YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution   Mar Thoma College, Tiruvalla

- Name of the Head of the institution   Dr. Mathew Varkey T. K.

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   04692630342

- Mobile no   9446479288

- 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, Kerala**

- Name of the IQAC Coordinator   **Dr. Sonia Anna Zachariah**

- Phone No.   **9947841655**

- Alternate phone No.   **04692630342**

- Mobile   **9947841655**

- 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://iqac.mtct.ac.in/wp-content/uploads/2023/09/AQAR-2021-2022.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://iqac.mtct.ac.in/wp-content/uploads/2023/08/COLLEGE-CALENDER-22-23.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	450080
Dr. Reenamole G.	DST - SERB TARE	DST	2021	610000
Dr. Mathew Varkey T. K.	SMPB Kerala-School Herbal Garden	SMPB Kerala-School Herbal Garden	2022	50000

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   **8**

- 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)

Summer Research Internship Programme (SRIP) and Science Fest for Senior High School Students- In order to combat the issue of a decreasing number of students in colleges, two programmes were organised for school students to familiarise them with the research labs and other facilities available in the college.

Research Projects Proposal Preparation for Funding- To get funding for research projects, a training programme was conducted for all teachers to train them to draft research proposals.

OBE Training Session- A one-day training programme was conducted to implement OBE through ERP in the next academic year.

Internal and external audits were conducted for quality assessment- The IQAC led the two-tier audit process for all departments to ensure the implementation of quality measures in day to day governance.

Student Induction Programme- A 5-day student induction programme was conducted for all first year UG students by the IQAC, followed by a bridge course by the respective departments.

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
Year Plan - Preparation	The academic year plan for the year was discussed and finalised. The plan of action was also discussed and finalised. All departments were informed to conduct remedial classes as much as possible so that students can fare well in their exams.
It was decided to conduct separate counselling sessions for men and women students and also conduct classes on the code of Ethics of the college.	The Annual Gender Sensitization Plan was completed. Separate counselling sessions for men and women students were conducted. A session on the code of Ethics of the college was included in the Induction programme.
Quality Measures to be initiated	All criterion conveners and Department coordinators were requested to compile the data for the AQAR preparation of 2021-22 and submit it to the IQAC email- criterion wise. Dr. Nebu John asked to start the process for SAAC accreditation and the KSHEC survey &

	registration was completed.
A comprehensive ERPS to be purchased at the earliest	Online TCS was renewed and used for all purposes like attendance, internal evaluation and feedback. Different software options were studied, jointly by the ICT and IQAC.
Presentation of AQAR	The IQAC coordinator Dr. Susan Thomas presented the prepared AQAR. It was approved for submission by the committee members present.
A Science Festival to be conducted for XII Standard Students of nearby schools	A Science Festival was conducted for standard XII students of nearby schools. All science departments prepared a short video of their department facilities and labs to exhibit at the programme. All Science departments got the labs ready and around 500 students visited the labs and facilities. A Scholarship test and prizes were given by the Brilliants group at the event.
Induction Programme to be conducted from 29-09-2022 to 01-10-2022	The Programme was successfully conducted and included sessions on Soft skills & Life skills, Counselling for Men & Women students, Language skills, Vision and Mission of the Institution, Code of Conduct -Ethics, Gender Sensitization, Preparation for Career-options, Details of Competitive exams, Details of scholarships and Endowment prizes available for students, Presentation by NSS, NCC, Brains Trust, Academic Enrichment Programme, Structure of the UG course and Library facility and ASAP -Government Cell -for Language Learning

	Skills. Each session was moderated by an IQAC member/Department NAAC Coordinator. An ELAT was conducted at the end of the programme.
OBE should be implemented at the earliest	NEP related detailed planning begun – sessions were organised for the same. A training programme for teachers on OBE was conducted under the leadership of Dr. George Mathew.
NIRF, AISHE, ATAL-ARIAA rankings should be participated in by the institution	NIRF, AISHE, ATAL-ARIAA rankings- participated and data submitted by the institution. A department wise audit was conducted and infrastructure improvements were planned.
A training session on NIRF Ranking process and accreditation process to be conducted for teachers	A training session on NIRF was held in the college. Each Criteria was studied in detail. The sub points and strategies to achieve more points in each were discussed. The presenter also pointed out subpoints (Criteria -wise) where our performance needs to be improved. The presentation is available for sharing, on request, and departments can convene meetings to study how criterion wise performance can be improved. NIRF ranking-criteria were also discussed in detail and suggestions were given on how the peer perception can be increased. It was also mentioned that steps should be taken to ensure that all seats (sanctioned strength) are filled for all the programmes and results must be improved for a better grade in all the ranking systems. NAAC accreditation-5th

	cycle needs to begin at the earliest. Committees for the same have been drawn up and will be given to the convener at the earliest. The work to begin at the beginning of the next academic year itself.
Library facilities to be improved Concept of appointing student librarians form each class was mentioned in the meeting. Academic audit for the year 2022-23 should be conducted.	Mr. Manesh Jacob was given charge of preparing a proposal for the revamping of the library, after studying all the facilities and resources in the library. Student Internship Programme was offered by the IQAC for the betterment of the library. Two student librarians worked for 2 months in the library. Internal and External audit was conducted.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	19/01/2024

14. Whether institutional data submitted to AISHE

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Data of the Institution	
1.Name of the Institution	**Mar Thoma College, Tiruvalla**
• Name of the Head of the institution	**Dr. Mathew Varkey T. K.**
• Designation	**Principal**
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Name	Date of meeting(s)
IQAC	**19/01/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	**25/01/2024**

15.Multidisciplinary / interdisciplinary

Affiliated Colleges have limitations on revising the university's prescribed syllabus. However, within these limitations, the College actively organises classes, workshops, seminars, and

research endeavors to integrate different disciplines. Various departments and teachers participate enthusiastically in these programmes, cultivating interdisciplinary and multidisciplinary approaches to their teaching methodologies.

Since environmental studies and ethics courses are mandatory for all UG programmes, the college conducts various multidisciplinary programmes such as gender sensitisation, waste management, financial management, exploring Kerala migration's future, understanding cryptocurrencies, drug awareness, and more. In addition to these programmes and classes, the college also encourages observing various days like World Environment Day, Hiroshima-Ngasaki Day, Ozone Day, Gandhi Jayanti, and National Science Day across all disciplines, motivating students to think beyond their subjects and apply their classroom knowledge to real-world contexts. This initiative led to interdisciplinary training programmes for science students, including hands-on training on various electronic devices, sustainable chemical production, and understanding the James Webb Telescope's concept. College research scholars also actively participate in designing interdisciplinary research strategies. For example, researchers in material science, physics, and chemistry collaborate with life science departments like botany, zoology, and biosciences to address challenging research problems.

16.Academic bank of credits (ABC):

The Mar Thoma College, Tiruvalla, being an affiliated college, currently does not have the autonomy to implement its own credit system independently of Mahatma Gandhi University, Kottayam. Therefore, the Credit and Semester system established by the University is followed in all undergraduate and postgraduate programmes offered at the college. However, the college remains highly proactive in embracing future opportunities. It plans to register under the ABC scheme as soon as the University and the state government issue relevant directives, allowing students to take advantage of credit transfer opportunities and further enhancing their academic flexibility.

17.Skill development:

Skill development for students is a key focus area in all extracurricular and co-curricular programmes conducted by the College. This emphasis is reflected in the curriculum and syllabus prescribed by the university, which follow an outcome-based education approach to promote skill development and learning outcomes. To further enhance students' skill sets, the

Placement and Career Counselling Cell, subject associations, and the institution offer various capacity development and skill-training programmes targeted at both undergraduate and postgraduate students.

First-year undergraduates have access to a wide range of value-added skill-based courses, such as MS Office, Web Design, Horticultural Practices and Landscape Management, Microbial Analysis of Food and Water, Banking and Finance, GST, Professional Accounting, Nanoscience and Nanotechnology, Electrical Equipment and Maintenance, Programming in Python, Office Management, and Spoken English.

Additionally, the induction course for new UG students includes dedicated sessions on soft skills development, equipping them with essential communication, teamwork, and leadership skills. Beyond these courses and sessions, the College provides further opportunities for students to hone their skills through programmes offered by the ED Club, YIP Cell, Hobby Workshop, and Innovation Center.

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

The mission statement of Mar Thoma College declares its ambition to cultivate worthy citizens equipped for nation-building, imbued with a sense of social commitment and a humanistic outlook. The college actively works to ensure that its students embrace the vibrant spirit of India, celebrating its diverse cultures and rich heritage. This is woven into the fabric of campus life through programmes that promote Indian languages and cultures, like Hindi Divas, poetry day, reading week, Kerala Piravi, Tourism Day, and Yoga Day. During their first two years in the undergraduate programme, students have the opportunity to delve deeper into either Hindi or Malayalam, according to their preference.

Further solidifying this commitment, the college fosters the appreciation of Indian arts, traditions, and languages through competitions organised during annual arts festivals and literary fests. Engaging events like essay writing, poetry recitals, captivating speeches, folk song renditions, and energetic folk dances not only hone students' creative talents but also immerse them in the richness of Indian culture and heritage.

Undergraduate and postgraduate language and literature students

further enrich their understanding by taking a dedicated course on Indian aesthetics and poetics. This course familiarises them with the theoretical foundations that underpin the beauty and artistry of Indian classical dance and theatre. Culturally significant festivals like Onam are celebrated with gusto on campus, further strengthening the spirit of harmony and inclusivity that Mar Thoma College cultivates.

