MAR THOMA COLLEGE

CHUNGATHARA P.O, MALAPPURAM (Dt.), KERALA (St.)
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(Affiliated to University of Calicut)
(Registered as 'Mar Thoma College, Chungathara" Educational Society
No. 325/2004)
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Self-Study Report (Re-accreditation)

Submitted to the

National Assessment and Accreditation Council (NAAC)

Bangalore

January 2014

Mar Thoma College

CHUNGATHARA. MALAPPURAM DIST., KERALA - 679 334.

(Affiliated to the University of Calicut)

[Accredited by National Assessment and Accreditation Council with Grade: B++]

Regd. under the Society Act XXI of 1860 Regn. No. 325/2004

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Principal

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No: MTC/RAR-2014/ (1) **07.01.2014**

The Director
National Assessment & Accreditation Council
P.O. Box No. 1075, Nagarbhavi
Bangalore – 560 072

Sir,

Sub: Self-study report for second cycle of accreditation – reg.
Ref: Letter No. NAAC-SR-SS/RAR-**KLCOGN12470**/2013 dt.16th August 2013.

I am herewith submitting the Self-Study Report of our College prepared for the second cycle of accreditation, fully in compliance with the guidelines of the NAAC. The report has been prepared after series of discussions, self assessment and examination of data collected based on our perceptions. The post accreditation measures and activities are properly highlighted.

Kindly fix a date for the visit of the NAAC Peer team at the earliest. We extend our whole hearted cooperation for the further proceedings of the NAAC in this regard.

Yours faithfully

Prof. Abraham P Mathew

Principal

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PREFACE

By establishing the Mar Thoma College, Chungathara on 28th October 1981, the Mar Thoma Syrian Church of Malabar has entered in the realm of the higher education in the Malabar area.

Late, Rt. Rev. Easow Mar Timotheos Episcopa, a great visionary was the Founder Manager and Dr. C. J. John was the first Principal of the College. It was started as an institution for rural development in a socially, educationally and economically backward area of the Malappuram District. With the motto *"Let Your Light Shine",* it was started with a humble beginning offering only 4 Pre-Degree Courses. Now it has grown to the status of a PG College with 8 UG and 3 PG programmes. We are proud to announce that the College has accomplished its cherished objectives and has been able to provide the best possible education to the students from different sections of the society. It grew fast and is a glowing example of the vision of the management and it is committed to the needs of the society. The College always tried to uphold the noblest Christian ideals and offered its services to the society belonging to different caste, religion and creed.

The College aims at moulding young men and women by developing their physical, intellectual, moral and spiritual abilities to create the future generation who are fit to give leadership to a democratic, secular society based on scientific temper and humanitarian approach. College stands for promotion of humanism, tolerance, reason, scientific temper and adventure of ideas to achieve the excellence.

The staff, students and the community of Mar Thoma College upholds the diversity of religious views, ideas, culture and attitude, taste and preference of the people. The College always tries to draw out the best from each student. We are maintaining good results. The College is acclaimed for its curricular and extracurricular activities throughout the course of its history. We have obtained the NAAC accreditation with B^{++} in 2005 and UGC affiliation [In 2(f) &12(B)] in 2007. We were able to start more student oriented programmes with the help of UGC. To achieve further heights and to help the students in setting national and international career opportunities, accreditation will be a major step.

EXECUTIVE SUMMARY

Executive Summary- SWOC Analysis of the Institution

"A College for rural development established in an educationally backward area. Lived up to its motto and has been able to provide the best possible education to all the sections of the society. Being a College for rural development, we have tremendous task to fulfill. Hope God Almighty would open up new avenues through which we would reach out to the society around. Special care to equip students to face the global competition"

Mar Thoma College, Chungathara was established in 1981 by the Mar Thoma Syrian Church of Malabar under the leadership of the great visionary, the **Late Rt. Rev. Easow Mar Timotheos Episcopa**, the Founder Manager of the College. The College is located at Chungathara in Eranad (Nilambur) Taluk of Malappuram District in Kerala State. It is situated in a hillock by the side of the Calicut-Ootty Interstate Highway embraced by the Chaliyar and Punnapuzha River. Chungathara is at the fag end of the Nilgiri Hills. The Institution is easily accessed by Air, Road and Rail. Nilambur Road Railway Station is 9 km and Calicut International Airport, Karipur is 60 km away from the College. The College has 18 Acres of land including 5 Acres of Rubber plantation. The green campus, flow of fresh and clean air creates a healthy salubrious academic atmosphere.

The College aims at the upliftment of the socially, economically and educationally backward communities of the East Eranad region of the Malappuram District. The College has been accredited by the National Assessment and Accreditation Council **(NAAC), with B^{++} Grade** in September 2005. The Institution has acquired **UGC affiliation in 2007** and comes under section 2(f) and 12 (B) of the UGC Act., 1956. The College is **registered as an Educational Society- "The Mar Thoma College Chungathara Educational Society" (No. 325/2004).** It has obtained the **Minority Status from the National Minority Commission, Govt. of India, in 2012.**

The College is affiliated to the **University of Calicut and offers 11 Programmes - 5 UG & 2 PG Programmes in the Aided Stream and 3 UG & 1 PG programmes in the Self Financing Stream.**

Executive Summary –SWOC Analysis of the Institution

Criteria I- Curricular Aspects

The vision, mission and objectives of the institution are effectively communicated to the various stakeholders through the *Hand Book and Calendar* of the institution which is distributed to the students at the beginning of every academic year.

As an affiliated institution, we have no freedom to frame the curriculum and follow the curriculum designed by the University. About 50 % our faculty has representation in various bodies as **members of the**

Administrative and Academic bodies of the University such as Syndicate, Academic Council, **Faculty and Board of studies of the University of Calicut and other universities of Kerala State**. This enables the institution to be a part of the design and development of the curriculum.

The members of the staff are **given opportunity to attend various seminars, orientation and refresher courses.** They have also attended workshops related to the restructuring and implementation of the curriculum organized by the University, Kerala State Higher Education Council and the neighbouring Colleges. This enables them to be competent in their respective field and also to equip them with the new trends in higher education.

The Management provides good **infrastructural facilities** using its own resources, financial assistance from UGC and Parent Teacher Association (PTA). The Institution has good ICT facilities, high speed internet in the Library, UGC Network Resource Centre, Departments, Interactive Boards, Digital Visualizer and LCD projectors etc. The **INFLIBNET** is provided to all the staff and students with their own login names and passwords. We have a well equipped Computer Laboratory where practical are conducted as part of the curriculum.

Since the College is situated in a rural area, the lack of communication skills is a problem of the students. Hence the management has taken initiative to establish a well equipped **Language Laboratory** with internet facility. Short Term Certificate course in Communicative English was organized for the SC/ST/ Minority students by the Equal Opportunity Centre of the College. Invited lectures on cross cutting issues and interaction with outstanding leaders are also arranged by the College. The institution has active relationship with various academic, research and industrial institutions and other non-governmental organizations such as Universities, AIACHE, JMM Study Centre, MACMAT, CIPET. KFRI, John Mathai Centre etc.

After the last accreditation, **four more new courses were started**, of which BBA & B.Sc. Computer Science are in the self financing stream and MA Economics & B. Sc. Mathematics with Computer Application in the aided stream. Nowadays, the cream of students is usually joining various professional courses after their Higher Secondary and only the remaining students are getting admitted to our College. But still, we are striving to derive the maximum out of them. Most of our alumni are well placed in different walks of life. Feedback from the students on teachers, the curriculum and syllabi and the general functioning of the College is collected every year. The pertinent suggestions are implemented.

☞ Criteria II – Teaching, Learning & Evaluation

Students of the College are from educationally and socially backward families. Most of the parents have only secondary or primary education. We are trying to provide reasonably good facilities.

100 % transparency is ensured in admission process and student enrolment is complete. Faculty and students are selected strictly on the basis of merit as per the rules and regulations of the University and Government. Being an institution of repute, there is large number of applicants for all programmes. To ensure the reservation for SC and ST students, adequate publicity is given in news papers for filling vacant seats. The **Affidavit I** was got signed by

students and parents at the time of admission as per the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**.

Remedial Coaching Programme helps the slow learners. **Communicative English classes** and Seminars on different subjects are also conducted. Management offers a number of **scholarships** on income cum merit basis. Students are also eligible for other scholarships from Central & State Govt., UGC and other agencies. **Conveyance allowance** from the UGC is disbursed to students coming from a distance within 10 km.

The loss of teaching hours owing to unavoidable circumstances is compensated through **extra classes** after the regular working hours and also on holidays. Teachers attend workshops and seminars organized by Universities and Colleges. Nine teachers **have Doctoral Degree** to their credit and most others are involved in the Ph.D. programme. Our faculty members are rendering their expertise as **resource persons** to programmes and seminars of the National Population Survey, the Kudumbasree, State AIDS Control Society and are providing consultancy services to organizations and institutions.

Members of our faculty **contribute articles** in books, magazines and other periodicals. They have published and edited books to their credit. One among the faculty, Dr. Elizabeth Thomas won the **"Literature Award"** of the Riyadh Homeland Fellowship in 2011 for her commendable contribution to Malayalam Literature.

☞ Criteria III – Research, Consultancy & Extension

More than 40 % of our permanent faculty members possess research degrees and most of them are actively involved in research, project works and guiding our students and students from other College/Universities in project works. Even though our College is not a research centre due to the regulations of the University, three teachers are **research guides** of other Universities (M.G University & Bharathiar University).

The College **management encourages the faculty members to undertake research works** (part time /fulltime) and also projects. The institution offers maximum autonomy to the researcher/Principal Investigator to involve and implement research projects. The Institution provides all available infrastructures, timely availability of resources and also maximum support in terms of information needs and technology. We are planning to set up a research cell to provide maximum support to the researcher/ investigator in terms of technology, information needs, clerical assistance and managerial help.

We are mobilizing the finance needed for research through the assistance from external funding agencies like UGC, DST, KILE and Schemes of Govt. of Kerala. Three of our faculty members are involved in research work with the aid from UGC. During this period, 45 publications are published by different teachers in National and International journals. We are planning to publish a journal of our own in the near future.

Our Institution encourages *industrial visits, field visits, interaction with experts through seminars and workshops. The staff and students visit other Higher Education Institutions of repute.*

Our alumni (Botany, Chemistry & Physics) are involved in research works (Ph. D. and Post Doctoral works) in prestigious institutions in India and abroad. During the post accreditation period, four of our faculty members have been awarded Ph.D.

National and Regional seminars are conducted by various departments every year. Besides, Department of Botany, Commerce and Economics have conducted National Seminars with the financial assistance from UGC. As part of the Departmental Association activities, a minimum of two programmes are conducted by each department with the help of eminent people from HEI's and industry. We are also planning to conduct an interdisciplinary programme. The College has a **well equipped library** to cater to the needs of our students and teachers. 19 journals are subscribed in the library. **Reprographic facilities** are also provided to the students to help them in their studies.

Many of our staff and students do social work in association with various social organizations (NGO's) and Governmental organizations. In addition to these, our College has two strong schemes for social work-NSS & CSS. All UG students are to be enrolled in CSS. About 250 students (2 Units) are enrolled in NSS. Through NSS and CSS the students are involved in social and community work. Our College has a unique **Community Development Programme,** at par with our vision and mission. The programmes are implemented through the Malabar Mar Thoma Child Development Centre (MMCDC), Uppada.

☞ Criteria IV- Infrastructure & Learning Resources

The College has made remarkable improvement in providing the best infrastructural facilities during the last thirty years. More class rooms, **ICT supported Audio Visual Hall, Interactive Boards, Digital visualizer, computers, Projectors etc. are added with the financial support from UGC and Management**. The infrastructure facilities are put to its maximum use by the introduction of **four new courses – BBA & B. Sc. Computer Science in the self financing stream and MA Economics & B. Sc. Mathematics with Computer Applications in the aided stream. The various student centered projects implemented with the financial support from UGC have multiplied the learning resources of the College. A well maintained** and **automated library** is functioning in the College. It is open from 9 am to 4.30 pm on all days except holidays.

To manage the scarcity of water in the campus, Parent Teacher Association (PTA) constructed a land mark project of **Rain water Harvesting Facility**. It has a capacity to store 150,000 litres of rain water. **New wells** are also added in the campus by the management. Management provides **accommodation facility to Principal and staff in the campus.**

Better infrastructural facility is provided for the promotion of sports in the Campus. A **multipurpose stadium** with all facilities is effectively used by students. It is opened for the sports activities of the community also – Mar Thoma Higher Secondary School, Grama Panchayat and Sports Clubs – are utilizing the facility during holidays. A **community development project** is functioning in the campus. It includes a Tailoring School and a Kindergarten school.

A major percentage of the applicants are not getting admission. Hence we need more job oriented courses and infrastructural developments to face the requirements of the society. We have submitted proposals for indoor stadium to the UGC in the XIIth plan. The College is planning to construct the women's hostel which is already sanctioned from UGC.

☞ Criteria V – Student Support & Progression

The College publishes **Prospectus and Handbook** every year, which provides rules & regulations, organizational structure of the management, academic calendar, various projects of UGC, details of co-curricular & extracurricular activities etc.

The Institution provides **specific support services for the SC/ST/OBC** and other economically weaker sections. This include **remedial coaching, coaching for entry in services, Career and Counselling Cell, Language skill development through Language Laboratory, Equal Opportunity Centre, Scholarships from Central & State Government and other agencies, Conveyance allowance from UGC etc**. In addition to this, the well wishers of the College also have instituted many endowments and scholarships to the benefit of students. The **e-grantz section** monitors the disbursal of scholarships and other financial aids from the Government, thereby ensuring transparency in the functioning. The physically challenged students are also taken care of by providing reservation in the admission to various courses with respect to the rules and regulations of the University and Government. Special assistance in University examinations are also provided to the needy students.

Students have various opportunities to participate in Quiz competitions, University-state-National level competitions, Zonal and inter zonal cultural and arts competitions. Students have participated in the Bharat Darsan programme of Government of India. For the overall development of the students, we provide different facilities such as short term certificate course in Communicative English, Language Laboratory, Additional Skill Acquisition Programme (ASAP-Kerala State Government sponsored), computer and internet facility through the UGC Network Resource Centre & Library etc. Remedial coaching classes are arranged with the financial support from UGC, to assist the slow learners. **Coaching classes** for Civil Service Examinations are conducted under the **Civil Services Academy**.

The College provides *medical attention to the students* by arranging medical camps in collaboration with the Mar Thoma Mission Hospital Chungathara and other camps organized by the NSS units of the College. A **Blood Donor's directory** is also maintained in the College. The College extends financial support for the needy students to meet their medical expenses. Students have the opportunity to **visit the Higher Learning/Corporate Business Houses**. This enables them to interact with experienced people and situations. The departments have collaboration with different agencies and send the students for their projects.

The students elect the **College Students' Union in the Democratic manner**, which help them to experience the Governance structure of India. The College Students' Union is functioning with the guidance of the Staff Advisor. The College Students' Union publishes **College Magazine** every

year. The activities of the students are decentralized among various clubs, associations etc. The **Entrepreneurial Development Club, Nature Club**, **Film Club, Departmental Associations and Women's Cell** provide a platform for the social and cultural development of students.

For the smooth functioning of the academic and other functions, various committees are functioning in the College. *Staff Council, Grievance & Redressal Committee, Anti Harassment Committee, Anti Ragging Committee, Anti Ragging Squad, Vigilance Committee for Women Students, Students Mentoring Committee and Ethics Committee are* some among them. The students are given enough representation in various academic and other committees.

Even though most of the students are hailing from economically and socially backward areas, a good number of the students are going for higher education. So the academic progression is comparable to Colleges situated in urban areas. Moreover, a considerable number of students became successful in various National Level Competitive Examinations.

The College provides better facilities for sports and games. The students thus get opportunity to participate in University/ State/National level competitions. "**Phoenix School of Athletics**", a new venture of the Department of Physical Education, promotes young talented athletes.

We have a strong PTA which supports us in our entire Endeavour. They take up major projects for the development of the College. **Feedback** from students is properly analyzed and remedial measures are taken. We have good **interaction with our Alumni** and they are supportive in the developmental activities of the College. Department meeting of the Alumni are held every year. We keep the warmth of the relationship with former faculty and encouraged them to interact with students. The expertise and service are made available to the College community.

☞ Criteria VI – Governance, Leadership & Management

The College provides higher education to the students of educationally and economically backward area which is purely philanthropic irrespective of caste, colour or creed. The Institution works **with the motto "Let Your Light Shine". The College is governed by the Manager, with the Patronage of The Most Rev. Dr. Joseph Mar Thoma Metropolitan assisted by democratically elected Governing Council.** An elected representative of the staff is also included among the members, giving a participative role in the quality enhancement policy management of the College. The general body of the Educational Society comprises of all the Heads of Departments of the College, ensuring greater participation in the day to day activities of the College.

Decentralization of the governance system is achieved through various committees. Staff Council, IQAC, Library Advisory Committee, Grievance Redressal Cell, Anti Ragging Committee are only some of them. The Internal Quality Assurance Cell (IQAC) monitors the quality standards and ensures the standards of excellence as envisaged in the vision and mission of the College. The suggestions of the IQAC are taken into account while preparing the institutional plan. IQAC meetings recommended the management to implement suggestions for the enhancement of quality and

facilities in the College.

The management has provided **adequate infrastructure** in the College. Effective teaching methods, regular internal assessment, provision of ICT facilities & good library etc. are some of the points to be highlighted. Teachers are appointed purely on merit, strictly adhering to the rules and regulations of the UGC, University and Government. Student admission is on the basis of merit. The **faculty is attending career development programs** to update their knowledge and skill.

Most of the students come from remote areas. Providing Education to these students will surely result in the eradication of unemployment and poverty. We strive to provide sufficient exposure to our students. Thus they will be prepared to face the challenges of the life ahead.

☞ Criteria VII – Innovations & Best Practices

The **management spends more than fifty thousand rupee (p.a)** for watering and pruning of the plants to maintain the eco friendly campus. PTA plays a major role to make the campus green by providing rain water harvesting facility. The staff and students are not allowed to drive down the campus as a precautionary measure to **keep the campus carbon neutral**. Great care is taken to keep the **College plastic waste free. Energy conservation awareness programmes are arranged in the campus on a regular basis. Seminars and classes are arranged to promote environment consciousness**.

The College office and the library are partially automated with required software. Thus the students are assured quick services. **Remedial Coaching classes, Equal opportunity Centre and Coaching classes for entry into services function in the College to develop the skills of the students. To keep up with the times, students and teachers are provided with INFLIBNET and ICT facilities. The "Phoenix School of Athletics" is introduced in the College for school children with an intention to "Catch them Young".** The College community is contributing to the "**Free Noon Meal programme"** so that hunger should not be a barrier in their studies. The details of the beneficiaries are kept confidential.

The Institution offers various **financial support programmes** for the eligible students. The **Scholarships instituted** by the well wishers of the College, **conveyance allowances from the UGC, e-grantz and other support services from the State Government** are to be highlighted.

Students can meet the teachers even after the regular hours of the College as the teachers are **available in the campus till 4.30** pm. Financial assistance and conveyance allowance are given to the poor and needy students. The College observes the **Founder's day (28th October)** regularly to remind the staff and students of the humble beginning and history of the College.

College is keen in its institutional social responsibilities and concentrates on extension activities. The most important space is the **Malabar Mar Thoma Child Development Centre (MMCDC)** at the Malabar Mar Thoma Mission Complex, Uppada. The College has executed an agreement with the **Caruna Bal Vikas**, a registered non profitable, charitable organization. The College receives all the financial support of the Caruna Bal Vikas and disburses the same for the basic educational, physical, social and

spiritual needs of the children in accordance with the policies of the CBV. The **staff members are in the Governing** Board of the project. *About 337 students of financially & socially backward families, orphaned children and children of ill health are enrolled in the CDC Project. The NSS units and CSS involve in activities which uphold the social responsibility*. Students contributed for the **medical aid of kidney patients and for Utharakhand relief**. Medical assistance is also arranged for needy students. The **Women's Cell** of the College plays an important role in empowering the women students.

The College has a **democratic governance structure** where the General Body consists of all the Heads of departments, all members of the Governing Council and 15 other members nominated by the Mar Thoma Sabha Council. There is one elected representative of the staff in the Governing Council. Thus the staff is given complete freedom to express their opinions in academic and financial planning.

Majority of our students are from rural areas and they belong to socially, educationally and financially weaker sections of the society. So they are in the non creamy layer group of the society. Naturally we face all the constraints of a village setting, but within the limitation, we are attempting to motivate them through the student centric teaching learning process. We enjoy the satisfaction of teaching the less privileged, though it is not an easy task.

PROFILE OF

THE COLLEGE

Profile of the College

1. Name and address of the College:

Name:	***Mar Thoma College Chungathara***
Address:	Chungathara P.O, Malappuram (Dt), Kerala-679 334
City: Malappuram	Pin: 679 334 State: Kerala
Website:	www.marthomacollegechungathara.org

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	**Prof. Abraham P. Mathew**	O: 04931-230306 R: 04931-230553	9447335366	04931230306	apm1911@gmail.com
Steering Committee Coordinator	**Dr. Raina Thomas**	O: 04931-230510	9446243903	04931230306	dr.rainathomas@gmail.com

3. Status of the of Institution
   - Affiliated College: √
   - Constituent College:
   - Any other (specify):

4. Type of Institution:
   a. By Gender
      i. For Men
      ii. For Women
      iii. Co-education √
   b. By shift
      i. Regular √
      ii. Day

5. Is it a recognized minority institution?
   - Yes √
   - No
   - If yes specify the minority status: (**Religious Minority**)
   - Provide documentary evidence: -
     - Got Minority Status on 29th February 2012 from National Commission of Minority Institutions (Enclosed as ***Annexure I***)

6. Source of funding:

Government

Grant-in-aid √

Self-financing

Any other

7. a. Date of establishment of the College: ***28/10/1981***

b. University to which the College is affiliated /or which governs the college (If it is a constituent College): **University of Calicut**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	20-04-2007 Letter No. F.8-66/2005 (CPP-I) From The Secretary, UGC, New Delhi	Enclosed as ***Annexure II***
ii. 12 (B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) **NA**

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated Colleges?

Yes No √

If yes, has the College applied for availing the autonomous status?

Yes No √

9**.** Is the College recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No √

If yes, date of recognition: …… (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No √

If yes, Name of the agency …… and

Date of recognition: …… (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural, Hilly& Tribal
Campus area (in sq. mts).	72843.42 sq.m
Built up area (in sq. mts).	4960.98 sq.m

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

√ √

- Auditorium/seminar complex with infrastructural facilities
- Sports facilities
  - play ground √
  - swimming pool –
  - gymnasium
- Hostel
  - Boys' hostel –
    i. Number of hostels
    ii. Number of inmates
    iii. Facilities (mention available facilities)
  - Girls' hostel –
    i. Number of hostels
    ii. Number of inmates
    iii. Facilities (mention available facilities)
  - Working women's hostel –
    i. Number of inmates
    ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise) √ (10 Nos)
- Cafeteria -- √
- Health centre – √
  First aid, Inpatient, Outpatient, Emergency care facility, Ambulance…√….
  Health centre staff –
  Qualified doctor Full time [√] Part-time [ ]
  Qualified Nurse Full time [√] Part-time [ ]
- Facilities like banking, post office, book shops √
- Transport facilities to cater to the needs of students and staff: Enough public transport facility available and the College is easily accessible.
- Animal house –
- Biological waste disposal –
- Generator or other facility for management/regulation of electricity and voltage √ (Inverter of 10 kW capacity in the administrative Building & Network Resource centre and UPS to all Other Computers)
- Solid waste management facility – √
- Waste water management –

- Water harvesting √ (150,000 L capacity)

12. Details of programmes offered by the College (Give data for current academic year) – (Data as on 31.10.2013)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration Semester	Entry Qualification	Medium of instruction	Sanctioned /approved Student strength	No. of students admitted
1.	Under Graduate (Aided)	B.Sc.(Physics)	6	Pass in Higher Secondary Examination, Kerala state Board of higher secondary education or Equivalent	English	32	31
		B.Sc.(chemistry)	6	,,	,,	20	18
		B.Sc.(Botany)	6	,,	,,	24+8*	28
		B.A (Economics)	6	,,	,,	40+15*	54
		B.Com	6	,,	,,	40+20*	56
	Under Graduate-Self Financing	B.Sc.(Mathematics)	6	,,	,,	24+8*	29
		B.Sc.(Computer Science)	6	,,	,,	24	22
		BBA	6	,,	,,	30	29
2.	Post Graduate	M.Com	4	1. 45 % or 2 points in UG-Gen 2. 40 % or 1.8 points -OBC 3. Just pass/1.5 points - SC/ST	,,	12+3*	15
		M.A Economics(Aided)	4	,,	,,	20	18**
		M.A Eco (Self financing)	4	,,	,,	20	0**

∗ - Marginal Increase sanctioned by the University every year.

** - MA Economics in the aided stream started in 2013. There were only a few applications for the self financing & hence no admission was made.

13. Does the College offer self-financed Programmes?

Yes √ No ☐

If yes, how many? 4 (3 UG & 1 PG)

14. New programmes introduced in the College during the last five Years, if any?

Yes	√	No		Number	3

(Note: B.Sc. Polymer Chemistry & B.Sc. Botany has been regularized by the Govt. in 2011. In 2013, two new courses – B. Sc. (Mathematics) & M.A (Economics) have been sanctioned in the aided stream. Only M.A. (Economics) has started in October 2013. The B.Sc. (Mathematics) will commence from the next academic year (2014).

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars		**UG**		**PG**	**Research**
Science		Physics	B. Sc. (Physics)	Nil	Nil
		Chemistry	B. Sc. (Chemistry)		
		Botany	B. Sc. (Botany)		
Arts		Economics	BA (Economics)	M.A	Nil
Commerce		Commerce	B.Com	M. Com	Nil
Any Other not covered above	**Self Financing Courses**	Mathematics	B. Sc. Mathematics	Nil	Nil
		Computer Science	B.Sc. Computer Science	Nil	
		Commerce	BBA	Nil	
		Economics	Nil	MA	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc,MA,M.Com…)

    a. annual system. NA
    b. semester system. **11 (8 UG & 3 PG)**
    c. trimester system NA

17. Number of Programmes with

    a. Choice Based Credit System. **11 (8 UG & 3 PG)**
    b. Inter/Multidisciplinary Approach NA
    c. Any other (specify and provide details) NA

18. Does the College offer UG and/or PG programmes in Teacher Education?

    Yes ☐ No ☑

    a. Is the institution opting for assessment and accreditation of

Teacher Education Programme separately? **NA**

Yes ☐ No ☑

19. Does the College offer UG or PG programme in Physical Education?

Yes ☐ No ☑

If yes,

a. Year of Introduction of the programme(s)… **NA**

b. (dd/mm/yyyy) and number of batches that completed the programme

b. NCTE recognition details (if applicable) **NA**

Notification No.: ……

Date: …… (dd/mm/yyyy)

Validity:

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes ☐ No ☑

20. Number of teaching and non-teaching positions in the Institution

Positions	**Teaching faculty**						**Non-teaching staff**		**Technical staff**	
	Professor		**Associate Professor**		**Assistant Professor**					
Sanctioned by the UGC / University / State Government	* M	* F	* M	* F	* M	* F	* M	* F	* M	* F
	Nil		Nil		14		7		3	
Recruited			11+ 1**	7	3	4	9	2	3	-
Yet to recruit	Nil		Nil		7		**Staff pattern is to be revised**		Nil	
Sanctioned by the Management/society or other authorized bodies *Recruited*	Nil		Nil		6	8	6	2	Nil	
Yet to recruit	Nil		Nil		Nil		Nil		Nil	

(*M- Male *F- Female **- Principal)

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
1.Permanent teachers							
D.Sc./D. Litt.	-		-	-	-	-	-
Ph. D	-	-	5	3	-	1	9
M. Phil	-	-	2	4	-	-	6
PG	-	-	5	3	-	-	8
2.Temperory Teachers							
Ph. D	-	-	-	-	-	-	-
M. Phil	-	-	-	-	-	2	2
PG	-	-	-	-	5	13	18

22. Number of Visiting Faculty /Guest Faculty engaged with the College. **Nil**

23. Furnish the number of the students admitted to the College during the last five academic years

.

Category	**Year 1 2009-10**		**Year 2 2010-11**		**Year 3 2011-12**		**Year 4 2012-13**		**Year 5 2013-14**	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
SC	10	19	08	16	08	16	12	19	06	19
ST	00	05	03	09	03	09	03	06	04	05
OBC	25	48	34	55	36	62	31	54	50	91
General	46	51	30	44	32	54	44	65	50	42

24. Details on students enrolment in the College during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the College is located	630	31	-	-	661
Students from other states of India	Nil	-	-	-	-
NRI students	Nil	-	-	-	-
Foreign students	Nil	-	-	-	-
Total	630	31	-	-	661

i. Dropout rate in UG and PG (average of the last two batches)

UG – 04.43 %

PG - 03.25 %

25. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component ₹ **52, 088/-**

(b) Excluding the salary component ₹ **2, 609/-**

27. Does the College offer any programme/s in distance education mode (DEP)?

Yes ☐ No √

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐ No √

b. Name of the University which has granted such registration. NA

c. Number of programmes offered NA

d. Programmes carry the recognition of the Distance Education Council.

Yes ☐ No √

28. Provide Teacher-student ratio for each of the programme/courses offered

Sl. No.	programme	Students (Core)	Teachers (Core &	Teacher-Student Ratio
1.	B.Sc. Physics	85+60*	4+3+1+7*	1:10
2.	B.Sc. Chemistry	50+18*	4+4+1+7*	1:4
3.	B.Sc. Botany	79+48*	3+3+1+7*	1:9
4.	B.Sc. Mathematics	59+40*	4+7*	1:9
5.	BA Economics	132+100*	6+1+1+7*	1:16
6.	B. Com	143+50*	7+7*	1:14
7.	B.Sc. Computer Science	22	2	1:11
8.	BBA	29	2	1:15

*..Teachers from Language Departments

29. Is the College applying for
Accreditation : Cycle 2 [√]

Re-Assessment: [√]

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 21/09/2005

Accreditation Outcome/Result: **B**$^{++.}$

- ☞ **Accreditation certificate enclosed as *Annexure III***
- ☞ ***Grade sheet of previous Accreditation as Annexure IV***
- ☞ **Peer team report as *Annexure V***

31. Number of working days during the last academic year.
(2012-2013): 198

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

(2012-2013): 172

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

- ☞ IQAC 22/06/2006 (I Cycle)
- ☞ IQAC Reconstituted on 01/12/2011 (II Cycle)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

- ☞ AQAR (2006-2007) 25/06/2007
- ☞ AQAR (2007-2008) 23/03/2012
- ☞ AQAR (2008-2009) 23/03/2012
- ☞ AQAR (2009-2010) 23/03/2012
- ☞ AQAR (2010-2011) 23/03/2012
- ☞ AQAR (2011-2012) 28/08/2012
- ☞ AQAR (2012-2013) 11/12/2013

35. Any other relevant data (not covered above) the College would like to include. (Do not include explanatory/descriptive information)

- ✓ Financial assistance from the EZE, Germany for the construction of the buildings and other infrastructural facilities in the beginning of the College.
- ✓ The total fund received from UGC during the Post accreditation period is ₹ 1, 37, 56, 272/- (Rupees one Crore thirty seven Lakh fifty six thousand two hundred and seventy two only).
- ✓ Management staff is paid by the Management.
- ✓ The Department of Physical Education offers training for the young talented athletes in the "Phoenix School of Athletics". Basket Ball Court, Shuttle Court, Indoor Table Tennis Court are other sports facilities.
- ✓ Eco friendly green campus-Fish Pond and Botanical Garden.
- ✓ ICT facilitated teaching – learning.
- ✓ Chapel for the moral/ethical well being of the College community
- ✓ Community block in the campus, where Nursery school and Tailoring Unit function.

CRITERION I

CURRICULAR ASPECTS

Criterion I
Curricular Aspects

1.1 Curriculum Planning and Implementation

The Mar Thoma College, Chungathara was established in 1981 by the Mar Thoma Syrian Church of Malabar, with a view to equip the students of the educationally, socially and economically backward area of Malappuram District of Kerala State. It has a clear vision about its mission and tried its level best to achieve the objectives of the institution.

☞ ***Vision Statement:***

"A College for rural development established in an educationally, socially and economically backward area. Lived up to its motto and has been able to provide the best possible education to all the sections of the society. Being a College for rural development, we have a tremendous task to fulfill. Hope God almighty will open up new avenues through which we could reach out to the society around. Special care to equip students, to face the global competition**"**.

☞ ***Mission Statement:***

Mar Thoma College Chungathara was established on October 28, 1981 by the Mar Thoma Syrian Church of Malabar, under the accomplished leadership of the great visionary, Rt. Rev. Easow Mar Timotheos Episcopa, with the motto ***"Let Your Light Shine"***. The College always tried to uphold the noblest Christian ideals and offered its services to the members of the society, irrespective of caste, creed and religion. The College seeks to mould the minds of young men and women by developing their physical, intellectual, artistic, moral and spiritual potentials. The College aims at quality education for the enlightenment and well being of all.

☞ ***Aims and Objectives of The Institution:***

* To provide and promote education par excellence to each and all to build up character and inculcate moral and ethical values among the students under the area of operation of the society.
* To provide infra structural facilities and also to cater to the needs of the educationally backward students of these areas.
* To promote research and publication in all fields of knowledge and to establish and develop the institution into a research centre of excellence.
* To spread and promote education and literacy among the Scheduled Castes and Scheduled Tribes and other backward communities.
* To print and publish books, journals, magazines, research publications and other materials of academic interest and social concern, with the object of propagating the noble cause of education in widening the horizon of knowledge.

- To arrange academic exchange programmes for students and teachers between institutions, for the purpose of benefiting persons engaged in education, research and study.
- To find necessary finance and resources by receiving subscriptions, donations, endowments and gifts, movable or immovable and by borrowing or raising money for all or any of the objects, for which the society is established.
- To arrange courses, seminars, discussions and workshops within the institution and at different regions/centres to develop critical understanding for evaluation, analysis and further advancement in the process of education.
- To facilitate career guidance and counselling among academic community and to the youths in and around the area, to help them to be equipped in the process of nation building.

The vision, mission and objectives of the institution are effectively communicated to the various stakeholders through the Hand Book and Calendar of the institution which is distributed to the students at the beginning of every academic year.

The College follows the curriculum of the University of Calicut, to which the Institution is affiliated. 70 % of our faculty is members of the administrative and academic bodies of the University, such as Syndicate, Academic Council, Faculty and Board of Studies of University of Calicut and other Universities of the Kerala State. These enable the institution to be a part of the design and development of the curriculum.

