the policy of participative management.

The College is administered by a Governing Council consisting of a Chairman (one of the Bishops) and 10 members.

The Finance Committee- authorized to discharge financial powers and responsibilities such as introduction of budget, resource mobilization drive and overseeing the income and expenditure of the College.

The Building Committee has been provided with the powers and functions to chalk out construction programmes, maintenance work and estate management.

The Hostel Committee- authorized to look after the functioning of the women's hostels and take decisions which ensure the smooth running of the hostels.

The ICT Coordination Committee- authorized to manage the working of computer labs and IT infrastructure of the College.

The day to day functioning of the College is looked after by the Principal, who is advised by a College Council consisting of the Heads of the departments and elected members of the faculty.

The academic and administrative decisions are made by the Principal through the process of consultation and discussion with the Governing Council and the College Council. The policy decisions are framed by the Governing Council.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/committees-clubs-associations/ |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping pace with the emerging trends and challenges in the field of higher education, the Internal Quality Assurance Cell (IQAC) of the College has drawn up a perspective plan for the overall development of the College to meet the requirements of the future. The perspective plan has been prepared in consultation with the Governing Council, the College Council and the faculty, in confirmity with the vision and mission of the College, recommendations of the NAAC Peer team and the observations of the academic review committees appointed by the Management. The frame-work of the plan is inclined towards the development of the institution, to sustain and enrich quality for academic excellence. The areas identified by the strategic plan to transform the institution into a centre of excellence include introduction of vocational programmes, job oriented courses, upgradation of facilities, modernisation of infrastructure, introduction of community services, industry partnership, collaborative research and commencement of comprehensive green initiatives. The college also aims to completely digitalize the library, adopt a comprehensive ERPS and shift to autonomy to enhance the quality of Higher Education imparted inthe institution. As part of the strategic plan, the College proposes augment academia-industia-tie-up by commencing new courses increasing student employability.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://mtct.ac.in/college-annual-report-2021-22/ |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administration of the College is discharged by the Principal. Heads of the Departments look after the academic matters of the departments and there are specialised forums, clubs and associations to govern the co-curricular activities of the College.

The College administration is vested with the Governing Council consisting of a Chairman and ten members including educational experts, administrators and public functionaries.The Council functions through sub-committees such as finance , building, hostel and ICT coordination committees. The College Treasurer/Bursar is appointed by the Governing Council.

The College Council is a statutory body consisting of the Principal, Heads of the departments, office superintendent and elected members of the faculty.The College Council takes decisions related to the admissions, academic calendar, implementation of academic programmes, research extension, students' discipline, internal examinations,Union programmes.

Service rules, procedures, recruitment and promotional policies

The College is an aided institution governed by the rules and regulations of UGC, State Government and affiliating University in matters of admission of students, recruitment of faculty, conduct of examinations and organisation of curricular and co-curricular programmes. The service rules stated in the Kerala Service and Subordinate Rules, UGC guidelines and University Statues are strictly adhered to.In the matter of recruitment, vacancies are notified through national and regional newspapers, University News and College Website. The selection and appointments are made on the

basis of UGC/Government rules. Promotions under career advancement are given on the basis of UGCrules and regulations.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/about/ |
| Link to Organogram of the institution webpage | https://mtct.ac.in/about/ |
| Upload any additional information | View File |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

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

The College has a set of welfare measures for teaching and non-teaching staff:

- The College extends credit facility to the teaching and non-teaching staff in times of a financial emergency. It is offered as an advance payment in the event of non-dispersal of salary, or delay in the approval of the appointment.
- Credit purchase is available for the faculty and the non-teaching staff from the co-operative society of the College.
- Medical Aid Fund is available for the teaching and non-teaching staff.