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

The college, despite not having full autonomy due to the affiliating system, has made significant strides in implementing outcome-based education (OBE) practices. While a complete shift to the OBE system hasn't been possible under the current framework, the IQAC actively supported faculty development by organising multiple OBE workshops throughout the academic year. Additionally, some faculty members participated in specialised OBE workshops conducted by the KSHEC.

While challenges remain in fully transitioning to OBE, the current curriculum emphasises programme outcomes (POs), programme-specific outcomes (PSOs), and course outcomes (COs). To foster this, the department's teaching-learning pedagogy incorporates OBE principles at the foundational level. Before each semester, instructors clearly define course objectives for students.

Mahatma Gandhi University further facilitated OBE implementation by developing a comprehensive question bank based on Bloom's taxonomy. This innovative resource allows for assessing students' cognitive abilities across various levels, from basic memory and comprehension to higher-order skills like analysis, evaluation, and creativity. Teachers from nearly all departments in the college actively contributed to the question bank's creation.

The student induction programme and bridge course for first-year undergraduates introduce them to the concept of OBE and provide a detailed explanation of the programme outcomes. This early exposure ensures students understand the learning objectives and expected outcomes of their academic journey.

The college demonstrates a strong commitment to OBE, despite limitations imposed by the affiliating system. Continued faculty development, innovative resources like the question bank, and dedicated student orientation programmes solidify the department's progress in implementing outcome-based education effectively.

20.Distance education/online education:

During the COVID-19 pandemic and the subsequent years, Mar Thoma College relied heavily on the Microsoft Teams platform to deliver online classes, monitor attendance, and facilitate assignment submission. Webinars, training programmes, arts festivals, literary competitions, and even commemorations of important days and events were also successfully conducted online. Throughout this period, most classes were held virtually, providing both teachers and students with valuable experience using various digital technologies. From Moodle and LMS systems to Google Tools, online whiteboards, and YouTube channels, a diverse range of platforms were employed to create and share e-content, videos, interactive presentations, and other online learning materials. Notably, several departments have chosen to archive recordings of select online classes for future reference. Beyond the college's own offerings, students were also encouraged to enroll in online courses provided by platforms like Swayam and Coursera, further enriching their learning experiences.

Extended Profile

1.Programme

1.1 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 Number of students during the year	1551

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	372

File Description	Documents
Data Template	View File

2.3	**420**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**71**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**92**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**86**
Total number of Classrooms and Seminar halls	

4.2	**567.0454**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**133**
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 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 departmental level and at the college level were convened to discuss the organisation and charting of academic programmes.

- Curriculum delivery is monitored through a special mechanism titled "curriculum delivery monitoring''. It is in the form of a register that has been made available among the class teachers to record the details of: a) classes engaged; b) the regularity of the curriculum delivery; and c) the remarks of the class teacher. The curriculum delivery monitoring register enables the class teachers to effectively monitor the implementation of the curriculum.
- The faculty meetings convened at the departmental level and also at the college level evaluated the delivery of curriculum based on the details furnished in the curriculum delivery monitoring register.
- The effectiveness of curriculum delivery was assessed through class tests, internal examinations, practical sessions, special classes, and remedial programmes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/Curriculum-Delivery-Monitoring-Register-2022-23.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 finalised by the College Council (Staff Council). The same was published in the College calendar and the hand book and made available to the faculty and students.

Teaching plan:

The teaching plan contains details of courses to be taught,

allocation of the workload, details of seminar and assignment topics to be given etc. The teaching plan prepared by the faculty at the beginning of the respective semesters is countersigned by the Heads of the department and the records were maintained in the department.

Lesson plans/Monthly Schedules:

The departments chalked out yearly plans at the beginning of the academic year and monthly schedulesfor the completion of the syllabus, assignments, seminars and internal examinations. Many semesters were slightly 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. As the examinations were slightly beyond schedule, the uploading of internal marks were also delayed to match the schedule given by the University.

Continuous Internal Evaluation:

CIE processes such as assignments, seminars and internal examinations were conducted in accordance with the academic calendar. The results of CIE processes were communicated to students on time to enable them to understand how they fared.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	https://iqac.mtct.ac.in/wp-content/uploads/2023/08/COLLEGE-CALENDER-22-23.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)

7

File Description	Documents
Any additional information	No File Uploaded
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

415

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

Gender issues discussing gender justice, gender discrimination, issues and challenges of gender equity, etc. have been included in the curriculum of some UG and PG programs. Also, the environment and sustainability are major areas of study in the curriculum. Specialised courses related to the environment and sustainability are taught in the PG and UG Programmes of Economics, Chemistry, Botany, and Zoology, Political Science, History, and Economics programmes.

In addition to this, the College through the activities of various clubs and associations, applies several strategies to integrate issues such as gender and environment. For example, the WomenCell and Women Empowerment Cell, together with Mar Thoma Suvisesha Sevika Sangam, organised a motivational cum counselling session handled by Mrs. Pushpa J. Punnamadom, Student Counsellor of SCHSS, Tiruvalla. The WomenCell of the College organised a talk on "Embrace Equity." The Department of English organised an international conference on "Sexualities and Gender: Distinctions and Discourses." The NSS Unit of the College played a pivotal role in creating awareness about environmental conservation by inculcating the habit of donating budding plants on special occasions. The Department of Botany organised a seminar on "Plant Conservation: Strategies, Scope, and Applications.".

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

23

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

745

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/Feedback_Students.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://iqac.mtct.ac.in/wp-content/uploads/2024/02/Feedback_Students.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

540

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

351

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 institution evaluates students' learning levels and implements specialised programmes tailored to both advanced and slower learners. A comprehensive assessment, examining knowledge, learning proficiency, and comprehension abilities, occurs after the admission process. An Entry Level Assessment Test (ELAT) is conducted to gauge the learning levels of beginners.

For advanced learners, the institution offers various programmes and facilities, such as merit scholarships, cash awards, prizes, citations, nominations to attend seminars and workshops at other educational institutions, and encouragement for participation in competitive examinations like NET, SET, JAM, Central Service, and Kerala Administrative Service. Classmates are motivated to engage in classroom management, and special attention is given to those preparing for competitive exams.

Programmemes for slow learners include the Student Support Programmes where mentoring, additional coaching, and repeated discussions of topics are provided. Remedial classes were conducted through online sessions. Periodic test papers are organised, and counselling sessions are arranged to help slow learners overcome barriers to learning. Trained professional counsellors assess and improve the learning levels of slow learners, and additional learning materials, as well as resources like the Book Bank scheme and a repository of previous question papers, are made accessible to them.

File Description	Documents
Paste link for additional information	https://mtct.ac.in/3-day-induction-programme-for-first-year-ug-students-2022-admission/
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
1551	101

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 and published works.PG classes presentations are made by the students using presentations 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 exhibitions enable 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 like project presentations, organisation of programmes, presentation in competitions, writing articles and publication 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://mtct.ac.in/friday-market-a-new-initiative-by-dept-of-commerce-inauguration/

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 mini conference hall and DST FIST supported e-learning lab to cater to interactive ICT-enabled teaching. Moodle, an open source learning platform, is used for various academic purposes. The IQAC organised a workshop on LMS systems and other platforms to equip the faculty to effectively use online teaching-learning systems. Teachers also use ICT-based tools like Google Classrooms to create interactions during video lectures. Microsoft Teams is used for academic content delivery. All the staff have laptops and other electronic gadgets like Tablets to facilitate ICT enabled teaching. Extra reading materials and notes are provided through Whats App students groups / Telegram which are easily accessible to all.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

69

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

92

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
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

44

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

664

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 implemented a well-organised internal assessment system in accordance with the procedures and guidelines established by Mahatma Gandhi University. The internal evaluation process comprises four components: attendance, internal examinations, assignments, and seminars, each assigned with varying weights. The online TCS platform facilitated the administration of internal examinations, while assignments were assessed and returned to students. Seminar presentations and assignments were evaluated properly. The consolidated statement of marks, as per Form B/D, is displayed on the College notice board post-attestation by both UG and PG students. The academic progress, including internal assessment outcomes, are documented in the student record file for verification by both students and parents.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/2.5.1-22-23-final.pdf

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

The affiliated University has implemented a mandatory mechanism to promptly and transparently address students' grievances related to exams. The College adheres to the same procedure, which operates on a three-tier system: a) at the department level, b) at the college level, and c) at the university level.

At the department level, the results of internal exams are shared

with students, and their complaints are addressed by the
respective teacher based on written submissions.

On the College level, a Grievance Redressal Committee, comprised
of the Principaland five senior faculty, including the head of the
concerned department, is in place.

At the University level, a committee consisting of university
officials is formed to handle exam-related grievances. The
mechanism has specific timelines: students can submit complaints
to the concerned teacher within five days of internal mark
publication, approach the College within seven days, and then
approach the University within 21 days for resolution.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/2.5.2-final.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) represent the fundamental skills, knowledge,
competencies, and values attained by students upon successfully
completing a particular programme or course. At the start of each
academic year, these outcomes are communicated to students,
faculty, and parents during the Opening Assembly.