Representation of Faculty Members in Academic / Other Bodies

Prof. Abraham P Mathew (Principal&Head of Department of Economics)

- Syndicate Member, University of Calicut (2011-12 onwards)
- Academic Council, University of Calicut(2011-12 onwards)
- Convener, Standing Committee, Courses & Research, University of Calicut
- Member, Standing Committee of affiliation, staff & finance, University of Calicut.
- Governing Board Member, Christian Chair, University of Calicut.
- Convener, High Power committee to study the revamping of engineering and administrative wing, University of Calicut.
- Senate member, University of Calicut.
- Board of Studies, University of Calicut (2006-2010)
- Member, Board of Studies (PG - Economics), University of Calicut (2013 onwards)
- Member, General Council, Kerala Agricultural University (2011-2012).
- Member, Statute Committee, Kerala Agricultural University.
- Member, Director Board, Farm Information Bureau, Government of Kerala, Thiruvananthapuram.

- ☞ Member, Director Board, JMM Study Centre, Thiruvananthapuram.
- ☞ Member, Governing Board, Mar Thoma College for Women, Perumbavoor.
- ☞ Executive Committee member, Mar Thoma higher Education Commission.
- ☞ Nominated, non official member of the Board of Directors of Kerala State Road Transport Corporation (KSRTC) (2008-11)

Prof. Susan Mathews P (Associate Professor in Psychology) (Retired)

- ☞ Board of Studies, University of Kannur & M.G University (2006-2010)

Prof. Roges Fernandez (Associate Professor in Physical Education) (Retired)

- ☞ Cricket Coach & Selector for the soft ball, University of Calicut

Prof. K. Abdulla (Associate Professor in Arabic) (Retired)

- ☞ Faculty Member - Language, University of Calicut (2007-08)
- ☞ Board of Examiners, University of Calicut.

Prof. Thomas Mathew (Associate professor in Mathematics)

- ☞ Nodal Officer, All India Survey on Higher Education of the Ministry of Human Resource Development. 2010-11

Prof. Thomas K George (Associate Professor in Physics)

- ☞ Chairman, Board of Studies, University of Calicut(2013 onwards)
- ☞ Chairman, Board of Examiners, University of Calicut
- ☞ Member, Academy of Physics teachers & OPTIC

Dr. K.E Georgie (Associate Professor in Chemistry)

- ☞ Faculty Member, University of Calicut (2010-11)
- ☞ Academic Council, University of Calicut (2009-'11)
- ☞ Member, Board of Studies, University of Calicut

Dr. Prasad M Alex (Associate Professor in Chemistry)

- ☞ Chairman, Board of Question paper setter, University of Kannur (2006- till date)
- ☞ Chairman, Board of Studies, Industrial Chemistry, University of Calicut (2013 onwards)
- ☞ Research Guide, Cheminformatics and Computational Chemistry, Bharathiar University.

Prof. Ranji P Mathews (Associate Professor in Botany)

- ☞ Member, Board of Studies, University of Calicut (2013 onwards)

Dr. Elizabeth Thomas (Associate Professor in Malayalam)

- ☞ Member, Board of Studies, University of Calicut (2013 onwards)
- ☞ Member, Ecological Commission of Mar Thoma Church.
- ☞ Staff Advisor, Ecological Chair of the Kerala region of Students Christian Movement (SCM) of India.

Dr. Raina Thomas (Associate Professor in Chemistry)

- ☞ Member, Board of Studies, Polymer Chemistry, University of Calicut (2013 onwards)

- ☞ Question Paper setting, Kerala Agricultural University & Kannur University

Dr. M.B. Gopalakrishnan (Associate Professor in Commerce)

- ☞ Member, Board of Studies, Travel &Tourism, University of Calicut

Prof. Rajeev Thomas (Associate Professor in Commerce)

- ☞ Member, Board of Studies, Travel &Tourism, University of Calicut

Ms. Dhanya C (Assistant Professor in Economics)

- ☞ Nodal Officer, All India Survey on Higher Education of the Ministry of Human Resource Development. 2011-12

In addition to this, the other members of the staff are given the opportunity to attend various seminars, Orientation/ Refresher Courses, workshops related to the restructuring of the curriculum and its implementation, organized by the University, Kerala State Higher Education Council and the neighbouring Colleges, which enable them to be competent in their field of interest and also equip them to be manageable in the changing scenario of the Higher Education. With the financial assistance from the University Grants Commission (UGC), the Institution is providing the best facilities to the teachers in disseminating the knowledge.

The Institution has hosted one day workshops for our teachers to get acquainted with the new methods of Evaluation and Grading, as part of the introduction of Choice Based Credit Semester System at the Under Graduate level.

- ✓ "Restructuring of curriculum in Higher Education" conducted by Kerala Higher Education Council of Government of Kerala on 5th February 2008. Prof. Thomas Joseph, Kerala Higher Education Member was the Chief Guest.
- ✓ Seminar on Restructuring of UG courses- introduction of CBCSS evaluation methods – Grading – Sponsored by the Kerala Higher Education Council on 8th July 2009. Classes by Dr. Balachandran, NSS College, Manjeri & Dr. Vinod Kumar, MES Mampad College.

The new syllabus and curriculum introduced "Python" Language for the Under Graduate Degree Course in Physics and Mathematics. Invited lectures were conducted on this and the teachers have participated in various workshops conducted by the University. "Computational Chemistry" and "Bioinformatics" are also introduced for the Chemistry students.

- ☞ "Python" organized by University of Calicut on 11.03.2010
- ☞ "Python" by Mr. Sivaramakrishnan, Associate Professor, Govt. Arts & Science College. On 20.09.2011 – Department of Physics
- ☞ "Python" by Prof. Anas, MES Mampad College, 21.02.2012 – Department of Mathematics.
- ☞ Invited lecture on "Cryptography" every year – Department of Mathematics.

The management provides excellent infrastructural facilities with the financial assistance from UGC and as well as with the help of Parent Teacher Association (PTA). The Institution have the Information Communication

facilities, such as **High speed Internet and reprographic facilities to help the students. The INFLIBNET** facility is provided to all the staff and students with their own login names and passwords. A Net work Resource Centre is established in the campus with unlimited internet facility - free of cost- with full time stand alone capacity. All the departments are equipped with computer and broadband facility for the preparation of the syllabi and references. The Institution is providing a computer laboratory for the students to do their practical sessions, which are part of their curriculum. In addition to this The Department of Physics provides computers for their practical classes. The PTA provides enough support to the management in providing facilities for effective translation of the curriculum. The roof sealing of the Seminar Hall and the water harvesting facility (of about 150,000 Litre capacity) were the major projects taken up by the PTA.

Short Term Course in Communicative English

As the College is situated in a rural, educationally and financially backward District of the Kerala State, the students lack communication skills in English. To improve this, the Management of the College has taken initiative to establish a well equipped language laboratory with internet facility by the financial support from the UGC. Later, a Short Term Certificate Course in Communicative English was organized for the SC/ST/Minority students of the First Year Degree of the academic years 2010-'11 and 2011-'12, by the Equal Opportunity Centre of the College, a project undertaken with the financial assistance from the UGC. Certificates were issued to those students who have completed the course successfully.

The detailed Design of the Course

Objective of the course:

- To enable the students to use English fluently
- To enable the students to be wary of their mother tongue influence over English in structure and pronunciation.

Outline of the Course:

I. Subject –Predicate (Noun Group/ Verb Group) 1 Hour

[Eg. Birds Fly- The Niny, Little, Young, Beautiful, Wild Red Birds Fly High Up In The Wonderful, Clear, Blue, Sky]

[Assignment: Boys Sing, Girls Dance, Children Play, Mother Cooks, Father Works]

II. Kinds Of sentences: 4 Hours

1. Assertive / Declarative
   A) Affirmative B) Negative
2. Imperative
   A) Command B) Request
3. Exclamatory
   A) Using 'What' B)Using 'How'
4. Interogative
   A) Wh-Information Questions B)Yes/No Questions
   C) Tag/Tail Questions

III. Parts Of Speech: 4 Hours

	Noun, Pronoun, Adjective, Verb, Adverb, Preposition, Conjunction and Interjection.	
IV.	The Tense	5 Hours
V.	Active & Passive Voice	6 Hours
VI.	Direct/Indirect (Reported) Speech	3 Hours
VII.	Simple, Compound & Complex Sentences	2 Hours
IX.	Phonetics	2 Hours
X.	Building Vocabulary/ Prepositional Phrases	2 Hours
XI.	Idioms/Proverbs	1 Hour
XII.	Speech Practice Sessions 2/2 (Every Day 15 To 20 Min)	
	Total	**40 Hours**

Reference Books:

1. High School English Grammar and Composition. Wren & Martin (With Key)
2. English Conversation Practice - Grant Taylor
3. Speak English- Sasikumar, Dhamija (CIEFL) Mc Graw-Hill Publication Company
4. Idioms & Phrases - Dhillon
5. Hand Outs & Material Published By Lingua Franca International
6. Oxford Advanced Learner's Dictionary of Current English.

The institution maintains a good rapport with various academic, research, industrial institutions and other nongovernmental organizations that bear a thrust on courses and curriculum offered.

- The College is an active member of the AIACHE, (All India Association of Christian Higher Education).The College is having an active linkage with the Juhanon Mar Thoma Memorial Study Centre (J.M.M. Study centre), Mannanthala, Trivandrum. It is a research and study centre, which takes up various studies reflecting the socio religious and economic aspects of the society.
- The College is having linkage with the MCMAT (Mar Thoma College of Management and Technology), Perumbavoor.
- The Institution has active linkage to all the Universities of Kerala State, through its teachers and students for their academic and research competence.
- Our teachers are doing research through part time research and the faculty Development Programmes of the UGC. Two of our teachers are research guides of Mahatma Gandhi University, Kottayam. We are linked to the Universities outside Kerala State. Dr. Prasad M Alex, Associate Professor in Chemistry, is engaged in guiding research students at the Bharathiar University. In addition to this, our staff members are members of Board of Question paper setting of the University of Kannur and university of Kerala. The members of the teaching staff have proved their efficiency as resource persons for various programmes of the Government of Kerala.
- The Department of Chemistry is linked to the Central Institute of Plastic Processing and Engineering Technology (CIPPET), Mysore. Many of our students are benefited with the PG Diploma Course in

Plastic Processing Technology (PGDPPT) and are well placed. Department of Botany is linked to the Research Section of Kerala Forest Department (KFRI) and the graduates are doing projects there. The Staff members of the Department of Physics are members of the Academy of Physics Teachers and OPTIC (Organization of Physics Teachers in Calicut University). The Department of Economics is linked to the Dr. John Mathai Centre, Aranattukara for research and academic activities.

- ❖ Career Guidance and Placement Cell is arranging periodic interface meetings in collaboration with external agencies like TIME, ICICI, Axis Bank, Manappuram Finance etc. and our young enthusiastic graduates are placed in different positions.
- ❖ Our students and teachers do social work in collaboration with Pain and Palliative care. Teachers and students are involved in various Census projects of Kerala Government. The Head of the department of Botany have actively participated in the population survey of the Tribal community of the Nilambur area and students have involved in the Wild Life Census, organized by the Government of Kerala. Student volunteers of the NSS have involved in conducting a cleanliness survey, in association with the Cleanliness Campaign of the Panchayat of Malappuram District.
- ❖ The institution evaluates the effectiveness of the implementation of the curriculum through the interaction with the various stakeholders. Feedback forms were given to the students regarding their appreciation/criticism about teachers and the institution. It is evaluated and appropriate corrective measures are implemented from time to time. This enables the institution to be on guard of its drawbacks and to cater to diversified needs of the stakeholders, especially the students.

1.2. Academic Flexibility

The Calicut University to which the institution is affiliated does not permit either twinning or Dual Degree at present. The institution plans to introduce twinning and dual degree programmes as soon as the university launches such type of blended learning and academic mobility across various programmes. The University does not permit flexibility for the students to move from one discipline to another. According to the Programme/Course structure of the affiliating University,

- ☞ Choice-based Credit-based Semester System is followed, but range of subject options is narrow. We have opted for maximum flexibility in this regard, offering 8 different UG Programmes and 3 PG Programmes.
- ☞ Courses are offered in modular form, but there is no choice between modules in courses. All modules are rigid and cannot be exchanged with modules in another course.
- ☞ No credit transfer or accumulation of credit facility is available.
- ☞ Lateral and Vertical Mobility within and across programmes and courses is not allowed at present.

Programmes Offered

Curriculum

The University of Calicut has introduced Choice based Credit Semester System (CCSS) for UG curriculum in Colleges with effect from 2009 admission onwards. The entire course of study and examinations shall be of six semesters spread across a period of three years. In this 'Programme', course means a segment of subject matter to be covered in a semester (Early referred to as Paper). Credit of a course is a measure of the weekly unit of work assigned for the course. Extra credit is the additional credits acquired by the students in co curricular activities.

As an affiliated College, we are constrained to opt from the various combinations of the UG/PG streams offered by the University. This enables the students in presenting themselves in the dynamic employment market. Our institution offers the following courses.

Stream	UG Programmes	Complementary Subjects
Aided	B. A Economics	History and Psychology
	B. Com (Co-operation)	-
	B. Sc Botany	Zoology and Chemistry
	B. Sc Chemistry (Alternate pattern)	Mathematics and Physics
	B. Sc Physics	Mathematics and Chemistry
	B. Sc Mathematics	Statistics and Computer Application

Stream	UG Programmes	Complementary Subjects
Self Financing	Bachelor of Business Administration (BBA)	-
	B. Sc Programme in Computer Science	Statistics and Mathematics
	B. Sc Mathematics	Statistics and Computer Application

P G Programmes

M. Com (Marketing Management).

M. A (Economics) (Both in Aided & self financing)

Programme Structure

1. Student shall be admitted in to UG Programme under faculty of Science, Humanities, Language and Literature, Commerce and Management.

2. **Duration:** The duration of UG Programmes shall be of six semesters spread across a period of three academic years. The odd semesters shall be from June to October and the even semesters shall be from November to March. Each semester shall have a minimum of ninety working days inclusive of all examinations. Though the minimum period required for the completion of a Programme is fixed, the students can complete the Programme within a reasonable time frame. The student is granted a few more chances to complete the course if he/she fails to complete it in six semesters, but never as a regular student.

3. **Courses**: The UG Programmes shall include four types of courses namely (a) Common courses (Code A) (b) Core courses (Code B) (c) Complementary courses (Code C) and (d) Open courses (Code D)

A). **Common Courses**: Every UG student shall undergo ten Common Courses (Total 38 Credits) chosen from a group of 14 common courses listed below for completing the programme.

1. Communication skills in English.
2. Critical Reasoning, Writing and Presentation.
3. Reading Literature in English
4. Readings on Indian Constitution
5. Literature and contemporary issues.
6. History and philosophy of Science.
7. Communication skills in Languages other than English.
8. Translation and Communication in Languages other than English.
9. Literature in Malayalam/Hindi/Other Indian / World languages other than English.
10. Culture and Civilization (with a compulsory component on Kerala Culture).
11. Basics of Business and Management.
12. General Informatics.
13. Basic Numerical Skills.
14. Entrepreneurship Development.

These common courses are distributed in various programmes as shown below.

↓ **Common Courses opted in Various Programmes**

No	Programmes	Sem. I	Sem. II	Sem. III	Sem. IV
1	B.A and B. Sc	1,2,7	3,4,8	5,9	6,10
2	B. Com	1,2,7	3,4,9	11,12	13,14
3	B. Sc (Alternate Pattern)	1,2,7	3,4,9	6,12	13,14
4	B.Sc. (Computer Science)	1,2,7	3,4,9		
5	BBA	1,2,6	4,5,10		

B). **Core Courses**: Core Courses are the courses in the major (Core) subject of the degree programme chosen by the student. Core Courses are offered by the parent department. The numbers of Core Courses vary

from 10 to 18 including practical and a project work. In the sixth semester, they can choose another Elective Course offered by the parent department.

C). **Complementary Courses:** Complementary Courses cover one or two disciplines that are related to the core subject and are distributed in first four semesters. The Common and Complementary Courses will be completed by the end of fourth semester.

D). **Open Courses:** In the fifth semester students have the freedom to choose one Open Course from other stream The Open Courses shall be open to all the students in the institution. The students can opt for their Open Course from any department in the institution (including physical education department) other than their parent department. Each department can decide their Open Course from a pool of three courses offered by the University. The following **Open Courses are offered** in our Institution.

- ✓ International Trade & Finance (Department of Economics)
- ✓ Human Resource Management (Department of Commerce)
- ✓ Horticulture & Nursery Management (Department of Botany)
- ✓ Environmental Chemistry (Department of Chemistry)
- ✓ Non Conventional Energy Sources (Department of Physics)
- ✓ Mathematics for Natural Science (Department of Mathematics)

4. **Course Code:** Each Course shall have an alpha numeric code number, which includes abbreviations of the subject in two letters, the semester number (1- 6) in which the course is offered, the code of the course (A-D) and serial number of the course (01, 02…..). For example, (EN1BO1) means the Core Course in English for the first semester.
5. **Credits:** Each Course shall have certain credits. For passing the degree programme the students shall be required to achieve a minimum of 120 credits of which 38 credits shall be from Common Courses, 78 credits from Core and Complementary Courses and 4 credits from Open Courses.
6. **Attendance:** The minimum requirement of attendance during a semester shall be 75% for each course. Attendance shall be maintained by the concerned course teacher. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of a degree programme may be granted by the University. Attendance may be granted to students who attend University Union activities, meetings of University bodies or those who participate in extracurricular activities. They have to produce participation/attendance certificates issued by the concerned authorities.
7. **Extra Credits:** Extra credits may be awarded to students for achievements in co curricular activities carried out outside the regular class hours. These credits shall not be counted while considering the minimum credits (120) for passing the programme. The details are given below.

CO CURRICULAR ACTIVITIES	**EXTRA CREDITS**
1. NCC Weightage Certificate	1
2. University Level Participation in sports and games	1

3. Participation in Inter Zonal arts Festival 1
4. Participation in Inter University Meets 1
5. NSS weightage certificate 1

Extension Activities: Compulsory Social Service (CSS) for a period of thirty days is essential for successful completion of a UG Programme.

Examination, Evaluation and Grading

The evaluation scheme for each course shall contain two parts

(1) Internal evaluation (2) External evaluation

The assessment of students involves 75% weightage for External Evaluation and 25% for Internal Evaluation. Examination for theory courses will be held at the end of each semester and the practical examination for first four semesters will be held at the end of fourth semester and those of fifth and sixth semester will be held at the end of sixth semester. In addition to the theory and practicals, each student has to submit the report of a project work done during the fifth and sixth semesters for valuation. Project evaluation shall be done at the end of sixth semester. Both internal and external evaluation will be carried out using Direct Grading System.

Internal Evaluation:

The internal evaluation shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses.

To ensure transparency of the evaluation process, the internal assessment Grade awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade. The Course teachers shall maintain the academic record of each student registered for the course, which shall be forwarded to the University (with the signature of both course teacher and HOD) through the College Principal.

External Evaluation

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external examination in practical courses and project evaluation shall be conducted by two examiners - one internal and an external, nominated by the University.

Student Progression

About 55% of our UG students progress to higher studies. As a result of the training for employability and campus recruitment drives conducted by the Placement Cell, 2% of students get employed right after the completion of the degree, through campus selection. (Details are given in 5.2)

Admission to Self-financed Programmes

Direct admission is provided by the College to self-financed UG programmes fulfilling the norms of admission laid down by the Government and the University (Details given in 2.1). The Curriculum and Syllabi of the aided and self financing courses offered by the University are the same. The teachers of self- financed programmes (guest faculty) have the same eligibility

criteria as that of aided programmes; but NET/Ph. D is not compulsory. The guest faculty are appointed and paid by the management. Salary for teachers of self-financed programmes are fixed and paid by the Management with yearly increments. Guest faculty who are appointed in Government sanctioned posts are paid by the Government. The selection of permanent teachers is done as per the norms (for selection) of the UGC, University of Calicut and Government of Kerala, by a duly constituted selection committee.

Fee Structure

The aided and the self financing courses have different fee structure. Fee structure of Self-financed Programmes is fixed by the University. The following table gives a clear picture of the fee collected for various courses.

FEE STRUCTURE - 2013-14							
Semester U.G	**PROGRAMMES**	**T.F***	**S.F****	**C.D.*****	**Misc. Fee**	**Identity Card**	**Grand Total**
Sem - I & II	B.A.Economics	1000	870	360	500	100	**2830**
Sem - I & II	B.Com.	1000	870	360	500	100	**2830**
Sem - I & II	B.Sc.Physics	1000	1270	360	500	100	**3230**
Sem - I & II	B.Sc.Chemistry (Alt.Pattn.)	1000	1270	360	500	100	**3230**
Sem - I & II	B.Sc.Botany	1000	1420	360	500	100	**3380**
Sem-III & IV	B.A.Economics	1000	660		500		**2160**
Sem-III & IV	B.Com.	1000	660		500		**2160**
Sem-III & IV	B.Sc.Physics	1000	1060		500		**2560**
Sem-III & IV	B.Sc.Chemistry (Alt.Pattn.)	1000	1060		500		**2560**
Sem-III & IV	B.Sc.Botany	1000	1210		500		**2710**
Sem-V & VI	B.A.Economics	660	620		500		**1780**
Sem-V & VI	B.Com.	660	620		500		**1780**
Sem-V & VI	B.Sc.Physics	660	1020		500		**2180**
Sem-V & VI	B.Sc.Chemistry (Alt.Pattn.)	660	1020		500		**2180**
Sem-V & VI	B.Sc.Botany	660	1170		500		**2330**
	PG						
Sem - I & II	M.Com	1800	815	600	500	100	**3815**
Sem-III & IV	M.Com	1800	660		500		**2960**
SELF FINANCING COURSES -UG							
Sem - I & II	B.Sc.Maths.	20000	1250	1000	500	100	**22850**
Sem - I & II	BBA	18000	1250	1000	500	100	**20850**
Sem - I & II	B.Sc Computer Science	34000	1250	1000	500	100	**36850**
Sem-III & IV	B.Sc.Maths.	20000	1200		500		**21700**
Sem-III & IV	BBA	18000	1200		500		**19700**
Sem-III & IV	B.Sc Computer Science	34000	1200		500		**35700**

Sem-V & VI	B.Sc.Maths.	20000	1200		500		**21700**
Sem-V & VI	BBA	18000	1200		500		**19700**
Sem-V & VI	B.Sc Computer Science	34000	1200		500		**35700**
SELF FINANCING COURSES -PG							
Sem - I & II	MA Economics	24000	2500	1000	500	100	**28100**
Sem-III & IV	MA Economics	24000	2500		500		**27000**

*TF Tuition Fee **SF Special Fee *** CD Caution Deposit

1.3 Curriculum Enrichment

The Principal of the College is a member of the Syndicate, one of the statutory bodies of the University of Calicut and is directly involved in the policy decisions of the University regarding the curriculum and its implementation. As stated earlier, 70 % of our faculty are members of the various academic bodies of the University.

Enrichment Programmes

Various other projects of the UGC, such as Remedial Coaching, Coaching for Entry into services, Equal Opportunity Centre, Career and Counselling are also functioning effectively in the College. Invited lectures Seminars, Quiz Programmes, Yoga Classes, Open discussions on topics of moral and ethical importance and Practical sessions of coaching for various competitive examinations are also conducted as part of the **enrichment programmes.**

List of Programmes Conducted

- As part of the National Year of Mathematics (NMY), an interschool/College quiz programme was conducted by the Mathematics Department for the Higher Secondary and College Students on 11th November 2012. 18 Schools participated and the Nirmala Higher Secondary School won the first Place.

Equal Opportunity Centre

- "Teenage management", Mr. Reji Jacob, Exe. Director, AFFERM, EKM.
- "Communication Skills, Time Management, Social Skills & Goal Setting" by Mrs. Sherin Sanjay (in different sessions).
- "An ideal career option after the completion of Bachelor degree" by Mr. Nishad TIME, Calicut.
- "Human Rights" by Dr P C Achenkunju.
- "Education and Development Programmes for SC/ST" by Mr. K Krishnan.
- "Equal Opportunities" by Adv. Biju John
- "The role of students in the protection of Nature" by Mr. Babu Zachariah
- "Personality Development" by Mrs. Susan Mathews P

- A workshop on "Bonsai Culture" by Mr. D Raveendran, President, Kerala Bonsai Association

Coaching Classes for Entry into Services

The all round development of students to enter into worthwhile careers is the vital part of our mission. With this view we have started "Coaching Classes for Entry into Services" with the support from the UGC. Talks, lectures, training programmes and workshops are arranged for students who aspire to prepare for Civil services examination, Banking Service recruitment examination and UPSC and PSC examinations. A separate library is functioning under the Coaching Cell with the help of student volunteers. More than 300 books useful for various competitive examinations and for general reading are acquired with the help of UGC grant. Miss Nikhila O.T. of B.Com and Christy of B.Sc. Physics served as librarians.

Major Programmes

- ☞ One day Seminar on Goal setting and orientation for Civil services and other competitive Examination-January 19th 2012 – Mr. Isaac Eapen, Field Publicity Officer, Calicut and well known writer gave leadership.
- ☞ Classes on Indian economy, Indian Constitution, Numerical Skills, Logical Reasoning ability and other aspects of general knowledge for civil services examination.
- ☞ Talk on Preparation for Civil Services Examination and Inauguration of ***Civil Services Academy***- July 21st 2012-Shri. K. Sethuraman I.P.S, Superintendent of Police, Malappuram.
- ☞ One day workshop-Journalism as a Career- Challenges and Opportunities, October 20th 2012- Mr. Vinu Abraham, writer and former editor of 'The week'.
- ☞ Workshops on Effective Communication- October 27th and November 3rd 2012- Mr. K. Chandrabose.
- ☞ Workshop on 'How to prepare CV and Face Interviews'- January 19th 2013-Shri K. Bharath Das, Corporate trainer and former DGM, South Malabar Gramin Bank.
- ☞ Training for Group Discussion and communication Skills-February 16th 2013 – Mr. K. Bharath Das, Corporate trainer and former DGM, South Malabar Gramin Bank.
- ☞ Classes, seminars and quiz competitions were conducted on different topics on general knowledge with a view to equip them for Civil Services examinations.

Career and Counselling Centre

UGC aided career guidance and counselling centre has been functioning in the College from 2010 onwards. This centre organized 11 programmes during the last years. Personal/ career/ psycho-social counselling classes arranged for students.

- ☞ Seven days of Yoga Training programme, Ms. Sumi M.P Yoga Trainer led the classes in 2012 and 2013.
- ☞ "Leadership Skills" by Mr. Sanjayakumar on 03.07.2012.

- "Career orientation and Opportunities for Higher Education in India and Abroad" by Dr. Brijith Thomas on 06.07.2012.
- A seminar on "Interpersonal Skills" by Rev. John Easow on 17.07.2012.
- A two day programme on "Personality Development and Transactional Analysis" by Rev. John Easow and Dr. Manoj Kumar T on 19-20th July 2012.
- "Communication Skills" by Dr. K. Karunakaran on 21.07.2012.
- A class on "Goal Setting" by Mr. Johnson M.G on 31.07.2012.
- "Time management" by Dr. T.N. Vijayakumar on 08.08.2012.
- "Motivation" by Dr. N. Zachariya on 11.08.2012.
- Two day workshop on "Preparation of CV, GD and Mock Interaction" was arranged for the final year students of the Science and Arts students separately in 2012.
- Classes were arranged with the help of our Psychology Department also.

Easow Mar Timotheos Memorial Lecture Series

To commemorate the memory of late Rt. Rev Easow Mar Timotheos Episcopa, the Founder Manager and the great visionary of the Mar Thoma Syrian Church, a memorial lecture series is instituted from the Silver Jubilee of the College. Every year various topics of contemporary relevance in relation to higher education are discussed by prominent personalities.

- 2008-09 Sri K.T. Thomas, Former Chief Justice Supreme Court, "Religious Freedom - it's Uses and Abuses".
- 2009-10 Prof. M. Thomas Mathew, Malayalam Critic and Writer, "Human Values in Modern Society". 23.01.2010
- 2010-11 Prof. Dr. K. S. Radhakrishnan, Kerala State Public Service Commission Chairman, "Spiritual Dimensions of Democracy".14.03.2011
- 2011-12 Prof. Dr. V.J. Papoo, Former Vice Chancellor, Cochin University of Science and Technology, "New Trends in Higher Education 24.11.2011

The institution and the various associations conduct seminars, open discussions and invited lectures about the various cross cutting issues such as Gender, Climate Change and Environmental Education & Human Rights.

Gender

Women's Development Cell has organized seminars on

- "Women's Responsibility And Equality In Society" Dr. Heera Namboothiri, Vanitharathnam fame on 12.2.2008
- "Multiple Role of Women" by Sheeja M.P Trainer, Block Resource Centre, Nilambur on 06.01.2009.
- "Women issues and Rights" by Ms P. K. Sainaba, Member, Kerala Sate Vanitha commission on 13.10.2009.
- "Laws and Women" by Adv. Radhakrishnan on 11.02.2010.

- "Women Issues and Solutions" by Mrs. Rugmini Bhaskaran, Member, Kerala Sate Vanitha commission on 01.02.2011.
- "Health and Hygiene" by Manjush Jose, Counselor, Kerala Aids Control Cell on 1.2.2012.
- "Gender Justice" by Dr Molly Kuruvilla, Director, Women's study centre, University of Calicut on11.2.2012.
- "Cyber Cell – It's Significance in the Modern World" by Mr. Sethuraman, District Police Supdnt: on 11.02.2012.
- Screening of the movie- "Little Rascals", movie based on the theme of gender sensitization with young children as stars on 16.11.2012.

Climate Change and Environmental Education

The institution addresses the threat of Climate Change and takes the initiative in sustaining the environment by making it carbon neutral. The campus is kept pollution free with the greenery and freshness. To create an awareness of conservation of the environment and the use of non conventional energy sources, the Department of Physics is offering "Non Conventional Energy Sources" and the Department of Chemistry is offering "Environmental Chemistry" as an Open Course for the Fifth Semester Students. Seminars, discussions and Nature Camps are also arranged by various associations.

- Seminar on "Global Warming" by Mr. T. A. Lawrence, Chairman, Global Mission, Green Trust on 10.12.2009- Department of Botany.
- "Biofarming – Knowledge and Practice" by Mr. Babu Zachariah on 26.12.2011 – National Service Scheme.
- "Environment and Life" by Mr. Jayaprakash, Director, Nature Education Centre, Nilambur on 27.12.2011 – National Service Scheme.
- "Star Watching" by Mr. Balakrishnan on 24.12.2012– National Service Scheme.
- Visited the Munderi Seed Farm and seminar on "Process of Making High Yield Variety of Seeds" by Mr. Suresh, Agriculture Officer, Govt. Seed garden, Munderi on 27.12.2012– National Service Scheme.
- "Bio-diversity of Western Ghats" by Dr. Venugopalakurup, NSS College, Ottappalam on 11.12.2008 - Department of Botany.
- "Role of Students in Protecting Nature" by Mr. Babu Zachariah - Equal Opportunity Centre.
- "Biodiversity' by Dr. K. S Anoop Das, Assistant Professor in Zoology, MES College, Mampad on 26.11.09 - Department of Botany.

- "Statistical Methods of Collecting Information about Animals" 19.02.2011 – Department of Mathematics.
- "Deleterious effects of plastics" by Dr. Sajeev, Scientist, KFRI, Nilambur – national Service Scheme. The Campus is made Plastic Free Campus.
- "Non conventional Energy Sources" by Mr. C. Sebastian, Regional Manager, ANERT- Department of Physics.
- "Dark Matter and Black holes" by Dr. P.G. Sabu, MAMO College on 18.01.2008-Department of Physics.

Nature Camps and trekking were arranged for the students and staff by various associations.

- NSS volunteers of our College have participated in the Nature Education residential Camp at Nature Education Centre, Chandrakantham, Nilambur on 12th March 2012.
- Camp in Silent valley National Park on, 6th & 7th Feb 2010 – Nature Club.
- Nature camp at Chinnar, 9-11th Nov 2011, S C M Unit.

Human Rights

- "Human Rights" by Dr P C Achenkunju on 20.01.2012 – NSS and EOC.
- "Legal Awareness Class" on 17.02.2012 – NSS.
- "Legal Literacy Seminar" Vincent Charly, Judicial First Class Magistrate, Nilambur on 29.09.2007.
- "Legal Literacy Seminar" Adv. Chathukutty, Bar Association President, Adv. Babu Mohana Kurup and Adv. Nazeer took classes on 29.07.2008.

Information Communication Technology

The College provides excellent ICT facilities within its limitations. Every Department is equipped with at least one computer and internet facility. The library is also fully automated with computer bar coding system using software, Meshlogic's Book Magic Version 3.1. Online Public Access Cataloguing (OPAC) is the facility provided by the software. The Network Resource Centre and the Library provide free internet facility to students and staff of the College. The College got the opportunity to establish two seminar halls, one of which is ICT facilitated and air conditioned. Interactive boards are also installed in the Seminar halls. The Office administration-the admission, scholarship registration and grants, examination registration, link with University and the salary of the staff are all done with the help of ICT facilities. The administrators are provided opportunity to update themselves with the emerging trends in office automation. Training was also arranged for non teaching staff. Our teaching and non-teaching staff attended the following trainings

- Training of SPARK (Salary Payroll and Administrative Repository for Kerala) on 23rd January 2010 at Govt. Manavedan Higher Secondary School, Nilambur – Mr. V. M. John.

- ☞ Training on e-grantz, the scholarships to SC/ST students and fee concession under KPCR/ FC/SEBC/OBC etc. On 21st April 2009 at Manjeri.- Conducted by C-DIT, Govt. of Kerala – Mr. Premlal & Mr. V. Abraham.
- ☞ Training of SPARK at Govt. Arts and Science College, Kozhikode conducted by the Deputy Directorate of Collegiate Education, Kozhikode on 18.02.2012 – Mr. Premlal.
- ☞ Training of SPARK at Govt. Arts and Science College, Kozhikode, conducted by the Deputy Directorate of Collegiate Education, Kozhikode on 18.02.2012 – Dr. Raina Thomas.
- ☞ Second State Level Training Programme for Administrative Staff by Kerala State Higher Education Council at EMS Seminar Complex, University of Calicut on 11-12 January 2013 – Mr. Premlal

Courses/Enrichment Programmes Offered to Ensure Holistic Development of Students:

To facilitate the holistic development of the students, invited lectures and talks by dignitaries were arranged, apart from the curriculum based teaching classes.

Moral and Ethical Values

- ☞ "Challenges of Today's Youth" by Mrs. Grace Lal, Counselor, Writer and Orator on 08.10.2010 – Equal Opportunity Centre.
- ☞ "Nine types of Personality" by Swami Athmananda on 01.10.2010. He monitored a group wise personality analysis of the students.
- ☞ "Introduction to Yoga", lecture cum demonstration class on 06.11.2010. A follow up programme was also conducted for the interested participants.
- ☞ "Entrepreneurship Development and Personality Development and the Role of PMRY" by the Entrepreneurial Development Club – Department of Economics.
- ☞ NSS Units conducted a seminar on "Life Style Diseases", presented by Jayaprakash, Director, Nature Education Centre, Nilambur.
- ☞ A Seminar on the Topic "Anti-Ragging Awareness" conducted by the NSS units on 18th August 2012. Adv. Biju John presented the topic.

The College is giving the opportunity to students for involving in social activities as part of their social responsibilities.