- financial aid is provided to those who are affected by serious medical emergencies or any other Contingencies.
- This year online fellowship meetings and annual get- togethers was organized for the teaching and non-teaching staff.
- Covid special leave (as per the Government orders) was sanctioned to faculty members who were affected by Covid.
- Recreational facilities such as fellowship meetings, faculty picnics, Annual family get-togethers staff lunches on special days like Onam, Christmas, Reirement programmes are facilitated.
- Women faculty members are provided boarding facilities in the hostels, if needed.
- All the staff members are registered in the State Government's Medical insurance policy MEDISEP.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/alumni-fort/ |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

1

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

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

4

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**29**

| File Description | Documents |
|---|---|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **The College has developed an in-house mechanism for the evaluation of the performance of the faculty based on the teacher's diary made available to the faculty members. The academic activities including teaching, invigilation of examinations and valuations, research, publications and extension and consultancy activities are documented.**

- The academic work done isevaluated by the College with the help of semester-wise teaching plan. Semester schedules have been lagging as all university examinations have been postponed owing to the pandemic, yet, the college has chalked out schedules so that students are not affected.
- The register for monitoring the academic delivery is another instrument introduced by the College for the performance appraisal of the faculty.
- The IQAC reviews the performance of teachers on a periodical basis.. The College has the practice of appointing academic review committees consisting of three reputed academicians to review the overall performance of the College including the performance of the faculty and the departments.The format given by the UGC for the purpose is used for the students' appraisal of the teachers.
- TEACHERS' WORK SUMMARY is being collected in a prescribed format given by the IQAC. It includes academic work, list of publications, membership in committees, additional duties undertaken by each teacher and so on.

The appraisal of the performance of the non-teaching staff is carried out on the basis of parameters such as punctuality, sincerity, commitment to work, effectiveness in discharging responsibilities.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.mgu.ac.in/?find=promotion |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College has a mechanism for internal and external financial audit.

- The internal audit is entrusted to a registered firm of chartered accountants appointed by the College for each financial year.
- The accounts are externally audited by the Department of Local Fund Audit and the Office of the Accountant General of India with respect to the Government/UGC fund. In the case of

- Management funds, registered chartered accountants are appointed by the College for external audit.
- The internal and external audits are undertaken annually and the auditor's reports are presented before the College Governing Body with their remarks for discussion.
- The audit objections and the corresponding remarks are addressed by the office of the Management and timely and proper clarifications are presented to settle the audit objections.
- The audited statements of accounts along with the auditor's report are presented in the meetings of the College Governing Council for discussion.
- The audited statement of accounts is also published in the official annual report of the Church.
- The Account statements in part, necessary for AQAR uploading annually, are taken from the Annual Accounts Statement and checked by the Principal.

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

## 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

## 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

29.3452623

| File Description | Documents |
|---|---|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

The College mobilises financial resources from institutional and non-institutional agencies based on the strategic plan of action.

- **Institutional finance is mobilised from different funding agencies such as UGC, DST (Department of Science and Technology, Government of India), BARC, Kerala State Council for Science, Technology and Environment, etc.**
- **The procedure for institutional finance is based on submission of proposals for project grants, programme funds and funds for infrastructural expansion. The proposals for fund are submitted to these agencies and they make allocations on the basis of the merit of the proposals and also through inter face discussions. Alumni are the major stake holders assisting the College for mobilisation of funds.**
- **The College encourages parents and alumni to extend financial support to the College for development. Meetings of the Parent-Teacher Association are periodically convened to discuss curricular and co-curricular matters of the college including mobilisation of financial resources from different quarters for the development of college. With the help of the stake holders the SDN (Scheme for Digitally Needy) , started last year, was effectively implemented. Students from economically challenged backgrounds were given tablets and electronic equipment to facilitate online learning. Data recharge vouchers were also given to students so that they can attend classes regularly.**

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

## 6.5 - Internal Quality Assurance System

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

**The Internal Quality Assurance Cell (IQAC) has a pivotal role in the institutionalization of quality in the College. Several initiatives have been made by the IQAC to generate a quality consciousness among stakeholders in different areas of the academic functioning of the College.**

- **In order to ensure proper administration of the programmes of study, IQAC provided soft copies of the teachers' diary for faculty members which will be used for teachers promotion. The dairy has a structured framework for documenting the semester wise engagement of classes, special classes, remedial**