1. University Website: The university's website outlines and
   displays the programme outcomes, programme specific
   outcomes, and course outcomes for the various programmes and
   courses offered.
2. College Website: The college's website provides information
   on the POs, PSOs, and COs for all undergraduate,
   postgraduate programmes offered by the institution.
3. Orientation and Induction Programmes: Students receive
   details about the programme, including its nature, scope,
   application, syllabus, programme outcomes, and expected
   skills, during orientation and induction programmes.
4. Subject Association Activities: Students are informed about
   the anticipated outcomes of their study programmes, both

curricular and cocurricular outcomes, during various activities of the subject associations.

5. **General and Departmental Staff Meetings:** During both general and department-level staff meetings, discussions revolve around programme outcomes, specific programme outcomes, and course outcomes . Faculty are encouraged to design teaching methodologies and organise curricular and co-curricular programmes to achieve the expected programme outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://mtct.ac.in/programmes-courses/
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 utilises an outcome mapping approach to evaluate programme outcomes, employing two internal examinations per semester in a centralised manner. Regular class tests are conducted, and every student is required to submit an assignment each semester. Seminar topics, assisted by ICT, are assigned for student presentations. Project reports and presentations are used to assess course and programme outcomes. Undergraduate programmes include viva-voce for projects, while postgraduates undergo theory and project viva. This approach serves as a tool for evaluating both programme and course outcomes.

The end-semester examination grades offer detailed insights into department-wise, programme-wise, and course-wise outcomes, facilitating the assessment of progression from undergraduate to postgraduate and research programmes. The College also employs tools such as internship awards for project studies and project assistance from organisations like the Kerala State Council for Science, Technology, and Environment (KSCSTE) to assess programme outcomes. Additionally, the college evaluates programme outcomes and specific programme outcomes based on the number of students qualifying in state or national level examinations such as NET, SET, JRF, GATE, JEST, and JAM. The attainment of employment by students in their field of study serves as a clear indicator of the success of both programme and course outcomes. Additionally, students actively engaging in social service activities during their studies and continuing this involvement afterward further

underscores the positive impact of the programme and course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/2.5.2-final.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	No File Uploaded
Paste link for the annual report	https://mtct.ac.in/file/2024/02/MTC-Annual-Report-2022-2023-Final.pdf

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://iqac.mtct.ac.in/wp-content/uploads/2024/02/SSS2022-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1110080

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

13

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	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/3.1.3-3.1.3.1.pdf

3.2 - Innovation Ecosystem

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

One of the primary focuses of our institute has been to create a

culture of innovation and entrepreneurship on our campus and in the community. Various departments offer add-on courses and academic enrichment programmes. These opportunities provide students with practical experience in their field of study and additional academic support to enhance their learning and skill development. The PG journal "Cognizance" serves as a platform for students pursuing postgraduate studies to showcase their research, academic excellence, and scholarly work. The DST FIST lab provides an opportunity for students and teachers to undertake sophisticated experiments that lead to collaborative research. The Entrepreneur Development Club (ED Club) of the College promotes entrepreneurial skills among the students to promote small-scale earnings. The Science Fest organised by the Science Forum this year was a dynamic event aimed at celebrating creativity, innovation, and critical thinking within the scientific community. It provided a platform for students to come together and exhibit their ideas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/3.1.2-additional-final.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

8

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

2

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

29

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

10

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

partnerships, and several extension activities have been organised in tune with the broad objectives of contributing towards nation-building.

- "Ente Boomikkum Bavikkumoruthanal," by NSS, facilitated the planting of 300 saplings.
- NSS and Mar Thoma College collaborated to construct a home for the security staff to enhance their living conditions.
- NSS volunteers donated blood to various hospitals.
- NSS donated a wheel chair for the needy women.
- Free Eye Checkup Camp by NSS and Medical Club
- Financial Literacy Campaign
- Antidrug Campaign by NSS, NCC, and Antidrug Cell
- "Vishappu Rahitha Tiruvalla" by NCC
- Rainy season disease prevention activity in Attumallilcolony, Tiruvalla, in association with the primary health centre, Tiruvalla
- Water Analysis Campaign by NCC and Department of Bioscience
- The Department of Physics, in association with Mar Thoma Suvisesha Sevika Sangam and St. Berchman's College Changanachery established a Centre for Science Learning, The Aurora at M.T.S.S. K.G & U.P. School, Thiruvalla.
- To stay motivated and improve health and fitness, a mini marathon SHETHON was organized as part of Women's Day celebrations.
- SAMSKRITI: Short Film by the Department of English.
- Afforestation Initiatives of the Social Forestry Range, Ranni of Social Forestry Division Pathanamthitta by the Department of Botany

File Description	Documents
Paste link for additional information	https://mtct.ac.in/extension-consultancy/
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

20

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

2238

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

3.5 - Collaboration

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

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

198

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

10

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.

There are separate class rooms for each academic programme that are conducive to stimulating a learning environment.Classrooms are equipped with green boards, white boards, lecture stands,

computers, adequate seating capacity, and audio-visual aids with an uninterrupted power supply. The science departments of the college have sufficient equipment and resources for conducting experiments and practical sessions. With the objective of promoting R&D activities in new and emerging areas, a state-of-the-art interdisciplinary research lab was set up under the FIST scheme of DST. An e-learning room has been established for the technology-assisted teaching-learning process, with facilities such as video conferencing and recording. The college has a computer centre and is provided with reprographic facilities and facilities for printing and spiral binding of project works and reports. A mini conference hall and an air-conditioned seminar hall with state-of-the-art equipment are maintained. A well-stocked and spacious library with enough seating capacity and facilities such as reprography, computerised issue of books, etc. Accessibility facilities and equipment are also available so as to accommodate students with disabilities. An annual budget is allocated for the repairs, renovations, and upgrades of equipment and infrastructural facilities. In order to ensure the cleanliness, functionality, and safety of all facilities, there are regular maintenance schedules and personnel available at the college.

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

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

A multi-purpose stadium with an area of 8800 sq m is available for sports and games including football, hockey, cricket, etc. The stadium has amenities such as a pavilion, a commentary box, retiring rooms for coaches andchanging rooms for players. In addition to this, there is a basketball court and a netball court. There is a net practice facility inside the stadium, which operates in association with the Kerala Cricket Association. The sports hostel facility at the college is specifically designed to cater to the needs of athletes. Indoor courts for badminton and table tennis are also available inside the hostels. Moreover, the college provides yoga and multi-gym facilities for routine physical exercise and training. An auditorium, a green room, and

an open-air stage are available for cultural and general
programmes. The auditorium is spacious, well ventilated, and
designed for large gatherings, presentations, performances, and
other events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mtct.ac.inhttps://mtct.ac.in/infrastrcuture_facilities//multi-gym/

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

85

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)

294.65208

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)

The college library has a diverse collection of over 66,000 books, 30 journals, periodicals, newspapers, and electronic resources to support academic research and self-directed learning for students.Scholarly Content (N-LIST) of the UGC-INFLIBNET provides remote online access to over 3000 e-journals and 40,000+ e-books. Since 2015, the college library has been fully automated using LIBSOFT Server (v.2.1). It is a Windows-based comprehensive software solution for Integrated Library Management (ILMS) designed to automate and streamline various library functions and operations. It serves as a centralised platform for managing all aspects of library management, including book accession, multimedia accession, classification, cataloguing, circulation of journals, indexing, online searching, etc. A user-friendly online public access catalogue (OPAC) of the software allows users to search, browse, and access the library's collections. LIBSOFT also supports various metadata standards used to create and edit bibliographic records, which is helpful to the researchers of the institution. The library is WiFi-enabled, and entry and exit of the library are possible through manual gate register and barcode reading system.

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-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[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)

0.2392

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

130

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 currently possesses high-speed internet access from three service providers.

1. Leased line with a speed of up to 100 Mbps from Asianet Communications Pvt. Ltd.
2. Optical fibre connectivity from Asianet Communications Pvt. Ltd. and
3. National Mission in Education through ICT (NMEICT) optic fibre connectivity, with a speed up to 14 Mbps from BSNL.

The centralised Wi-Fi facility of the college is distributed through three routers and multiple access points installed in different places inside the campus. The entire college is Wi-Fi enabled with the necessary firewalls and computer labs, and departments are connected through LAN with internet facilities.

With the evolving standards of education and the flexibility offered by online platforms such as SWAYAM and MOOCs, the demand for high-speed, stable internet in educational institutions has increased significantly. Timely updates of software and equipment are essential in order to ensure that institutions can keep up with the latest technologies in the IT landscape. There exists a robust mechanism in the college for the upgradation and expansion of IT facilities. The college ICT committee is responsible for managing, maintaining, and overseeing the IT infrastructure and systems. The maintenance and upgrade of servers, storage systems, networking equipment, and software applications are done recurrently. Last year, ICT Committee members consulted the Digital University Kerala, Trivandrum, regarding the upgrade of the IT facilities of the college. An annual budget is allocated for the repairs, renovations, and upgrades of IT equipment and other infrastructural facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/4.3.3-bandwidth.pdf

4.3.2 - Number of Computers

150

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

294.65208

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 finance committee prepares the annual budget for the purchase of equipment, chemicals, library books, IT infrastructure, etc. The budget is presented before the Governing Council for discussion and adoption.**
- **The building committee looks into the status of the existing buildings and the requirements for new classrooms and buildings.**
- **The ICT coordination committee monitors the functioning of computer labs, the procurement of systems, and the upgradation and maintenance of computer facilities.**
- **The management office prepares annual budgets for the construction, maintenance, and upgrade of academic and physical infrastructure and support services.**
- **The college avails of the services of a consultant engineer and qualified technicians for various maintenance works. The college has appointed a work supervisor for maintenance work.**
- **Annual Maintenance Contract (AMC) is maintained by the college for the upkeep of various lab equipment / IT facilities.**
- **The purchase committee monitors the procurement of equipment for laboratories, libraries, and also for the office and departments.**
- **The library committee monitors the availability of books and periodicals and the utilisation of funds allotted for the**

library.