- ☞ Students Christian Movement (S.C.M) extended support to Dalit/Tribal students to do an English and Computer Course with a financial support from a well wisher abroad. En students were specially selected and sent to Bangalore and Trivandrum to attend programmes to enhance their computer knowledge and communication skills.
- ☞ There are a sufficient number of endowment and scholarships instituted by well wishers of the College, for the curricular and

extracurricular achievements of the students. Every year, these are given to students on the basis of merit, income and other conditions of eligibility.

- ☞ The College holds two units of NSS with about 200 active members. It hosted a variety of programmes in addition to the Seven Day Special Camps held every year.
- ☞ The N.S.S and Al-Salama Eye Hospital, Perinthalmanna, jointly conducted an awareness seminar on the importance of donation of eyes and blood. An eye testing camp and blood group determination was done.
- ☞ The College extends its service to the society in many ways. One among them is the Malabar Mar Thoma Child Development Centre (MMCDC), functioning at the Malabar Mission Complex, Uppada, a nearby place to Chungathara. This is an outreach programme of the College.
- ☞ Periodical Health Checkups- Total fat, Body Water Content and Weight of students and staff of the College were done.
- ☞ The students are engaged in Compulsory Social Service (CSS) Activities, which is a part of the UG programme of the University of Calicut.
- ☞ College union collected ₹ 5450/- from students for medical expenses of a student in need. Financial assistance (₹ 100,000/-) is given to the students and staff in need by collecting donations from students and teachers (Krishna Kumar, Abdul Nazar).
- ☞ The College took part in the "Karunyude Kayyoppu" Programme of the Malappuram District Panchayath for the welfare of the kidney patients and collected the highest amount with the participation of staff and students.
- ☞ Students and staff of our College contributed to the 'Prime Minister's Uttarakhand Relief Fund'.
- ☞ NSS units of our College conducted a class for awareness on Prohibition of Tobacco Products and also distribute the notice showing the details of government order on the matter on 6th January 2012.
- ☞ We celebrate Palliative Care –Day on 15th January every year and distributed Flash Cards indicating the relevance of the system.
- ☞ Programme Officers of our NSS units have participated in the Training Programme of RED RIBBON CLUB at Kozhikode on 11-02-2012.
- ☞ Chungathara Grama Panchayath, NSS units of Mar Thoma College and Mar Thoma Higher Secondary School conducted Hygienic Campaign and survey in Chungathara Grama Panchayat on 21st february-2012.
- ☞ Our selected volunteers Sanoj. M and Vaisak. A R have attended the RED RIBBON CLUB- State Peer Conference at

Ernakulam on 23rd march 2012 and also attend the regional meeting of the Club at Kozhikode.

- ☞ A Blood Donors Directory is maintained under the auspicious of NSS. Volunteers are donating blood to the patients on the basis of necessity. Awareness class on Blood Donation was given to volunteers.
- ☞ Junaish T, Muhammed Suhail P T, Vivek P K and Jibin Varghese were participated in the Lahari Virudha Vedi Camp in 8th to 10 February at MAMO College Mukkam.

In addition to this all National and International Days were observed and the national festivals were celebrated every year. Competitions were also held in Flower carpet making, Christmas tree making, folk song, Patriotic songs etc. along with these.

Employable and Life Skills

Various programmes are conducted in equipping the students with better career abilities, so that they are competent in employability and life skills.

- ☞ Two day training programme for final year students of Polymer Chemistry at CFC Industrial Estate, Manjeri on 18-19th 2006.
- ☞ One day seminar on "Personality Development and Study Opportunities Abroad" in collaboration with Stepping Stone international on 28.07.2007.
- ☞ Career guidance seminar – Job Opportunities in Aviation Hospitality and Travel Industry by the Franklin Institute on 17.09.2007.
- ☞ Personality Development Programme – "Stay Free and Develop Soft Skills" on 17.01.2008 in collaboration with ICFAI Academy.
- ☞ A seminar on "Development of Soft Skills to face interviews, Group Discussions and Career Development" by Mr. Arun Chandy, Career Forum, Calicut on 29.06.2010 by Department of Commerce.
- ☞ A class on "Career and study opportunities abroad" by experts from Campus International. On the basis of this, three students got admission for management studies in U.K. 04.12.2010.
- ☞ A talk on "How to face interviews and the preparation of resume" for final year students on 26.01.2011
- ☞ Seminar on "Prospects of Career & Professional Development Abroad" on 3.02.2011.
- ☞ A seminar on 'Application of IT in Banking Industry" by Mr. Thungademo Murry (Nagaland), Assistant Manager, SBT, Nilambur on 25.01.2011 by Department of Commerce.

Better Career Options

Career Guidance and Placement Cell is arranging periodic interface meetings in collaboration with external agencies like TIME, ICICI etc. and our young enthusiastic graduates are placed in different positions.

- ☞ "Career Prospects of Botany in Agricultural Field" by Mr. M S Mani, Agricultural Officer, Agricultural Farm, Munderi under Department of Botany.
- ☞ The department of Chemistry gives coaching for the entrance examination for the PGDPPT Course offered by the CIPET centre. Many of our students are benefited with the PG Diploma Course in Plastic Processing Technology (PGDPPT) and are well placed.
- ☞ Campus Recruitment Programme - Additional Skill Acquisition Programme (ASAP) by the Kerala State Higher Education Council on 15.02.2013.

A number of classes were conducted for entry in to service (*Details given in 1.3*) for students under UGC project.

Mar Thoma College, Chungathara is a College for rural development. Hence the College is sincerely concerned in developing its neighbourhood. It has a mission centre at Uppada, the **Malabar Mar Thoma Child Development Centre (**MMCDC). It started on May 7th 2003 at Uppada, a nearby village, in association with Caruna Bal Vikas (CBV), a registered society, a body of the Compassion Ministries. We have arrived at an agreement with them in this regard. The Compassion International exist as a champion of the cause of children, to release them from their spiritual, economic, social and physical poverty and enable them to become socially responsible citizens. Thus MMCDC is a community outreach programme extending our resources to the marginalized and alienated children of our society (*Details given in 7.3.2*). Responding to the needs of the local community, the institution contributes to the development of the neighborhood and the process will definitely moulds the students to be responsible citizens. So in addressing such social constraints, the management, staff and students sensitize the institutional social responsibility through this type of outreach programme. This helps us in fostering a close relationship between the institution and the MMCDC. The staff members usually visit the project site and give guidance to their activities and they support financially also. Last year, the seven day special camp of National Service Scheme (NSS) was held at the Uppada Project site. They helped in cleaning and construction of the play ground. Thus our students are also familiar with the project.

The old buildings of the College (Community Block) were utilized for the service of a tailoring school and an English Medium School of the Management, which include about 34 children in the LKG and UKG classes.

The CSS and NSS volunteers undertake various social activities as part of their work.

- ∗ Foundation work of an open auditorium of 25 ft width and 30 ft length.
- ∗ Vegetable garden in about 50 cent land and
- ∗ Waste pit construction at the MMCDC premise.
- ∗ Check Dam construction in Neerpuzha River at Munderi.
- ∗ Vegetable garden at Government Tribal School, Munderi.
- ∗ Waste pit construction at Tribal School, Munderi.

* The SCM volunteers visited the palliative care centre- "pakalveedu" and donated kitchen vessels and utensils on 10th February 2012.

1.4 Feedback System

The institution seeks the suggestions from parents, students and other beneficiaries and tries to make improvements.

- ☞ The departmental open house discussions (after the internal examinations) with the parents and at the general body meeting of the Parent teacher Association (PTA) provide the opportunity to collect the feedback from the parents.
- ☞ In PTA meetings, parents express their concerns and appreciations about the education provided by the institution.
- ☞ Principal as the member of the Syndicate of the University of Calicut enables the institution to communicate its suggestions to the University.
- ☞ Teachers who are members of the University Board of Studies have played a very dynamic role in framing the syllabi of courses of the University.
- ☞ The faculty who belong to various Teachers' Associations also can communicate to the Academic bodies of the University.
- ☞ The Principal's Conferences summoned by the University also discuss College level feedback.
- ☞ The alumni are the best ambassadors of the College and transcend the graduate attributes to the society and to the world.

The Principal and the committee evaluate the feedback collected from students and necessary suggestions are given to the concerned faculty. Such suggestions are implemented by the College as a part of the improvement. The files are kept confidential with the Principal. A self appraisal form is also collected from the faculty for the career advancement Schemes.

While choosing programmes we keep in mind institutional goals and objectives, and prioritize those that would do justice to them. The needs and aspirations of the local community are taken into consideration in the selection of the course/programme in the institution. We have started BBA & B.Sc. Computer Science in the Self financing stream in 2013.

CRITERION II

TEACHING-LEARNING

AND EVALUATION

Criterion II
Teaching-Learning and Evaluation

Our institution being an affiliated College of the University of Calicut, the admission to the various programmes, offered by the College is in accordance with the rules and regulations of University of Calicut and the Government of Kerala. The College offers Undergraduate and Postgraduate programmes.

2.1 Students Enrolment and profile

The Institution ensures 100 % enrolment without compromising the quality standards of students and education provided. As per the directions from the university, date of issue of application forms and prospectus is notified on the notice board. Prospectus gives all the academic, administrative and fee structure related to admission. The information is also made available from website: ***www.marthomacollegechungathara.org***

Application forms are issued from the Office and selection of students to the course is based on marks obtained in the qualifying examination and the existing policy of (merit for the admissions) the Government and Calicut University. There is no entrance test for UG and PG programmes. If the University lays down a special criterion like Entrance Test or Interview, the College will strictly adhere to it. Applications for admission to undergraduate courses are invited after the results of the qualifying examinations are published (Probably during the month of May). The announcement of the various dates of the admission process by the University and the notifications in the newspapers ensures publicity to admission process. The seats available for admission are according to the conditions set by the Kerala State Government and University of Calicut. As per the decision of the University, from the academic year (2013-‘14), admission for both the UG and PG are through the single window.

Provisional rank list of students are prepared separately by the concerned Departments and published on the notice board and a copy of the same is sent to the University on the same day. The index marks, (which is the sum of the marks in the qualifying examination and the mark for the concerned subject along with the weightage given for **NSS/CSS/ literacy programmes**) secured by the student, is made the criteria in preparing the provisional rank list. Admit Cards are sent to the students indicating the date of interview (which is notified by the University). Students are admitted after the interview with the Principal and the Head of the Department. Usually all the students coming under merit quota have more than 70% marks. But in certain reservation quotas sometimes marks may be less than 50% also.

An admission committee is constituted every year, as per University norms to supervise the admission. It consists of the Principal and the Head of the respective Department. The Management Quota are also filled in a transparent way. The admissions to the management quota are made under the supervision of a committee consisting of the Manager, Bursar, Principal and the Heads of Departments. 100 % transparency is ensured in the entire process of admission. Hence access, equity and social justice are ensured through

transparency and adherence to rules. The allocation of total seats under various reservation categories is as follows.

↓ **Reservation of various categories**

Category	Type of courses, % seats	
	Aided (%)	Self financing (%)
General	50/40	50*
SC	15	-
ST	05	-
Management	20	50
Community	10/20**	-

(* - include SC ** - Minority Institution)

The students from **SC/ST/ OBC** category are allotted seats as per the state's reservation policy and guidelines. There is no separate reservation for **women** as per Government rules. However, the number of girl students outnumbers the boys in all disciplines. The vacancies, if any, for SC/ST are filled by **other eligible communities,** after publishing thrice in Newspapers. Out of the 5% reserved for ST, 1% is to be reserved for primitive Tribes of the Malappuram District. For courses in the self financing stream, 50 % are filled according to merit as per the university guidelines. Since the College obtained the **Minority Status** from the Government of India, the number of community seats has been increased from 10 % to 20 % from 2012 onwards. Two seats from the general merit are set apart for students, who have **achievements in sports** in each degree programme as per the rules of the Government of Kerala and University of Calicut.

One seat is reserved for the **differently abled** (with minimum 40 % disability – ranked in accordance with their marks in the qualifying examination.) in each programme as per the rules outlined by the Government of Kerala. If there are applications, one seat should be reserved for the **Lakshadweep candidates, (**and it should be within the statutory maximum limit of the College, which is approved by the University every year, including marginal increase).

BPL (Below Poverty Line) students from forward caste are given 10% reservation in admissions. Students from economically and socially weaker sections are encouraged and supported in the form of fee concessions, scholarships and other assistance instituted by the well wishers of the College. Conveyance allowances and scholarships are also given from UGC funds. Fees exemption/concession and scholarship benefits are extended to the students according to rules and regulations of the Government of Kerala. The students who belong to SC/ST/OEC are exempted from paying fees. Moreover they are paid monthly stipend and lump sum grant which will be directly credited to their bank accounts. The e- grantz section keeps the details of the freeships received from the Government.

As per the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**, the **Affidavit I** was got signed by

students and parents at the time of admission. This gives the assurance of a pleasant atmosphere in the campus.

❖ ***Student profile***

➔ Admission Details for the year 2013-2014 (as on 11.09.2013)

UG Courses: (Aided)

Sl. No.	Courses	Sanctioned Strength	MI*	Open (40 %)			SC 15%	ST 5%	Community 20%	Management 20%
				merit	sports	PH				
1	B.A. Economics	40	15	19	2	1	8	3	11	11
2	B.Sc. Physics	32		10	2	1	5	1	7	6
3	B. Sc Chemistry (Alternate Pattern)	20	-	5	2	1	3	1	4	4
4	B.Sc Botany	24	8	10	2	1	4	2	6	7
5	B.Com	40	16	19	2	1	8	3	11	12
	Self financing - UG Courses									
	Courses	**Sanctioned Strength**	**MI ***	**Open (50 %)**		-	-	-	-	**Management 50%**
				merit	**SC**					
6	B. Sc Mathematics	24	8	14	2	-	-	-	-	16
7	B.B.A	30	-	13	2	-	-	-	-	15
8	B.Sc. Computer Science	24	-	10	2	-	-	-	-	12

PG Courses - Aided (As on 12.11.2012)

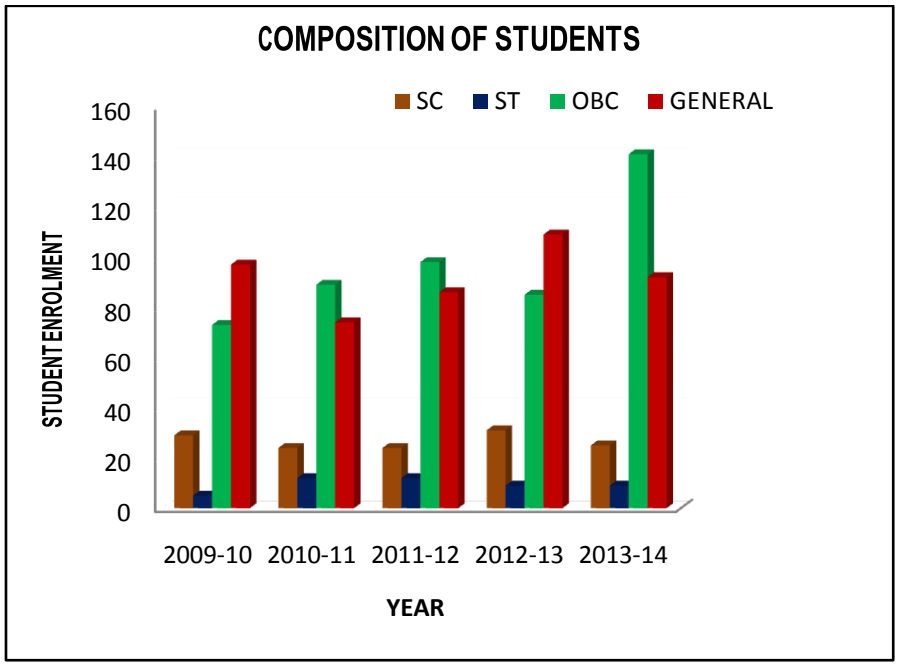
Sl. No.	Courses	Sanctioned Strength	MI*	Open (40 %)	SC (20 %)	Community 20%	Management 20%
1	M. Com	12	3	6	3	3	3

PG Courses – Self financing (As on 12.11.2012)

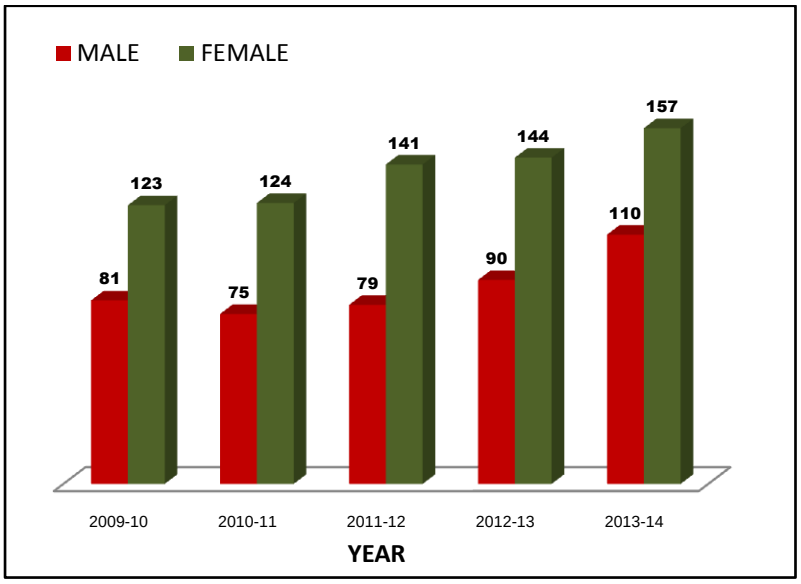
Sl. No.	Courses	Sanctioned Strength	Open (50 %)		Management 50%
			merit	SC	
1	M. A	20	7	3	10

* MI- Marginal Increase

Composition of students



Gender Composition



❖ ***Percentage of marks at the Entry level***

The mark of the qualifying examinations is taken into consideration for the admission to various UG and PG Courses. The index marks are calculated with respect to this for the preparation of the list of students for each course. The maximum and minimum percentage of index marks is compared with that of the other managements, offering the same courses.

❖ ***Trends and Analysis of Demand Ratio***

As our institution maintains a high reputation in the society, there is an increasing demand for admission in various programmes of our College. As

the seats are limited and demand high, we are not able to provide seats to a good number of students with good academic records. The demand ratios for the various subjects were calculated and it is seen that there is an increasing demand year after year. Every year we used to apply and obtain a 20 % marginal increase for B.A Economics, B. Com, and B. Sc Botany programmes to cater to the increasing demand of students. In spite of marginal increase, we could not create enough number of seats to meet the increasing demand for the courses.

- **Percentage of maximum and minimum marks at the Entry level**

Sl. No	Name of the Programme	Year	Percentage of marks			
			Mar Thoma College, Chungathara		Other Management	
			Maximum	Minimum	Maximum	Minimum
1.	B.Sc. Physics	2012-13	92.67	63.19	NA	
		2011-12	91.58	65.63		
		2010-11	89.17	59.33		
2.	B.Sc. Polymer Chemistry	2012-13	90	63.19		
		2011-12	92.17	71.67	90. 6	44.16
		2010-11	84.75	53.5		
3.	B.Sc. Botany	2012-13	86.25	78.67		
		2011-12	84.08	61.58	89.66	52.83
		2010-11	82.17	51.88		
4.	B.Sc. Mathematics	2012-13	85.92	59.67	NA	
		2011-12	77.33	60.33		
		2010-11	82.42	62.75		
5.	BA Economics	2012-13	90.75	48.25	NA	
		2011-12	86.75	53.42		
		2010-11	88.5	54.58		
6.	B.Com	2012-13	93.83	49.42		
		2011-12	93.16	53.66	91.83	69
		2010-11	92.75	52		

As there are no pre admission tests, skills and knowledge of students are assessed only after the admission. College conducts a post entrance test after commencement of the programmes and the students' skills are identified on this basis. Later the communication abilities and other skills are assessed through the seminars, assignments, interactions, internal examinations etc.

The demand ratio is comparatively low for the B. Sc. Mathematics and MA Economics programmes, which shows that the self financing courses are less attractive to the students. Probably, this is due to the high fee structure for the self financing courses than the aided courses. Hence, the College is

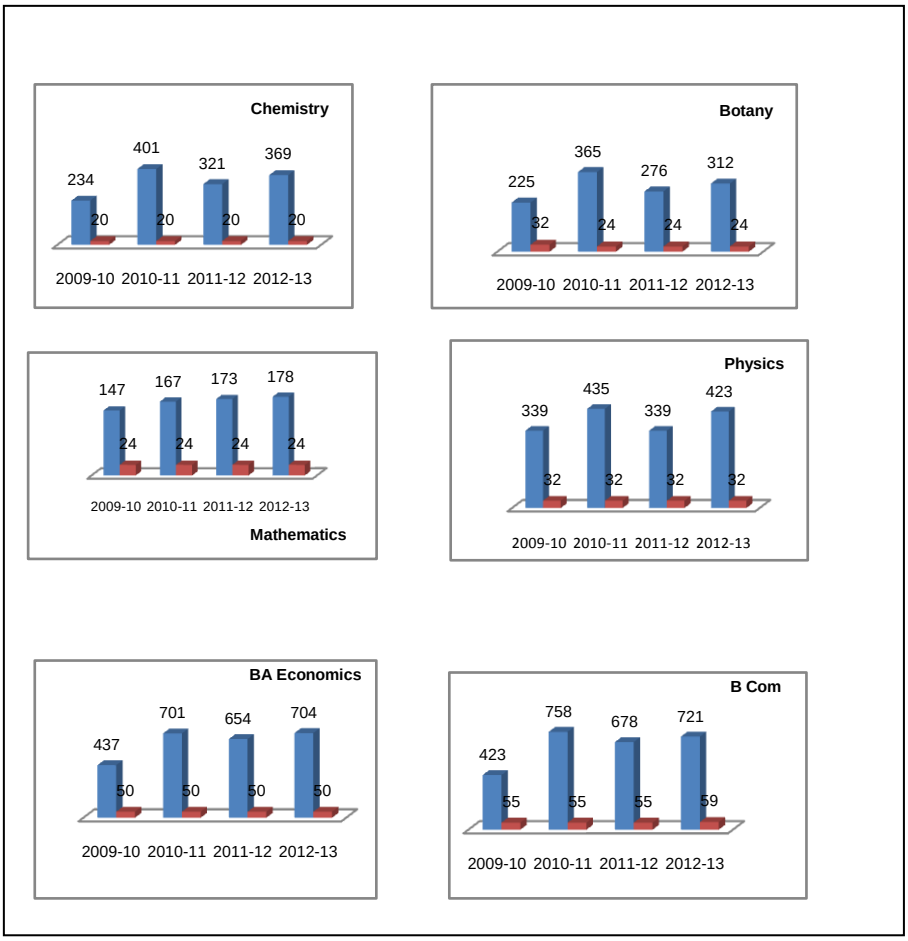
collecting only lesser amounts of fee than the maximum fixed by the University. Concessions in fees are also given to deserving students.

↓ Programmes and their demand ratio

Sl. No	Name of the Programme	Year	Number of Applicants	Number of students Admitted	Demand Ratio
1.	B.Sc. Physics	2012-13	423	32	13:1
		2011-12	387	32	12:1
		2010-11	435	32	14:1
		2009-10	339	32	11:1
2.	B.Sc. Chemistry	2012-13	369	20	11:1
		2011-12	321	20	16:1
		2010-11	401	20	20:1
		2009-10	234	20	12:1
3.	B.Sc. Botany	2012-13	312	32	10:1
		2011-12	276	24	12:1
		2010-11	365	24	15:1
		2009-10	225	24	9:1
4.	B.Sc. Mathematics	2012-13	178	24	7:1
		2011-12	173	24	7:1
		2010-11	167	24	7:1
		2009-10	147	24	6:1
5.	BA Economics	2012-13	704	50	14:1
		2011-12	654	50	13:1
		2010-11	701	50	14:1
		2009-10	437	50	9:1
6.	B.Com	2012-13	721	59	12:1
		2011-12	678	55	12:1
		2010-11	758	55	14:1
		2009-10	423	55	8:1
7.	M.Com	2012-13	145	12	12:1
		2011-12	128	12	11:1
		2010-11	79	12	6:1
		2009-10	69	12	6:1
8.	MA Economics	2012-13	48	20	2:1
		2011-12	38	20	2:1
		2010-11	27	20	1:1
		2009-10	22	20	1:1

(The admission in 2013-'14 was by the single window method-number of applicants not available in the College office)

Analysis of Demand Ratio for various programmes



BBA and B.Sc.(Computer Science) in the self financing stream were started from the academic year 2013-'14. In September 2013, the Government of Kerala have sanctioned two more courses - in the aided stream – M.A (Economics) & B.Sc. Mathematics – of which, M.A (Economics) will be starting from this academic year and B. Sc. Mathematics Course in 2014.

We have students who have a passion for teaching profession and interested in research. Some others opt for profession in banks and IT sectors. They are attracted by the congenial atmosphere of the campus.

2.2 Catering to Diverse Needs of Students

Differently Abled Students

College supports the differently abled students in many ways. The reservation for admission is given as per the Kerala Government rules and is strictly adhered to. They are given special assistance, as per the rules of the University at the time of examinations, in arranging convenient examination halls and assigning scribes for the students who need such type of support. They are also supported financially for their medical treatment. In 2012, the students, NSS and the staff of the College took initiative in collecting a sum of ₹92, 000/- with the support of the public and other well wishers, for the treatment of Mr. Abdul Nazar, III B. Com student.

Remedial Programmes

Post Entrance Test enables the teachers to understand the performance level and the academic potential of the first semester students. The remedial coaching for the disadvantaged groups of students - Slow learners, SC/ST, OBC, minority and economically backward students - after class hours, utilizing the UGC funds helped to improve their performance level and lift them to be on par with the better performers. The advanced learners are given charge of the weak students and encouraged them to assist in their studies.

In the beginning of every academic year, an orientation class is arranged for the First Semester students for making them aware about the new schemes and methodologies of the Choice based Credit Semester System.

Enrichment programmes

The College offers various enrichment programmes, such as classes in communication skills, time management, career guidance, coaching for various competitive examinations, interaction with people of eminence, leadership training, acquiring soft skills etc. UGC provides the financial assistance for these projects (Details given in Criterion I.3).

- **Communicative English Classes**

A special attempt was made by the College for the improvement of communication skills of the students, especially English. Special classes were taken for a group of interested students by Prof. Susan Joseph. The scheme and syllabi of the course has already been given in the Curricular Aspects (Criterion I.1). A well equipped broadband supported Language Lab is also established in 2009 and is functioning in the College.

The institution encourages the students to participate in seminars and workshops conducted by neighbouring Colleges, University or other agencies.

- Programme Officers of our NSS units have participated in the Training Programme of RED RIBBON CLUB at Kozhikode on 11th February2012.
- Programme officers of our NSS unit attended the meeting at senate house of Calicut University on 7th February 2012 to review the activities of NSS for the year 2011- 12.
- Selected NSS volunteers, Sanoj. M and Vaisak. A R have attended the conference at Ernakulam on 23rd March 2012 and also attended the regional meeting of Red Ribbon Club at Kozhikode.
- Junaish T, Muhammed Suhail P T, Vivek P K and Jibin Varghese were participated in the Lahari Virudha Vedi Camp in 8th to 10th February at MAMO College Mukkam.
- 6 Students participated in the "residential programme on personality development and career guidance" organized by the SCM at SCM Centre, Trivandrum on 18th to 20th February 2012.
- Two-day empowerment programme for SC/ST students, at University of Calicut on 19th and 20th September, 2012 was attended by two students of our College.

- ❖ The advanced learners help their peer group in their studies. Visit to other institutions of reputation and academic importance also help them plan about their future education and career in an effective way.

Gender sensitization

The associations, clubs and the College Students' Union arrange at least three programmes every year on contemporary issues. The Women's Development Cell takes initiative in the conduct of **seminars on gender issues** and brings women of repute to the campus to interact with the women students. Dr. Elizabeth Thomas is the resource person for "Eco Feminism" and "Globalization and Third World Women" at the Women's Studies Department of University of Calicut. She also contributes to the women writing and present papers on issues related to the women and Environment. She serves as the member of the Ecological Commission of the Mar Thoma Church and the advisor to the Ecological Chair of the Kerala Region of the Student Christian Movement (SCM) of India. She has published and edited books on the issues of both Women and Environment. Dr. Raina Thomas has attended the UGC Sponsored, Sensitivity- Awareness and Motivation (SAM) workshop at the St. Thomas College, Kozhencherry from 25th to 1st march 2013.

Creating Environment Consciousness

The departmental associations and NSS arrange seminars regarding the issues of Environment and make the College community aware about the protection of the environment (Details given earlier in 1.3). The College community participated in the "Ente Maram" project of the Forest Department of the Government of Kerala in June 2009.

Addressing the risk of dropout-The weaker students are given financial support through the scholarships instituted by the management and also by the well wishers. Students are benefited with the Scholarships from various agencies including UGC. Conveyance allowances are also disbursed to the eligible students as per the criteria insisted by the UGC. This equips the students to face the challenges of financial crisis and help them to be confidant. The "Free Noon Meal programme" instituted by the College community has also reduced the drop out of students due to financial challenges.

Scholarships

There are sufficient number of endowments and scholarships instituted by well wishers of the College and management for the curricular and extracurricular achievements of the students. Every year, these are given to students on the basis of merit, income and other conditions of eligibility. There are 55 such scholarships and an amount of ₹ 15,170/- is distributed to the students. In addition to this, Channels of Glory, a USA based charitable trust support three students for their study at degree level.

The various scholarships of the Kerala State Government, UGC and Central Government are also disbursed to the eligible students. The faculty in charge of the scholarships scrutinizes the applications and forwarded to the agencies through the office. The scholarships are

- National Merit Scholarship (NMS)

- Scholarship instituted by Kerala State Higher Education Council (KSHEC)
- District Merit Scholarship (DMS)
- Central Sector Scholarship (CSS)
- The educational concession for physically disabled students
- Financial aid to children of Beedi workers
- Kerala State Suvarna Jubilee Merit Scholarship Scheme (KSSJMS)
- Student Aid Fund (SAF)
- Scholarships of UGC
- Scholarship under the Single Girl Child scheme
- Post metric scholarships (PMS)
- Scholarship from Department of Collegiate Education (DCE)
- C.H Mohammed Koya Scholarships to Muslim Girl students

↓ **The details of various scholarships**

Name of scholarships	Year and Number of Scholarships						
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
SAF	9	7	7	7	6	7	-
CSS	-	-	-	-	7	6	1
KSHEC	-	-	-	-	6	6	7
KSSJMS	-	3	8	16	9	6	3
NMS	1	-	-	-	-	-	-
DMS	-	1	1	-	-	-	-
PMS	-	-	-	-	21	-	20
OTHERS (Muslim Girls)	-	-	-	-	1	11	2
DCE	1	1	1	-	-	-	2
UGC	-	-	-	20	20	20	20

The UGC have granted a sum of ₹ 1, 00, 000/- for the travel and conveyance allowance for the SC/ST/OBC/Minorities, under the scheme "Colleges Containing a Large Proportion of SC/ST/OBC/Minorities Students" and is distributed to 200 students.

↓ **Division of Conveyance allowance among the departments**

Year	Physics no@ amount	Chemistry no@ amount	Botany no@ amount	Economics no@ amount	Commerce no@ amount
2009-10	11@500	9@500	9@500	37@500	23@500
2010-11	13@500	16@500	7@500	50@500	27@500
2011-12	9@750	17@750	6@750	55@750	42@790
2012-13	6@200	6@200	6@200	6@200	6@200

The students from the disadvantaged sections of the society are getting financial support from the Government of Kerala (Details given in 5.1). There is a separate administrative section in the office which coordinates the e-grantz and scholarships to these sections of students. The guidelines regarding the reservation, fee concession and other details for the SC/ST and other eligible class of students are maintained in the office. The periodic data about the statistics and the composition of the students are prepared and sent to the University, Government and UGC as and when needed. The various scholarships and the details of the beneficiaries are available in the office.

↓ **Number of students benefited by the student scholarships**

Year	Department				
	Physics	Chemist	Botany	Commerc	Economi
2009-10	4	3	4	4	5
2010-11	4	3	3	5	5
2011-12	4	3	3	5	5
2012-13	5	3	3	6	7

The whole scholarship programme is fully computerized so that the lists of students who avail the scholarships are made available without any delay.

2.3 Teaching Learning Process

Planning & organization of teaching-learning and evaluation schedule

Academic calendar is prepared at the beginning of every academic year. As there are two semesters per year, two tests and one seminar per paper are arranged in addition to the assignments. All Departments keep their own registers of the evaluation process. Each faculty member has a Teacher's Diary to record the daily progress of the teaching and also the daily activities, if any. Corrective measures are adopted by the respective teachers. The loss of usual class hours due to unavoidable reasons are rectified by taking extra hours of classes and special classes on holidays. Special time tables are issued towards the end of the semester to facilitate effective time management.

The Library helps the staff in the academic planning. The teaching learning process with the assistance of the ICT facilities help the student community to get exposed to modern teaching methods. The students also make use of the library and other facilities fir the preparation of their seminars, assignments and projects. In addition to this, Department of Commerce, Physics and Economics have their own Book Bank facility (350-400 books), which help the students. The Library maintained under the UGC Project 'Coaching for Entry into Services' is managed by the student volunteers.

Role of IQAC

A duly constituted IQAC supervises all the activities of the College and give necessary support for improvement. The IQAC supports and helps to enhance the quality of the day-to-day activities of the College.

* New decisions for the improvement of the quality are done with the initiative of the IQAC.
* The College website is managed.
* Compiled the list of all the students and each one is provided with their own user name and password in availing the internet library facility.
* The reports of the departments and other events are updated periodically. Reports of all the activities of the College are compiled.
* The Annual Quality Assurance Reports (AQAR) are prepared and sent to the NAAC.
* The subcommittees of the IQAC helped in drafting the SSR.
* Vigilant to the timely instructions and directives of NAAC, UGC, State Higher Education Department and the University.

The IQAC have arranged two programmes related to the re accreditation process.

- ✓ "Orientation on NAAC re accreditation" arranged by the IQAC of our College on 23rd November 2011. Prof. Thomas Mathew, Steering Committee Coordinator, DGM MES Mampad College led the discussion.
- ✓ "New Methodology of NAAC re accreditation" arranged by the IQAC of our College on 14th November 2012. Prof. Lalu Varghese, IQAC Coordinator, Christian College, Chengannur was the resource person.
- ✓ A seminar on the topic "Higher Education Opportunities and Challenges" was held on 23rd October 2013. Rev. Dr. V. M. Spurgeon, Head of the Department of Philosophy & Chaplain of Madras Christian College, Chennai delivered the talk.
- ✓ A separate session by Rev. Dr. V.M. Spurgeon was arranged for the staff on 23rd October 2013 on "Class room Management, Communication & Healthy Practices".

The IQAC coordinator has attended two conferences related to the "New methodologies of NAAC Accreditation" and had the opportunity to interact with officials of NAAC and the faculty of other Colleges.