**teaching, research and extension.**

- **Another initiative of the IQAC in the area of teaching-learning process is the introduction of a mechanism for monitoring of the academic delivery. The academic delivery monitoring register has been given by the IQAC- academic wherein the class teacher records the classes engaged during each hour of the academic work so that it becomes easy to monitor and evaluate the progress of classes.**
- **Another practice which has become institutionalised is the commencement of academic enrichment programmes initiated by the IQAC.**
- **The IQAC has given all departments registers to maintain Students' Progression, Remedial Classes, Teachers work Summary, Placement and Coaching programmes for competitive exams.**
- **The strengthening of a research culture in the campus is largely on account of the efforts and initiatives of the IQAC.**
- **The IQAC has therefore a pivotal role in promoting quality assurance strategies and culture. The implementation of an ERPS in part has been facilitated.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/iqac/ |
| Upload any additional information | View File |

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

**The IQAC of the College has a mechanism to review the teaching-learning process, methodologies and learning outcomes.**

- **The meeting of the IQAC at the beginning of the academic year formulated strategies for the effective and meaningful administering of the academic programmes. The IQAC chalked out the Pan of Action and Annual Plan and gave instructions for the submission of semester-wise teaching plan, activity plan and schedule for research programmes and internal examinations.**
- **Owing to the radical shift to the online teaching- learning mode, two training sessions were organized for teachers and one session was organized for students on Online learning Systems.**

- **A record of all online classes taken by individual faculty members is maintained in the IQAC.**
- **The periodic reviews of learning outcomes are attempted on the basis of marks obtained by the students in test papers and internal examinations which were conducted via MS Teams and also offline in a centralized manner.**
- **TEACHERS' WORK SUMMARY: From this year, a detailed summary of the work done by each teacher is being collected at the end of the academic year in a prescribed format given by the IQAC. It includes academic work, list of publications, membership in committees, additional duties undertaken by each teacher and so on. This helps to maintain a strong database regarding teachers' work.**

| File Description | Documents |
|---|---|
| Paste link for additional information | https://mtct.ac.in/iqac/ |
| Upload any additional information | **No File Uploaded** |

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://mtct.ac.in/file/2023/07/MTC-Annual-Report-Latest-2021-2022-29-7-2022.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

**INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The College has made it a policy to offer education that will sensitise the various sections of society with special emphasis on gender equality and gender sensitivity.

- the College has employed six security staff to ensure twenty four hours security to the College and Hostels.
- CCTVs have been installed throughout the campus to ensure 24 X 7 surveillance.
- the College maintains a Counselling Centre
- hostel facilities for women students are provided by the College for the safe lodging of women students.
- students of both genders are provided equal opportunities to grow and develop into able and responsible citizens of the future. The College aims to groom students to be self-reliant, specialists in their chosen discipline, continuous learners, effective communicators, respectful of different cultures, socially responsible, aware of their social and civic responsibilities, sensitive to gender issues, women safety and security with zero tolerance towards sexual harassment, and environmentally conscious. The College ensures equal opportunities for both men and women in appointments and promotions.
- . Mrs Omana Mathew delivered a talk on 'Gender Equality for a sustainable development' on International Women's Day on MArch 8th 2022

There is also a mechanism to address gender related issues particularly harassment against women. The college has constituted the Cell for Prevention of Harassment against Women (Women Empowerment Cell) as per the guidelines of the UGC. In addition to the statutory functions, the Cell organises awareness programmes on gender issues and women's safety.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | https://mtct.ac.in/annual-gender-sensitisation-2021-22/ |
| Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://mtct.ac.in/classrooms-seminar-halls/ |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures  Solar energy Biogas plant Wheeling to the Grid  Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **C. Any 2 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

**Solid and Liquid Waste Management:**

- **The policy of the College is to have a Clean, Green and Plastic Waste Free Campus and encourages staff and students to abstain from the use of plastic materials in the Campus.**
- **All departments and classrooms are provided with dustbins for the segregation of the waste at the source.The College has ample cleaning staff for segregating and disposing the wastes.**
- **The College has installed two Waste Disposal Units; in the main block and the other in the Social Sciences block**
- **Metal and wooden waste are stored and given to authorized scrap agents for further processing.**
- **Biogas generated from the kitchen waste is used as fuel in the College hostels. Sanitary napkins are disposed through the incineration process.**
- **In response to the awareness campaign against the harmful effects of plastic and e-waste, the College community is**

switching over to steel glasses instead of plastic coated glasses; cloth banners for flexes; jute folders instead of plastic folders and paper coated pen instead of plastic pens.