- **Space Utilisation Committee is involved in the optimisation of class rooms, labs and common areas andCampus Beautification Committee is involved in the enhancement of aesthetics and campusenvironment.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/4.4.2-final.pdf

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

343

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

128

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://iqac.mtct.ac.in/wp-content/uploads/2024/02/5.1.32022-23.pdf
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

1618

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

1618

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

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

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

227

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

14

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.

88

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 student council called College Union. It is an elected body consisting of: Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, Lady representatives and guided by a Staff Advisor appointed by the College Council. Students' unions and subject associations take initiatives to organise various cultural activities, such as the Annual Arts festival, Onam and Christmas day celebrations, Kerala Day celebrations. 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 organisation and functioning of clubs and associations, such as the Brains Trust, Tourism Club, the National Service Scheme, Subject Associations, PG Association, Science Forum, Best Arts, Literary Society, Eco Club, Medical Club etc. Students are the conveners of several committees of the college and they have a pivotal role. The representatives of students are included in the consultative committee on student 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 and IQAC. College took initiative to start a music academy where interested students and teachers get weekly training in Western vocal, Eastern vocal (Karnatic), Guitar, Drums, and Violin.

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

17

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 within the country are Tiruvalla, Ernakulam, Tiruvananthapuram and Delhi. Major overseas chapters are Doha, Bahrain, Kuwait, Oman and US. They contribute significantly to the development of the college. The Alumni Association of the College has an Annual Get together and general body meeting on the 26th January and an Annual Family meeting on 15th August and every year, respectively. The executive of the Alumni Association meets frequently to chalk out programmes. Every department has an Alumni Association which meets regularly every year. Many infrastructural developments and endowments have been possible because of the contribution of the alumni. The alumni Newsletter is published on a regular basis every year.

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

The College is an aided institution governed by the rules and regulations of the UGC, state government, and affiliated 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 statutes are strictly adhered to.

In view of these rules and regulations, the principal is in charge of the overall administration of the college. The 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 coordinators of corresponding clubs and forums organise the activities of these forums and clubs.

The decisions regarding the college administration are vested with the governing council, which consists of the manager of the college as the chairman and eleven members, including educational experts, administrators, and public functionaries. The Council functions through sub-committees such as finance, building, hostel, and ICT coordination committees.

To monitor the academic activities of the college, there is an active college council, a statutory body consisting of the

principal, heads of departments and elected members of the faculty.

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 decentralisation in the administrative and academic functioning of the college to implement the policy of participative management. The college is administered by a governing council, which consists of a chairman and eleven members.The College Council is a statutory body consisting of the Principal (Chairman), the various heads of the departments, and four elected members of the teaching staff to advise the Principal on the internal affairs of the college. Academic and administrative decisions are made by the principal through a process of consultation and discussion with the governing council and the college council. The policy decisions are framed by the Governing Council. The Finance Committee is authorised to discharge financial powers and responsibilities such as the introduction of budgets, resource mobilisation drives, and overseeing the income and expenditures 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 is authorised to look after the functioning of the women's hostels and take decisions that ensure the smooth running of the hostels. The ICT Coordination Committee is authorised to manage the workings of computer labs and the IT infrastructure of the college.

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.

The framework 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 the introduction of vocational programmes, job-oriented courses, the upgrading of facilities, the modernization of infrastructure, the introduction of community services, industry partnerships, collaborative research, and the commencement of comprehensive green initiatives. The college also aims to completely digitalize the library, adopt a comprehensive ERP system, and shift to autonomy to enhance the quality of higher education imparted in the institution. As part of the strategic plan, the college proposes to augment the academia-industry tie-up by commencing new courses, increasing student employability. A centralised internal examination system ensures proper monitoring and implementation of an internal evaluation system. An internal examination committee constituted by the staff council of the college conducts examinations periodically.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://mtct.ac.in/iqac/
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 College is an aided institution governed by the rules and regulations of the UGC, state government, and affiliated university in matters of admission of students, recruitment of faculty, conduct of examinations, and organisation of curricular and co-curricular programmes.

In view of these rules and regulations, the principal is in charge of the overall administration of the college. The 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 coordinators of corresponding clubs and forums organise the activities of these forums and clubs.

The decisions regarding the college administration are vested with the governing council, which consists of a chairman and eleven members, including educational experts, administrators, and public functionaries. The Council functions through sub-committees such as finance, building, hostel, and ICT coordination committees.

To monitor the academic activities of the college, there is an active college council, a statutory body consisting of the principal, heads of departments, office superintendent, and elected members of the faculty.

To ensure a friendly and secure academic atmosphere, mandatory committees such as the Internal Complaints Committee, Anti-Ragging Cell, Ethics and Discipline Committee, Grievance Redressal Cell, Minority Cell, Committee for the Differently Abled, etc. are functioning on campus.

File Description	Documents
Paste link for additional information	https://mtct.ac.in/about/
Link to Organogram of the institution webpage	https://mtct.ac.in/organogram/
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 nonteaching staff:

The College extends credit facility to the teaching and nonteaching 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 nonteaching staff from the co-operative society of the College.

Medical Aid Fund is available for the teaching and nonteaching staff.

Financial aid is provided to those who are affected by serious medical emergencies or any other contingencies.

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.

Encouraging aided faculty for FIP/UGC Research Fellowships.

Maternity Benefits for women employees.

Regular general staff-meetings for both faculty and nonteaching staff

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/bank-extension-counter/
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

7

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

7

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

26

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 work done is evaluated by the college with the**

help of a semester-wise teaching plan. The principal and the staff council periodically review the efficacy of the curriculum delivery mechanism by gathering information from the students' evaluations, academic audits, PTA meetings, etc.

- The register for monitoring 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 periodic basis. The format given by the UGC for this purpose is used for the students' appraisal of the teachers.
- Teachers' work summary is being collected annually, in a prescribed format given by the IQAC. It includes academic work, a 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, and effectiveness in discharging responsibilities.

File Description	Documents
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/TEACHERS-WORK-SUMMARY-2022-2023.docx
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 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 an 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 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. In part, the account statements 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	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/6.4.1-Combined-account-statements.pdf
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)

28.57714

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

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

The Finance Committee of the college is authorised to take crucial decisions on financial powers and responsibilities, such as the introduction of a budget overseeing the income and expenditures of the college. The finance committee prepares the budget for the academic year by taking into account the requirements of the departments, students, research unit, infrastructure, and offices. The Governing Body approves the raising of funds and utilisation of the same as per the details specified in the budget. Income and expenditures are closely monitored by the Finance Committee.

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 the mobilisation of financial resources from different quarters for the development of the college.

Institutional finance is mobilised from different funding agencies, such as RUSA, UGC DST (Department of Science and Technology, Government of India), etc. The procedure for institutional finance is based on the submission of proposals for project grants, programme funds, and funds for infrastructural expansion. Alumni are the major stakeholders in assisting the college in mobilising funds.

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 institutionalisation of quality in the college. Several initiatives have been taken 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' diaries for faculty members, which will be used for teacher 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 is the introduction of a mechanism for monitoring academic delivery called the academic delivery monitoring register, 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 that has become institutionalised is the commencement of academic enrichment programmes initiated by

the IQAC.

- The IQAC has given all departments registration to maintain students' progression, remedial classes, teacher work summary, placement, and coaching programmes for competitive exams.
- The IQAC encourages gender equity programmes, environment-friendly practices, and wellness initiatives.
- The strengthening of a research culture on campus is largely due to the efforts and initiatives of the IQAC.
- The implementation of an ERPin part has been facilitated.
- The IQAC has therefore played a pivotal role in promoting quality assurance strategies and culture.

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 and 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 administration of the academic programmes. The IQAC chalked out the Plan of Action and Annual Plan and gave instructions for the submission of a semester-wise teaching plan, activity plan, and schedule for research programmes and internal examinations.
- The periodic reviews of learning outcomes are attempted on the basis of marks obtained by the students in test papers and internal examinations.
- Curriculum transactions and evaluations were appraised by the heads of the departments, IQAC, and Staff Council. Students' feedback and PTA meetings are done at regular intervals to analyse the academic progress of students. Internal examinations are conducted twice a semester to evaluate the progress of the curriculum transaction mechanism. Remedial classes are provided for the students on a regular basis, if required.
- Teachers' Work Summary: A detailed summary of the work done

by each teacher will be collected at the end of the academic year in a prescribed format given by the IQAC. It includes academic work, a 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	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://mtct.ac.in/file/2023/07/2022-2023-IQAC-ANNUAL-REPORT-1.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 Women Cell, Women Empowerment Cell together with Mar Thoma Suvisesha Sevika Sangam organised a motivational cum counselling session entitled "Hey girl, tomorrow needs you"

for the first year girl students of UG & PG programmes on 20th September 2022. Mrs. Pushpa J. Punnmadom, Student Counsellor of SCHSS, Tiruvalla was the resource person for the session.