- ✓ "Problems and Prospects in Higher Education" arranged by the IQAC of Farook College, Kozhikode, March 8-9, 2012.

✓ "The New methodologies of NAAC Accreditation" organized by the Mar Thoma Higher Education Commission in association with the IQAC of St. Thomas College, Kozhencherry, Jan 17-18, 2013.

The activities of the IQAC have created a new awareness about effective and innovative teaching, learning, and evaluation process.

Student –Centric Learning

The institution promotes student-centred learning through assignments, projects, seminars, project works and practical sessions, through which the students acquire and develop skill in managing the data available - collecting, processing and presenting - and also develop skills in communication, co-ordination, planning, management and expression of ideas through creative writing techniques. The institution encourages field visits, industrial visits and interaction with experts through seminars and workshops, by which the students develop research aptitude, sensitized outlook of the world and a socially oriented responsible personality.

The various programmes arranged in the College with the assistance of the UGC or other agencies are student-centric. We got UGC assistance for Student scholarships, Remedial Coaching, Conveyance Allowances, Counselling Classes, Career Guidance Cell and Net Work Resource Centre. The invited lectures and the participation in seminars, debates, and quiz competitions are also equipping the students in their learning process. For the development of the literary talents of the students, a **magazine is published (in manuscript)** from each class, by the Departments of Malayalam & Botany.

All Departments have their own departmental associations. Association secretary is elected by students. Nature Club, Women's Development Cell, planning forum, film club, and the Entrepreneurial Development Club enable the students to develop their skills. All Departments and library are provided with NET facility. This helps the faculty and students to prepare their syllabi and the teachers use LCD facility for the presentation of their classes. The students also use LCD facility for the presentation of their projects and seminars.

As the students are part of their community, some of our students are taking tuition classes for school students of their neighbouring places. This helps them in finding financial assistance for their studies and also to enhance their community standards.

Technologies & Facilities for Effective Teaching

- ***Broad Band Connectivity***

  The Network Resource Centre, Language Laboratory, all Departments and the Easow Mar Timotheos Library provide high speed internet facility free of cost. The reprographic facility available in the library, office and in the management office helps the students in reproducing the data without much cost.

- ***ICT Facilities***

  There are four LCD projectors and a Digital Visualizer for the use of teachers and students for taking classes and seminars. We have two smart classrooms with interactive boards and other ICT facilities for teaching and seminar purposes. Seminars, projects, group discussions

etc. are done to improve the group learning of the students. The management and the PTA are very much keen in providing the best facilities to the students. All the facilities available are used to the benefit of student community. Training sessions in ICT are arranged so that faculty is acquainted with the facilities.

- ***The Easow Mar Timotheos Library***
  The Easow Mar Timotheos Library provides about 17500 books in addition to the reference books and journals. Every year the number of books is enhanced as per need and availability of funds. The well wishers of the College contribute to the library with their books. The library uses a software for the bar coding for cataloguing and lending of books to the students.
- ***INFLIBNET Facility***
  College provides INFLIBNET facility to all its teaching staff and students. Everyone can use the facility with their own username and passwords. Access to e-resources is available through the N-list.

Nurturing Value Education

The institution celebrates Science Day, Environment Day, Earth Day etc. to create scientific temper and critical thinking among the students. This is enabled by conducting Essay writing, quiz and elocution competitions and speeches by eminent persons and guest lectures. Seminars, workshops and extension lectures are also conducted by all the departments on various topics of scientific importance. National days are also observed to equip the students to develop and inculcate spirit of nationalism and patriotism.

Challenges in Completing Curriculum

In spite of loss of classes due to strike, vehicle strikes, lock-outs, special holidays and conduct of the university examinations, the College manages the time lapse and finishes the syllabi. Special classes are arranged before and after class hours and on Saturdays. The implementation of the Parliamentary mode of election procedures for the election of the College Students' Union has a great influence on student politics. As a consequence, the student politics poses a lessened threat to the overall discipline of the College.

Academic Monitoring

The academic performance of the students is monitored through continuous evaluation. The attendance is marked regularly and the students are informed about the importance of attendance. Every department is maintaining their own attendance and internal mark registers. It is periodically evaluated. A redressal mechanism is functioning to solve the complaints of the students, if any, regarding internal marks. The internal marks are uploaded to the University website as per the schedules fixed by the University. A register of the university marks is also kept in the office. The academic performances of the students are monitored through the internal examinations held, seminars and assignments. The internal marks are prepared by the concerned teachers and put it on the notice board, at the end of each semester. The overall performance of the students in the academic and non academic matters is discussed with their parents, at the time of the open house, which are held by the concerned departments.

We collect feedback from students in each year and assessed. Printed forms are given to the students to get their feedback and suggestions. The interaction with the parents at the time of the open house meetings also helps us in implementing corrective measures.

2.4 Teacher Quality

The government has maintained a ban on appointment soon after the de linking of the Pre-Degree Courses from the Arts & Science Colleges. However, two courses were sanctioned without additional financial commitment to the College, namely B.Sc. (Polymer Chemistry), B. Sc. (Botany), for managing the constraints associated with the de linking of pre-degree course from the Colleges in 2000. However, the management appointed competent and qualified guest faculty to manage the classes. ***The management took the responsibility of the payment of the salary of such teachers for the last twelve years.*** During the post accreditation period, 7 faculty members were appointed.

The services of our retired faculty were also used, especially in Psychology and Physical Education. The retention of the experienced faculty in the College makes them engaged and also enables the students to get enough support of experienced faculty.

The management has taken the initiative to appoint qualified and competent faculty against the vacancies of the retired teachers and those which are newly created. There are 26 permanent faculty and 14 guest lecturers serving in different departments at present. In the administrative section, 20 supporting staff are working, including 8 staff paid by the management.

The stress caused by the introduction of new topics into the syllabus is well managed by the faculty by attending workshops and seminars to equip themselves and be updated in their field of study. "Computational Chemistry" and "General Informatics" are also introduced for the Chemistry students.

↓ **Qualification of teaching faculty (as on 1.10.2013)**

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
1.Permanent teachers							
D.Sc./D. Litt.	-		-	-	-	-	-
Ph. D	-	-	5	3	-	1	9
M. Phil	-	-	1(1*)	4	2	-	7
PG	-	-	4	2 (1**)	1	3	11
2.Temperory Teachers							
Ph. D	-	-	-	-	-	-	0
M. Phil	-	-	-	-	-	0	0
PG	-	-	-	-	6	8	14

***Principal** ****Librarian**

- ***(42.33 % of the faculty holds Bachelor Degree in Education. In addition to this, Degrees in Theology, Psychology & Counselling, and MBA are also adding credit to the faculty.)***

Dr. Prasad M Alex, Department of Chemistry, is having a post graduate degree in Bioinformatics and currently he is engaged in research in Bioinformatics and Computational Chemistry. The new syllabus and curriculum introduced "Python" Language for the Under Graduate Degree Course in Physics and Mathematics. Invited lectures were conducted on this and the teachers have participated in various workshops conducted by the University.

- ✓ "Python" organized by University of Calicut on 11.03.2010
- ✓ "Python" by Mr. Sivaramakrishnan, Associate Professor, Govt. Arts & Science College. On 20.09.2011 – Department of Physics
- ✓ "Python" by Prof. Anas, MES Mampad College, 21.02.2012 – Department of Mathematics.
- ✓ Invited lecture on "Cryptography" every year – Department of Mathematics.
- ✓ Invited lecture on "Chemistry beyond Molecules" by Dr. Sumod, Scientist, ASTRAZENICA, Bangalore 21.02.2013 – Coaching for Entry into Services.

Staff training by University

Management is aware of the need for training for faculty and is co-operative in sending the faculty to various programmes for faculty development like orientation and refresher courses. The teachers have attended refresher courses on the new topics introduced.

- ✓ Faculty of the Physics department participated in training programme arranged by the University in association with the Academy of Physics, Bangalore.
- ✓ Mr. Thomas K George, 17 day refresher course at the Department of Physics at University of Calicut.
- ✓ Dr Jayaprakash R, 17 day refresher course at the Department of Physics at MG University.
- ✓ Mrs. Rachel George, Librarian attended 4 Refresher courses for fulfilling the criteria of career advancement. Our NSS programme officers have participated in orientation programmes and other workshops related to NSS.
- ✓ **Programme Officer, Mr. Subramanian P.V** has participated in the Training Programme of RED RIBBON CLUB at Kozhikode on 11th February 2012.
- ✓ **NSS Programme Officers**, Subramanian P V and Basheer P have attended the Orientation cum Training Programme for NSS programme officers held in Empanelled Training Institution (ETI) For National Service Scheme at Rajagiri College of Social Sciences, Kalamassery, Kochi from 27th June to 3rd July 2012.
- ✓ **NSS Programme Officers** attended the meeting of District Legal Service Authority held on 19th July 2012 at District Court Hall Manjeri.

- ✓ **NSS Programme Officer, Mr. Subramanian P.V** has participated in the Conference of Red Ribbon Club at Government College Malappuram on 31st January 2013.

Recharge Facilities Offered

- ✓ Research Grants: The institution is ready to extend support to faculty who have genuine interest in doing research, project etc. During the last four years 1 teacher was granted FIP deputation by the UGC for Ph.D programme.
- ✓ The College provides full support for the preparation of utilization certificate and auditing of the research funds. We extend the service of the College administrative staff for the preparation and submission of utilization certificates of the project.
- ✓ Three faculty members are involved in minor research projects funded by UGC (details in Criterion 3.1).

The following staff has been awarded Ph. D Degree during the post accreditation period of the College.

- ✓ Prof. Prasad M Alex 23.11.2006 (Uty. of Calicut)
- ✓ Prof. Sudhakaran A 13.10.2006 (Uty. of Calicut)
- ✓ Prof. Georgie K. E 27.11.2008 (B.R Ambedkar Uty. Bihar)
- ✓ Prof. Gopalakrishnan M. B 10.11.2009 (Uty. of Calicut)

Participation of Faculty in Seminars and Workshops

Training programme by the College

The members of the staff are given opportunity to attend various seminars, Orientation/ Refresher Courses, workshops related to the restructuring of the curriculum and its implementation, organized by the University, Kerala State Higher Education Council and the neighbouring Colleges. The faculty are being updated with the seminars and workshops attended. Our Institution have also hosted a one day workshop for our teachers to get acquainted with the new methodology of Evaluation and Grading, as part of the introduction of Choice Based Credit Semester System at the under graduate level.

- ✓ "Restructuring of curriculum in Higher Education" conducted by Kerala Higher Education Council of Government of Kerala on 5th February 2008. Prof. Thomas Joseph, Kerala Higher Education Member was the Chief Guest.
- ✓ 'Demonstration of Use of Interactive Board and Digital Visualizer' by Mr. Isaac Thomas on 08.07.2009 &25.09.2013.

Our Principal has visited many educational institutions of excellence in India and abroad. In 2012, he visited the National University of Singapore (NUS) and Malaysian University and had interactions with the educational experts of the Country. He has attended the Principal's Conference organized by the AIACHE held at Port Blair in September 2013.

Percentage of faculty members:

- ➢ invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies - 30 %
- ➢ participated in external Workshops/Seminars/Conferences recognized by national/ international professional bodies-100 %

- presented papers in Workshops / Seminars/ Conferences conducted or recognized by professional agencies - 20 %

Faculty as Resource persons

- ***Principal. Prof. Abraham P Mathew*** is a resource person to Academic Staff College, University of Calicut, a number of seminars and conferences, organized by University, Colleges and even universities outside India. He has presented papers on Recent Trends in Higher Education, Human Right Issues in India at Global Level, Economic Issues such as Planning and Development, Globalization and its Impact on Indian Economy etc. He has presented a paper on 'Islamic Economics' at John Mathai Centre, Calicut University.
- ***Dr. Georgie K.E*** –National Service Scheme, (University of Calicut), 'Sreyas' (A national level NGO, under the Malankara Catholic Church), 'Kudumbasree', State AIDS Cell etc.
- ***Dr. Prasad M Alex*** **–**Drug Designing and Bio Informatics in Seminars & various other Colleges.
- ***Dr. Elizabeth Thomas*** (**Mini Prasad)** – At 'Mar Thoma Theological Students Conference', presented a paper on 'Eco Ethics Vs. Science in Light of Christian Stewardship'. & 'Eco feminism and Globalization' at the Department of Women's Studies, University of Calicut.
- ***Dr. Gopalakrishnan M. B*** **–** Presented paper in the National Seminar in the M. G University, Kottayam.
- ***Dr. Raina Thomas*** – Resource person for the National Seminar held at K. E. College, Mannanam, Kottayam on "Environmental Chemistry".

Publication by Faculty

Our faculty is having publications in peer reviewed journals and other books. Dr. Elizabeth Thomas has a handful of publications, books edited/written to her credit. She writes in magazines on issues of women, Eco Feminism and criticism of Malayalam short stories. She writes her articles in the pen name "Mini Prasad" and she was conferred with the 'Literature Award' instituted by the Riyadh Homeland Fellowship in 2011.

↓ Participation of faculty in seminars and workshops

Department	Teacher	2006-07	2007-08	2008-09	2009-10	201--11	2011-12	2012-13
English	Mathews Dolly					1	1	1
	Dr. Reena Mary Abraham							1
Malayalam	Sabu Jacob				1			
	Dr Elizabeth Thomas				1	1	2	1
Hindi	Anita K			1				
	Dr Geethakumariamma J			1				
Commerce	Dr Sudhakaran			1	1			

	Thomas K Varghese	1	1	1				
	Dr M.B Gopalakrishnan	1		3	1	1	2	1
	Rajeev Thomas							
Physics	Thomas K George		3		5	1	2	1
	Gigy Susan George			1				1
	Susan Chacko							
	Dr Jayaprakash	2	2	2	6	2	2	3
Chemistry	Dr. Georgie K.E							
	Sosamma Samuel							
	Dr Prasad M Alex	2		2	1	1	4	1
	Dr Raina Thomas			3	2	2	2	3
Botany	Ranji P Mathew							
Economics	Abraham P Mathew						2	3
	Subramanian P V						1	3
	Basheer P							2

Some of our teachers have written chapters in books. Dr. Prasad M Alex is also having books published to his credit. Dr. Geethakumariamma J, Anita K and Dr. Raina Thomas have written one chapter each in books published by Dr. Elizabeth Thomas. Many of our faculty is writing religious articles in church magazines and other publications by the Mar Thoma Church.

↓ Publication by faculty

Teachers	**2008-09**	**2009-10**	**2010-11**	**2011-12**	**2012-13**
Dr. Elizabeth Thomas		1	1	3	1
Anita K				1	
Dr.Geethakumariamma J				1	
Dr Gopalakrishnan				1	1
Dr Prasad M Alex	2	3	1		1
Dr Raina Thomas			2	1	2
Ranji P Mathew					2
Binija George					2

Publication of Books

Dr. Elizabeth Thomas (Mini Prasad)

- The general Editor of the book "Madhavikkutti Kadhakal-Penvayanakal" (Mal) A Study of 55 short stories of Famous Story writer, (Late). MadhaviKkutti-Kamaladas, by Olive Publications, Calicut, 2011.
- written the book "Sthree, Paristhithi, Athmeeyatha" (Mal) The first Ecofeminism Critic in Malayalam, C S. S Publications, Thiruvalla, 2009.
- written the book " Malayalthile Anaswarakadhakal" (Mal)- a critical study, mathrubhoomi Books, Jan 2012
- the general editor of the book by SCM "Naleyude Paristhithi Darsanangal" (Mal) published by the CSS, Thiruvalla 2012 (ISBN- 978-81-7821-489-4).
- ***Prasad M Alex***
- "Appol nammal daivathinte manassariyum"(Mal)(A Collection of Essays-ISBN– 978-81-8285-543-0))

Nominations to staff development programmes

The management is generous in granting leave for research, orientation, workshops, seminars etc. Rajeev Thomas, Associate Professor in Commerce has completed research work and submitted the Ph.D thesis under the Faculty Development Programme (FDP) at the Department of Commerce, Mahatma Gandhi University, Kottayam. Four of our teachers are engaged in doctoral research and one faculty member has submitted his thesis and is awaiting the proceedings.

↓ **nominations to staff development programmes**

Sl. No.	Academic Staff Development Programmes	Number of faculty nominated
1.	Refresher courses	06
2.	HRD programmes	-
3.	Orientation programmes	2
4.	Staff training conducted by the Uty.	21
5.	Staff training conducted by other institutions	25

2.5. Evaluation Process and Reforms

An orientation programme is arranged by the institution in the beginning of the programme for the first year students. All teachers familiarize their students about the evaluation methods and direct grading associated with the choice based credit semester (CCSS) system. For the last 4 years CCSS is followed as per the guidelines of the University of Calicut. The faculty of subjects, Academic Council and Board of Studies of the respective subjects take the initiative in restructuring the curriculum and syllabi of the various programmes. The affiliated Colleges have no option of framing the curriculum and evaluation reformations of their own.

The evaluation scheme for each course contains two parts, Internal and external evaluations. The assessment of students involves 75% weightage for External Evaluation and 25% for Internal Evaluation. Both internal and external evaluation will be carried out using Direct Grading System.

Components of Internal Evaluation and their weightage

Assignment	1
Seminar	1
Test Paper	2
Attendance	1

Only those students who secure 75% of attendance are eligible to appear for university examinations.

College conducts two internal examinations per semester in the pattern of the University examination and teachers conduct a number of test papers. Internal evaluation of students is based on attendance, internal marks, assignments seminars and projects. Internal marks are informed to students before sending it to the University. To ensure transparency of the evaluation process, the internal assessment Grade awarded to the students in each course in a semester shall be notified on the notice board at least one week before the commencement of external examination. Complaints if any are examined and recommendations are made to the departments concerned for rectification, if required, before forwarding it to the university. College has a grievance redressal cell as per the guidelines of the University, to solve their problems, if any. Grievances relating to the University examinations generally require formal settlement at the University level as per provisions offered by the University Statutes. Students can apply for revaluation if they are dissatisfied with the marks awarded.

Our faculty derives student learning indicators (grades) through systematic analysis of student projects, exams, or assignments. These clearly vindicate learning outcomes of knowledge, skills, attitudes/values and behaviour.

Students prepare for seminars and present it before the class and teachers. They use library and internet facilities for the preparation of seminars. This enables the students to be self learners. The behavioural traits, independent learning and communication skill of students are reflected in their regular attendance and timely submission of assignments, preparation and presentation of seminars and projects, the content development of the assignments given and viva voce.

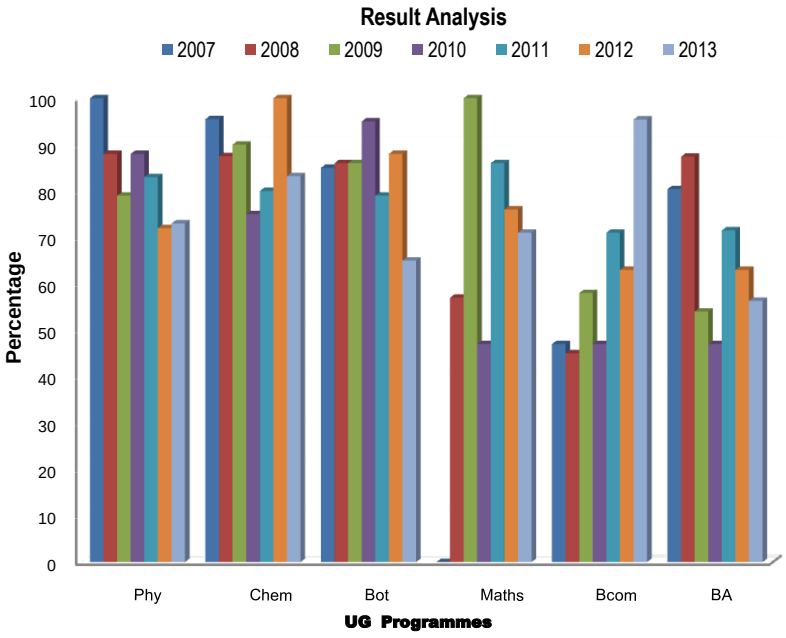
Each department conducts unit tests, assignments, seminar presentations and viva voce as part of the formative evaluation of the CCSS programme in the College. As a result of this formative evaluation, the students are made confident to face the examinations. For the practical examinations also, sufficient exposure to the examination is provided by the departments in the form of model examinations. At the end of each semester, model examinations are conducted to formulate a summative evaluation, and based on the results, students are directed to take necessary corrective measures in the preparation for the university examination.

2.6. Students Performance and Learning Outcomes

We have been trying our best to achieve the goals. We had been fortunate enough in getting the financial assistance from the EZE, Germany, an agency which have rendered support for the construction of the buildings and other infrastructural facilities. The management and the PTA also have taken leaps into the field which filled us with confidence and enthusiasm in marching towards the set goals.

We have been providing the best possible facilities for the holistic development of the personality of our students and the community at large. The providence of free internet facilities and INFLIBNET facilities help them to be self reliant in updating their knowledge in the competitive world. The College takes extra care of the weaker sections of the society by supporting them financially (by scholarships, conveyance allowances etc.) and intellectually (remedial coaching to slow learners). The students are benefited with all student centered projects of the UGC. The digital language laboratory, the classes on Communicative Skills and other personality development classes and training for competitive examinations help them to be self reliant confident professionals in their fields and contribute towards the academic excellence of our institution.

Result during Post Accreditation Period



Our College stands in the front in all curricular aspects. This is clearly understood by the results and the demand for admission to the various courses offered. Results of all university examinations are tabulated in a separate register kept in the College office and the result analysis is made by each departments.

- **Ms. Aswathy P secured third Rank in B.Sc. Polymer Chemistry** Examination of University of Calicut in 2010.

↓ Result analysis for the last six years

Programmes	**Percentage of Results , % (Distinctions/ A Grade)**						
	2006-07	**2007-08**	**2008-09**	**2009-10**	**2010-11**	**2011-12****	**2012-13****
Physics	100 (14)	88 (12)	79 (8)	88 (9)	83 (4)	72 (6 A)	73.1 (2 A)
Chemistry	95.5 (4)	87.5 (4)	90 (5)	75 (1)	80 (1)	100 (1 A)	83.3 (1A)
Botany	85 (2)	86 (1)	86 (2)	95 (2)	79 (2)	88 (3 A)	65 (-)
Mathematics	☆	57 (3)	100 (4)	47 (1)	86 (3)	76 (1 A)	70 (1A)
B.Com	47 (3)	45 (3)	58 (4)	47 (1)	71 (5)	63 (2 A)	95.4 (5A)
BA ECO	80.4	87.4	54	47	71.5	63	56.3
MA ECO	54. 5	44	63	45	85	83	RA
M.Com	100	71	50	25	44	85	RA

☆- *First batch of B. Sc. Mathematics started in 2005,*
*** result in Grading, RA- Result Waiting*

Continuous evaluation under the CCSS is useful in ensuring the evaluation of learning outcomes of the institution. Grades are given on the basis of the performance of the required skills and abilities. Besides, the exposure of the students in various curricular and co-curricular activities on a regular basis is also taken into consideration for the evaluation of the students in their programme. The results obtained in the semester examinations, the feedback from industries and other recruiting agencies are the achievement of the learning outcome of our students.

The progress and the change in the culture made in the local society, clearly indicate the influence of the institution in the society. The social

commitment and the institutional social responsibility are exemplary as evidenced by the extension and community outreach programmes of the institution. Value addition and enrichment skills, (Communication skills, Interview techniques, Group discussion strategies, presentation skills etc.) are taught to enhance the employability potential. The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes. The blended method of teaching, the traditional teaching supported by use of modern tools and techniques help the individual and collaborative teaching learning. Delegation of duties to various committees under the overall supervision of the Head of the Institution, with specific purpose helps in achieving the intended learning outcomes.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

Criterion III
Research, Consultancy & Extension

3.1. Promotion of Research

A number of our teachers possess research degrees and are actively involved in research, managing Research Projects, guiding students etc. The active involvement of faculty in research rejuvenates them in their academic strength and it directly improves the academic quality which reflects in the attitude of students. The College is already hosting research projects of faculty members funded by UGC. The institution facilitates smooth progress and implementation of the projects through

Autonomy to the principal investigator

- ✓ The institution offers maximum autonomy to the principal investigator (PI) to involve in and to implement research projects.

Timely availability of resources

- ✓ The College has decided to ensure the timely availability of resources for the smooth functioning of the project.

Adequate infrastructure and human resources

- ✓ The College provides the facilities within the limitation - electricity, broadband internet connection at the departments, office, Net work Resource Centre and library. The institution also provides INFLIBNET facility and help from administrative staff to the investigators of the research projects for its smooth progress. The faculty are in active link with the Universities, UGC and other agencies.

Time-off, reduced teaching load, special leave etc. to teachers

- ✓ The College helps the faculty members involved in Research. The management grant FDP to those involved in research activity.

Support in terms of technology and information needs

- ✓ We encourage our faculty members to procure research related software, equipments etc. to be updated in their field of research. Information from the University, UGC and other agencies are intimated to the staff in time.

Facilitate timely auditing and submission of utilization certificate to the funding agencies.

- ✓ The College provides full support for the preparation of utilization certificate and auditing of the research funds. We extend the service of the College administrative staff for the preparation and submission of utilization certificates of the project.

The institution provides the students & researchers with free internet access and INFLIBNET facility with around 50,000 books and nearly 3000 e-journals. Thus they are enabled to develop and update their knowledge and content management for learning. The institution encourages field visits, industrial visits and interaction with experts through seminars and workshops, by which the students develop research aptitude. The students thus have a sensitized outlook of the world and become socially oriented responsible

personalities. The institution has taken firm steps to improve research aptitude among students by conducting seminars/symposia and facilitating student project works. Students are taught research methodology, in the first/second semester of the UG Programmes. Conducting project work for UG and PG students in their interested areas within the limitations of the infrastructure are also facilitated. As a part of the project work, students visit industrial units or Higher Education Institution's and are exposed to developments in science technology and other relevant areas. They also arrange poster exhibition in the notice boards.

We also conduct visits to leading research institutions in Kerala to introduce various opportunities for the students to take research as a career. All these efforts have inculcated research aptitude among students. It is glad that many of our students have joined reputed universities in India and abroad and actively involved in research, to pursue their higher studies. Following are some of them.

- ✓ Dr. Naslim, Research Scientist in Astrophysics who was involved in analysing the chemical composition of a new star
- ✓ Dr. Ratheesh, Research Scientist in Physics
- ✓ Dr. Anija, Research Scientist in Physics
- ✓ Mr. Shibin Chacko, Research student at IIT Kanpur
- ✓ Mr. Abdul Nishad, Research Scientist in Chemistry, BAARC
- ✓ Dr. Ansar Ali, Research Scientist in Chemistry NIIST
- ✓ Dr. Sumod, Research Scientist in Chemistry, ASTRAZENICA, Bangalore.

They are invited to the campus and allowed to interact with the students about their research. They are also motivating more students to enter into active research.

The following staff has been awarded Ph. D Degree after the accreditation of the College in 2005.

- ☞ Prof. Prasad M Alex 23.11.2006 (Uty. of Calicut)
- ☞ Prof. Sudhakaran A 13.10.2006 (Uty. of Calicut)
- ☞ Prof. Georgie K. E 27.11.2008 (B.R Ambedkar Uty. Bihar)
- ☞ Prof. Gopalakrishnan M. B 10.11.2009 (Uty. of Calicut)

Three faculty members are involved in minor research projects funded by UGC.

- ➢ Dr. Prasad M Alex, Department of Chemistry awarded with a minor project "In silico Modelling and Optimising Drug Candidates from Ayurveda for Mycobacterium Tuberculosis" – UGC – ₹ 1, 60, 000/-. Completed.
- ➢ Dr. Prasad M Alex, Department of Chemistry, serves as one of the Principal Investigators of the Open Source Drug Discovery Project funded by CSIR, New Delhi. He is also the Research Guide in Cheminformatics and Computational Chemistry, Bharathiar University.
- ➢ Dr. Elizabeth Thomas, Department of Malayalam has a minor project "Re reading of 25 Short Stories in Malayalam" from UGC ₹ 80, 000/-

- Dr. M. B. Gopalakrishnan, "An enquiry into Job Satisfaction among Employees who are Educationally Overqualified for the present job in some Government Organisations in Kerala with special reference to Malappuram District" Kerala Institute of Labour and Employment (KILE), autonomous body of Ministry of Labour, Government of Kerala, 2013, ₹ 100, 000/-
- Dr. M. B. Gopalakrishnan, Department of Commerce has been awarded a minor project from UGC- "A Study about The Extent of Welfare Measures and Job Satisfaction in Selected Public and Private Enterprises in Kerala". ₹ 65, 000/- Ongoing.
- Dr. M. B. Gopalakrishnan, Department of Commerce, Supervised 10 M.B.A. projects of Indira Gandhi National Open University (IGNOU), New Delhi.
- A study of the infestation of Mangifera indica by the leaf webber Orthaga exvinacea. Hampson was done by the final year students in collaboration with District Agricultural farm, Muttickadavu, Chungathara.
- One of our faculty, Mr. Rajeev Thomas, Department of Commerce has done research (01-09-2010 to 31-08-2012) at the M. G. University Kottayam under the FDP programme and awaiting the award of Ph. D degree.

National and regional seminars are conducted by the various departments, every year. Department of Commerce, Economics, Botany and Physics have conducted national seminars with the financial assistance from UGC.

- UGC Sponsored Two day National Seminar on "Prospects of Ecotourism in the Tourism Industry in India" organised by P.G. Department of Commerce on 25th and 26th of September, 2008.
  - UGC Sanction letter: SEM-250/07-8/KLCA068/UGC/SWRO Dtd. 28/03/2008. For ₹ 30, 000/-
- UGC Sponsored Two day National Seminar on "Globalisation and its Impact on Indian Agriculture" organised by P.G. Department of Economics on 27th and 28th of November, 2008.
  - UGC Sanction letter: SEM-249/07-08/KLCA068/UGC/SWRO Dtd. 11/05/2008. For ₹ 23, 000/-Inaugurated by Mr. M. P. Veerendrakumar, M.P., Former Central Minister and Managing Director of Mathrubhoomi.
- UGC Sponsored Two day National Seminar on "Medicinal and Insecticidal Properties of Botanicals" organised by Department of Botany on 28th and 29th of November, 2008.
  - UGC Sanction letter: SEM-251/07-08/KLCA068/UGC/SWRO Dtd. 28/03/2008. For ₹ 30, 000/- Inaugurated by Prof. Dr. Siva Subramanian, Head, Department of Entomology, Tamil Nadu Agricultural University, Coimbatore.

All the departments are arranging seminars and invited lectures for their students as part of their association activities. A minimum of 2

programmes are conducted by each department with the help of eminent people from HEI's and industry.

Department of Economics

- "Kerala Economy & XIth Five Year Plan" by Dr. K.K. George, Director, School of Management, CUSAT. On 11th December 2006.
- "Kerala Economy- Problems and Prospects" by Dr. P. Anwar, Head, Department of Economics, MES Mampad College.
- Economy in the Post Reform Period" by Dr. P.Usman, Principal, Amal College, Nilambur on 6th February 2008.
- A debate on "Central Government Budget" conducted by the Department. Prof. Abraham. P. Mathew (Head of the department of Economics) was the moderator. All students in the department participated in the debate.
- "Recent Trends in Kerala Economy" by K.M.A. Rahim, Lecturer, MES Mampad College, Nilambur on 28th January 2009.
- "Kerala Development Experience" Presented by Dr. K.P. Mani, Head, Department of Economics, Dr. John Mathai Centre, Thrichur on 18th October 2009.
- One day seminar and inauguration of the Economics association was conducted on 19th February 2013." Basic Concepts in Statistics" was the topic of the Seminar. Dr. K X Joseph, Professor, Dr John Mathai Centre, Thrissur was the main speaker.

Department of Commerce:

- "Modern trends in Banking" by Mr. Nandakumar, Manager, South Indian bank, Nilambur.
- "Modern trends in Marketing" by Dr. Vinodkumar, MES Mampad College.
- "Globalization and its Impact on India" by Dr. C. Abdul Majeed, Unity Women's College – 21st October 2009.
- "How to face Interviews" by Prof. Nalinan.
- "Personality Development" by Mr. Daniel john.
- "Application of IT in Banking Industry" by Mr. Thungademo Murry (Nagaland), assistant manager, SBT, Nilambur on 25th January 2011.
- "Development of Soft Skills to face interviews, Group Discussions and career Development" by Mr. Arun Chandy, Career Forum, Calicut 29th June 2010.
- "New Generation Banking" by Mr. Venkateswaran, Canara bank, Nilambur on 15th February 2012

Department of Mathematics:

- A seminar, on the topic "Cryptography" was taken by Prof. K.C.Chacko, MES Mampad College on December 13th, 2006.

- On "Graph Theory" by Prof. M. J. Mathai, MES Mampad College on January 18th, 2007.
- A seminar, on the topic "Cryptography" was taken by Prof. K.C.Chacko, MES Mampad College on January 18th, 2008.
- On "Graph Theory" by Prof. Pramod Kumar, Govt. Polytechnic College, Perinthalmanna on 3rd December 2008.
- On "Ancient Indian Mathematics" by Dr. M. N. Sreelatha, HOD, Mathematics Department, MEASS College, Areacode on 23rd September 2009.
- On "Graph Theory" by Ms. Divya T. K, Topper of the Ist Batch (Alumni) on 28th October 2010.
- Teachers attended a seminar on python organized by the University of Calicut on 11th March 2010, as the part of the new curriculum.
- On 15th August 2010, as part of the Independence Day celebration, a quiz programme was conducted on Indian Freedom Movement.
- The Department arranged a seminar on the computer language "Python on 21st February 2012". Prof. Anas, MES Mampad College was the resource person.
- As the part of NMY (National Mathematics Year) an Inter School/College Quiz programme was organized by the department on 10th November 2012. 18 schools have participated and the teams of Nirmala HSS, Mar Thoma HSS and Catholicate HSS have secured 1st, 2nd and 3rd prizes respectively.
- A seminar on the "Life and Contributions of Sreenivasa Ramanujan" was organized by the department on 10th November 2012 as part of the National mathematics year celebrations. Prof. N. J. Mathai, MES Mampad College was the chief guest.
- Pie Day was celebrated on 22nd July 2013. Prof. Roges Fernandez was the chief guest.
- "Cryptography' by Prof. K.C Chacko 3rd February.2013

Department of Chemistry

- A lecture on "Polymers" on 20th December 2006 by Dr. D.K. Babu, Syndicate Member, University of Calicut.
- A lecture on "Chemistry of Food Additives" on 19th January 2008 by Dr. Mohammed Jawahar, HOD, Department of Food Science, MES Mampad College -
- A lecture on "Polymers in Drug Delivery" on 5th December 2008 by Dr. A. Sujith, Department of Chemistry, National Institute of Technology, Calicut.
- A lecture on "Chemistry in our Daily life" on 6th October 2009 by Dr. P. Indira, Department of Chemistry, N.S.S. College, Manjeri.