**E-Waste Management:**

- E-waste such as irreparable computers and its accessories, electrical equipments, projectors, electronic gadgets and e-waste from the laboratories are collected and handed over to the municipal collection centers for further processing and recycling.
- The College organizes workshops and seminars to make students and staff aware of the harmful effects of e-waste and principles of waste management.

| File Description | Documents |
|---|---|
| Relevant documents like agreements / MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | <u>View File</u> |

| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | <u>View File</u> |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. Restricted entry of automobiles<br>2. Use of bicycles/ Battery-powered vehicles | **A. Any 4 or All of the above** |
|---|---|

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

| File Description | Documents |
| --- | --- |
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | No File Uploaded |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | B. Any 3 of the above |
| --- | --- |

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

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

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Mar Thoma College Tiruvalla has ensured an inclusive environment into its institutional culture, by transcending differences and fostering harmony towards cultural, regional, linguistic, communal and socio-economic diversities. The institution does not promote marginalisation of any kind and is committed to nurture spirit of unity and inclusiveness by educating students from diverse backgrounds in a spirit of universal brotherhood. · The college provides equal opportunity for all students in academic and co curricular ventures. The College provides access to education for all by strictly following the prevailing policies and rules of the government. · A student induction programme is organized by the IQAC for freshers helps to overcome regional, social and cultural differences among students. · The Code of Conduct, Ethics Policy and Policies on the Divyangjan, Gender Equity, Grievance Redressal , Annual gender sensitization Policy and Community Extension Activities are formal efforts to foster inclusiveness. · The committees constituted in the campus like Grievance Redressal Cell, Internal Complaints Committee, Minority Cell, SC/ST Cell, Anti-Ragging Cell, Discipline Committee and Student Welfare Committee ensure justice, equality and inclusiveness of all in the Campus. The inclusive environment of the college enables every student to promote and celebrate the unity and diversity of the nation.

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

**7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens**

Mar Thoma College believes in creating holistic citizens and organizes various programmes to sensitize students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. · Certificate Course in Indian Polity '– is a short term course conducted by the department of Political Science to generate awareness about the Indian Constitution and political system.

The Student Induction Program includes sessions by Defence Personnel who educate the students about the Nation's policies and constitutional rights and duties· Celebration of Independence Day, Republic Day and Constitution Day, Cleaning drive and Gender activities., are organized by the NCC, NSS and associations. The students Union Election enables them to get an idea about the democratic process. Most of the faculty members participate in election duties assigned by the state and Central governments. The effectiveness of the awareness programmes and sensitization on duties, values, obligations and responsible citizenship is evident from the committed engagement of the students and faculty in various programmes organized in the college.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://mtct.ac.in/students-corner/ |
| Any other relevant information | https://mtct.ac.in/students-corner/ |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts** | B. Any 3 of the above

**periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff       4. Annual awareness programmes on Code of Conduct are organized**

| File Description | Documents |
|---|---|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | **No File Uploaded** |
| Any other relevant information | View File |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The College celebrates national festivals, national and international days and also organizes programmes in connection with great Indian personalities. National festivals such as Onam, Deepavali, Christmas, etc are celebrated with fervour. A two-day celebration is organized by the College on the occasion of the national festival of Kerala Onam, in association with the College Union and the Subject Associations. International days such as World Earth Day, Ozone Day, Human Rights Day, Water Day and Women's Day are celebrated in the College by organizing lectures, seminars, poster presentations, rallies etc. National days such as National Science Day, National Youth Day, Voter's Day, and Teachers' day are also celebrated in the College. The state formation day (Kerala Piravi ) was celebrated.**

**The Language Departments also celebrated Reading Day, Poetry Day, Hindi Diwas to promote the spirit of reading literary works.**

**SRIP- Summer researchinternship programme for higher scondary school students was organized by the IQAC. The selected students spent a month in the science labs in which they were working on their research project.**

National celebrations such as Independence Day, Republic Day etc. are also observed in the College through programmes on national integration and communal harmony.