- A Social Skill Training Session "What is actually in my bag" was conducted on 25th January 2023 for the 2nd year UG students of the College. Mrs. Susan Abraham, IELTS Trainer & Social Media Influencer was the resource person.

- A self-defence training programme was organised for the girl on students of the college on January 31st. The Women's Wing of the PTA District Police offered the training programme. About 80 girl students participated in the training programme.

- As part of Women's Day celebrations, a flash mob and rally were organised on March 8th 2023 propagating the role of women in today's society. A talk on 'Embrace Equity'was conducted on March 10th. Dr. Mary Matilda, Life Skills Trainer and Retd Principal, Maharaja's College was the resource person of the day. The WomenCell manuscript 'Azadi' was released by the Chief guest, Dr. Mary Matilda during the function.

File Description	Documents
Annual gender sensitization action plan	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/Gender-Sensitisation-22-23.pdf
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://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.1-7.1.1.pdf

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	No File Uploaded

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

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 floors are provided with dustbins for the segregation of the waste at the source itself. The College has 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.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 has switched to usage of alternatives such as steel glasses, cloth banners, and jute folders.The College organies 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	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

    A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

    A. Any 4 or all 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

    A. Any 4 or all of the above

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

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

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 was organised by the IQAC for freshers helps to overcome regional, social and cultural differences among students. The Code of Conduct, Ethics, Divyangjan, Gender Equity, Grievance Redressal, Annual gender sensitization Plan 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 organises various programmes to sensitise students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. Azadi Ka Amrit Maholsav being organised in the country, as part of the 75th Independence Day celebrations, was taken up with much vigour and enthusiasm in Mar Thoma College. Celebrations of Republic Day and Constitution Day, Cleaning drive and Gender activities are organised by the NCC, NSS and various subject associations. The activities of the Students Union enable them to get a flavour of the democratic process. The faculty members participated in election duties assigned by the state or central Election Commission. The effectiveness of the awareness programmes and sensitisation on duties, values, obligations and responsible citizenship is evident from the committed engagement of the students and faculty in various programmes organised in the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.1.9.pdf
Any other relevant information	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.1.9-additional-weblink.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes   **A. All of the above**

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 organises programmes in connection with great Indian personalities. National festivals such as Onam, Christmas, etc. are celebrated with fervour. A two-day celebration is organised 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 Ozone Day, Human Rights Day, and Women's Day are celebrated in the College by organising 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. National celebrations such as Independence Day, Republic Day etc. are also observed in the College through programmes on National integration and communal harmony. More than 15 days of National/ International importance were observed. Details are posted on the College 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.

(a) Student Entrepreneurship Development Programmes (EDPs)

The EDPs is aimed at nurturing the spirit of entrepreneurship among students by providing a platform to think differently and experience entrepreneurship through empirical learning. The Friday Market is such a weekly event organised by the idea incubation centre, Department of Commerce, in association with ED Club, Mar Thoma College Tiruvalla. The M-THINK Idea Competition is another unique initiative by the Science Forum, Mar Thoma College Tiruvalla, aimed at fostering the spirit of innovation and entrepreneurship among the students. The Department of Physics of the college initiated a Skill Development Centre which currently offers courses on electrical equipment maintenance for degree students.

(2) Industry-institute interface:

Industry specific skill development of students is one of the most important the PEOs (Program Educational Objectives) of Mar Thoma College, Tiruvalla. The Centre for Advanced Training and Skill Development at Department of Biosciences was initiated with the objective of enhancing student employability by providing need based training and additional skill development programmes based on employer requirements. Presently, the training programmes are conducted by outsourcing various agencies, empaneled by ASAP and K-DISC. The Centre has already tied up with the International Institute for Certification and Training (IICT). The students are also sent for industrial training so as to prepare them for the practical aspects of working in specific industries.

File Description	Documents
Best practices in the Institutional website	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.2-best-practices.pdf
Any other relevant information	FRIDAY MARKET a new initiative by Dept. of Commerce Inauguration – Mar Thoma College, Tiruvalla (mtct.ac.in)

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

True to the core meaning of our vision statement i.e Education par Excellence and Educated for the Society, we have always strived hard to impart quality education based on core values and to make it affordable to all sections of society. Mar Thoma College focuses keenly on the holistic development of students from every sector of society. In continuation of our moral commitments and responsibilities towards the underprivileged students during the past 70 years, this year also the institution was able to distribute a substantial amountas scholarships and endowments to the bright and needy students.

Mar Thoma College rightly recognizes that the students need platforms to nurture their physical, social and cultural skills, along with their academic competences.As a testimony to its extra-curricular excellence the students from the institution has secured several accolades during the past year. The quintessential 'Home for Homeless' project initiated by the students, staff and alumni as a part of the college SAPTHATHI project envisages to provide permanent shelters to the most needed people. Two separate houses with eight cents of land were donated during the last year. The beneficiaries also include a student of the institution. Through these kind of activities, students realises the value of giving back to the community and may develop empathy and compassion for others, and most importantly, gain a deeper understanding of the societal issues facing their community.

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 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 departmental level and at the college level were convened to discuss the organisation and charting of academic programmes.

- **Curriculum delivery is monitored through a special mechanism titled "curriculum delivery monitoring''. It is in the form of a register that has been made available among the class teachers to record the details of: a) classes engaged; b) the regularity of the curriculum delivery; and c) the remarks of the class teacher. The curriculum delivery monitoring register enables the class teachers to effectively monitor the implementation of the curriculum.**
- **The faculty meetings convened at the departmental level and also at the college level evaluated the delivery of curriculum based on the details furnished in the curriculum delivery monitoring register.**
- **The effectiveness of curriculum delivery was assessed through class tests, internal examinations, practical sessions, special classes, and remedial programmes.**

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/Curriculum-Delivery-Monitoring-Register-2022-23.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 finalised by the College Council (Staff Council). The same was published in the College calendar and the hand book and made available to the faculty and students.

Teaching plan:

The teaching plan contains details of courses to be taught, allocation of the workload, details of seminar and assignment topics to be given etc. The teaching plan prepared by the faculty at the beginning of the respective semesters is countersigned by the Heads of the department and the records were maintained in the department.

Lesson plans/Monthly Schedules:

The departments chalked out yearly plans at the beginning of the academic year and monthly schedulesfor the completion of the syllabus, assignments, seminars and internal examinations. Many semesters were slightly 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. As the examinations were slightly beyond schedule, the uploading of internal marks were also delayed to match the schedule given by the University.

Continuous Internal Evaluation:

CIE processes such as assignments, seminars and internal examinations were conducted in accordance with the academic calendar. The results of CIE processes were communicated to students on time to enable them to understand how they fared.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://iqac.mtct.ac.in/wp-content/uploads/2023/08/COLLEGE-CALENDER-22-23.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	A. All of the above

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

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)

7

File Description	Documents
Any additional information	**No File Uploaded**
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

415

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

Gender issues discussing gender justice, gender discrimination, issues and challenges of gender equity, etc. have been included in the curriculum of some UG and PG programs. Also, the environment and sustainability are major areas of study in the curriculum. Specialised courses related to the environment and sustainability are taught in the PG and UG Programmes of Economics, Chemistry, Botany, and Zoology, Political Science, History, and Economics programmes.

In addition to this, the College through the activities of various clubs and associations, applies several strategies to integrate issues such as gender and environment. For example, the WomenCell and Women Empowerment Cell, together with Mar Thoma Suvisesha Sevika Sangam, organised a motivational cum counselling session handled by Mrs. Pushpa J. Punnamadom, Student Counsellor of SCHSS, Tiruvalla. The WomenCell of the College organised a talk on "Embrace Equity." The Department of English organised an international conference on "Sexualities and Gender: Distinctions and Discourses." The NSS Unit of the College played a pivotal role in creating awareness about environmental conservation by inculcating the habit of donating

budding plants on special occasions. The Department of Botany organised a seminar on "Plant Conservation: Strategies, Scope, and Applications.".

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

23

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

745

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	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/Feedback_Students.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://iqac.mtct.ac.in/wp-content/uploads/2024/02/Feedback_Students.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

540

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

351

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 institution evaluates students' learning levels and implements specialised programmes tailored to both advanced and slower learners. A comprehensive assessment, examining knowledge, learning proficiency, and comprehension abilities, occurs after the admission process. An Entry Level Assessment Test (ELAT) is conducted to gauge the learning levels of beginners.

For advanced learners, the institution offers various programmes and facilities, such as merit scholarships, cash awards, prizes, citations, nominations to attend seminars and workshops at other educational institutions, and encouragement for participation in competitive examinations like NET, SET, JAM, Central Service, and Kerala Administrative Service. Classmates are motivated to engage in classroom management, and special attention is given to those preparing for competitive exams.

Programmemes for slow learners include the Student Support Programmes where mentoring, additional coaching, and repeated discussions of topics are provided. Remedial classes were conducted through online sessions. Periodic test papers are organised, and counselling sessions are arranged to help slow learners overcome barriers to learning. Trained professional counsellors assess and improve the learning levels of slow learners, and additional learning materials, as well as resources like the Book Bank scheme and a repository of previous question papers, are made accessible to them.