- A lecture on "Amazing Nanotechnology" on 15th October 2010 by Dr. G. Kalaprasad, Associate Professor, Department of Chemistry, S. N. G. College, Chelannur.
- " Chemistry and Research", Dr. Ratheesh, Post Doctoral fellow, University of Netherlands on 10th August2011

Department of Botany

- "Horticulture" by Subinu K, agriculture Officer on 20th December 2006.
- On "Career Guidance - Career Prospects of Botany in Agricultural Field" by Mr. M.S. Mani, Agricultural Officer, Agricultural Farm, Munderi.
- "Biodiversity of Western Ghats" by Dr. Venugopalakurup, NSS College, Ottappalam on 11th December 2008.
- "Biodiversity" by Dr. K.S. Anoop Das, DGM MES Mampad College, on 26th November 2009.
- "Global Warming" by Mr. T. A. Lawrence, Chairman, Global Mission Green trust.10th December 2009.
- "Insect, Plant Iinterdependence" on 25th January 2011by Dr. Nisar, associate Professor, MES Mampad College.
- "Role of Students on nature Protection" by Mr. Babu Zachariah on 7th March 2012.
- "Bonsai Culture" by Mr. D Ravindran, President, Bonsai Association on 20th March 2012.
- "Urban Ecology" by Dr. Dhanya, Post Doctoral Fellow on 15th March 2013.

Department of Physics

- On "Dark matter and Black Holes" by Dr. P.G. Sabu, MAMO College, Mukkam on 18th January 2008.
- On "Dark matter" by Dr. Jayanth Ganguly, Scientist, Planetarium, Calicut.12th November 2008.
- On "Methodology of Physics" by Dr. K. N. Sreekanthan, Academic Council Member, University of Calicut.12th October 2009.
- On "Astrophysics" by Ms. M. Naslim, Research Scholar, UK (Our alumni). 20th November 2010.
- "Non conventional Energy Sources" by Mr. C. Sebastian, Regional Manager, ANERT- Department of Physics 2011.

In addition, the institution and the various associations conduct seminars, open discussions and invited lectures about the various cross cutting issues. Since the institution has not been recognized as a research centre, there is no prioritized research area. Only 5% of the permanent faculty members have utilized sabbatical leave (FDP). More than 60% of the faculty members are utilizing short term leave for attending seminars/workshops/ conferences.

Many of our students and teachers do social work in collaboration with **Pain and Palliative** care units. Teachers and students are involved in various

Census projects of Kerala Government. Our teachers have actively participated in the **population survey of the Tribal community of the Nilambur** area and students have involved in **the Wild Life Census**, organized by the Government of Kerala. Student volunteers of the NSS have involved in conducting a **cleanliness survey**, in association with the Cleanliness Campaign of the Panchayat of Malappuram District. Department of chemistry has helped **the rubber farmers in determining the DRC (Dry Rubber Content) of the latex**.

3. 2. Resource Mobilization for Research

We are mobilizing the finance needed for research through the assistance from external funding agencies. However, the management and PTA are providing them with enough support in creating research facilities and infrastructure in the campus. There is no provision for seed money allocation for research faculty. Most of the equipments in the science departments are utilised for the UG project work of the students. Internet facility is made available in each department, library and Network Resource Centre. Reprographic facilities (Xeroxing & scanning) are also provided in the office and library. The institution has not received funding from any beneficiary agency or industry so far.

The research works of faculty members are interdisciplinary in nature.

- Dr. Prasad M Alex, Department of Chemistry is now engaged in the research of **Open Source Drug Discovery, Computational Chemistry and Cheminformatics**.
- Dr. Elizabeth Thomas, Department of Malayalam incorporates the issues of **Women and Environment** in her writings and research, especially, **Eco Feminism**.

3.3 Research Facilities

The laboratory facility for the smooth conducting of practical and projects are provided for the UG students. All the equipments required for the practical as per the syllabi are added to the stock during the last years. The introduction of new practical into the UG Syllabi made us to improve our laboratory facilities. Most of the modern experimental equipments are available in the Science departments. The well equipped computer laboratories are provided for the B. Sc. (Mathematics), B. Sc. (Computer Science) and B.Com students.

The Easow Mar Timotheos Library

The Easow Mar Timotheos Library adds new books and journals and CD's to its stacks periodically, on the basis of need and availability of funds. (Details given in Criterion 4.2). A good number of journals are subscribed in the library (both science and humanities) and provide internet (free of cost) and reprographic facilities at a reduced cost. In addition to this all the departments are equipped with internet facility and reprographic facilities in some departments by which the faculty and students are facilitated in the updation of their knowledge. A UGC sponsored Net Work Resource Centre, with twenty four hours stand alone facility is also available in the campus. The journals subscribed in the Library are

- Economic and Political Weekly
- Journal of Indian Management

- Business Today
- Harvard Business Review
- Indian Business journal
- Chartered accountant Journal
- Applied Finance
- Journal of Mathematical Ramanujan Society
- Journal of Rural Development
- Indian Management
- Down to Earth
- National Geographic
- Current Science
- Southern Economist
- Pramana Journal of Physics
- Kurukshethra
- Audit Practice
- Competition Success review
- Kerala Karshakan

The College and management encourage the faculty members to undertake research works (part time/ fulltime) and also projects (minor/ major) sponsored by UGC and other funding agencies. We are purchasing various equipments to the different laboratories with UGC assistance.

The institution is arranging research facility for external students, within our limitations. Many students of various Teacher Education Colleges and students of Post Graduate Courses in Arts, Commerce and Behavioural Sciences use the resources of the College for their project works. They usually conduct survey and statistical analysis of different aspects related to the education and or the life situations of the staff and students for their surveys. There is no collaborative research facility in the College so far.

3.4 Research Publications and Awards

The students and staff participated in the survey of the wild life, of the Elephants. As a College situated in the Hilly, forest area of the Nilambur region, this seems to be of great importance in creating an awareness of the resources available and to be concerned of the need of the hour. Prof. Ranji P Mathews has involved himself in the **survey of the Adivasi population** of the forest region of the Nilambur area, for his research. The major outcome of the research work of the faculty members are specified in their publication in peer reviewed journals. There is no separate publication division for research in our College so far. We are planning to publish a journal of our own in the near future.

Publication per faculty

- **Georgie K. E,** Synthesis characterization and biocidal activity of ethylene die system and their metal complexes, *International Journal Of Pharmacy & Chemistry*, (3), 2009.
- **Georgie K. E**, Some aspects of abiotic studies of polluted Turkalia lake at Motihari (North Bihar) *Journal of Environment and Ecology, 2010, 28(2B): 1313-1316.*
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization, Thermal Decomposition and Antifungal Studies of Co(II), Ni(II) and

Cu(II) complexes of N,N'-bis[1,3-benzodioxol-5-ylmethylene]propane-1,3-diamine, Inorganic Chemistry: *An Indian Journal*, 3(3), Sept 2008, Trade Science Inc.(Pub).

- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization and Thermal Decomposition Studies of Cr(II), Mn(II) and Fe(III) complexes of N, N'- bis [1, 3-benzodioxol-5-ylmethylene] butane-1, 4-diamine, *Electronic Journal of Chemistry*: 6(2), 2009, Publisher WWW Publications (P) - India. 449-458.
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization and Thermal Decomposition of Cr(II), Mn(II) and Fe(III) complexes of N,N'-bis[1,3-benzodioxol-5-ylmethylene]propane-1,3-diamine, *Research Journal of Chemistry and Environment*, Publisher International Congress of Chemistry and Environment, 13(1), March 2009, 26-34.
- **Prasad M Alex** and K.K Aravindakshan, Studies on Biologically Active Metal Complexes of N, N'-bis [1, 3-benzodioxol-5-ylmethylene] butane-1, 4-diamine, *Inorganic Chemistry: an Indian Journal*, 4(1), March 2009, *Trade Science Inc*. (Pub).
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization, Thermal Decomposition and Antifungal Studies of Cr(II), Mn(II), Fe(III), Co(II), Ni(II) and Cu(II) complexes of N,N'-bis [1,3-benzodioxol – 5 - ylmethylene] ethane-1, 2-diamine, Synthesis and Reactivity, *Inorganic Metal-Organic and Nano-Metal Chemistry*, Publisher: Taylor & Francis, 39, 2009, 718-733.
- Binu Thomas, A. Rajendran, **Ranji P. Mathews** and K. M. Prabhu Kumar, Wild edible fruit of Syzygium calophyllifolium Walp. (Myrtaceae): A gift of Shola forest of Kerala, India, *Int. J. Biological Technology*, 3(3), 2012, 1-5.
- Binu Thomas, A. Rajendran, **Ranji P. Mathews** and K. M. Prabhu Kumar, Wild edible plants and its contribution to the dietary equilibrium of tribe Cholanaikkans of Nilambur forest, Western Ghats of Kerala, India. *Botanical Report*, 1(2), 2012, 1-5.
- **Ranji P. Mathews,** Binu Thomas and A. Rajendran, Medico-potential plants of Mar Thoma College Campus, Chungathara, Malappuram District, Sothern Western Ghats of Kerala, *Applied Biology and Biotechnology*, 1(1), 2012, 15-22.
- **Dr. Gopalakrishnan M.B** 'Intensity of Industrial Disputes In Kerala- A bird's eye view" in the National Journal *Southern Economist*, Bangalore (ISSN No-0038-4046)No.9,Volume 51, September1, 2012.
- **Binija George,** Growth and development of Small Scale Industries in Kerala – A study, *Research Scholar* (ISSN 2249-6696), 11(IV)-A, 2012 52-61.
- **Binija George,** Performance of micro, small and medium enterprises in Kerala – An overview, *Managing the Future*, (ISSN 0975-0045) 3(3), 2013, 458-464.
- **Binija George &** Dr. Nalini, Study on the growth and performance of MSMES in India, POSEIDON- *Journal of Commerce, Management & Social Science*, (ISSN: 2319-6238), 2(1) June2013.

- **Binija George,** M- Commerce & its business application- an overview, *MIRROR*, (ISSN: 2249-8117), 3(2), September 2013.
- **Dhanya.C** 'Women and Higher Education-An Overview', *International Journal of Functional Management.* (ISSN NO.2319-1406), Published by SSM Educational and Research Foundation, Salem, Tamil Nadu.

Dr. Elizabeth Thomas, Department of Malayalam

- A forward to the Collection of short stories by E Harikumar. Poorna Publications, 2006, 11-16.
- A forward to the Collection of short stories by Madhupal. Mathrubhumi Books, 2010, 7-10.
- A forward to the Collection of short stories by K.V Mohanakumar. NBS, Kottayam 2011, 11-21.
- A study of collection of short stories by Indu Menon DC Books, 2011, 117-120.
- A forward to the Collection of selected poems by Manamboor Rajan Babu. DC Books, 2011, 11-14.
- A forward to the Collection of Alighar stories by punathil Kunjabdulla. Mathrubhumi Books, 2012, 7-12.
- A forward to the Novel by S. Mahadevan thampi. Green Books, 2012, 7-12.

Essays

1. Study on Ecological awareness of contemporary short stories in Malayalam. U.C. College, Alwaye, 2012, 115-120.
2. A Critical Study of the Novel of Cherukad Govinda Pisharadi Bhasha Institute, Thiruvananathapuram.2009, 114-129.
3. A Critical Study of the Short Stories of Urub. Bhasha Institute, Thiruvananathapuram.2009, 114-180.
4. A Critical Study of the Novel of Cherukad. Sahithya Academy, Trissur.
5. A Critical Study of the Feminine Concept of the poems of O.N. V., Paridhi Publications.
6. A Critical Study of the novel ENMAKAJE by Ambikasuthan Mangad, DC Books, 2010, 65-72.
7. A Critical Study of the novel by Baneyamin. Pravasi Book Trust, Dubai, 2011, 26-33.
8. A Critical Study of the Short story by Vaikom Muhammed Basheer Olive Publications, Kozhikode, 2010, 95-100.

Publications

- The general Editor of the book "Madhavikkutti Kadhakal-Penvayanakal" A Study of 55 short stories of Famous Story writer, (Late). MadhaviKkutti-Kamaladas, by Olive Publications, Calicut, 2011.
- Written the book "Sthree, Paristhithi, Athmeeyatha" The first Ecofeminism Critic in Malayalam, CSS Publications, Thiruvalla, 2009.

- Written the book " Malayalthile Anaswarakadhakal"- a critical study, mathrubhoomi Books, Jan 2012
- The general editor of the book by SCM "Naleyude Paristhithi Darsanangal" published by the CSS, Thiruvalla 2012 (ISBN-978-81-7821-489-4).

Chapter in Books - **Dr. Raina Thomas & Dr. Prasad M Alex**, Department of Chemistry

- ☞ A critical study on the ecological concepts in Psalms, a Book in the Bible (ISBN- 978-81-7821-489-4) CSS Publications, Thiruvalla. 2012.

Dr. Prasad M Alex – Publications

1. A collection of essays, Mathrubhumi Books, (ISBN – 978-81-8285-543-0)

Essays

- An essay on genetic Engineering, Madhyamam Weekly, 2011, 10-14.
- An essay on homosexuality- Janasakthi weekly, 2010, 40-44.
- A study on Genetic Patenting, Sasthragathi, 2008, 6-12.
- A Critical Study of the Environmrntal Issues, Sasthrakeralam, 2008. 12-15.
- A Criticism of a social issue, Madhyamam Weekly, 2011, 16-21.
- A Critical Study of the novel by O. V. Vijayan, pravasi sabdam, 2008, 20-24.

Dr. Elizabeth Thomas has been awarded with the **"Literature Award"** by the Riyadh Homeland Fellowship in 2011, for her commendable achievements in Writing in Malayalam Literature. It included a certificate of merit and a Cash prize of ₹ 10, 000/-

3.5. Consultancy

As a policy, we are promoting consultancy services at personal level. Many of our faculty members are providing consultancy services to organizations/institutions. – Determination of DRC (Dry Rubber Content) of latex, Laboratory setting, practical classes etc. at Mar Thoma Higher Secondary School, SVHSS Palemad and Peevees High Schools. However we are not able to generate any income from these services. The institution is the channelizing agency for the funds of the Compassionate Project at Uppada.

3.6 Extension Activities and Institutional Social Responsibilities

The Institution is very well aware of its vision, mission and social responsibilities. The College is always keen on the issues of the surroundings, in relation to the students and community at large. The MMCDC (Malabar Mar Thoma Child Development Centre) was initiated from the genuine interest of the College for the upliftment of the marginalized and less privileged children of the society. The MMCDC is a community outreach program of Mar Thoma College, Chungathara from 7th May 2003 in collaboration with the Compassion Project. The Manager of the College is the president of MMCDC Project. The principal is an ex-officio member of the

governing board and our staff members, especially; Prof. Susan Mathews (Dept of Psychology), Prof. Thomas K Varghese (Department of Commerce), Prof. Rajeev Thomas (Department of Commerce) and Mr. Paul Ashram (Non Teaching Staff) are committee members of the project during the last years. The members of the teaching staff have played a significant role in organizing and delivering various inspirational and informative lectures for the children and their parents. The staff members usually visit the project site and give guidance to their activities and support financially also. Last year, the seven day special camp of National Service Scheme (NSS) was held at the Uppada Project site and helped in cleaning and construction of the play ground. Thus our students are also familiar with the project. The SCM volunteers of the College have celebrated their Christmas with the Uppada MMCDC inmates and the experience was different. The College supervises the daily progress of the project and receives all the financial support of the Caruna Bal Vikas, and disburse the same for the basic educational, physical, social and spiritual needs of the children in accordance with the policies of the CBV.

The staff and students are encouraged to visit other neighbouring institutions and other research institutions of reputation and benefited with the visit. They can also interact with other people and become aware of the facilities provided and this will help in making improvements in the institution. There are two units of National Service Scheme (NSS) and Compulsory Social Service (CSS) are there in the College. They arrange various programmes of social interest and conduct camps and other social activities. A blood donor's directory is kept in the College and this helps in getting the right source of blood at the right time. These activities help the students in acquiring extra credits as per the guidelines of the University of Calicut. Moreover, the College got the Certificate of Merit for collecting the highest amount in the "Karunude Kayyoppu" programme of the Malappuram District Panchayat for the Kidney patients. The staff and students have involved in supporting the people in need – Mr. Abdul Nazar, Final year B.Com student, Mr. Krishnakumar, alumni of the College and Mr. Alex P Mathew, non-teaching staff of the College - for their medical treatment.

The staff and students are actively involved in various social activities outside the College. They are members of various associations like YMCA, YWCA, Kudumbasree etc. They are also serving as resource persons for the governmental and non governmental agencies. They are also involved in Pain and Palliative Care programmes.

3.7 Collaboration

The staff of the College is linked to the various Universities of the Kerala State for their research and career advancement. They are registered at the Mahatma Gandhi University, University of Calicut and Kerala University, under the Faculty Development Programme also. Our Principal, Prof. Abraham P Mathew has recently visited the reputed Universities of the UAE, Malaysia and Singapore (NUS) in association with the University of Calicut and Higher Education Commission of the Mar Thoma Church. He had the opportunity to interact with various leaders and academicians of the pioneer institutions of Higher Education. Dr. Prasad M Alex is an approved research guide of the Bharathiar University in Computational Chemistry. The Seminars,

Conferences and Workshops attended at various institutions help them in keeping abreast in their field of interest.

The interactions with eminent people are held every year and this facilitates the institution in making sufficient improvement in its progress. The relation and the support of the well wishers are always there, in improving the infrastructural facilities. A good number of books have been donated by the well wishers of the institution. The curricular and extracurricular achievements of the students are appreciated by the management and scholarships are instituted by the well wishers of the institution.

CRITERON IV

INFRASTRUCTURE AND LEARNING RESOURCES

Criterion IV
Infrastructure & Learning Resources

4.1 Physical Facilities

Over the years from 1981 the College grew, from a very humble beginning with limited resources, to a full fledged infrastructural facility comprising of 5 blocks of multistoried buildings connected through modern technology like intercom. Considerably good Principal's Chamber, spacious class rooms, staff rooms, ICT facilities are added advantages provided to students. This growth was necessitated by the increase in courses and classes. The College has made a remarkable improvement in providing the required infrastructural facilities during the last 30 years.

The College has 30 well equipped classrooms, 10 different laboratories, two ICT enabled learning spaces, a digital Language laboratory and a seminar hall. We have five major buildings consisting of the Administrative, Science, Library, Old and the Community Blocks. All these buildings are connected through corridors but for the community block. The College is having 8 staff rooms. The other main structures in the campus are the College Chapel, UGC Project Centres, Ladies Retiring Rooms, Sports Complex, Principal & Staff Quarters and Community Service Centre.

We have a public address system connecting all classes. The institution has 63 computers including the 8 in the administrative office with the latest configuration. The student-computer ratio is 10:1. The campus is providing canopy and cover with a variety of trees. A botanical garden and a fish pond is maintained in the campus.

Facilities Available

- ***College Chapel***

There is a separate hall used for prayer meetings and other religious activities, which can accommodate around 200 people. It is open for all for meditation and prayer. Student camps, one day retreat and the like are conducted there.

- ***Community Block***

During the 1980's, the College conducted classes in this building. Now, the community development and extension project of the College is functioning here. A tailoring school and a nursery school are the part of the project. At present, 34 women are given training in tailoring and embroidery in various shifts between 10 am and 4 pm. The Nursery School is having strength of 34 kids in lower and upper Kindergarten.

- ***Seminar Hall***

The Seminar Hall provides seating accommodation to 600 students. The ceiling work was sponsored by the PTA in 2012. The hall has an installed sound system and an interactive board. These facilities were provided by the management with the financial support of the well wishers and the PTA.

- ***Audio Visual Hall***

An air conditioned audio visual hall well equipped with all ICT facilities was inaugurated in 2012-13 with the financial assistance of the UGC. It can accommodate 150 participants. The hall is used for conducting lectures, seminars, workshops and other programmes.

Sl. No.	Facilities	Number
A. Curricular and Co-Curricular Activities		
1.	Class room	30
2.	ICT Enabled Learning Space	2
3.	Language Laboratory	1
4.	A/C Audiovisual Hall	1
5.	Seminar Hall	1
6.	Open Air Auditorium	1
7.	UGC Network Resource Centre	1
8.	Laboratory	10
9.	Staff Quarters	9
10.	Principal's Quarters	1
11.	Botanical Garden	1
12.	Cafeteria	1
13.	College Chapel	1
14.	Ladies Retiring Room	1
15.	Community Block	1
16.	Fish Pond	1

- ***Open Air Auditorium***

The College has also a large open air auditorium for conducting various public programmes, Arts festivals and College students' Union activities.

- ***College Cafeteria***

The College has a Cafeteria providing meals and snacks at moderate rate, during the working hours of the College. An advisory committee consisting of all HOD's monitors the functioning of the canteen.

- ***Water Harvesting***

In order to meet the demand for water during summer and also to create an awareness and concern for the conservation of water sources, the College PTA has taken the initiative to construct rain water harvesting facility in the campus. The completed landmark project has a capacity of 150, 000 Litres.

- ***Ladies Retiring Room***

A retiring room is provided for girl students in the campus.

- ***Hostel***

We have the facility of accommodating our women students in the SWAAC Women's Hostel, Chandakkunnu, run by the same management. Before the de linking of the Pre Degree courses, the College had been providing hostel facilities for women students within the campus itself. As the building was too old, the hostel could not be run from 2000 onwards. Afterwards, the College management has submitted a proposal to the UGC for

financial assistance and got sanction for an amount of 60 Lakh in the 11th plan period for constructing women's hostel. The construction of the building, which can accommodate 50 students, is to be started shortly.

- ***Staff Quarters and Principal Quarters***

Most of the members of the staff of our College are hailing from various parts of the State. So the management has provided accommodation for them at a subsidized rate. There are two family type (2BHK) quarters and six bachelor (1BHK) type quarters in the campus. The staff members of the College and Mar Thoma Higher Secondary School are utilizing the facility. The Principal's Quarters facing the Punnappuzha River is now occupied by the College Bursar.

The infrastructure facilities available are put to its maximum use. The new courses, BBA and B. Sc. (Computer Science) are started in the self financing stream during the academic year 2013-14. The master plan of the institution attached with this report indicates the existing physical infrastructure and its future extensions.

Specialized Facilities and Equipment for Teaching Learning and Research

- **Digital Language lab**

Based on the recommendations in the evaluation report of the previous NAAC peer team, a well-equipped language laboratory with internet facility was set up in the College. The financial assistance was from the UGC. It is used as an aid in modern language teaching and aimed at the improvement of language abilities and communication skills of the students. A cable network TV connection is also provided in the laboratory. Details of the configuration of the computers are attached along with this report.

- **UGC Network Resource Centre (NRC)**

The institution availed financial assistance from UGC for establishing a Net Work Resource Centre in 2011. The main objective of the NRC is to create awareness and an exposure to students and staff about the use of computer. It gives access to multimedia materials in teaching and learning, from places of eminence in India and abroad. There are 4 computers (configuration details attached) provided with high speed broad band facility and continuous stand alone facility. It is open to staff during their free time and to students after 3:30 pm. Print out facility is also provided. The students and staff are utilizing the centre for their project work and research purposes. A log in register is also maintained.

- **INFLIBNET** facility is provided to all students and staff and they can use it with their own login names and passwords. Computer facility and internet connectivity are available in all departments and library.

- **Remedial Teaching for SC/ST/OBC (non-creamy layer)/ Minorities and other weaker Sections:**

Students belonging to the weaker sections of the society could not afford private tuition and other coaching methods. The remedial coaching under the UGC scheme helps the students to improve their studies. The project was sanctioned on 7th April 2010. 478 students registered under this scheme.

OBC students including Muslims: 214 (non - creamy layer)

SC students: 90
ST students: 12
Minority excluding Muslims: 162

B. Specialized equipments and facilities for teaching, learning and research		
1.	Digital Visualizer	1
2.	LCD Projectors	4
3.	Interactive Board	2
4.	Screen	2
5.	Digital Camera	1
6.	LCD TV	1
7.	TV	1
8.	Fax Machine	2
9.	Scanner	10
10.	Printers	13
11.	Xerox machine	3
12.	OHP	2
13.	Craft micro Imaging system	1
14.	Lap tops	4
15.	Desk tops	63
16.	UGC Projects	5
17.	Intercom	12
18.	Public Address System	1
19.	Audio Set	1
20.	Refrigerator	4
21.	Centrifuge	2
22.	Conductometer	1
23.	Suction pump	1
24.	Hot air Oven	1
25.	Heating mantle	2
26.	pH meter	2
27.	Potentiometer	1
28.	Spectrophotometer	1
29.	Magnetic Stirrer(with hot plate)	1
30.	Electronic balance	2
31.	Water Harvesting Facility	1

A good number of text books and reference books were purchased from the amount provided for books. These books are kept in the library separately and distributed to the students. The total number of teaching hours is divided among various departments and a register is kept for the schedule of the classes. 21 faculty members from the various departments are involved in the Remedial Coaching Programme. The time schedule is from 8.15 to 9.15 am and from 3.30 to 4.30 pm. Classes are conducted on Saturdays also.

- **Coaching classes for entry into service for students belonging to SC/ST/OBC and minorities**

  In order to prepare the SC/ST and minority community students for achieving good placements in public and private sectors, UGC have implemented this scheme of coaching classes. The programme started in September 2010. Coaching is given in General Knowledge, Numerical Skills, General Economics and Basic Sciences for various competitive examinations, such as Civil Services, Banking Service Recruitment and other PSC examinations. The classes are arranged regularly on Saturdays. Workshops on "group discussion and facing interviews" were arranged. Interaction with eminent personalities was also arranged as part of the programme. Forty students have been taking part in these classes.

- **Equal Opportunity Centre(EOC)**

  The College is situated in a rural area of the Kerala State. Most of the students belong to educationally, socially and economically backward communities, including the SC&ST communities. The EOC started functioning in July 2010 and works according to the UGC guidelines. An advisory committee was constituted with Principal as the Chairperson and three teachers as members. A short term course in "Communicative English" was conducted for the newly admitted students and certificates were issued for those who have successfully completed the Course. This helped the students in improving their communication skills. Seminars on various topics like Personality Development, Counselling classes etc. were also conducted. The EOC enable them to be more competent and self confident.

- **Career and Counselling Centre**

  UGC aided career guidance and counselling centre, functioning in the College has organized 11 programmes during the last years. Personal/ career/ psycho-social counselling classes were arranged for students. (Details given in Criterion 1.3)

Common facilities

- **Constant supply of water**

  Rain water harvesting scheme is a project completed by the Parent - Teacher Association (PTA) to provide incessant supply of water. It helped the College community to a great extent in solving the water scarcity during summer. Besides, the College had constructed three deep wells, one near the Punnappuzha River and the other two in the College campus. It is well maintained by the management.

- **Security**

  To ensure 100 % security to the campus, properties and its inhabitants, the management has appointed two men as security/watchman. They have to ensure the continuous and proper supply of water to all parts of the campus.

- **Internal Quality Assurance cell (IQAC)**

  A duly constituted IQAC supervises all the activities of the College and give necessary support for quality improvement. Suggestions for the improvement of the quality are done with the initiative of the

IQAC. The College website is managed by the IQAC. The IQAC have compiled the list of all students and each one is given with their own user name and password to avail the INFLIBNET facility. Reports of all the departments and other activities of the College are compiled by the IQAC and the Annual Quality Assurance Reports are sent to the NAAC by the IQAC. The IQAC have arranged two programmes related to the re accreditation process. A separate room with computer facility is provided to the IQAC.

- **Grievance and Redressal Cell**

  A Grievance and Redressal Cell, functions in the College in a unique way, to solve the problems and complaints of the students. All the complaints are forwarded to the committee formed by the staff council. Fortunately, there were no such complaints filed before the cell during the last many years. Complaints, if any, regarding the internal marks are also looked after by the Grievance and Redressal cell.

- **Guidance and Counselling**

  Students get guidance for their higher studies from all the teachers. Many students need professional counselling and they are provided with the service of experienced professionals. Some of our teachers have undergone various Degree, Diploma and Certificate courses in Counselling. To identify the personal problems of the students and to implement possible remedial measures, a counselling forum named "Swanthanam" functions in the College. It provides counselling to the needy students. The programme also helps in creating awareness among the students about the value of counselling. A separate room attached to the chapel is provided for counselling.

- **Recreational Space**

  The College has audio and video facilities and the seminar hall is used as a mini home theatre. Short films, telefilms and Informative films (regional) are shown to the students under the auspices of the Film Club, after the class hours. The film club inauguration is usually conducted by eminent artists. The stadium, basketball court, shuttle court are opened to the students and staff up to 8:30 am in the morning and from 4:30 to 6:30 pm in the evening. A number of people including our alumni are using this facility for their regular exercise.

- **Safe drinking water facility**

  Water purifier is provided to the staff in all the departments and students in the campus. Good quality water supply is ensured to all in the College campus. The water which is pumped from the well in the campus is used for drinking purposes.

- **Health Centre**

  Very close to the premises of the campus, Mar Thoma Mission Hospital, which is run by the same management, is functioning. It provides basic medical services to the students and staff of the College. Students are required to undergo a compulsory annual medical check up. Medical camps are also arranged by the NSS units. A blood donors list is maintained by the NSS programme officers. It helps the needy patients at times of emergency.

❖ **Women's Cell**

In our College, the women students outnumber the boys, in almost all the disciplines. The women's cell takes up the initiative in arranging seminars, classes and discusses other cross cutting issues. The issues related to women, gender justice, women and environment etc. are also discussed.

Extracurricular activities

➢ **Sports & Games.**

We have very good infrastructural facility for the promotion of sports in the campus. There is a Stadium with pavilion and sports utility rooms facing the beautiful Nilgiri hills. The pavilion of the stadium can accommodate 5000 people. It also provides a 200 m running track, a jumping pit, well maintained concrete basketball court, shuttle court and a table tennis. Internet facility is also provided to the physical education department.

➢ **Equipments Store Room**

An equipment room is provided to keep all the equipments and tools of the College, which are used by NSS and CSS volunteers for their various works. All these equipments are properly and periodically maintained.

➢ **Health and Hygiene**

The College provides enough sanitation facility, toilet facilities in all major buildings of the campus. There are separate toilets for boys and girls, keeping good hygienic conditions. The College is planning to construct an e-toilet in the campus. Three personnel are appointed by the management for the proper up keeping of these facilities.

C. Extracurricular activities		
Sports		
1.	Playground for Football & Cricket	1
2.	Basket Ball Court	1
3.	Table Tennis	1
4.	Shuttle Courts	1
Skill Development		
5.	Auditorium with Sound system	1
6.	Seminar Hall with Sound system	1
7.	NSS Room	1
8.	Film Club	
9.	Yoga Classes	
10.	Communicative English Classes	
11.	Arts Festival &Competitions	
12.	Literary magazines	

Other facilities & Best practices

- ✓ A separate room is provided for IQAC activities with computer and internet facilities.
- ✓ The campus provides parking space for vehicles separately for staff and students.
- ✓ All the staff rooms, departments, library, office and principal's room are connected with the intercom facility.

- ✓ The campus is always kept clean. The whole community is keen in keeping the campus neat and clean. Dust bins are provided in different parts of the campus.
- ✓ The display boards help visitors in locating the various facilities in the College.
- ✓ All the buildings of the College are linked with roofed corridors.
- ✓ The management ensures participation of the staff in the administration of the College. As part of it, the management is including a representative of the teachers in the managing body of the College, namely 'the Governing Council'. The teacher representative is elected by the teaching community from among themselves. The General Body, the apex decision making body of the College, consists of all the Heads of the various departments.
- ✓ In order to achieve its cherished goals and objectives, the management has mobilized resources from the members of the church and other well wishers. It has also used its own funds for the establishments of the College. The establishment and building up of the College was achieved to a great extent without any financial assistance from any external agencies. However, the management was able to obtain a major assistance from EZE Germany, which is a charitable wing of the church in Germany. We have started receiving UGC financial assistance only from 2008 onwards.
- ✓ An eco-friendly campus is being set up with the cooperation of the students and staff of the College. The campus is declared as plastic free.
- ✓ The College maintains a very pleasant atmosphere and a cordial relationship between staff and students. Good discipline and decent behaviour is also ensured in the campus.
- ✓ College Union is quite active in the campus. The union is formed through a general election in the Parliamentary mode. Healthy political relations and competitions are allowed in the campus as part of the Union activities. The students whole heartedly participate in the College union activities.
- ✓ The College has a strong PTA, which involves in the all round development of the College. The annual General body meetings are held to interact with them. It has also contributed immensely in providing and strengthening infrastructural facilities in the campus.
- ✓ To commemorate the memory of Late Rt. Rev. Easow Mar Timotheos Episcopa, the founder Manager and the great visionary of the Mar Thoma Syrian Church, a Memorial Lecture Series is instituted from the Silver Jubilee Year (2006) onwards. Every year, an eminent personality is invited for the Lecture on contemporary and relevant topic in relation to higher education.

- ✓ A public address system is provided in the College, which is used for making announcements and providing information to the students. This facility is also used for the Morning Prayer.
- ✓ Every day the College starts with a common prayer at 9.25 am in which all the members of the staff and students participate.

Major Financial inputs for the last five years

Support from the UGC

The College has made use of the financial support from the UGC (XIth Plan) for the enhancement of infrastructural facilities. The various student centred projects helped us in enriching our resources for the teaching learning process, especially in the library and laboratories. The major achievements are:

- ☞ Setting of Language Laboratory (₹ 2, 99,935/-)
- ☞ Audiovisual Hall (A/C) (₹ 15,65,837/-)
- ☞ Addition of books to the library (₹ 4, 93, 866/-)
- ☞ Website development (₹ 25,000/-)
- ☞ Addition of Modern ICT facilities such as interactive boards, computers, laptops and projectors.
- ☞ Setting up of Network Resource Centre (₹ 1, 90, 000/-)
- ☞ Scholarships and conveyance allowances to stuc₹nts (6, 00,000/-)

PTA

The College has a strong PTA, which involves in the all round development of the College. The main projects of the PTA were

- ☞ Tress work of the open air auditorium (₹ 1.3 Lakh)
- ☞ Sound system for ₹ 1.25 Lakh rupees
- ☞ Water harvesting facility (₹ 2.5 Lakh) (of about 150,000 Litre capacity)
- ☞ Ceiling of the seminar hall
- ☞ LCD Projector
- ☞ Two Photocopier machines.
- ☞ Computers
- ☞ Incentives to students for academic and other excellences

Management of the College

The management of the College is also very much interested in enhancing the facilities of the College. The donations from well wishers of the church, the income from the rubber plantations are used in the developmental activities of the College. He wooden furniture required were made of the wood from the campus itself. Every year a good amount is utilized for the various projects. Some of the major contributions of the management are

- ☞ UGC affiliation
- ☞ Minority status from National Minority Commission
- ☞ Construction of new buildings (₹20, 83, 022/-). New class rooms are under construction.
- ☞ Appointment of guest faculty & management staff and Advance payment of their salary (₹ 46, 60, 860/-)
- ☞ Provision of new drinking water facilities(new well)
- ☞ College Chapel renovation(₹ 90,188/-)

- ☞ Addition of new furniture (₹2, 02, 427/-)
- ☞ Addition of books & periodicals to the library (₹ 1, 71,039/-)
- ☞ Website maintenance (₹ 17, 510/-)
- ☞ Addition of new courses (4 new courses are added)
- ☞ Counter arrangement in the office
- ☞ Land upkeep and maintenance
- ☞ Campus beautification

❖ **(Master plan of the Institution is enclosed as Annexure VI)**

4.2 Library as a Learning Resource

The College library is dedicated to the fond memory of our Founder Manager, the late Rt. Rev. Easow Mar Timotheos Episcopa, who was the spirit and architect of this institution.