35 days of National/ International importance were observed. Details are posted on the Collge website as a separate list.

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

## 7.2 - Best Practices

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

The detailed report of the Best Practices 2021- 22 has been uploaded in the college wesite.

BEST PRACTICES – I

I. TITLE OF THE PRACTICE: SOCIAL COMMITMENT PROJECTS The college instituted the following projects in this regard. 1. Home Project 2. Scholarships for deserving students/ excellent performers 3. Alumni Sponsored Social Projects 4. Promotion of Research

BEST PRACTICES – II I. TITLE OF THE PRACTICE: DIGITALIZED GOVERNANCE FRAMEWORK Mar Thoma College uses a digitalized framework for the management of its academic as well as administrative services. ? Conduct of Examinations: ? The internal examination Notifications, Question papers, Room and Seating Arrangements and issuing of lists are managed digitally by the College Computer Centre. ? Online Classes: ? MS Teams and MOODLE LMS were employed by the teachers for conducting classes ? The College YouTube Channel also streams the videos of important programmes and celebrations held in the College.

? Security through Firewall ? A Digital Notice Board is also placed centrally in the College Campus – to inform the students about important achievements and announcements. ? The digitalization of the various academic and administrative systems has made the concerned systems faster, transparent and efficient. ? The admission

process has become faster and students data is more reliable and permanent. ? The digital notice board and online communication systemseased the process of sending messages to students. ? The online payment gateway in the website has resulted in lesser queues in the office payment section and more transparency in financial transactions.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://mtct.ac.in/best-practices-2021-22/ |
| Any other relevant information | https://mtct.ac.in/best-practices-2021-22/ |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

* Friendly Approach to all the Stakeholders

The strong bonds with the alumni, the pleasant approach of the office staff and the good relationship between the teachers and students are an evidence of theof the stgrong ties the insitution maintainswith all its stakeholders.

*The thrust area of the College is the teaching-learning process with a focus on moulding students with ethical and moral integrity and values.The College provides academic freedom and encouragement to faculty members to innovate new methodologies of teaching to enhance the quality of teaching- learning process. It has led to the following initiatives:

- creation of websites for online communication with students. Submission of assignments, term papers, etc are made through the website. Learning materials are also provided through this system.
- formation of students' class-wise whatsapp group for academic purpose.
- peer teaching has been successfully implemented in some UG and PG classes.
- publication of the PG research journal.

The College encourages students to apply for internship in reputed academic and research institutions. Faculty members function as supervisors for such initiatives. Students are also encouraged to

**attend academic conferences, training programmes and other academic activities organised by different institutions.**

**The College has therefore embarked on an inspirational journey to academic excellence**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | [View File](#) |
| Any other relevant information | [View File](#) |

7.3.2 - Plan of action for the next academic year

- **To adopt a comprehensive ERPS at the earliest**
- **To conduct theannual Academic and Administrative Audit**
- **To organize national and international seminars on contemporary research topics**
- **To ensure that all students enrol in at least one certificate course**
- **To increase the number of tie-ups with industries, research institutions for collaborative research programmes.**
- **To find out the possibilities of student exchange programme with foreign universities.**
- **To conduct Energy Green-Environment Audit by accredited agencies as per NAAC requirement.**
- **To organize Student Induction Programme.**
- **To initiative activities for 5th Cycle NAAC**
- **. To organize Faculty Development Programmes.**
- **To participate in NIRF India Ranking, ARIIA Ranking.**
- **To collect feedback from Stakeholders on Syllabus.**
- **To include changes as per National Education Policy(NEP)**
- **To organize events on Code of Conduct for Students**
- **To enhance research promotion and innovation promotion in the campus.**
- **To organize events to promote gender equity.**
- **To organize various co-curricular activities for holistic development of our students.**
- **To initiate programmes for Entrepreneurship and Skill Development for students**