File Description	Documents
Paste link for additional information	https://mtct.ac.in/3-day-induction-programme-for-first-year-ug-students-2022-admission/
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
1551	101

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 and published works.PG classes presentations are made by the students using presentations 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 exhibitions enable 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 like project presentations, organisation of programmes, presentation in competitions, writing articles and publication 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://mtct.ac.in/friday-market-a-new-initiative-by-dept-of-commerce-inauguration/

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 mini conference hall and DST FIST supported e-learning lab to cater to interactive ICT-enabled teaching. Moodle, an open source learning platform, is used for various academic purposes. The IQAC organised a workshop on LMS systems and other platforms to equip the faculty to effectively use online teaching-learning systems. Teachers also use ICT-based tools like Google Classrooms to create interactions during video lectures. Microsoft Teams is used for academic content delivery. All the staff have laptops and other electronic gadgets like Tablets to facilitate ICT enabled teaching. Extra reading materials and notes are provided through Whats App students groups / Telegram which are easily accessible to all.

File Description	Documents
Upload any additional information	No File Uploaded
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

69

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

92

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

44

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

664

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 implemented a well-organised internal assessment system in accordance with the procedures and guidelines established by Mahatma Gandhi University. The internal evaluation process comprises four components: attendance, internal examinations, assignments, and seminars, each assigned with varying weights. The online TCS platform facilitated the administration of internal examinations, while assignments were assessed and returned to students. Seminar presentations and assignments were evaluated properly. The consolidated statement of marks, as per Form B/D, is displayed on the College notice board post-attestation by both UG and PG students. The academic progress, including internal assessment outcomes, are documented in the student record file for verification by both students and parents.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/2.5.1-22-23-final.pdf

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

The affiliated University has implemented a mandatory mechanism to promptly and transparently address students' grievances related to exams. The College adheres to the same procedure, which operates on a three-tier system: a) at the department level, b) at the college level, and c) at the university level.

At the department level, the results of internal exams are shared with students, and their complaints are addressed by the respective teacher based on written submissions.

On the College level, a Grievance Redressal Committee, comprised of the Principaland five senior faculty, including the head of the concerned department, is in place.

At the University level, a committee consisting of university officials is formed to handle exam-related grievances. The mechanism has specific timelines: students can submit complaints to the concerned teacher within five days of internal mark publication, approach the College within seven days, and then approach the University within 21 days for resolution.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/2.5.2-final.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) represent the fundamental skills, knowledge, competencies, and values attained by students upon

successfully completing a particular programme or course. At the start of each academic year, these outcomes are communicated to students, faculty, and parents during the Opening Assembly.

1. University Website: The university's website outlines and displays the programme outcomes, programme specific outcomes, and course outcomes for the various programmes and courses offered.
2. College Website: The college's website provides information on the POs, PSOs, and COs for all undergraduate, postgraduate programmes offered by the institution.
3. Orientation and Induction Programmes: Students receive details about the programme, including its nature, scope, application, syllabus, programme outcomes, and expected skills, during orientation and induction programmes.
4. Subject Association Activities: Students are informed about the anticipated outcomes of their study programmes, both curricular and cocurricular outcomes, during various activities of the subject associations.
5. General and Departmental Staff Meetings: During both general and department-level staff meetings, discussions revolve around programme outcomes, specific programme outcomes, and course outcomes . Faculty are encouraged to design teaching methodologies and organise curricular and co-curricular programmes to achieve the expected programme outcomes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://mtct.ac.in/programmes-courses/
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 utilises an outcome mapping approach to evaluate programme outcomes, employing two internal examinations per semester in a centralised manner. Regular class tests are conducted, and every student is required to submit an

assignment each semester. Seminar topics, assisted by ICT, are assigned for student presentations. Project reports and presentations are used to assess course and programme outcomes. Undergraduate programmes include viva-voce for projects, while postgraduates undergo theory and project viva. This approach serves as a tool for evaluating both programme and course outcomes.

The end-semester examination grades offer detailed insights into department-wise, programme-wise, and course-wise outcomes, facilitating the assessment of progression from undergraduate to postgraduate and research programmes. The College also employs tools such as internship awards for project studies and project assistance from organisations like the Kerala State Council for Science, Technology, and Environment (KSCSTE) to assess programme outcomes. Additionally, the college evaluates programme outcomes and specific programme outcomes based on the number of students qualifying in state or national level examinations such as NET, SET, JRF, GATE, JEST, and JAM. The attainment of employment by students in their field of study serves as a clear indicator of the success of both programme and course outcomes. Additionally, students actively engaging in social service activities during their studies and continuing this involvement afterward further underscores the positive impact of the programme and course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/2.5.2-final.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	**No File Uploaded**
Paste link for the annual report	https://mtct.ac.in/file/2024/02/MTC-Annual-Report-2022-2023-Final.pdf

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://iqac.mtct.ac.in/wp-content/uploads/2024/02/SSS2022-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1110080

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

13

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	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/3.1.3-3.1.3.1.pdf

3.2 - Innovation Ecosystem

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

One of the primary focuses of our institute has been to create a culture of innovation and entrepreneurship on our campus and in the community. Various departments offer add-on courses and academic enrichment programmes. These opportunities provide students with practical experience in their field of study and additional academic support to enhance their learning and skill development. The PG journal "Cognizance" serves as a platform for students pursuing postgraduate studies to showcase their research, academic excellence, and scholarly work. The DST FIST lab provides an opportunity for students and teachers to undertake sophisticated experiments that lead to collaborative research. The Entrepreneur Development Club (ED Club) of the College promotes entrepreneurial skills among the students to promote small-scale earnings. The Science Fest organised by the Science Forum this year was a dynamic event aimed at

celebrating creativity, innovation, and critical thinking within the scientific community. It provided a platform for students to come together and exhibit their ideas.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/3.1.2-additional-final.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

8

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

2

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

29

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

10

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 partnerships, and several extension activities have been organised in tune with the broad objectives of contributing towards nation-building.

- "Ente Boomikkum Bavikkumoruthanal," by NSS, facilitated the planting of 300 saplings.
- NSS and Mar Thoma College collaborated to construct a home for the security staff to enhance their living conditions.
- NSS volunteers donated blood to various hospitals.
- NSS donated a wheel chair for the needy women.
- Free Eye Checkup Camp by NSS and Medical Club
- Financial Literacy Campaign

- Antidrug Campaign by NSS, NCC, and Antidrug Cell
- "Vishappu Rahitha Tiruvalla" by NCC
- Rainy season disease prevention activity in Attumallilcolony, Tiruvalla, in association with the primary health centre, Tiruvalla
- Water Analysis Campaign by NCC and Department of Bioscience
- The Department of Physics, in association with Mar Thoma Suvisesha Sevika Sangam and St. Berchman's College Changanachery established a Centre for Science Learning, The Aurora at M.T.S.S. K.G & U.P. School, Thiruvalla.
- To stay motivated and improve health and fitness, a mini marathon SHETHON was organized as part of Women's Day celebrations.
- SAMSKRITI: Short Film by the Department of English.
- Afforestation Initiatives of the Social Forestry Range, Ranni of Social Forestry Division Pathanamthitta by the Department of Botany

File Description	Documents
Paste link for additional information	https://mtct.ac.in/extension-consultancy/
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

20

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

2238

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

3.5 - Collaboration

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

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

198

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

10

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.

There are separate class rooms for each academic programme that are conducive to stimulating a learning environment.Classrooms are equipped with green boards, white boards, lecture stands, computers, adequate seating capacity, and audio-visual aids with an uninterrupted power supply. The science departments of the college have sufficient equipment and resources for conducting experiments and practical sessions. With the objective of promoting R&D activities in new and emerging areas, a state-of-the-art interdisciplinary research lab was set up under the FIST scheme of DST. An e-learning room has been established for the technology-assisted teaching-learning process, with facilities such as video conferencing and

recording. The college has a computer centre and is provided
with reprographic facilities and facilities for printing and
spiral binding of project works and reports. A mini conference
hall and an air-conditioned seminar hall with state-of-the-art
equipment are maintained. A well-stocked and spacious library
with enough seating capacity and facilities such as
reprography, computerised issue of books, etc. Accessibility
facilities and equipment are also available so as to
accommodate students with disabilities. An annual budget is
allocated for the repairs, renovations, and upgrades of
equipment and infrastructural facilities. In order to ensure
the cleanliness, functionality, and safety of all facilities,
there are regular maintenance schedules and personnel available
at the college.

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

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

A multi-purpose stadium with an area of 8800 sq m is available
for sports and games including football, hockey, cricket, etc.
The stadium has amenities such as a pavilion, a commentary box,
retiring rooms for coaches andchanging rooms for players. In
addition to this, there a basketball court and a netball
court. There is a net practice facility inside the stadium,
which operates in association with the Kerala Cricket
Association. The sports hostel facility at the college is
specifically designed to cater to the needs of athletes. Indoor
courts for badminton and table tennis are also available inside
the hostels. Moreover, the college provides yoga and multi-gym
facilities for routine physical exercise and training. An
auditorium, a green room, and an open-air stage are available
for cultural and general programmes. The auditorium is
spacious, well ventilated, and designed for large gatherings,
presentations, performances, and other events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://mtct.ac.inhttps://mtct.ac.in/infrastrcuture_facilities//multi-gym/

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

85

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)

294.65208

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)

The college library has a diverse collection of over 66,000 books, 30 journals, periodicals, newspapers, and electronic resources to support academic research and self-directed learning for students.Scholarly Content (N-LIST) of the UGC-INFLIBNET provides remote online access to over 3000 e-journals and 40,000+ e-books. Since 2015, the college library has been fully automated using LIBSOFT Server (v.2.1). It is a Windows-based comprehensive software solution for Integrated Library Management (ILMS) designed to automate and streamline various library functions and operations. It serves as a centralised platform for managing all aspects of library management, including book accession, multimedia accession, classification, cataloguing, circulation of journals, indexing, online searching, etc. A user-friendly online public access catalogue (OPAC) of the software allows users to search, browse, and access the library's collections. LIBSOFT also supports various metadata standards used to create and edit bibliographic records, which is helpful to the researchers of the institution. The library is WiFi-enabled, and entry and exit of the library are possible through manual gate register and barcode reading system.