Library Advisory Committee

College library has an advisory committee to monitor its functions. The committee consists of the following members for the year 2013-14.

- ➢ Prof. Abraham P Mathew (Principal): Chairman
- ➢ Mrs. Rachel George (Librarian): Secretary
- ➢ Heads of all Departments Members
- ➢ Prof. Mathews Dolly ,,
- ➢ Dr. Reena Mary Abraham ,,

The purchase, selection and maintenance of books and periodicals are monitored by this committee. It also makes suggestions regarding the major development programmes of the College library.

The Easow Mar Timotheos Memorial Library is well maintained and is fully automated with computer bar coding system using software Mesh logic's Book Magic Version 3.1. There are six computers in the library. The issue of books is done with the help of computers. The software provides Online Public Access Cataloguing (OPAC) facility. The total volume of books in the library is 17150. In addition to this, the Physics, Commerce and Economics departments provide books from their book banks (350-400 books) at the department level. The library provides full time internet accessibility to the students, free of cost. Separate register for CD is maintained in the library.

A photocopier is also available for the use of students. The rules and regulations of the library are conveyed to the students through the academic hand book and calendar of the College. It is also exhibited in the notice board in the library.

☞ **Total Area**

The Library building comprises of the Reading room, Stack room, Librarian's room, library assistant's room, Cloak room and the Counter. The total seating capacity of the library is 200. For individual reading, cubicles are provided within the reading room and a portion of the library is separated for internet and reprographic purposes. The library functions from 9 am to 4:30 pm on all days except Govt. declared holidays.

- ☞ Total area of the library (Sq. Mts.) : **656**
- ☞ Total seating capacity : 200
- ☞ Working Hours: 9.00 a.m. to 4.30 p.m.(including Saturdays and vacation)

- ☞ Layout of the library (Individual Reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources) :

❖ ***Lay out of the Library is enclosed as Annexure VII***

The management provides enough financial support for the maintenance of the library. All the learning and reading materials for the library are added to the stack every year on a need basis. The introduction of credit and semester system to the undergraduate programmes demands a good number of new books for the newer topics of the syllabus.

- ☞ Average number of walk-ins: 300
- ☞ Average number of books issued/returned: 100
- ☞ Ratio of library books to students enrolled: 30: 1
- ☞ Average number of books added during last three years: 962
- ☞ Average number of login to OPAC: 100
- ☞ Average number of login to e-resources : 20
- ☞ Orientation class is arranged for the first semester students about the use and practices of the library.
- ☞ Reprographic facility with photocopier is available in the library.
- ☞ The College is registered within the INFLIBNET, N-List (National Library and Information Services infrastructure for scholar Content) by UGC-INFONET digital Library consortium and all students and staff obtained Login ID and password.

Services Provided

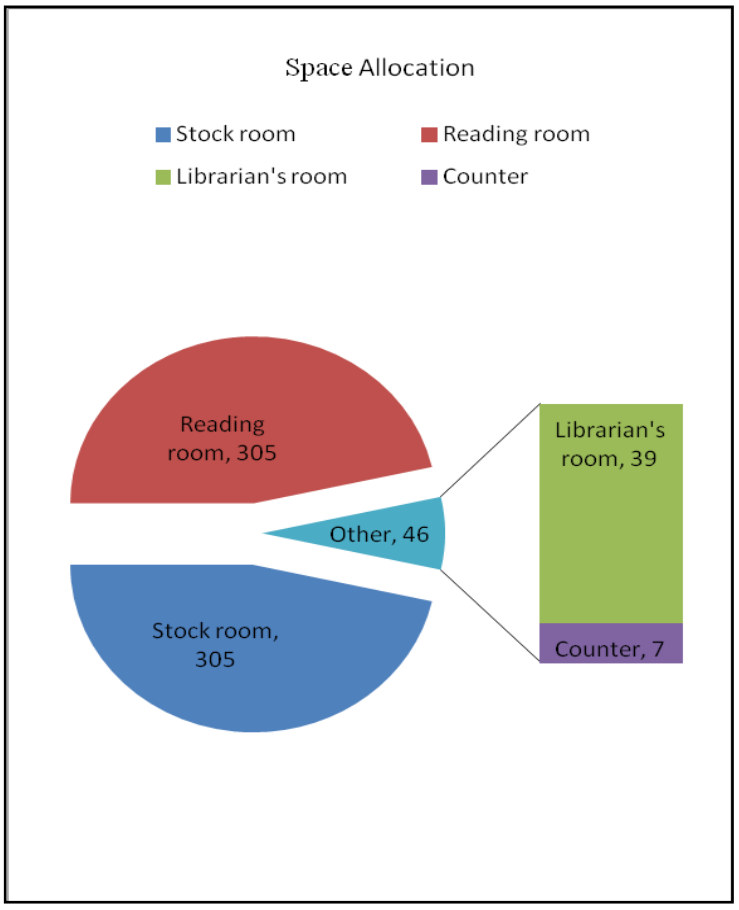
A total of 17150 books are available in the library. The following services are provided by the library at present.

- *Issue of books, journals and periodicals* to the students and staff of the College.
- *Reference:* Two sections are available in the library for reference. The text book reference section includes the subject wise reference books (800 books) and reference books which are purchased with the financial support from the UGC.
- *Closed Reference Section* contains the Encyclopedia - Britanica, Malayalam "ShabdaTharavali", Dictionaries, Encyclopedia of Economics, Commerce & Management, World Book Encyclopedia etc.
- *Reference service and information to students and staff,* assistance in searching data base information's from internet are also provided with high speed internet facility.
- *INFLIBNET facility* with individual username and password is also provided to all staff and students.
- *Reprographic facilities:* Students and staff make use of this facility for Xeroxing at a subsidized rate.
- *Physically challenged students* can take library books using their identity card through their friends or other nominees.

A register is maintained to record the details of the defective and damaged books along with the stock register. The details of the weeding out of books are kept in the same. The IQAC collect feedback from the students about the library along with the general feedback. It is analyzed for improvement and decision making. The library staff motivates and extends all

support to the students and staff to utilize the library. An orientation is given to the first year students about the rules, regulations and uses of the library.

↓ Space allocation of library (in sq.m)



↓ Computers and their configurations

	Configuration	HDD(in GB)	RAM (in GB)
1	Intel(R)Atom	260GB	1GB
2	Pentium(R)dual core	260GB	1GB
3	Pentium(R)dual core	260GB	1GB
4	Intel(R)Atom	260GB	IGB
5	Pentium(R)dual core	160GB	1GB

The library is computerized and the collections are classified and catalogued. All the books are bar coded and the transactions are done by the help of the software, OPAC. High speed Broad band internet facility is available free of cost for students and staff. Three computers with internet band width 10mbps and a printer is available. There are five computers in the library (two of which are equipped with broadband internet facility) and their configurations are as follows.

↓ **Library holdings for the last five years**

Library holdings	2008-2009		2009-2010		2010-2011		2011-2012		2012-2013	
	No	Total cost	No	Total cost	No	Total cost	No	Total cost	No	Total cost
Text books	523	76439	832	277665	716	155652	1412	342171 (10% for reference)	1051	254328
Reference books	25		40		35		70		2	19421
Journals/periodicals	29		39		39		39			
e-resources	internet connections available free of cost for students & staff						**INFLIBNET**	5000	**INFLIBNET**	5000
Any others (specify) CD							20	1600		

4.3. I.T. Infrastructure

The College has sufficient number of computers. Total 63 computers, most of them are with latest hardware configurations. The detailed list of computers and other specialized facilities available in our College are listed below. The computer lab is equipped with 15 terminals having stand alone facility. Most of the computers are recently installed. They have the latest hardware and software facilities. The others are well maintained with small repairs and purchase of laser toner etc., using College development fund given by the management and PTA.

↓ **Computers and its Configurations**

Rooms	Number of computers	Configurations	HDD/RAM	Stand alone facility
Principal	Two	Pentium(R) dual core	320gb/2gb	Yes
Management Office	Two	Intel(R)core i3	320gb/2gb	Yes
Office	Five	1. Pentium (R) dual core 2. Intel(R)core(tm) 3. Pentium (R) dual core 4. Intel(R)core 2 duo 5. Pentium (R) dual core	320gb/2gb 500gb/2gb 320gb/2gb 320gb/3gb 320gb/2gb	Yes
IQAC Room	One	Pentium(R)dual core	320gb/2gb	Yes

Computer Lab	Fifteen	1. Pentium(R dual core 2. Pentium(R)dual core 3. Pentium(R)dual core 4. Pentium(R)dual core 5.AMD Sampron(tm) 6. Pentium(R)dual core 7. AMD sampron (tm) 8. AMD sampron (tm) 9. Pentium(R)dual core 10. Pentium(R)dual core 11. Pentium(R)dual core 12Intel (R) Core i3 (4)	360gb/2gb 360gb/2gb 360gb/2gb 120gb/2gb 120gb/1gb 260gb/2gb 120gb/1gb 120gb/1gb 260gb/2gb 260gb/2gb 260gb/2gb 500gb/2gb	Yes
Library	Five	1. Intel(R)atom(tm) 2. Pentium (r)dual core 3.pentium(R)dual core 4. Intel(R)atom(tm) 5. Pentium (R)dual core	260gb/1gb 260gb/1gb 260gb/1gb 260gb/1gb 160gb/1gb	- - - Yes Yes
Language lab	Twelve	1. Pentium(R)dual core 2. Intel(R)atom(tm) 3. Intel(R)atom(tm) 4. Intel(R)atom(tm) 5. Intel(R)atom(tm) 6. Intel(R)atom(tm) 7. Intel(R)atom(tm) 8. Intel(R)atom(tm) 9. Intel(R)atom(tm) 10. Intel(R)atom(tm) 11. Intel(R)atom(tm) 12. Intel(R)atom(tm)	160gb/960mb 160gb/1gb 260gb/1gb 260gb/1gb 160gb/1gb 160gb/1gb 160gb/1gb 160gb/1gb 160gb/1gb 160gb/1gb 160gb/1gb 160gb/1gb	
UGC NRC	Four	1. Pentium(R)dual core 2. Pentium(R)dual core 3. Pentium(R)dual core 4. Pentium(R)dual core	500gb/2gb 500gb/2gb 500gb/2gb 500gb/2gb	Yes

- **In Departments**

Department of Commerce	Four	1.Pentium(R)dual core 2. Pentium(R)dual core 3. Pentium(R)dual core 4. Pentium(R)dual core	500gb/2gb 500gb /2gb 500gb /2gb 500gb /2gb	Yes
Department of Economics	Three	1.Pentium(R)dual core 2. Pentium(R)dual core 3. Pentium(R)dual core	500gb/2gb 500gb/2gb 160gb/1gb	Yes
Department of Physics	Two	1. Intel(R)Pentium(R)dual 2 Intel(R)Pentium(R)dual	260gb/2gb 260gb/2gb	Yes
Physics Lab	Two	1.AMD sampron(tm) 2.AMD sampron(tm)	120gb/1gb 120gb/1gb	Yes
Department of Chemistry	Two	1.Intel(R)Pentium(R)dual 2 Intel(R)Pentium(R)dual	120gb/1gb 320gb/3gb	Yes

Department of Botany	Two	Intel(R)Pentium(R)dual Intel(R)Pentium(R)dual	120gb/1gb 120gb/1gb	Yes
Department of Mathematics	One	Intel(R)Pentium(R)dual	120gb/1gb	Yes
Department of Physical education	One	Intel(R)Pentium(R)dual	120gb/1gb	Yes

Institutional Plans

As part of deploying and upgrading the IT facilities, the institution is hopefully planning to distribute personal computers (AKASH) to all students, with internet Wi-fi facility using financial support from UGC.

4.4 Maintenance of Campus Facilities

☞ ***Allocation***

Proper planning is done for the maximum utilization of the available infrastructure facilities. Rubber, cashew, coconut and other fruit trees are planted in the campus. We also cultivate rubber in 5 Acres of land, which is a major source of income. The management is keen in enhancing the facilities for its stakeholders. These facilities provide enough opportunity for the holistic development of those who are involved in the learning process.

☞ **Location of the campus and area in sq.mts:**

Location	Rural, Hilly& Tribal
Campus area (in sq. mts).	72843.42 sq.m
Built up area (in sq. mts).	4960.98 sq.m

The seminar halls and open auditorium are regularly used for extracurricular and academic activities. Staff meetings are held in the seminar hall. Staff council meetings are held in the principal's chamber which has sufficient space. The religious and social organizations use the infrastructure facilities of the College for conducting their activities during holidays and summer vacation. The College is regularly used as examination centre for various examinations conducted by the university, PSC and other competitive examinations. We have a spacious multipurpose stadium with all facilities, like football ground, Basketball court and Shuttle courts. These facilities are effectively used for the various sports and games and for the conduct of other activities. The College had the opportunity to host the C-zone and Inter zone Basket ball tournaments, Table Tennis Tournaments and intercollegiate Chess tournaments of the University of Calicut. It is also opened for the sports activities of the Mar Thoma Higher Secondary School, Malappuram District Panchayat sports fest and also for PYKA. Our alumni, staff members and other interested public are regularly using our facility after the regular College hours. A community development extension project is functioning in one of the old buildings. The project includes a tailoring unit and a Kindergarten school. Around 34 ladies are practicing tailoring & embroidery and 34 kids are doing their Kindergarten.

The maintenance and improvement of the infrastructural facilities is done by the funds received from the management. The allocation and utilization of the fund is decided on the basis of the needs of the programme in consultation with the staff and the Heads of the Departments. The IQAC is playing an important role in making suggestions for the improvement of the facilities. The recommendations of the purchase committee are also taken into consideration while taking decisions. UGC funds are utilized as per the UGC guidelines.

↓ **Details of the amount spent for the last six years (Including UGC funds)**

Item	2007-'08	2008-'09	2009-'10	2010-'11	2011-'12	2012-'13
Building	4,63,418	5, 26, 473	1, 06, 311	1, 37, 008	3, 95, 158	8,35,027
Furniture	53, 140	18, 425	6, 000	8, 904	5, 93, 068	1,85,159
Equipment	1,10, 209	-	5, 86, 616	30, 56,632	43,00, 302	11,81,603
Computer	59, 898	2, 60, 990	2, 04, 100	2, 81, 454	3, 56, 554	1,46,426
Books	9, 681	1, 19, 807	3, 14, 725	4, 51, 613	5,00,166	5,61,088
Any other	-	19, 100 (internet)	2,49,782	3,48,455	84,291	79,150
Total	6,96,346	9,44,795	14,67,534	42,84,066	62,29,539	29,88,453

The ***calibration and precision measures*** for the equipment/instruments are done by the technical and laboratory staff of each Department periodically with the help of teaching staff. All the laboratory and electronic equipments are properly maintained and repaired with the financial support of the management as and when needed. Major maintenance works of the buildings are carried out by the management as per the decision of the Governing Council and it is executed jointly by the Construction Committee nominated by the Governing Council, which includes Principal and Bursar of the College. The fund collected by the P.T.A in 2010-'11 (₹ 2, 48, 020/-) has been utilized for constructing the Rain water harvesting project. It helped in creating awareness about the need of protecting the earth's nature and the water resources. It also helped us to solve the scarcity of water in the campus, to a greater extent during hot summer days. The College and the department of Physics are having generators for managing the power failure. In addition to this, the College Office is equipped with enough back up inverter facility for the smooth functioning of the office. All the computers in the Network resource centre, departments, library, Principal's room and IQAC room are having UPS for their continuous usage. The management has taken a decision to study the possibility of utilization of the solar energy as a permanent solution to the power shortage.

Other Relevant Information

- ☞ The different projects of the College with the financial assistance of the UGC - the career and counselling cell, centre for equal opportunity, coaching classes for entry into services, remedial coaching and the network resource centre. Separate rooms are provided for the activities.
- ☞ The main seminar hall is used as a common room to conduct meetings, examinations, counting of votes during election and for other social gathering of the students and teachers. It can accommodate 500 students.
- ☞ Besides the general library, most of the departments have their own departmental libraries which enable the students and teachers for their reading and references. The departments of Physics and Economics are keeping current periodicals also.
- ☞ Periodical cleaning and maintenance works of buildings and premises are carried out by the staff appointed by the management.
- ☞ There is a task force of NSS volunteers guided by two teachers in charge of the NSS, to maintain emergency and essential work. They are also keeping a blood donor's directory to help poor and needy patients in and around the College.
- ☞ Basic medical care is provided to all needy students at the Mar Thoma Mission hospital adjacent to the College premises. The financial support is provided by the PTA.
- ☞ The salary of the guest faculty, wherever the Government is not providing financial assistance, is met by the management. At present, 15 such faculty are paid by the management.

CRITERION V

STUDENT SUPPORT AND

PROGRESSION

Criterion V
Student Support & Progression

5. 1. Student Mentoring and Support

❖ ***Prospectus and Handbook***

All information regarding admission process and courses offered are given in the prospectus every year. The handbook and calendar of the College is published at the commencement of every academic year. The information is also made available in the website: ***www.marthomacollegechungathara.org.*** The handbook and calendar provide information regarding various aspects of the College, viz:

- History, vision, mission, objectives and motto of the College
- Organisational structure of the Management
- Various courses offered
- Fee Structure
- Rules and regulations
- The Staff members – both Teaching & Non-Teaching
- Pattern of Examination, evaluation system
- Prizes and scholarships to meritorious students
- Fee concession
- Academic calendar
- List of committees with the composition functioning in the College
- Various scholarships offered by the College, Government of Kerala, UGC etc.
- Co-curricular activities.
- Application forms for Caution Deposit, TC and Conduct Certificate
- Internal Examination
- Composition of various bodies.
- UGC programmes, sports facilities etc.

❖ ***Scholarships***

Institutional Scholarships

We have a number of endowments and scholarships instituted by well wishers of the College and the Management for the curricular and extracurricular achievements of the students. Every year, the scholarships are distributed to students on merit cum income basis and other eligibility conditions stipulated. There are 55 such scholarships and an amount of ₹ 15,170/- is distributed to the students. In addition to this, our faculty members coordinate and monitor the disbursal of certain scholarships instituted by people through their acquaintance.

- ✓ **Channels of Glory, a USA Based Charitable Trust** support three students for their study at degree level, the scholarship being $ 50-100 (U. S. Dollars).
- ✓ **Mrs & Mr. Chacko Simon scholarship Awards** were given to students on income cum merit basis. About 24 students are given a sum of ₹ 40, 000/- as assistance every year.

Financial Assistance from Government and other Agencies

Various scholarships from the Government of Kerala, the UGC and the Central Government are also disbursed to the eligible students. The faculty in charge of the scholarships scrutinizes the applications It is forwarded to the agencies through the office. The scholarships are

- National Merit Scholarship (NMS)
- Scholarship instituted by Kerala State Higher Education Council (KSHEC)
- District Merit Scholarship (DMS)
- Central Sector Scholarship (CSS) – Department of Collegiate Education
- The educational concession for physically disabled students
- Financial aid to children of Beedi workers
- Kerala State Suvarna Jubilee Merit Scholarship Scheme (KSSJMS)
- Student Aid Fund (SAF)
- Scholarships of UGC
- Scholarship under the Single Girl Child scheme
- Post Metric Scholarships (PMS)
- Scholarship from Department of Collegiate Education (DCE)
- C.H Mohammed Koya Scholarships to Muslim Girl students (CHMKS)

The UGC granted a sum of ₹ 1, 00, 000/- for the travel and conveyance allowance for the SC/ST/OBC/Minorities, under the scheme "Colleges Containing A Large Proportion Of SC/ST/OBC/Minorities Students". It is distributed to 200 students.

As stated earlier, students are benefited with the Scholarships from various agencies including UGC. Conveyance allowances are also disbursed to the eligible students as per the criteria insisted by the UGC. The students from the weaker sections of the society are getting financial aids from the Government of Kerala. There is a separate administrative section in the office which coordinates the e-grantz and scholarships to the students. The guidelines regarding the reservation, fee concession and other details of the SC/ST and other eligible students are available in the office. Conveyance allowance is also disbursed to the students as per criteria stipulated by the UGC. The details are as follows.

↓ **Conveyance allowance from U.G.C**

Year	Number	Amount (INR)
2009-10	89	44500
2010-11	113	56500
2011-12	129	98500
2012-13	30	6000

↓ **The details of various scholarships**

Name of scholarships	Year and Number of Scholarships						
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
SAF	9	7	7	7	6	7	-
CSS	-	-	-	-	7	6	1
KSHEC	-	-	-	-	6	6	7
KSSJMS	-	3	8	16	9	6	3
NATIONAL	1	-	-	-	-	-	-
DISTRICT	-	1	1	-	-	-	-
PMS	-	-	-	-	21	-	20
OTHERS (CHMKS) (Muslim Girls)	-	-	-	-	1	11	2
STATE	1	1	1	-	-	-	2
UGC	-	-	-	20	20	20	20

Number of Beneficiaries & Amount (in INR) Received from Government									
Category	**SC**			**ST**			**OTHERS**		
Year	**2012-13**	**2011-12**	**2010-11**	**2012-13**	**2011-12**	**2010-11**	**2012-13**	**2011-12**	**2010-11**
Monthly Stipend	**(42) 377000**	**(76) 344200**	**(105) 477750**	**(25) 140000**	**(21) 94850**	**(25) 113150**	**(18) 4000**	**(26) 52000**	**(287) 132880**
Lump sum Grant	**64550**	**61800**	**85150**	**23750**	**16590**	**8690**	**9450**	**13000**	**1400**
Other Fees	**142995**	**128805**	**164300**	**25000**	**32630**	**18405**	**25835**	**61245**	**304537**
Total	**584545**	**534805**	**727200**	**188750**	**144070**	**140245**	**39285**	**126245**	**438817**

↓ The details of scholarships and their respective amounts

year	Type of Scholarship	Number of Beneficiaries	Amount of Scholarship (in INR)
2012-13	KSSJMS	3	30000
	KSHECS	7	84000
	UGC	20	100000
	CSS	1	10000
	PMS	20	10000
2011-12	KSSJMS	6	60000
	SAF	6	2935
	KSHECS	6	72000
	UGC	20	100000
	CSS	6	60000
	CHMKS	11	33000
2010-11	KSSJMS	9	90000
	SAF	6	3060
	KSHECS	6	72000
	UGC	20	100000
	CSS	7	70000
	CHMKS	1	3000
2009-10	KSSJMS	8	80000
	SAF	7	3160
	UGC	20	100000
	Children of Beedi Workers	1	3000
	Physically Handicapped	1	3600
	District Merit Scholarship	1	4000
	University Merit Scholarship	1	600

Every year, about 67 % of the students avail fee concession as per rules & regulations stipulated by the Government. A separate register is maintained in the office.

Specific Support Services Available

The institution is committed in providing the students every possible help and support they need in their pursuit in becoming civilized and worthy citizens. The College set up with a mission of imparting holistic education provides the following support facilities to the students.

- ✓ ***Students from SC/ST, OBC and economically weaker sections***
  - ➢ Two students of our College attended *Two-day empowerment programme for SC/ST students* at Calicut University on 19th and 20th September, 2012.

- *Remedial Coaching Classes* and Coaching for Entry in Services are arranged for SC/ST, OBC, socially backward and minority students.
- To improve language skills of students belonging to SC, ST, OBC and economically weaker sections are given training through **Language Laboratory**.
- These categories of students get the opportunity to improve their all-round performances through various programmes organised by **Equal Opportunity Centre** of our College. Functional English classes are organised for all weaker sections of students under the auspicious of Equal Opportunity Centre.
- **Scholarships & Aid** scholarships from various Central, State and other agencies are made available to the students. Educational concessions. Fee concessions are also given to eligible students. A teacher in charge of scholarships monitors and coordinates the efficient disbursal.
- **Conveyance allowances** are also disbursed to the eligible students as per criteria stipulated by the UGC.
- **Separate e-grantz** section is functioning in the office for the timely disbursal of the various **fee concessions** and other **grants** from the Government. All the files are kept up-to-date to make the system transparent and efficient.

✓ *Students with physical disabilities*

- **Reservation of seats** in UG and PG admission: 1% of the total seats are reserved for students with physical disabilities.
- **Special medical assistance**: Abdul Nazar of III B.Com (2012) has been given wheel chair, conveyance allowances, and scholarships from the U.G.C and the Government of Kerala. Special seat arrangements were provided for the examinations. Our College community collected ₹ 92000/- from among the students and other well wishers, for medical treatment. Chinju Jose. K. of II B.com has been given conveyance allowance, special assistance for examinations and State Scholarships. Scribes are provided to visually impaired and other needy students. Extra time is given at the time of examinations as per the guidelines of the University of Calicut.

✓ *Overseas students*

- We have no overseas students in the campus at present.

✓ *Students' participation in various National and International competitions*

- Students participate in 'Power Quiz' conducted by KSEB every year and win prizes. As part of the National Year of Mathematics (NMY), a quiz programme was conducted by the Mathematics Department for the Higher Secondary and College Students on 11th November 2012. 18 Schools participated and the Nirmala Higher Secondary School won the First Prize.
- Constant efforts are made to have full participation of the students in sports and games. Our students participate in University/State/National level competitions. Similarly, a good

number of students participate in the Zonal and Inter zone cultural competitions of the university every year. Students are guided by faculty members for participation in events outside the institution.

- Students of our College participated in **Bharat Darsan Programme** organised by Government of India.

✓ *Medical assistance: health centre, health insurance etc.*

- **Mar Thoma Mission Hospital** situated near the College and run by the Mar Thoma Management; caters the medical needs of the staff and the students. The hospital is equipped with all the modern facilities such as ICU, Operation Theatre, X-ray, ambulance services, good laboratory etc. During emergencies, a resident doctor is always at our service. Annual medical check up of students and staff is done at this hospital.
- The N.S.S units of the College and Al - Salama Eye Hospital, Perinthalmanna, jointly conducted an awareness seminar on the importance of donation of eyes and blood. For the immediate availability of blood for patients in need, a directory of blood group of students is maintained. Periodical Health Checkups- Total fat, Body Water Content and Weight of students of the College were checked at the Govt. Community Health Centre, Chungathara.
- College extends financial support to needy students to meet their medical expenses.

✓ *Coaching Classes for Competitive Exams.*

- **Coaching Classes for entry into services** were conducted with the support from the UGC.

✓ *Skill development (Spoken English, Computer literacy, etc.,)*

- **Short term Certificate course in Communicative English** was organized for the SC/ST students by the **Equal Opportunity Centre** of the College. Certificates were issued to those students who have completed the course successfully.
- **Language Laboratory:-** As a creative suggestion of the NAAC peer team, to improve the communicative ability of the students, a language laboratory with internet facility is set up in the College. Ten computers are linked to a server. Thus the teacher can interact online.
- **Additional Skill Acquisition Programme (ASAP**) of the Kerala State Higher Education Council.
- A **computer lab** is functioning in the campus.
- **Internet facility** is provided in the Library and in all the departments. **UGC Network Resource Centre (NRC)** – With the financial support of UGC, a NRC is functioning in the College. It is provided with high speed broad band internet facility and 24 hours stand alone facility. The students can avail the facility free of cost.

✓ *Support for "slow learners"*

- **UGC sponsored remedial coaching classes** are functioning in the College for all slow learners including SC/ST, OBC and

minorities. All departments are conducting remedial coaching class for slow learners from 3.30-4.30 pm in all working days.

- An advanced learner is given a group of slow learners- thereby enhancing peer group interaction and sharing of knowledge.

✓ *Exposure of students to other institution of higher learning/corporate/business house etc.*

- **Visit to other Institutions**: Students are encouraged to visit University libraries, Business houses and Scientific Institutions of reputation, viz: CMET (Trichur), Central Institute of Plastics Engineering and Technology (CIPET, Mysore, Chennai & Hyderabad), Cochin University of Science & Technology, KFRI (Kerala Forest research Institute, Nilambur), Tropical Botanical Garden & Research Institute(TBGRI, Trivandrum), Raman Research Institute (RRI, Bangalore) National Institute of Technology (NIT, Calicut), MET Centre, Trivandrum, MITRADHAM, Alwaye (Centre for Non conventional Energy Sources) and VSSC (Trivandrum).

✓ *Publication of student magazines*

- Every year, the College students' union publishes a College magazine. The literary contributions of students and staff are included in it. This will be a boost to their literary and artistic skill. A magazine committee is functioning with Principal as the Chief Editor. The Student Editor and the Staff Advisor are members.
- Every year, the first semester students of each class, who have opted Malayalam (Common Course), are publishing their **manuscript magazines**.
- The department of Botany is publishing an annual magazine "**Bionymph**".
- The **Department of Botany** regularly exhibits different medicinal plants and highlights its significances.
- Wall magazines are maintained by the Department of Physics, Economics and Botany.

✓ *Entrepreneurial Skill Development*

- An **Entrepreneurial Development Club** is functioning in the College to promote entrepreneurial skills among the students.
- A **Film Club** is functioning in the College. A two day film festival was hosted by the Film Club this year and it was inaugurated by the well known Director of the Malayalam Films, Shri. Madhupal on 8th and 9th February 2013. 6 international and national movies were screened. An interactive session and talk on film appreciation by Mr.Madhupal followed.
- Screening of the movie - "Little Rascals", movie based on the theme of gender sensitization with young children as stars (Directed by Mr. Penelope Spheeris) on 16th November 2012.
- **Short movies directed and made by Mr.Manish Mohan, our student of III BA (Economics)** were screened. Various

documentaries, Films of various Languages, short films are exhibited to the students at various functions.

Other Support Services Provided

- **Bank Services** - The institution assists all the students in opening Zero Balance Account. It is helpful in availing educational loans and other e-grantz. It also serves as an identity card.
- **Cafeteria** - The College canteen provides food to the students at moderate rates. The canteen committee supervises the working of the canteen.
- **Sports facilities** – The College is providing a well constructed and maintained concrete basket ball court, a table tennis hall, two shuttle badminton courts and a playground. Football, cricket, and other sports and athletic events of the College and University are conducted. Besides, various tournaments organized by the Grama, Block and the District level Panchayats are held here. Local associations/organizations representing the general public are also availing our facilities.
- Attendance is given to the student participants in competitions, NSS camps, debates, sports and cultural events.
- Students who were unable to attend the internal exams with genuine reasons are given another chance for the same.

Coaching Classes for Entry into Services

The all round development of students and enabling them to enter into worthwhile careers is the essential part of our mission. With this view we have started Coaching Classes for entry into services with the support from the UGC. Talks, lectures, training programmes and workshops are arranged for students who aspire to prepare for Civil services examination, Banking Service recruitment examination and UPSC and PSC examinations. A separate library is functioning under the Coaching cell with the help of student volunteers. More than 300 books helpful for various competitive examinations and for general reading are acquired with the help of UGC grant. Students are serving as librarians. Mr. Christy Varghese, Mr. Sabu Thomas and Ms. Kiran Shaji were functioned as Student Librarians

Major Programmes

- One day Seminar (January 19th 2012) on Goal setting and orientation for Civil services and other Competitive Examination- Mr.Isaac Eapen, Field Publicity Officer, Calicut and well known writer gave leadership.
- Classes on Indian Economy, Indian Constitution, Numerical Skills, Logical Reasoning, General Knowledge and other aspects for civil services examination.
- Inauguration of ***Civil Services Academy***-July 21st 2012 - & Talk on Preparation for Civil Services Examination by Mr. K. Sethuraman I.P.S, Superintendent of Police, Malappuram.
- One day workshop-Journalism as a Career- Challenges and Opportunities, October 20th 2012 - Mr. Vinu Abraham, writer and former editor of 'The week'.

- Workshops on Effective Communication- October 27th and November 3rd 2012 – Mr. K. Chandrabose.
- Workshop on 'How to prepare CV and Face Interviews'- January 19th 2013-Mr. V. Bharath Das, Corporate trainer and former DGM, South Malabar Gramin Bank.
- Training for Group Discussion and communication Skills-February 16th 2013 – Mr. V. Bharath Das, Corporate trainer and former DGM, South Malabar Gramin Bank.
- Campus Recruitment Programme - Additional Skill Acquisition Programme (ASAP) by the Kerala State Higher Education Council on 15.02.2013 in association with NSS units. Six students were selected through the group discussion and interview.
- Classes, seminars and quiz competitions were conducted on different topics on general knowledge with a view to equip for Civil Services examinations.

Career Guidance and Counselling Centre

UGC aided career guidance and counselling centre has been functioning in the College from 2010 onwards. This centre organized 11 programmes during the last year. Personal/career/ psycho-social counselling classes are arranged for students.

- Seven days Yoga Training programme, Ms. Sumi M.P Yoga Trainer led the classes in 2012 and 2013.
- "Leadership Skills" by Mr. Sanjayakumar on 03.07.2012.
- "Career orientation and Opportunities for Higher Education in India and Abroad" by Dr. Brijith Thomas on 06.07.2012.
- A seminar on "Interpersonal Skills" by Rev. John Easow on 17.07.2012.
- A two day programme on "Personality Development and Transactional Analysis" by Rev. John Easow and Dr. Manoj Kumar T on 19-20th July 2012.
- "Communication Skills" by Dr. K. Karunakaran on 21.07.2012.
- "Goal Setting" by Mr. Johnson M.G on 31.07.2012.
- "Time management" by Dr. T.N. Vijayakumar on 08.08.2012.
- "Motivation" by Dr. N. Zachariya on 11.08.2012.
- Two day workshop on "Preparation of CV, GD and Mock Interaction" was arranged separately for the final year students of the Science and Arts in 2012.
- Classes were also arranged with the help of our Psychology Department.

Career Guidance and Counselling Cell

The Career Guidance and Counselling Cell is functioning in the College for the proper guidance of the student community. The cell is arranging various career guidance classes every year and acts as a centre for identifying job opportunities and higher education facilities. Students are informed of the higher education institutions and application procedures. College is taking efforts to arrange campus recruitments with the help of some new generation banks and other organizations. Many students are placed in various organizations. The list of employers includes ICICI Bank, HDFC Bank, Federal Bank and other private firms. Career Guidance and Placement

Cell is arranging periodic interface meetings in collaboration with external agencies like TIME, ICICI, Axis Bank, Manappuram Finance etc. and our young enthusiastic graduates are placed in different positions.

- One day seminar on "Personality Development and Study Opportunities Abroad" in collaboration with Stepping Stone international on 28-07-2007.
- Career guidance seminar – Job Opportunities in Aviation Hospitality and Travel Industry by the Franklin Institute on 17-09-2007.
- Personality Development Programme – "Stay Free and Develop Soft Skills" on 17-01-2008 in collaboration with ICFAI Academy.
- Seminar on "Introducing Air Force" was conducted on 17th June 2008- The officials from the Air Force led the classes.
- One day Seminar "Training for Civil Service Examinations" by the Malappuram District Panchayath "Talent Scan" on 13-02-2009. Mr. Jaleel, Resource Person, SIGI, introduced the syllabus and Examinations.
- "Career Prospects of Botany in Agricultural Field" by Mr. M S Mani, Agricultural Officer, Agricultural Farm, Munderi and organized by the Department of Botany.
- The department of Chemistry gives coaching for the entrance examination for the PG Diploma Course in Plastic Processing Technology (PGDPPT) Course offered by the CIPET centre. Many of our students are benefited.

Grievance Redressal Cell

A grievance Redressal cell is functioning. The Cell actively interacts with the students to help them sort out their grievances, both registered and unregistered grievances of the students are attended. The minor political confrontations of the student organizations are also effectively addressed by the cell.

Prof. Gigy Susan George is functioning as the Chairperson of the Grievance Redressal Cell. All Heads of all Departments are members. We have a healthy relation among staff and students. For the last 7 years, there is no reported case of grievances. The norms of the grievance redressal cell are formulated. The Staff Council also plays an important role in enforcing discipline as well as redressing student grievances. Corrective measures are taken into consideration. Students are also free to share their grievances with the class teachers and the Principal.

Anti Harassment Committee

A committee is functioning in the College to handle the cases of sexual harassment. Women Cell was constituted to take all necessary measures to ensure the safety and the dignity of the female students. However no such instance has been reported in the College so far. Continuous vigilance of College authority prevents sexual harassment of women students.

Anti-Ragging Committee

The College took all measures for the prevention of any act coming under "Ragging". It is our pleasure to state that there has been no incident of ragging reported during the past.

An anti-ragging committee is formulated as per the "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" and as per UGC Act of 1956-[Clause(g) of Sub Section (I) of Section 26] with a wider participation. The composition being;

- Prof. Abraham P Mathew (Principal)
- Sub Inspector of Police, Edakkara
- Mr. Suresh, Mathrubhumi (Media)
- Mr. Josephkunju (NGO)
- Prof. Thomas Mathew (Faculty Member)
- Prof. Susan Chacko (Lady Faculty Member)
- Mr. M.M. John (PTA Vice President)
- Mr. V.M. John (Superintendent)
- Mr. Sanu (College Union Chairman)
- Mr. Sachin T Oommen (Representative of freshers)
- Ms. Kiran Shaji (Representative of Senior Students)

As per the mandatory direction of the University Grants Commission, we have incorporated the anti-ragging directions of the Central Government in our prospectus.

Anti Ragging Squad

An Anti ragging squad has been constituted to monitor the incidents (if any) of ragging in the campus. The composition of the Squad is

- Principal
- All Heads of Departments
- IQAC Coordinator
- Office Superintendent
- College Union Chairman

Students' Mentoring Cell

A students' mentoring cell is constituted. It consists of senior students volunteering to be mentors for fresher students, in proportion with the number of freshers.

From the academic year, 2013-14 onwards, an undertaking from students and parents (Annexure-I of UGC Act) was collected at the time of admission. Anti ragging awareness seminars are also conducted, in association with the Nilambur Taluk Legal Services Authority. Our students participated in University level Legal Awareness Classes.

Vigilance Committee for Women Students

As per the direction of the Director, Department of Collegiate Education, Thiruvananthapuram (G-2-45797/2009/ Coll. Edn. dept. dt. 05/10/2009), the Vigilance Committee was formed. The committee is intended to make the women students aware of the various atrocities existing against them and the need to protect and manage them in an efficient and confident way. The committee consists of:

- Chairman: Principal
- Convener: Sub Inspector of Police, Edakkara
- Members:
  - 2 Lady Police Constables
  - Lady representative from the Panchayat (Ward member)
  - Lady representative from PTA

- Lady representative from each class
- Prof. Dhanya C (Faculty residing in the campus)
- Dr. Roshy (Resident Lady Doctor, Mar Thoma Mission Hospital, Chungathara)
- Rev. K.P Thomas (Bursar, Resident of the Campus)
- Prof. Susan Mathews P (Lady representative from the local community)

Ethics Committee

As per the guidelines from the Office of the Director, Collegiate Education and in the G.O. (Rt)346/2005/H.Edn.dt. 01/03/2005, an Ethics Committee is constituted. It is functioning in the College from 2005.This regulates the use of camera - mobile phones and cinematic dance in the campus. The composition of the committee is

- Chairman: Principal
- Vice Chairman: PTA President
- Convenor: Staff Secretary
- Joint Secretary: College Union Chairman
- Members
  - Management representative
  - NSS Representative
  - Local Body Member
  - Lady Faculty Member

5.2 Student Progression

A list of students who have gone for higher studies and employment has been prepared and kept by the departments concerned. About 60 % of our students appear for various competitive examinations and other qualifying examinations. In Economics, about 50 students have appeared for NET conducted by UGC and 7 were qualified. In commerce, 100 students have attended and 18 were qualified the NET. In Science stream also, commendable number of students have qualified the UGC-CSIR JRF /NET examination, SLET, TET, GATE, CAT, GMAT and are well placed.

Student progression (%)	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
UG to PG	63	58	60	53.5	59	55
PG to M. Phil	-	-	-	3	3	3
PG to Ph. D	-	-	-	1	1	1
Employed *Campus selection	2	2	2	2	2	2
*Other than campus recruitment	50	55	56	60	65	68

↓ **Details of pass percentage and completion rate percentage**

Course	year	Mar Thoma College		Nearby College Pass, %
		Pass, %	CR,%	
M.com	2008-09	50	100	50
	2009-10	25	100	50
	2010-11	44	75	RA
	2011-12	75	100	
MA Economics	2008-09	63	100	61
	2009-10	45	88	61
	2010-11	85	100	RA
	2011-12	100	89	
B. Sc Physics	2008-09	79	84	82
	2009-10	88	78	91
	2010-11	83	75	NA
	2011-12	72	84	
B. Sc Chemistry	2008-09	90	83	76
	2009-10	75	88	76
	2010-11	80	63	NA
	2011-12	100	70	
B. Sc Botany	2008-09	86	88	NIL
	2009-10	95	88	
	2010-11	79	80	
	2011-12	88	71	
B. Sc Maths	2008-09	100	91	70
	2009-10	47	86	94
	2010-11	86	100	NA
	2011-12	76	95	
BA Economics	2008-09	88	96	70
	2009-10	98	83	79
	2010-11	76	91	NA
	2011-12	49	88	
B.Com	2008-09	58	100	74
	2009-10	47	98	80
	2010-11	71	98	NA
	2011-12	63	100	

Ms. Aswathy P secured third Rank in B.Sc. Polymer Chemistry Examination of University of Calicut in 2010. Many of our students are employed in managerial positions of various banks by qualifying the Bank Tests. One of our old students, **Mr. Bejoy John was selected to Indian Revenue Service (IRS) of the Civil Services Examinations. Ms. Naslim was the co inventor of the Zircon star (In her research in Astrophysics)**

Addressing the problem of drop out

The institution is committed to bring down the dropout rate. The socio economic, cultural and psychological factors contribute to the drop out problem. The class teachers and mentors take special note of students who are not regular in the class. These students are specifically attended. The counselling cell addresses this socio cultural problem. Departments are conducting orientation programmes to the final year students about the prospects of higher education in premier institutions. The College makes arrangement for a number of invited lectures with the help of UGC and the Management. The scholarships and the conveyance allowances disbursed to financially weak students, from the UGC grants and other agencies also reduce the risk of drop out at various stages. The "Free Noon Meal programme" is also started in the College to manage the risk. The students who happen to discontinue due to marriage are encouraged to join the next session and continue their study. We have such students in our classrooms.

5.3 Student Participation and Activities

The College has always created a niche for itself in the field of sports. The College has been participating in various inter university and intercollegiate level tournaments. University arranges sports and youth festivals at zonal and interzonal levels. The College has been actively participating in such programmes. Participation of students in the Arts and cultural competitions organized by University of Calicut is also ensured and encouraged by the College

Facilities for athletics are provided by the College. In games like Shuttle Badminton, Table Tennis, Football, Basket ball, Cricket etc. good facilities are available. College also organizes colourful Annual Sports Meet every year. The Department of Physical Education has made enormous contribution to the sports development, especially in creating the College Women Cricket team which has represented the College in the State and National levels.

"***Phoenix School of Athletics***" was started under the Department of Physical Education in 2013. Under the School, ten students talented in Athletics from nearby schools are selected. They are given special coaching in the morning and evening every day. The main purpose of this programme is to *Catch Them Young*. Our Physical Education faculty with the help of other qualified coaches trains them.

Achievements in Sports and Games

2006-07

- ✓ The College (men) team participated in Football, Basket ball, Cricket and Athletics in Calicut University B zone inter collegiate tournament.
- ✓ The College women cricket team won second place the Calicut University inter collegiate women cricket tournament.
- ✓ Sabithakumari N, Indudas P, Sinijose, and Salini M were selected in the Calicut University team for the All India inter university women cricket tournament held at Gwalior.
- ✓ Indudas P was selected in the Kerala Junior women cricket team for the South zone interstate tournament held at Hyderabad.

- ✓ Our College men basketball team won the Calicut University inter collegiate B zone basketball tournament.

2007-08

- ✓ The College won the Malappuram District Senior League Tournament held at Manjeri from 08-11-2007 to 11-11-2007.
- ✓ College Basket Ball (Men) team won the Calicut University B Zone intercollegiate basketball tournament.
- ✓ Indudas and Sini Jose were selected in the Calicut University Team for the All India Inter University Cricket (Women) tournament held at Rajasthan.
- ✓ Firoz P and Subhash V were selected to the Malappuram District Senior team in Kerala State Senior Basketball Championship held at Tellicherry (13-11-2007)
- ✓ Mr. Chaleens N (II BA. Eco) was selected to the Malappuram Dt. Senior (Men) Cricket Team for Kerala State Senior Championship held at Wayanad on 24-08-2007.

2008-09

- ✓ College Basket Ball (Men) team won the Calicut University B Zone intercollegiate basketball tournament.
- ✓ College Basket Ball (Men) team secured third place in the Calicut University Inter Zone basketball tournament held at Sri Kerala Varma College, Trichur from 26th to 28th November 2008.
- ✓ Ms. Deepthi Mathew was selected to the Calicut University Team for the All India Inter University Cricket (Women) tournament held at Karaikudi.
- ✓ Ms. Deepthi Mathew and Ms. Shini Jose were selected to the Malappuram District Senior women cricket team for the Kerala State Senior women cricket tournament held at Calicut and won the third place.

2009-10

- ✓ College Basket Ball (Men) team qualified for the Calicut University Inter Zone basketball tournament held at Malabar Christian College, Calicut on 24th November 2009.
- ✓ College Basket Ball (Men) team qualified for the semi finals of Malappuram District basketball league held at Govt. Boys High School from 16th to 21st November 2009.

2011-12

- ✓ Calicut University B zone inter collegiate cricket (men) tournament was hosted by our College.
- ✓ Roshni. P.R of 1st BA was selected to the Kerala State Senior and Junior cricket team. She also played for the Calicut University women cricket team.
- ✓ Athira P and Roshni P.R were selected to the Malappuram Junior Cricket team. Shinijose, Arjuna A.U, Athira P and Roshni P.R were selected to the Malappuram Cricket Senior team.

2012-13

- ✓ College Basket Ball (Men) team was Runner up in the Calicut University Inter Zone intercollegiate basketball tournament.

Prizes won in the Various Intercollegiate Competitions

- ☞ Mr. Kiran Dev (I B.Sc. Physics) and Mr. Anoop K.M (III B.Sc. Physics) secured the first and second places respectively in the Power Quiz competition conducted by the Kerala State Electricity Board (KSEB).
- ☞ Three students of Mathematics Department were selected for Mathematics Talent Search and Nurture programme organised by the University of Calicut.
- ☞ Mr. Ragesh (I BA Eco) secured Third place for the painting competition in the Inter zone Arts festival of Calicut University held on 24th-28th February 2009. Mr. Raag (I B.Sc. Botany), secured second prize in the C zone Arts festival held at Thunchan Memorial Govt. College, Thirur from 27th to 30th November 2008.
- ☞ Secured first place for the Malayalam Drama in the C zone Arts festival of Calicut University-2007. Mr. Sreejith T. K (III BA Eco.) was the Best Actor.
- ☞ Students won third place for Thabala, Fancy dress, Folk dance, Group dance and Malayalam drama in the C zone arts festival held at NSS College, Manjeri from 6th to 9th November 2009.
- ☞ Ms. Josni George won the second prize in the state level essay competition and Ms. Liza Lalu won the second place in Malayalam story writing competition organised by the directorate of Collegiate Education.
- ☞ Praseeda Unni, I B.Sc. Botany, won III prize for Hindi poetry writing in the C zone arts festival held at MES College, Valanchery from 20th to 23rd December 2010.
- ☞ Praseeda Unni, II B.Sc. Botany, won I prize for Essay Writing in Hindi and II prize for Hindi poetry writing in the C zone arts festival in 2011
- ☞ Deepika, B. Sc Mathematics, secured II place with 'A' grade in the Mono Act competition in the C zone arts festival in 2012.

Feedback System

The institution seeks suggestions from staff, students and other beneficiaries of the College and tries to make improvements. The department-wise open house discussions with the parents are held to review the progress of their wards. The general body meeting of the Parent Teacher Association (PTA) provides an opportunity to collect the feedback from the parents. The alumni are the best ambassadors of the College and they disseminate the attributes to the society and to the world. Moreover, feedback from the students about the teachers, the curriculum and syllabus is collected. The feedback about the general functioning of the College is also collected every

year. The Principal and the prescribed committee evaluate the feedback and necessary suggestions are given to the concerned faculty and staff members personally. Such suggestions are implemented by the College as a part of the improvement strategy. The files are kept confidential with the Principal. A self appraisal form is also collected from the faculty for the Career Advancement Schemes.

Publications

College Magazine

College magazine is published every year with the Principal as the Chief Editor. The elected student editor of the College union plays a key role in the publication of the magazine. A suitable name is given to the magazine every year after consulting the suggestions given by the students. The cost of publication is met from the magazine fee collected from the students and advertisement charges received from various agencies. The College magazine provides a platform to the students and the College community to express their literary talents. The literary and artistic contributions of the students in English, Malayalam, Arabic and Hindi are included in the magazines. The Annual Report of the College is also given in the magazine.

↓ ***College magazines Published by the students during the post accreditation period***

Sl. No.	Title of College Magazine	Year
1.	TELEGRAM	2012-2013
2.	PAKALCHHOOTTU (Day Torch)	2011-2012
3.	KADALASUTHONI (Paper Boat)	2010-2011
4.	KAAVALAL (Watchman)	2009-2010
5.	EE THALUKAL SABDIKKATTE (Let These Pages Utter)	2008-2009
6.	CHHONDUVIRAL (The Index Finger)	2007-2008

In addition, the Departments of Economics & Botany and the first semester students opting Malayalam as Common Course publish their own manuscript magazines every year. The Department of Botany highlights the significances of different medicinal plants and samples are exhibited. The Departments of Physics and Botany are frequently updating their wall magazines.

College Students Union

We have an elected College Students Union which coordinates various activities of the students. Earlier, the mode of election was presidential.

The Indian administrative system is Parliamentary in nature. Hence, the College Governing Council after obtaining a verdict from the Hon'ble

High Court of Kerala, decided to adopt the Parliamentary mode of election. The election is conducted as per the guidelines and directions of the University of Calicut. Secret ballot is used for the election to maintain the transparency of the election procedure. Two student representatives are elected from each class of which one seat is reserved for women. Such elected members constitute the General Body of the College Students Union. From the General body, the Office Bearers of the College Students Union are elected. The executive of the College Union consists of the following Office Bearers.

1. The President of the Union (Principal)
2. The Chairman
3. The Vice Chairman
4. The Secretary
5. The Joint Secretary
6. The University Union Councillor
7. The Chief Student Editor
8. The Secretary, Fine Arts
9. The General captain for Sports & Games
10. The Staff Advisor (Nominated by the Principal)

A senior faculty member is appointed as Returning Officer for the conduct of the election in a transparent and smooth manner observing rules and regulations. The entire election procedure is completed under the strict supervision of the College Principal and the Returning Officer. All the faculty, administrative staff and students cooperate wholeheartedly for the successful completion of the election.

Duties & Objectives of the College Students Union

- To train the students of the College in the duties, responsibilities and rights of citizenship.
- To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students.
- To organize debates, seminars, work squads, tours and similar activities.
- Encourage Sports, Arts and other cultural, educational and recreational activities that are congenial to the above objectives.
- To work for the general welfare of the student community.

The College Students Union supports departmental association of different subjects taught at UG and PG levels in the College as main subjects taught at the UG & PG Level. College has instituted a fund called 'College Union Fund'. A prescribed fee is collected from all students along with the first installment of the tuition fees at the beginning of the each academic year and is credited to the College Union Fund kept in the Treasury Account.

Representation of Students in various Bodies

The Institution believes in giving the equal opportunity to the students supporting the authorities and the College faculty in the College endeavours to extent the students with opportunities to participate in the various academic and administrative bodies.

In addition to the **College Students Union** and Calicut University Union, students are actively involving in the extracurricular and co curricular activities through the following associations, organizations and bodies.

- *Departmental Association:* Each department is having its associations led by the Head of the Department. The academic, curricular and extracurricular activities of the department are coordinated by the elected Association Secretaries.
- *Editorial Board*: The Editorial Board of the College Magazine comprises of the Chief Editor (Principal) and the Student Editor and the Editorial Board which has adequate student representation from the students.
- *Ethics Committee*: As per the Government order, the use of mobile phones, camera phones, obscene cinematic dance and fashion shows are prohibited in the College campus. To monitor this, the ethics committee is formulated with the College Union Chairman as one of the members.
- *Anti-Ragging Committee:* The College Union Chairman is a member of the Anti-ragging Committee.
- *Anti Ragging Squad:* An Anti ragging squad has been constituted to monitor the incidents (if any) of ragging in the campus which has College Union Chairman as a member.
- *Students' Mentoring Cell:* A students' mentoring cell is constituted with senior students in proportionate with the number of fresh students, to protect junior students from ragging and also to develop healthy relations between seniors and juniors.
- *NSS Committee:* Majority of the members of NSS Committee are students. The NSS units have a volunteer secretary from among the students to coordinate the various programmes of the NSS.
- *Women's Cell:* Two women representatives from each class constitute the executive committee of the Women's Cell.

Collaboration with the Alumni and former faculty

Alumni Association

Our College has an Alumni association. A common meeting of the Alumni is convened every year and undertakes various activities. The institution rests on the rich history of the student's success and glory. Prominent alumni visit the College occasionally and interact and motivate the students. Dr. Naslim, Mr. Manohar Varghese, Rev. Mathews Vazhakkoottam, Cine Artist, Jane Syriac Babu, Dr. Sumod, Adv. Jaison Varghese, Mr. Varghese and others addressed various public programmes organised by the College. Many of our alumni are holding prominent positions in administration and research and other areas of our social life. Such persons are invited to interact with the students and staff of the College.

The former faculty members and other retired staff of the institution are invited to various functions to keep them in touch with the College. **Our former Principal, Dr. C. J. John, visited the College in December 2012 and has instituted an endowment of one Lakh rupees for the best outgoing**

women student. The interest will be used to give cash award to an outstanding girl student. Prof. Thomas Mathew M, Former Principal, is a member of the Governing Council of the College. Their feedback and suggestions are taken into account in the implementation of different programmes of the College. The following persons render their services to the College after retirement.

- Prof. Roges Fernandez (Department of Physical Education) Worked as Guest faculty during 2011-13.
- Prof. Susan Joseph (Department of English) (helped us in conducting the Short Term Communicative English Classes (2011-2013).
- Prof. Susan Mathews P (Department of Psychology) Working as Guest faculty (2011- till date).
- Mr. Thomas Daniel, Office Staff. Worked as management Staff from 2011 to 2012.
- Mr. P.T. Thomas, (Administrative staff) Continuing as Management Staff (2013-)

CRITERION VI

GOVERNANCE, LEADERSHIP AND

MANAGEMENT

Criterion VI
Governance, Leadership& Management

6.1. Institutional Vision and Leadership

The vision behind the establishment of the institution was truly philanthropic. The founders of this institution wanted the people of this educationally and economically backward area to have an open access to Higher Education, irrespective of caste, colour or creed. The College aims at the upliftment of the socially, economically and educationally backward communities of the East Eranad region of the Malappuram district.

The institution was set up with a mission to impart such knowledge as may be necessary for the all round development of the students. The students are thus equipped for better employment and at par with the highly competitive job markets. The College aims at instilling scientific zeal and in developing skilled human resource to meet contemporary challenges. The vision and mission of the institution is a reflection of the objectives of the policies of higher education, in moulding human resources. The institution extends itself to shoulder the responsibility of making the nation's dream come true. The management tries to provide quality education mainly to the socially backward and economically weaker sections of the society.

The institution provides comprehensive education creating a platform for lifelong learning. The focus is on the recent trends in scientific and cognitive fields. The institution's vital motto is to strengthen the inner latent talents of the students. The institution tires to achieve its targets through academic, co-curricular and extra–curricular activities and planning.

The motto of the College is **'Let Your Light Shine"**

☞ ***Vision***

"A College for rural development established in an educationally, socially and economically backward area. Lived up to its motto and has been able to provide the best possible education to all the sections of the society. Being a College for rural development, we have a tremendous task to fulfil. Hope God almighty will open up new avenues through which we could reach out to the society around. Special care to equip students, to face the global competition**"**.

☞ ***Mission***

Mar Thoma College Chungathara was established on October 28, 1981 by the Mar Thoma Syrian Church of Malabar, under the accomplished leadership of the great visionary, Rt. Rev. Easow Mar Timotheos Episcopa, with the motto ***"Let Your Light Shine"***. The College always tried to uphold the noblest Christian ideals and offered its services to the members of the society, irrespective of caste, creed and religion. The College seeks to mould the minds of young men and women by developing their physical, intellectual, artistic, moral and spiritual potentials. The College aims at quality education for the enlightenment and well being of all.

☞ ***Aims and Objectives of The Institution:***

- To assist students in their character building.

- To infuse social awareness and equipping them to provide service to the society.
- To promote value orientation and constructive attitude for the progress and development of the nation.
- Encourage every student to realize their capabilities and potentials.
- To provide advanced educational opportunities mainly to the deprived and economically weaker sections of the society.
- To impart knowledge and build up skills and competencies to face the future challenges.
- To inculcate moral values and ethical standards among students, which are indispensable for the social commitment and national integration.

Structure of the Management

- ***Governing Council***

The College is governed by the Governing Council, with the Patronage of The Most Rev. Dr. Joseph Mar Thoma Metropolitan and The Rt. Rev. Gregorios Mar Stephanos Episcopa as the President and the Manager. The Principal, Prof. Abraham P Mathew, serves as the Secretary, along with a group of about ten scholarly people who have marked their eminence in various avenues of the society. An elected representative of the staff is also included among this, giving a participative role in the quality policy and plan for the management of the College.

- ***General Body***

The general body of the Educational Society comprises of all the Heads of Departments of the College, ensuring greater participation in the day to day activities of the College and transparency in all administrative affairs of the Society and of the College.

The College is imparting basic knowledge and developing skills, aptitudes and competencies to meet the future challenges. We inculcate good moral values among students required for social commitment and personal life. For the effective implementation of teaching learning process, the management has promulgated following practices in design and implementation of its quality policy and plans:

- Every day we start our classes with a common prayer.
- Management focus mainly on student oriented programmes. Principal and staff council ensures an academic discipline by observing the regular progress of classes, listening to the grievances of the students and faculty and trying to solve such problems.
- Moral classes and training for yoga are conducted for the students by eminent scholars. We promote secular values among students.
- Special invited lectures are arranged and eminent speakers are invited to deliver talks on contemporary topics.
- Regular meeting of the Governing Council, Staff Council, staff, and student leaders are held.
- The Management, through the grant of study leave, facilitates

faculty improvement and in the period from 2006 – 2012, four teachers have been awarded Ph.D. degree, and three have registered for Ph.D.

- ☞ The vacancy due to study leave of teacher is filled by a UGC NET qualified substitute teacher. The appointments are done according to the quality norms of the University and Government.
- ☞ Computerization of library operations and implementation of barcode technology for faster transaction of books.
- ☞ Addition of new books to the library collection in the College library and also departmental libraries.
- ☞ Internet connectivity in the library, office and all departments.
- ☞ Establishment of Network Resource Centre with high speed internet connectivity and full time standalone capacity.
- ☞ Provision of OHPs, LCD projectors and laptops.
- ☞ Provision of two smart class rooms with interactive boards.
- ☞ All departments are provided with computers, internet, printers and scanners.
- ☞ Remedial classes are conducted for slow learners.
- ☞ Various Scholarships are instituted by the management and other well wishers, to poor but brilliant students.
- ☞ Examination committee is appointed for conducting internal examinations. The expenses of the examinations are met by the management.
- ☞ Hygienic and quality food is provided at the canteen at a subsidized cost, for students and staff.
- ☞ Staff quarters are provided for the staff. A total of 10 such quarters are available in the campus.

Involvement of the Management

Management adopts the following measures for the fulfilment of their involvement, commitment and leadership to the development of the institution:

- ➢ Modern courses/programmes are introduced in addition to the traditional ones.
- ➢ The College is registered as a society under Malabar-Madras Societies Registration Act 1860.
- ➢ An Academic Calendar is published annually stating the vision, mission, policies, rules and academic schedule.
- ➢ Teacher's diary is maintained to ensure academic planning.
- ➢ Feedback about the teachers and the College is collected from students and corrective measures are adopted.
- ➢ Monthly staff meeting to plan and review all activities.
- ➢ Self appraisal is collected from teaching staff.
- ➢ Teachers are appointed as per the qualifications prescribed by the UGC, Government and University in posts sanctioned by the Government. In the case of self financing courses and also posts for which the sanction from Government is not obtained, the management appoints competent guest faculty. The salary of such staff is met by the management.

- Adequate infrastructure is provided.
- Provide sufficient funds for all curricular & extracurricular activities.
- Management arranges special programmes to appreciate and encourage students and staff in their outstanding contributions.
- Giving citations to the faculty who have completed 30 years of service.

Champion Organizational Change

The management made the following organizational changes in its strategy in curricular and extracurricular activities. Some of the salient points are:

- Introduction of vocational/need based/professional courses. Presently we have B.Sc. Mathematics with Computer Application, B.Sc. Computer Science and BBA in the self financing stream.
- College is registered as a non profitable, charitable educational society-"Mar Thoma College Chungathara Educational Society" (No. 325/2004). ***(Certificate attached as Annexure VIII)***
- By bringing the management of the College under the educational society, the management could make strategic changes in its administration.
  - The College got permanent affiliation from the UGC and was included among the 2(f) & 12 B category of UGC Act of 1956, in April 2007.
  - College was able to attain the *Minority Status of the Govt. of India*, in 2012 from the National Minority Commission.
- Shifting of mode of College Students' Union election from Presidential to Parliamentary. Indian Government is Parliamentary. By introducing this system of election in College, students are given adequate exposure to the Parliamentary system.

Monitoring and Evaluation of Policies

The institution tries to monitor and evaluate its efficiency through many activities. Some of them were implemented and found effective.

- ✓ Periodic meetings of the Governing Council and the General Body of the educational society are held. The academic, non academic and administrative matters are evaluated and proper suggestions are made for improvement.
- ✓ The manager Bishop occasionally meets the students and staff and conduct evaluation meetings. Quality checks and corrective measures are implemented.
- ✓ The Principal interacts with the students formally and informally.
- ✓ Personal interaction of the Principal with the faculty and non teaching staff are held. Regular staff meetings are held to discuss and evaluate routine matters.
- ✓ Interactions of the Principal and staff with parents lead to

suggestions for improvement.

- ✓ PTA General Body and Executive Committee meetings are periodically summoned, suggestions are implemented.
- ✓ Feedback from students is properly analyzed and remedial measures are taken.
- ✓ Self-appraisal from teachers are analyzed and proper suggestions for improvements are made.
- ✓ Periodic meetings with Departmental Heads are conducted to plan and discuss academic matters.
- ✓ The staff council is met regularly to advice the Principal on academic matters and student discipline.

Academic Leadership by the Top Management

The College is established and managed by the Mar Thoma Syrian Church of Malabar. The Higher Education Commission of the Mar Thoma Church under the leadership of Rt. Rev. Dr. Zacharias Mar Theophilus Suffragan Metropolitan design and regulate the higher education policy of the Church. Training programmes for Principals, Teachers and Administrators is a regular feature of the Commission. It facilitates interaction with educators in institutions of International repute through visits and exchange programmes.

- ☞ In January 2013, the Principal along with the members of the Commission visited National University of Singapore, Malaysian University, Monash University and Sunway University.

The College is having life membership with AIACHE (All India Association of Christian Higher Education), New Delhi.

- ☞ Principal's Conference conducted by AIACHE at Port Blair in September 2013 was represented by our Principal.
- ☞ Two Lady Faculty members of our College attended the Faculty Development Programme (FDP) of the AIACHE at Marian College, Kuttikkanam of Idukki District in October 2013.

Our Management is guiding and motivating the faculty by directly involving in the academic activities of the College. Our Manager is a known academician, orator and administrator, who visits the campus regularly, plans meetings with teaching and non teaching staff and gives proper directions.

Our Principal is a syndicate member of the University of Calicut and the Convener of the Committee for Courses and Research of the University, which is instrumental in framing the curricular and research rules and regulations. He is also serving as member of the General Council to the Kerala Agricultural University.

The Bursar of the College is staying in the campus and interacts with the staff regularly. He is looking after the financial affairs of the College.

In the case of self financing courses and also posts for which the sanction from Government is not obtained, the management appoints competent guest faculty. The salary of such staff is met by the management.

Grooming Leadership at Various Levels

- ☞ *At the Management Level:*

The management encourages the participation of the staff in the process of decision making and in the functioning of the College. Teachers have their representative in the Governing Council, which is the decision making body of

the institution. Governing Council forms subcommittees for admissions, construction and appointments.

☞ *At the College Level:*

There are several committees constituted by the staff, which plays an important role in the planning and implementation of activities in different spheres of functioning. The participatory role of the staff in the management is a very important factor in the development of our College. The administration is decentralized and carried out by the Heads of departments, the office functions by the Superintendent and library by the Librarian. The purchase of equipments and books are undertaken up by purchase committee.

The management encourages the teachers to take up various responsibilities in and outside the Institution.

☞ *At the University Level:*

- ✓ Principal served as Syndicate Member of the University of Calicut.
- ✓ Faculty members as members of Academic Council, Board of Studies of the University.
- ✓ In Curriculum restructuring academic committees.
- ✓ As resource persons, nodal officers and research guides.

☞ *At the Government Level:*

- ✓ Members in various social organizations and officiating members of various nongovernmental organizations (NGO). They are promising social leaders.
- ✓ Involved in All India Population Census, National Sample Survey and surveys conducted by the Government of Kerala.
- ✓ Wild Life Census conducted by Kerala Forest Department.
- ✓ Took part in the State and Central elections as Presiding Officers, Polling Officers and Polling Assistants.

Decentralized Governance System

The Principal is the administrative head of the College. The Staff Council is the statutory body of the College helps the Principal in administering the academic matters and maintaining discipline. It consists of the Principal, the staff Secretary, the Heads of various Departments, IQAC Coordinator, the Librarian and two other representatives from the teaching staff. Head of the Departments are arranging classes, setting time table and monitoring internal marks awarded to the students. The following are the important committees functioning in the College.

- ✓ *IQAC (Internal Quality Assurance Cell):* As part of the post-accreditation quality sustenance measure, IQAC has been constituted in our College, as per the UGC guidelines. The IQAC works towards realizing the goals of quality enhancement and sustenance. It further aims at developing a system for conscious, consistent and catalytic improvement in the performance of the institution.
- ✓ *Library Advisory Committee* monitors the functions of the library. They advise the purchase, selection and maintenance of books and periodicals. It also decides the major development programmes of the Library.

- ✓ *Grievance Redressal Cell:* This committee functions in the College in a unique way to solve the problems and complaints of the students. All the complaints shall be forwarded to the committee and decisions of the committee shall be executed by the staff council.
- ✓ *Anti Ragging Committee:* As per the order of the Government, an Anti Ragging committee has been constituted in the College. Students found involving in ragging related activities will be severely punished. The committee consists of Principal (Chairman) and four members from staff including one lady faculty member.
- ✓ *Anti Ragging Squad:* As per the direction of the UGC and Government, an anti ragging squad is functioning in the College to see whether any such incidents are occurring.
- ✓ *Ethics committee:* As per the Government order the use of mobile phones, mobile camera, obscene cinematic dance and fashion shows are prohibited in the College campus. This will be monitored by the ethics committee. A dress code is maintained in the College.
- ✓ *Academic Calendar Committee:* The committee looks after the preparation of the academic calendar with all essentials, in accordance with the rules and regulations stipulated by the university, the UGC, the Government and the Management.
- ✓ *Committee for Sports and Games:* The committee monitors the sports, games and annual Sports Meet of the College of the College.
- ✓ *Fine Arts Committee:* Committee co-ordinate all the cultural activities of the College. The committee comprises of a faculty member and members of the College union.
- ✓ *Students Counselling Committee:* The committee provides the service of counselling to the needy students. It creates awareness among the students regarding the value of counselling.
- ✓ *Stock Verification Committee:* Periodical verification of the stock and the stock register for every item purchased for the College during the year is ensured by the committee.
- ✓ *Examination Committee:* The internal examination of the College is arranged and conducted by this committee.
- ✓ *Finance Committee:* It is entrusted with the task of preparing the annual College Budget and advises the administration on financial matters that are referred to it.
- ✓ *Purchases and Monitoring Committee:* It takes up the work of purchasing books and equipments for the College as per the availability and allotment of funds for the purpose.
- ✓ *UGC Committee:* The planning and implementation of the various UGC Projects and the allotment of finance for various projects and purchase are monitored by the UGC Committee.

Heads of Departments play an important role in advising the Principal and Management on matters of academic administration, student affairs and any other matter entrusted to them. The departmental meetings are held in presence of the Principal and discuss and evaluate the activities and functioning of the departments. The various criteria wise committees for the preparation of the criteria wise inputs are also formulated and functioning well. Other curricular and extra-curricular activities are entrusted to different members of the staff.