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[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)

0.2392

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

130

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 currently possesses high-speed internet access from three service providers.

1. Leased line with a speed of up to 100 Mbps from Asianet Communications Pvt. Ltd.
2. Optical fibre connectivity from Asianet Communications Pvt. Ltd. and
3. National Mission in Education through ICT (NMEICT) optic fibre connectivity, with a speed up to 14 Mbps from BSNL.

The centralised Wi-Fi facility of the college is distributed through three routers and multiple access points installed in different places inside the campus. The entire college is Wi-Fi enabled with the necessary firewalls and computer labs, and departments are connected through LAN with internet facilities.

With the evolving standards of education and the flexibility offered by online platforms such as SWAYAM and MOOCs, the demand for high-speed, stable internet in educational institutions has increased significantly. Timely updates of software and equipment are essential in order to ensure that institutions can keep up with the latest technologies in the IT landscape. There exists a robust mechanism in the college for the upgradation and expansion of IT facilities. The college ICT committee is responsible for managing, maintaining, and overseeing the IT infrastructure and systems. The maintenance and upgrade of servers, storage systems, networking equipment, and software applications are done recurrently. Last year, ICT Committee members consulted the Digital University Kerala, Trivandrum, regarding the upgrade of the IT facilities of the college. An annual budget is allocated for the repairs, renovations, and upgrades of IT equipment and other infrastructural facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/4.3.3-bandwidth.pdf

4.3.2 - Number of Computers

150

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

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

294.65208

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 finance committee prepares the annual budget for the purchase of equipment, chemicals, library books, IT infrastructure, etc. The budget is presented before the Governing Council for discussion and adoption.
- The building committee looks into the status of the existing buildings and the requirements for new classrooms and buildings.
- The ICT coordination committee monitors the functioning of computer labs, the procurement of systems, and the upgradation and maintenance of computer facilities.
- The management office prepares annual budgets for the construction, maintenance, and upgrade of academic and physical infrastructure and support services.
- The college avails of the services of a consultant engineer and qualified technicians for various maintenance works. The college has appointed a work supervisor for maintenance work.
- Annual Maintenance Contract (AMC) is maintained by the college for the upkeep of various lab equipment / IT facilities.
- The purchase committee monitors the procurement of equipment for laboratories, libraries, and also for the office and departments.

- **The library committee monitors the availability of books and periodicals and the utilisation of funds allotted for the library.**
- **Space Utilisation Committee is involved in the optimisation of class rooms, labs and common areas andCampus Beautification Committee is involved in the enhancement of aesthetics and campusenvironment.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/4.4.2-final.pdf

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

343

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

128

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://iqac.mtct.ac.in/wp-content/uploads/2024/02/5.1.32022-23.pdf
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

1618

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

1618

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

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

25

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

227

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

14

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.

88

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 student council called College Union. It is an elected body consisting of: Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Magazine Editor, Lady representatives and guided by a Staff Advisor appointed by the College Council. Students' unions and subject associations take initiatives to organise various cultural activities, such as the Annual Arts festival, Onam and Christmas day celebrations, Kerala Day celebrations. 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 organisation and functioning of clubs and associations, such as the Brains Trust, Tourism Club, the National Service Scheme, Subject Associations, PG Association, Science Forum, Best Arts, Literary Society, Eco Club, Medical Club etc. Students are the conveners of several committees of the college and they have a pivotal role. The representatives of students are included in the consultative committee on student 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 and IQAC. College took initiative to start a music academy where interested students and teachers get weekly training in Western vocal, Eastern vocal (Karnatic), Guitar, Drums, and Violin.

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

17

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 within the country are Tiruvalla, Ernakulam, Tiruvananthapuram and Delhi. Major overseas chapters are Doha, Bahrain, Kuwait, Oman and US. They contribute significantly to the development of the college. The Alumni Association of the College has an Annual Get together and general body meeting on the 26th January and an Annual Family meeting on 15th August and every year, respectively. The executive of the Alumni Association meets frequently to chalk out programmes. Every department has an Alumni Association which meets regularly every year. Many infrastructural developments and endowments

have been possible because of the contribution of the alumni. The alumni Newsletter is published on a regular basis every year.

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

The College is an aided institution governed by the rules and regulations of the UGC, state government, and affiliated 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 statutes are strictly adhered to.

In view of these rules and regulations, the principal is in charge of the overall administration of the college. The 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 coordinators of corresponding clubs and forums organise the activities of these forums and clubs.

The decisions regarding the college administration are vested with the governing council, which consists of the manager of the college as the chairman and eleven members, including educational experts, administrators, and public functionaries. The Council functions through sub-committees such as finance, building, hostel, and ICT coordination committees.

To monitor the academic activities of the college, there is an active college council, a statutory body consisting of the principal, heads of departments and elected members of the faculty.

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 decentralisation in the administrative and academic functioning of the college to implement the policy of participative management. The college is administered by a governing council, which consists of a chairman and eleven members.The College Council is a statutory body consisting of the Principal (Chairman), the various heads of the departments, and four elected members of the teaching staff to advise the Principal on the internal affairs of the college. Academic and administrative decisions are made by the principal through a process of consultation and discussion with the governing council and the college council. The policy decisions are framed by the Governing Council. The Finance Committee is authorised to discharge financial powers and responsibilities such as the introduction of budgets, resource mobilisation drives, and overseeing the income and expenditures 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 is authorised to look after the functioning of the women's hostels and take decisions that ensure the smooth running of the hostels. The ICT Coordination Committee is authorised to manage the workings of computer labs and the IT infrastructure of the college.

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.

The framework 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 the introduction of vocational programmes, job-oriented courses, the upgrading of facilities, the modernization of infrastructure, the introduction of community services, industry partnerships, collaborative research, and the commencement of comprehensive green initiatives. The college also aims to completely digitalize the library, adopt a comprehensive ERP system, and shift to autonomy to enhance the quality of higher education imparted in the institution. As part of the strategic plan, the college proposes to augment the academia-industry tie-up by commencing new courses, increasing student employability. A centralised internal examination system ensures proper monitoring and implementation of an internal evaluation system. An internal examination committee constituted by the staff council of the college conducts examinations periodically.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://mtct.ac.in/iqac/
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 College is an aided institution governed by the rules and regulations of the UGC, state government, and affiliated university in matters of admission of students, recruitment of faculty, conduct of examinations, and organisation of curricular and co-curricular programmes.

In view of these rules and regulations, the principal is in charge of the overall administration of the college. The 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 coordinators of corresponding clubs and forums organise the activities of these forums and clubs.

The decisions regarding the college administration are vested with the governing council, which consists of a chairman and eleven members, including educational experts, administrators, and public functionaries. The Council functions through sub-committees such as finance, building, hostel, and ICT coordination committees.

To monitor the academic activities of the college, there is an active college council, a statutory body consisting of the principal, heads of departments, office superintendent, and elected members of the faculty.

To ensure a friendly and secure academic atmosphere, mandatory committees such as the Internal Complaints Committee, Anti-Ragging Cell, Ethics and Discipline Committee, Grievance Redressal Cell, Minority Cell, Committee for the Differently Abled, etc. are functioning on campus.

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

6.2.3 - Implementation of e-governance in | A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination	

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 nonteaching staff:

The College extends credit facility to the teaching and nonteaching 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 nonteaching staff from the co-operative society of the College.

Medical Aid Fund is available for the teaching and nonteaching staff.

Financial aid is provided to those who are affected by serious medical emergencies or any other contingencies.

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.

Encouraging aided faculty for FIP/UGC Research Fellowships.

Maternity Benefits for women employees.

Regular general staff-meetings for both faculty and nonteaching staff

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/bank-extension-counter/
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

7

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

7

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

26

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 work done is evaluated by the college with the help of a semester-wise teaching plan. The principal and the staff council periodically review the efficacy of the curriculum delivery mechanism by gathering information from the students' evaluations, academic audits, PTA meetings, etc.**
- **The register for monitoring 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 periodic basis. The format given by the UGC for this purpose is used for the students' appraisal of the teachers.**
- **Teachers' work summary is being collected annually, in a prescribed format given by the IQAC. It includes academic work, a 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, and effectiveness in discharging responsibilities.**

File Description	Documents
Paste link for additional information	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/TEACHERS-WORK-SUMMARY-2022-2023.docx
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 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 an 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 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. In part, the account statements 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	https://iqac.mtct.ac.in/wp-content/uploads/2024/02/6.4.1-Combined-account-statements.pdf
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)

28.57714

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

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

The Finance Committee of the college is authorised to take crucial decisions on financial powers and responsibilities, such as the introduction of a budget overseeing the income and expenditures of the college. The finance committee prepares the budget for the academic year by taking into account the

requirements of the departments, students, research unit, infrastructure, and offices. The Governing Body approves the raising of funds and utilisation of the same as per the details specified in the budget. Income and expenditures are closely monitored by the Finance Committee.

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 the mobilisation of financial resources from different quarters for the development of the college.

Institutional finance is mobilised from different funding agencies, such as RUSA, UGC DST (Department of Science and Technology, Government of India), etc. The procedure for institutional finance is based on the submission of proposals for project grants, programme funds, and funds for infrastructural expansion. Alumni are the major stakeholders in assisting the college in mobilising funds.

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 institutionalisation of quality in the college. Several initiatives have been taken 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' diaries for faculty members, which will be used for teacher 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 is the introduction of a

mechanism for monitoring academic delivery called the academic delivery monitoring register, 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 that has become institutionalised is the commencement of academic enrichment programmes initiated by the IQAC.
- The IQAC has given all departments registration to maintain students' progression, remedial classes, teacher work summary, placement, and coaching programmes for competitive exams.
- The IQAC encourages gender equity programmes, environment-friendly practices, and wellness initiatives.
- The strengthening of a research culture on campus is largely due to the efforts and initiatives of the IQAC.
- The implementation of an ERPin part has been facilitated.
- The IQAC has therefore played a pivotal role in promoting quality assurance strategies and culture.

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 and 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 administration of the academic programmes. The IQAC chalked out the Plan of Action and Annual Plan and gave instructions for the submission of a semester-wise teaching plan, activity plan, and schedule for research programmes and internal examinations.
- The periodic reviews of learning outcomes are attempted on the basis of marks obtained by the students in test papers and internal examinations.
- Curriculum transactions and evaluations were appraised by the heads of the departments, IQAC, and Staff Council.

- Students' feedback and PTA meetings are done at regular intervals to analyse the academic progress of students. Internal examinations are conducted twice a semester to evaluate the progress of the curriculum transaction mechanism. Remedial classes are provided for the students on a regular basis, if required.

- **Teachers' Work Summary:** A detailed summary of the work done by each teacher will be collected at the end of the academic year in a prescribed format given by the IQAC. It includes academic work, a 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	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://mtct.ac.in/file/2023/07/2022-2023-IQAC-ANNUAL-REPORT-1.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 Women Cell, Women Empowerment Cell together with Mar Thoma Suvisesha Sevika Sangam organised a motivational cum counselling session entitled "Hey girl, tomorrow needs you" for the first year girl students of UG & PG programmes on 20th September 2022. Mrs. Pushpa J. Punnmadom, Student Counsellor of SCHSS, Tiruvalla was the resource person for the session.
- A Social Skill Training Session "What is actually in my bag" was conducted on 25th January 2023 for the 2nd year UG students of the College. Mrs. Susan Abraham, IELTS Trainer & Social Media Influencer was the resource person.
- A self-defence training programme was organised for the girl on students of the college on January 31st. The Women's Wing of the PTA District Police offered the training programme. About 80 girl students participated in the training programme.
- As part of Women's Day celebrations, a flash mob and rally were organised on March 8th 2023 propagating the role of women in today's society. A talk on 'Embrace Equity'was conducted on March 10th. Dr. Mary Matilda, Life Skills Trainer and Retd Principal, Maharaja's College was the resource person of the day. The WomenCell manuscript 'Azadi' was released by the Chief guest, Dr. Mary Matilda during the function.

File Description	Documents
Annual gender sensitization action plan	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/Gender-Sensitisation-22-23.pdf
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://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.1-7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar	C. Any 2 of the above

energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

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 floors are provided with dustbins for the segregation of the waste at the source itself. The College has 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.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 has switched to usage of alternatives such as steel glasses, cloth banners, and jute folders.The College organies 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	View File

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

water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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	**A. Any 4 or all 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	No File Uploaded
Any other relevant information	View File

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 was organised by the IQAC for freshers helps to overcome regional, social and cultural differences among students. The Code of Conduct, Ethics, Divyangjan, Gender Equity, Grievance Redressal, Annual gender sensitization Plan 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 organises various programmes to sensitise students and employees to the constitutional obligations: values, rights, duties and responsibilities of the citizens. Azadi Ka Amrit Maholsav being organised in the country, as part of the 75th Independence Day celebrations, was taken up with much vigour and enthusiasm in Mar Thoma College. Celebrations of Republic Day and Constitution Day, Cleaning drive and Gender activities are organised by the NCC, NSS and various subject associations. The activities of the Students Union enable them to get a flavour of the democratic process. The faculty members participated in election duties assigned by the state or central Election Commission. The effectiveness of the awareness programmes and sensitisation on duties, values, obligations and

responsible citizenship is evident from the committed engagement of the students and faculty in various programmes organised in the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.1.9.pdf
Any other relevant information	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.1.9-additional-weblink.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	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 organises programmes in connection with great Indian personalities. National festivals such as

Onam, Christmas, etc. are celebrated with fervour. A two-day celebration is organised 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 Ozone Day, Human Rights Day, and Women's Day are celebrated in the College by organising 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. National celebrations such as Independence Day, Republic Day etc. are also observed in the College through programmes on National integration and communal harmony. More than 15 days of National/ International importance were observed. Details are posted on the College 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.

(a) Student Entrepreneurship Development Programmes (EDPs)

The EDPs is aimed at nurturing the spirit of entrepreneurship among students by providing a platform to think differently and experience entrepreneurship through empirical learning. The Friday Market is such a weekly event organised by the idea incubation centre, Department of Commerce, in association with ED Club, Mar Thoma College Tiruvalla. The M-THINK Idea Competition is another unique initiative by the Science Forum, Mar Thoma College Tiruvalla, aimed at fostering the spirit of innovation and entrepreneurship among the students. The Department of Physics of the college initiated a Skill Development Centre which currently offers courses on electrical

equipment maintenance for degree students.

(2) Industry-institute interface:

Industry specific skill development of students is one of the most important the PEOs (Program Educational Objectives) of Mar Thoma College, Tiruvalla. The Centre for Advanced Training and Skill Development at Department of Biosciences was initiated with the objective of enhancing student employability by providing need based training and additional skill development programmes based on employer requirements. Presently, the training programmes are conducted by outsourcing various agencies, empaneled by ASAP and K-DISC. The Centre has already tied up with the International Institute for Certification and Training (IICT). The students are also sent for industrial training so as to prepare them for the practical aspects of working in specific industries.

File Description	Documents
Best practices in the Institutional website	http://iqac.mtct.ac.in/wp-content/uploads/2024/02/7.2-best-practices.pdf
Any other relevant information	FRIDAY MARKET a new initiative by Dept. of Commerce Inauguration – Mar Thoma College, Tiruvalla (mtct.ac.in)

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

True to the core meaning of our vision statement i.e Education par Excellence and Educated for the Society, we have always strived hard to impart quality education based on core values and to make it affordable to all sections of society. Mar Thoma College focuses keenly on the holistic development of students from every sector of society. In continuation of our moral commitments and responsibilities towards the underprivileged students during the past 70 years, this year also the institution was able to distribute a substantial amountas scholarships and endowments to the bright and needy students.

Mar Thoma College rightly recognizes that the students need platforms to nurture their physical, social and cultural

skills, along with their academic competences.As a testimony to its extra-curricular excellence the students from the institution has secured several accolades during the past year. The quintessential 'Home for Homeless' project initiated by the students, staff and alumni as a part of the college SAPTHATHI project envisages to provide permanent shelters to the most needed people. Two separate houses with eight cents of land were donated during the last year. The beneficiaries also include a student of the institution. Through these kind of activities, students realises the value of giving back to the community and may develop empathy and compassion for others, and most importantly, gain a deeper understanding of the societal issues facing their community.

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

7.3.2 - Plan of action for the next academic year

Curriculum

1. Introducing Enterprise Resource Planning (ERP), offering add-on courses and language training, forming an external expert board, and revising the syllabus are to be focused.

2. To enrich the learning experience through activities on gender equity, sustainability, research, and entrepreneurship.

3. Regular feedback collection from various stakeholders to ensure continuous improvement.

Teaching-Learning & Evaluation

1. Enhancing social media presence and student support programmes to increase enrollment and cater to diverse needs.

2. Implementing a Learning Management System (LMS), interactive panels, and mentoring programmes to foster effective teaching-learning.

3. Collaborative assessments and remedial coaching to improve student performance.

Research & Extension

1. Project competitions with seed funding, inter-collaborative research, and a research incubation centre to promote research activities.

2. All departments need to engage in extension activities.

Infrastructure & Learning Resources

1. Upgrading sports facilities, establishing specialised computer labs, conference room, and fully automating the library are planned.

2. Modernising the museum, aquarium, and botanical garden are priorities.

Student Support & Activities

1. Encouraging participation in sports, cultural events, alumni interaction, and skill development programmes to foster holistic growth.

2. Creating an ecosystem for innovation and encouraging participation in Massive Open Online Courses (MOOCs).

Staff Empowerment

1. Seed funding for publications, financial support for patents, and staff hostel construction

Institutional Values & Best Practices

1. Establishing solar power plants, waste management systems, rainwater harvesting, and green landscaping to reflect the institution's commitment to sustainability.

2. Periodic audits to ensure quality across various

activities and programmes.

IQAC

1. A well-equipped office, regular feedback collection, and centralised data collection to ensure effective functioning of the IQAC.

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