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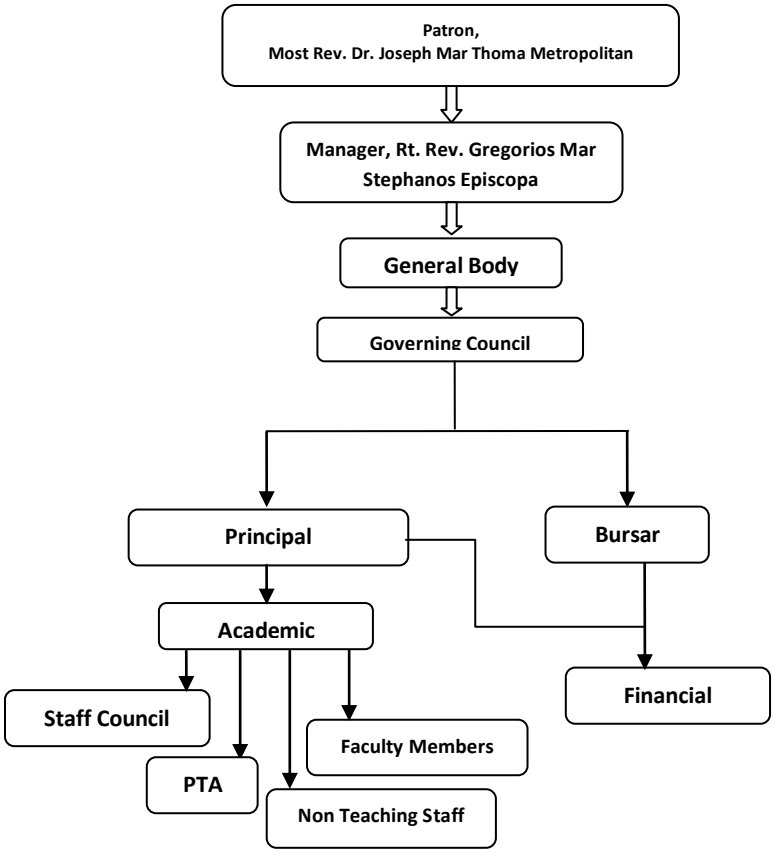
Administration Organogram



Participatory Management System

- ✓ The College has a participatory management system. The Most. Rev. Dr. Joseph Mar Thoma Metropolitan is the patron of the College. The Governing Council is presided over by the Manager, Rt. Rev. Gregorios Mar Stephanos Episcopa. Principal is the Secretary. Rev. K. P. Thomas is the Bursar. We have one elected representative from among the faculty members. Eight other Members are nominated from different walks of life by the Sabha Council and the Manager. All HOD's are members of the General Body of the College. Thus, direct participation of the staff in the General Body and the Governing Council of the society is ensured. The financial power is entrusted with the Principal and Bursar.

- ✓ The functioning of the College is administered by the Principal with the support of the **Staff Council**.
- ✓ ***The Parent Teacher Association (PTA)*** plays an important role in the developmental activities of the College. The decisions of the PTA are implemented by an Executive Committee. The PTA Executive Committee comprises of the Principal as the President, one among the parents as Vice President, a teacher as the Secretary. Apart from this, there are four representatives each from the parents and the teaching staff. The PTA has completed various major projects for the College.

6.2 Strategy Development and Deployment

Quality policy of the institution

The motto of the College 'Let *Your Light Shine'* is reflected in all our activities. Being a College for Rural Development, the College adheres to quality policies in all its ventures, such as appointment of staff, selection of students and in academic & extension activities. To bring out the best in each student, the following facilities are provided and programmes implemented.

- Teachers are appointed on the basis of merit and performance in interview.
- The selection of students is done on the basis of marks obtained in the qualifying examinations. Admissions in the reserved categories are made as per rules and regulations of the University & Government.
- An awareness test is conducted for the new entrants. Special classes on communication skill development are also conducted. A Language Lab is functioning in the College. In addition to this, the Equal Opportunity Centre is also arranging Classes in Communicative English.
- The College has Audio Visual hall with ICT facilities. Every year new facilities are added to cater the needs of the students.
- INFLIBNET and internet facilities are provided free of cost at the Library, Departments and at the Network Resource Centre. Reprographic facilities are also provided at a subsidized rate to the students and staff.
- Teachers are evaluated by students every year and appropriate correction measures are adopted. Evaluation of the institutional activities is also done by the students. On the basis of their comments proper measures are taken for the betterment.
- The institution is following participatory management principles. Various duties are delegated to the staff.
- An Internal Quality Assurance Cell is functioning in the College.
- From 2011-'12 onwards, we have adopted the Parliamentary mode of election in constituting the College Students' Union.
- Internal examinations are conducted in time and overall progress of the students is evaluated.
- Parents meet teachers regularly to discuss the progress of students. The Parent Teacher Association suggests quality improvement measures.

Perspective Plans for Development

The College works with proper vision and plan. For the prosperity of the student community, it provides latest technology based education to achieve global competency. The promotion of value based education is emphasized. The College has vivid future plans.

- ☞ Starting of new courses at UG and PG level.
- ☞ More vocational courses.
- ☞ Up gradation of PG departments to Research Centers.
- ☞ Providing more infrastructural facilities – PG Block, Indoor Stadium, Ladies Hostel and Student's Centre.
- ☞ Use of solar energy for the requirements of the campus – making the campus green &environment friendly.
- ☞ More extension activities.
- ☞ Collaboration & exchange programmes with other reputed Higher Educational Institutions.
- ☞ Introduction of EDUSAT facilities.
- ☞ Promotion of e-learning.

Quality Improvement Strategies of the Institution

- ➢ *Teaching & Learning*

To enhance quality, the institution has framed following strategies.

- Admissions are merit oriented.
- Post Admission Tests to assess latent capabilities.
- Continuous evaluation through internal assessment.
- Effective teaching methods like group discussion, field studies, debates, quiz, tutorials, seminars, study tours etc.
- Well experienced competent faculty.
- Participation of faculty in academic programmes.
- Well-equipped Library.
- Orientation for the first semester students.
- Modern ICT facilities.
- Digital Language Lab.
- Extension Lecturers

- ➢ *Research & Development*
  - ✓ Teachers are permitted to attend seminars, orientation and refresher courses to update their knowledge.
  - ✓ The non-teaching staff also attends training programs on Computer skills.
  - ✓ Teachers are encouraged in doing Minor and Major research Projects of the UGC/other agencies.
  - ✓ The College is an active member of the All India Association of Christian Higher Education (AIACHE).
  - ✓ The College is having an active linkage with the Juhanon Mar Thoma Memorial Study Centre (J.M.M. Study centre), Trivandrum. It is a research and study centre, which takes up various studies reflecting the socio religious and economic aspects of the society. Prof. Abraham P Mathew, Principal, is a member of the Board of Directors.
  - ✓ The College is having linkage with the MCMAT (Mar Thoma

College of Management and Technology), Perumbavoor.

- *Community Engagement:*
  - The Malabar Mar Thoma Child Development Centre (MMCDC), Uppada is a community outreach program of Mar Thoma College.
  - A seven day special camp of both the units of National Service Scheme of the College was held at Karunalaya Old Age Home, Uppada in December 2011. They cleaned the campus and assisted the inmates of the old age home and had a live in experience with them.
  - A play ground was also constructed for children of MMCDC.
  - The NSS units are involving in community development and extension activities like construction of road, drainage and check dams.
  - In 2012, they have helped the Munderi Tribal School to build up their infrastructure. This year NSS has conducted a social survey regarding the cleanliness and hygiene of tribal people.
  - **Compulsory Social Service Scheme (CSS)** is functioning in the College as per the guidelines of the University. Blood donation, tuition classes to poor and needy students, supporting palliative care clinics, planting trees, campus cleaning etc. are some of the major activities. 40 days of CSS work is mandatory for all students for the completion of the UG programme.
  - A Kindergarten is functioning in the campus. We also have a Tailoring Institute which gives training and practice to the poor women.
  - **Charity Initiative**: The College has always strived to be true to its mission, a *College for rural development*. It extends help to the poor and needy by actively involving in all the initiatives undertaken by different public agencies and organizations. The staff and students of the College contributed generously to the Kidney Patients Welfare Fund-"karunayude kayyoppu" mobilized by the District Panchayat, Malappuram. Financial support was provided to needy students, general public and patients.
- *Human Resource Management*

✓ **The Entrepreneurial Development Club** of the College gives training to students to attend interviews and group discussions. Various seminars are also organized.

✓ **The Placement Cell** of the College arranges campus interviews and students get placement in various reputed organizations like, HDFC, Axis Bank, ICICI etc. A number of classes were taken by eminent personalities on topics like *personality development, preparation for competitive tests and interview.*

✓ With the support of the UGC, we have started **Coaching Classes for entry into services**. Talks, lectures, training programmes and workshops are arranged for students who aspire for Civil & Military Services, Banking Sector and the like. A separate library is functioning under the Coaching cell which is run by student volunteers.

- ✓ Our students participated in the Elephant Census, as part of Wild Life Census, conducted by the Department of Forest, Govt. Of Kerala. They also participated in a survey on cleanliness, "Suchithwa Gramam, Sundara Gramam", a programme conducted by the Grama Panchayat, Chungathara.
- ✓ Members among our faculty served as nodal officers for the National Survey on Higher Education, conducted by HR Ministry, Govt of India and were resource persons for giving training to the enumerators of the National Population Census. We have also associated with the activities of the State AIDS Control Society and in the survey on Tribal Community.

➢ *Industry interaction*

- ✓ The students usually visit various industries and research institutions in connection with the study tours as part of the curriculum. Thus the students are given exposure to various courses and job opportunities in industrial field. The Science graduates are getting the opportunity to go for higher studies in CIPET and get placement in various companies.
- ✓ **The Career Guidance and Placement Cell** conducts seminars and workshops. Industries interact with our students. Thus the students get a feel of the demands of the job market and the skills they have to develop. Leading industries also conduct career seminars and campus recruitment in the College.

Student Feedback

Proper feedback mechanism is maintained in the College. Feedback forms are distributed to the students. Their remarks about teachers and on the overall functioning of the College are collected. Such feedbacks are analyzed and suggestions are incorporated. The feedback from the PTA is also given due consideration.

The College welcomes all the constructive suggestions and useful information from any relevant source. It is utilized for the improvement of the institution. The College is getting feedback from the faculty members, students, parents, visitors and general public. Information is also gathered from regular meetings of Head of Departments, staff council, teaching & non teaching staff and also from special committees appointed for specific purposes. The frequent visits of eminent scholars and social workers are a very good source of external information for evaluation.

Consolidated reports prepared by the Principal from time to time are forwarded to the Department of Collegiate Education, University and other such agencies. The information which is essential for the development of the institution is conveyed to the top management at the Governing Council meeting.

Provision for giving the status of autonomy to affiliated Colleges is only recently introduced in 2013, by the Govt. of Kerala. The College is yet to attain the stipulated norms for this. We are striving to achieve the requirements for autonomy at the earliest.

The Grievance Redressal Cell of the College is functioning effectively. It receives the complaints from the students and redresses them immediately. Students can approach this Cell freely and file their complaints

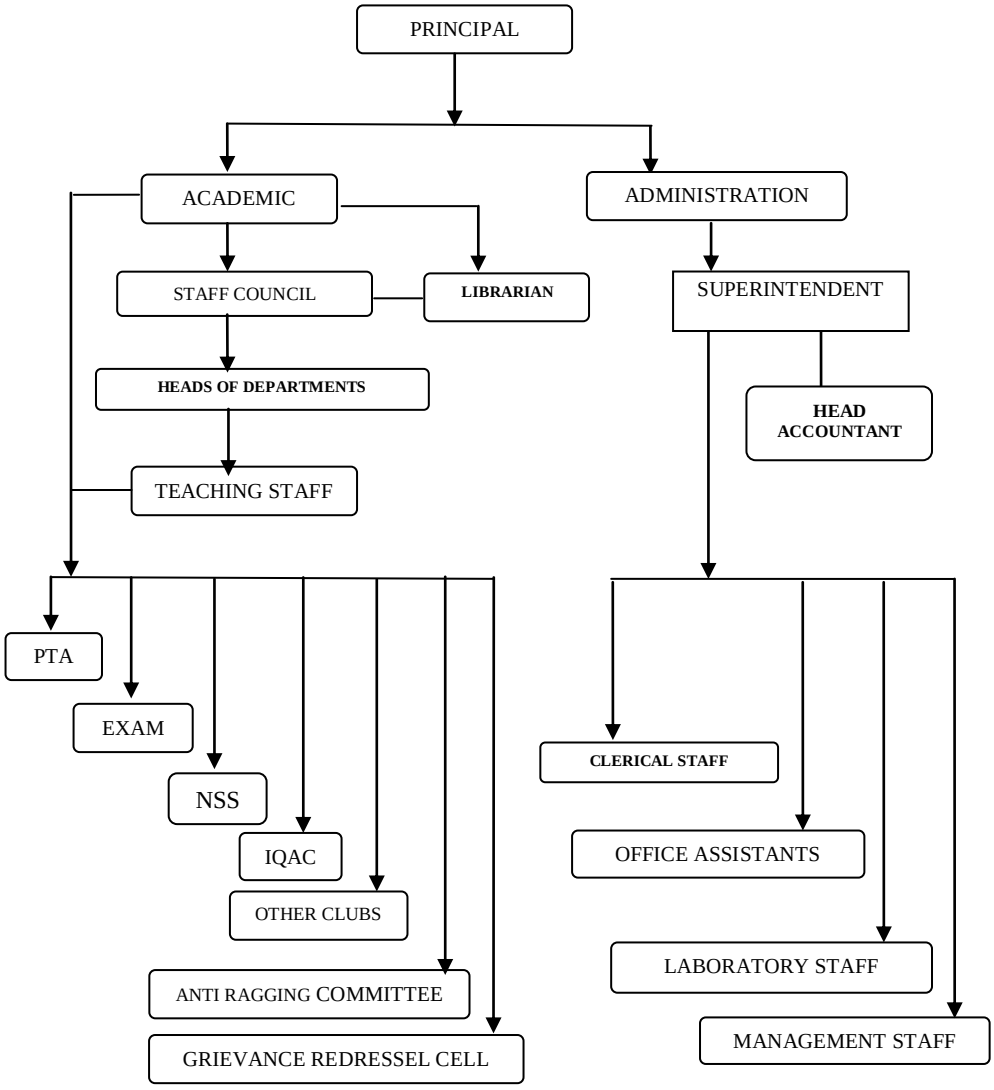
or can drop their complaints in the box provided. The grievances are also attended to during the parent teacher meetings. There had been no instances of court cases filed by and against the institution during period of this report.

Internal Organizational Structure

The Principal is the Head of the Institution and thus at the top of the internal organizational structure of the College. The staff council is a statutory body helping the Principal in academic and disciplinary matters. Each department is led by the heads of the departments. Academic powers are delegated to various committees as per the decision of the staff meeting.

The faculty is actively involved in decision making process. The teachers are given opportunity to express their opinion about academic and administrative matters during staff meetings and the meetings with the Manager. All the Heads of the Departments are members of the General Body of the registered Education Society. They can express their views in the meetings of the society. One member from among the faculty is elected to the Management Governing Council as representative.

Academic Organogram



Resolutions Made by the Governing Council

The following are the important decisions made by the Governing Council of the College during 2006-2013 and their implementation status:

1. Start new courses:
    - ✓ *B.Sc. Mathematics with Computer Application started in 2005 in the self financing stream.*
    - ✓ *BBA&B.Sc. Computer Science started in the Self financing stream during 2013-14.*
    - ✓ *MA Economics in the aided stream was started in 2013-14*
    - ✓ *B.Sc. Mathematics with Computer application sanctioned in the aided stream and will be starting in 2014.*
2. Enhancement of infrastructural facilities
    - ✓ *Parking space to teachers and students. 2007*
    - ✓ *Landscaping of the front area of the College. 2010*
    - ✓ *Water harvesting facility in 2010(PTA)*
    - ✓ *Internet facility to all departments.2010*
    - ✓ *Constructed Language Laboratory in 2011.(UGC)*
    - ✓ *Roofing of the seating area of Open air auditorium in 2011(PTA)*
    - ✓ *Ceiling work of the Seminar Hall completed in 2012(PTA)*
    - ✓ *Construction of Network Resource Centre (UGC)2011*
    - ✓ *Complete automation of the office with net facility to all computers.2011*
    - ✓ *Photocopying facility in the office and in the management office.2011*
    - ✓ *Construction of Audio Visual hall supported with ICT facilities.(UGC & Management)2012*
    - ✓ *Launching of new website & INFLIBNET facility 2012*
    - ✓ *New class rooms were added-half of the second floor completed in 2007,remaining portion of the second floor completed in 2013(Management)*
    - ✓ *To ensure adequate supply of water new well was constructed in the College campus.(Management) 2013*
    - ✓ *Inverter facility to the office, Principal's room, Physics Laboratory, computer lab and Network resource centre.2012*
    - ✓ *UPS to all computers.2012*
    - ✓ *New office counter is installed.2013*
    - ✓ *Women's hostel-Sanction has been obtained from the UGC and implementation is in progress.2013*
    - ✓ *Sports facilities- new jumping pit, indoor Table Tennis facility, "Phoenix School of Athletics"2013*
3. facilities to the Library:
    - ✓ *About 7000 books added to the library using UGC and management funds.*
    - ✓ *Inverter facility*
    - ✓ *Free Internet facility to students*
    - ✓ *Automation of the library in the issue of books*
    - ✓ *photocopying facility to students*

- ✓ *addition of more journals & dailies*

4. Educational Equipments
   - ✓ *Portable sound system to conduct classes*
   - ✓ *Digital visualizer*
   - ✓ *Film Projector*
   - ✓ *Addition of computers, laptops & LCD projectors (UGC & Management)*
   - ✓ *Installation of Interactive Boards in 2012.(UGC)*
   - ✓ *Green boards to all classrooms.(UGC)*
   - ✓ *Additional equipments to the laboratory.*
5. Institution of Memorial Lecture in the name of the Founder Manager
   - ✓ *It is being conducted every year*
6. Sending teachers to various training programmes and conferences
   - ✓ *Many are attending various conferences.*
7. Installation of solar panel – solar energy harvesting:
   - ✓ *Estimates are prepared and the installation is under consideration with the support of the Government.*
8. Implement parliament mode of students union election:
   - ✓ *Implemented from 2010-11 onwards.*
9. Fill the vacancies of permanent teachers:
   - ✓ *6 more permanent teachers are appointed*
   - ✓ *18 guest faculty are appointed by the management*

6.3 Faculty Empowerment Strategies

Continuous efforts are made by the management for the promotion of quality and efficiency of the staff by sending them to various programmes of the UGC, other institutions of repute. We also conduct our own special enriching programmes to enlighten the staff. Regular Easow Mar Timotheos Memorial lectures to commemorate the memory of our Founder Manager and lectures of other invited dignitaries are conducted.

↓ **Percentage of staff availing benefit of various schemes**

Sl. No	Item	Amount , %
1	Festival Advance	100
2	PF Loan	50
3	Advance Salary to FIP substitutes	4
4	Advance Salary to Newly appointed staff	100
5	Health Insurance Scheme	100
6	Insurance Scheme	100
7	Accommodation	20

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

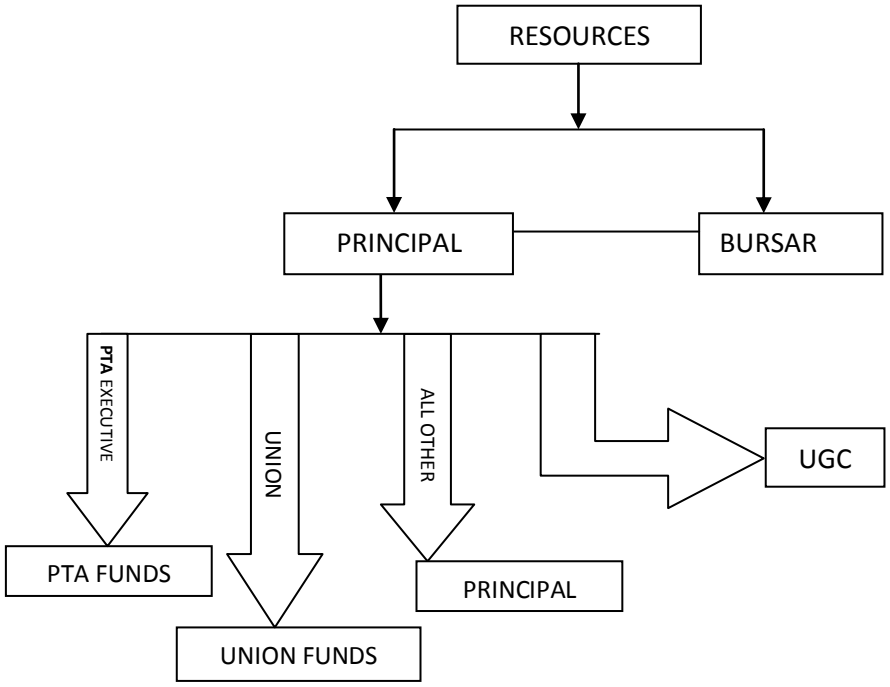
The student feedback received is analyzed and areas where improvements are required in both academic and administrative functions are identified. Departments or staff concerned is informed by the Principal about the areas where improvements are required based on the feedback.

To attract competent persons to our institutions, vacancies are announced in leading News Papers in English & Malayalam, in the College website and also in the newsletters of UGC and University. The appointments are made as per the norms of the UGC, University and Government. Duly constituted selection committee evaluates the merit of the candidates and a rank list is prepared accordingly. The management provides accommodation if needed, to the newly appointed faculty.

6.4 Financial Management and Resource Mobilization

Utilization of funds

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



Audit Mechanism

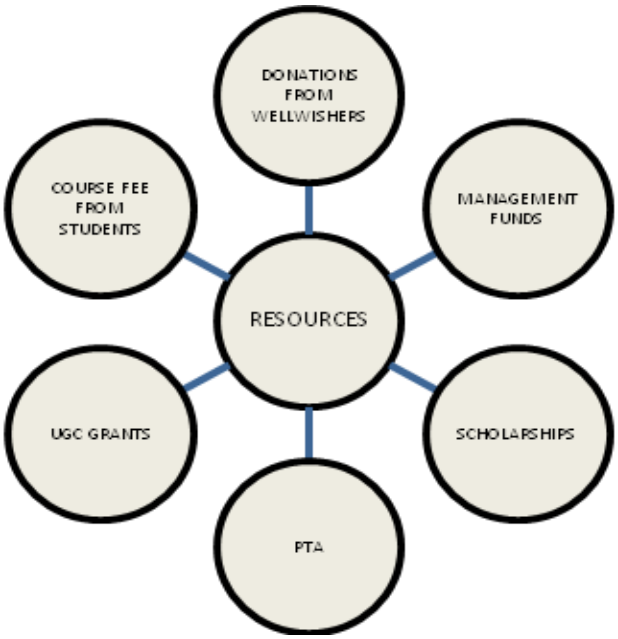
The College is having excellent mechanism for the transparent management of the financial resources. The funds provided by the

management are audited annually and sent to the Sabha Manadalam. The management accounts are prepared digitally by management office. It is presented before the Governing Council for approval before and after ***Internal Audit*** by an authorized chartered accountant appointed by the Mar Thoma Church. The internally audited account which is approved by the Governing Council is submitted for ***External Audit*** by another authorized chartered accountant appointed by the Mar Thoma Church. The auditor's report is discussed in the Governing Council and their suggestions for improvement are implemented ***(audited income and expenditure statement included as Annexure IX).***

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

The institution obtains funds from the well wishers, the PTA, Alumni, Mar Thoma Church, UGC, Government and income from rubber estate. We are making all efforts to secure additional funds from UGC, Government and from our well wishers. More projects are submitted to various agencies to mobilize more funds. The fee collected from the self financing stream is used for the payment of salary for guest lecturers, purchase of library books and other equipments for the self financing students. During the XIth plan period the College has obtained about 1.3 Crores for the various projects submitted. The amount received was effectively utilized for various student oriented programmes and for infrastructure development.

At present, the College has a surplus budget. These funds are utilized for various ambitious development plans. The major sources of funds for the institution are given in the chart.



6.5 Internal Quality Assurance System (IQAS)

An Internal Quality Assurance Cell (IQAC) was established in the College after the first accreditation with the NAAC, in the year 2005. Later it was reconstituted as per the revised guidelines of the UGC in 2011. IQAC meet regularly, assess the functioning of the College and give suggestions for improvement. Thus it is ensuring steady improvement in the quality of education. Most of the suggestions made by the IQAC are approved by the management.

The composition of the IQAC is: In addition to the faculty members, there are representation from the management, administrative staff and external educational experts.

1. Prof. Abraham P Mathew (Principal)
2. Rev. K.P. Thomas (Bursar of the College, Management Representative)
3. Dr. Sudhakaran A (HOD, Commerce)
4. Dr. Georgie K.E (HOD, Chemistry)
5. Prof. Thomas Mathew (HOD, Mathematics)
6. Prof. Thomas K George (HOD, Physics)
7. Prof. Ranji P Mathew (HOD, Botany)
8. Mr. V. M. John (Superintendent, Administrative Section)
9. Dr. George Varghese, (HOD, Physics, University of Calicut, Educational expert)
10. Dr. Raina Thomas (IQAC Coordinator)

It aims at pursuing enhanced quality in all our institutional activities. The cell is monitoring the academic and co-curricular activities of the College, maintaining records of academic activities and reporting to U.G.C. and University as per the guidelines of the NAAC. The Cell works towards realizing the goals of quality enhancement and sustenance in the institution. It also aims at developing a system for conscious and consistent improvement in the performance of the institution. The Internal Quality Assurance Cell monitors the quality standards and ensures the standards of excellence as envisaged in the vision and mission of the College.

College has prepared the perspective plan for its future development. The opinions of the staff and the students are considered by the Principal and management while preparing the development plans of the College. The suggestions of the IQAC are taken into account while preparing the institutional plan. IQAC meetings recommended the management to implement following important suggestions for the enhancement of quality and facilities in the College.

1. To improve communication skills of the students, Language Laboratory was started.
2. Network Resource Centre was started.
3. To provide accessibility to the latest knowledge, internet facility is provided to all departments and students.
4. INFLIBNET facility is provided.
5. An Audio Visual Hall with ICT facilities was started.
6. Interactive board, digital visualizer etc. are installed.
7. Special meetings were arranged.

8. Three seminars were arranged to equip the staff to prepare for the re accreditation.

IQAC functions as a link between the various Departments, Committees and Clubs functioning in the College and coordinates them all. The College website is updated regularly. IQAC prepares the Annual Quality Assurance Report of the College. The Principal, Heads of Departments and IQAC jointly chalk out plans-both academic as well as administrative-taking into consideration the resources available and the targets aimed at.

Our students have a good tradition of maintaining discipline in the campus. Many of our Alumni are well placed in different walks of life. They are the ambassadors of the College. Their help and suggestions are very valuable. The support and goodwill serves for the development of the College. Due weight is given to the feedback. Collective effort of the Teachers, Students and Administrative Staff results in the successful implementation of programmes.

Our office is computerized and interlinked. The Library and all Teaching Departments are connected through intercom. The functioning and progress of various activities are assessed and monitored by the Principal through the periodic reports collected from the faculty. The NSS, Equal Opportunity Centre, Career and Guidance Cell, College Students' Union and Women's Cell invite experts to deliver lectures on cross cutting topics like Gender Issues, Environmental Problems, Human Rights, Legal Literacy, Anti Ragging Laws, Right to Information Act, Consumer Protection Act, Women Protection Act etc.

We promote continuous updating of knowledge of the faculty by encouraging them to attend seminars, training, workshops etc. Most of our faculty is well versed with the latest developments in the field of knowledge and technology. Special training is given to non- teaching staff in Computer skills, SPARK, e-grantz etc. Training for the SPARK was attended by one of our teachers.

Eminent personalities, Academicians, Vice Chancellors, Experts in sports and games and the Members of Mar Thoma Higher Education Commission visited the College on various occasions. The standards of teaching, learning and infrastructural facilities were assessed by them. The valuable remarks made by them was given due consideration.

There is a well designed academic curriculum for various programmes of the College. We plan the academic co-curricular and extra-curricular activities well in advance. The meetings of the staff council and staff are held regularly. A review meeting is conducted at the end of academic year. The experience of the teachers, response from the students and opinion of the parents are utilized in future planning.

Rural development is the major objective of the College. The community around is mainly farmers or casual labourers who are socially, financially and educationally backward. Most of the students come from remote areas. Providing Education to these students will surely result in the eradication of unemployment and poverty. We strive to provide sufficient exposure to our students. Thus they will be prepared to face the challenges of the life ahead.

CRITERION VII

INNOVATIONS AND

BEST PRACTICES

Criterion VII
Innovations & Best Practices

7.1 Environment Consciousness

☞ ***Green Audit***

Anybody who treads into the campus will not miss the beautiful greenery, greeting you from either side. The landscaping of the campus was done in 2010, which was a project of PTA and ever since great care is taken to see that the lawn remains fresh and green throughout the year. The Management sets apart more than fifty thousand rupees per year for proper watering and pruning of plants to maintain an eco-friendly campus. Periodically new plants are planted to supplement the traditional plants in the campus. The College class rooms are naturally airy and lighted that they normally need no artificial lighting. We are also developing a butterfly garden in the College which is a project of College S.C.M. we have an open air auditorium which is usually used for public functions and arts fest. It has got a roofed portion and also an open area sheltered by trees planted by the students. PTA plays a major role to keep the campus green. They support management in maintaining the pump operators and also provided a rain water harvesting facility in the campus.

☞ ***Initiatives Taken to Make the Campus Eco-friendly***

☞ **Energy Conservation**

Periodic energy conservation awareness programmes are arranged in the campus. Such programmes are regularly arranged in association with KSEB and ANERT.

- In 2012, on 8th February, Mr. Basheer, Asst: Executive Engineer, KSEB, took class on "Safety Measures and Use of Electricity". Every year we conduct power quiz under the auspices of KSEB for the same purpose.
- "Non conventional Energy Sources" by Mr. C. Sebastian, Regional Manager, ANERT- Department of Physics.

☞ **Use of Renewable Energy**

Use of renewable energy is very important these days because of the scarcity and frequent power failure in the electricity supplied by KSEB. The Department of Physics has opted an Open Course in 'Non Conventional Energy Sources', while the Department of Chemistry opted for "Environmental Chemistry" to make the students aware of the use of renewable energy sources.

☞ **Water Harvesting**

The PTA of the College introduced the rain water harvesting system in 2010 to address the challenges of water scarcity in the campus. The water tank constructed for this purpose which has a capacity of (1.5 lakh litre) to hold water from the main buildings of the College. The rain water collected is a supplementary source to meet the water demand throughout the dry season. The system plays a major role in keeping the campus evergreen especially during the hot spells of summer. The PTA has spent about 2.5 lakh rupees for this purpose. The water harvesting system in the campus conveys our commitment to the art of water management. Besides, the College has

constructed three open wells, one near the Punnappuzha River and two other in the College campus, which are well maintained. The management has appointed two personnel to regulate the pumping and distribution of water.

☞ **Efforts for Carbon Neutrality**

We have recognized the threat of global warming. We look forward to a sustainable environment by making the campus *carbon neutral*. The campus is pollution free. The campus is full of native plants and trees. The greenery and the freshness itself is ample evidence. Care is taken to restrict vehicle entry into the campus and specific parking area is allotted for faculty and students.

☞ **Plantation**

The College is situated in a fertile region sandwiched by the Chaliyar and Punnapuzha River. We have 8 acres of rubber plantation spread to an area of 5 acres near the campus and another 3 acres within the campus, which is a source of income to the management. Cashew, Coconut and other trees are added advantages of the institution. About 400 tree saplings were planted in the campus in 2009 under 'Ente Maram' project of the Kerala Forest department.

☞ **Hazardous Waste Management**

Students keep their class rooms and surroundings clean. As we are aware of the numerous hazards that plastic pose, the campus is kept plastic waste free. We are particular in putting an end to the throw away culture which creates unhygienic environment and hazards. A pit is dug to put dry leaves, waste paper etc. which are burnt periodically.

☞ **e-Waste Management**

Most of the computers are recently installed. They have the latest hardware and software facilities. The others are well maintained with small repairs.

☞ **Nature club** of the College "**SHYAMA",** a registered unit of the WWF-India with sixty members is functioning according to the direction of WWF. The club celebrated the "World Wetland Day" in 2012". The leaflets provided by WWF-India were also distributed. Through this club the students are made aware of the environmental issues.

Awareness programmes are conducted on special days. Classes, Seminars, discussions and Nature Camps are also arranged by various associations to create environment consciousness.

- Seminar on "Global Warming" by Mr. T. A. Lawrence, Chairman, Global Mission, Green Trust on 10.12.2009- Department of Botany.
- "Biofarming – Knowledge and Practice" by Mr. Babu Zachariah on 26.12.2011 – National Service Scheme.
- "Environment and Life" by Mr. Jayaprakash, Director, Nature Education Centre, Nilambur on 27.12.2011 – National Service Scheme.
- "Star Watching" by Mr. Balakrishnan on 24.12.2012– National Service Scheme.
- Visited the Munderi Seed Farm and seminar on "Process of Making High Yield Variety of Seeds" by Mr. Suresh, Agriculture Officer, Govt. Seed garden, Munderi on 27.12.2012– National Service Scheme.

- "Bio-diversity of Western Ghats" by Dr. Venugopalakurup, NSS College, Ottappalam on 11.12.2008 - Department of Botany.
- "Role of Students in Protecting Nature" by Mr. Babu Zachariah - Equal Opportunity Centre.
- "Biodiversity' by Dr. K. S Anoop Das, Assistant Professor in Zoology, MES College, Mampad on 26.11.09 - Department of Botany.
- "Statistical Methods of Collecting Information about Animals" 19.02.2011 – Department of Mathematics.
- "Deleterious effects of plastics" by Dr. Sajeev, Scientist, KFRI, Nilambur – national Service Scheme.
- "Dark Matter and Black holes" by Dr. P.G. Sabu, MAMO College on 18.01.2008-Department of Physics.

Nature Camps and trekking were arranged for the students and staff by various associations.

- ☞ NSS volunteers of our College have participated in the Nature Education residential Camp at Nature Education Centre, "***Chandrakantham***", Nilambur on 12th March 2012.
- ☞ Camp in Silent valley National Park on, 6th & 7th Feb 2010 - Nature Club.
- Nature camp at Chinnar, 9-11th Nov 2011, S C M Unit.

7.2 Innovations Introduced

We have introduced many innovations to facilitate academic improvement student progress, student support and social awareness

- ***Administration***

☞ ***Automation*** The office is automated with required software. Preparations of the salary bills are done at the Website of SPARK (*www.spark.gov.in*) provided by the Government of Kerala. All administrative work is made easier through computers. Computerization of the office helps in students' services like fee collection, issue of course, conduct & transfer certificates, attendance marking and preparation of question papers for the internal examinations. Thus the students are benefited by the quick and better services.

The *Easow Mar Timotheos Memorial Library* is well maintained and is automated with computer bar coding system using software Meshlogic's Book Magic Version 3.1.There are five computers in the library. The issue of books is done with the help of computers. The software provides Online Public Access Cataloguing (OPAC) facility. Paper consumption is considerably reduced as part of conservation of trees and waste management. The internet facilities are used for registration for the University examinations, submission of internal marks and issue of hall tickets. All our administrative staff is well adapted to the new technology and soft skills. The admission procedure is partially computerized as part of the single window procedure. Student list for interview and selection is prepared with the help of the computers. All student records of fees, scholarships are digitally maintained.

- ***Academic improvement***

The College is otherwise known as a College for Rural Development. The majority of students in our College belong to the educationally, socially

and economically backward communities. 20% of our students are from the SC/ST community. We have a number of UGC Sponsored student centered projects:

- *Equal Opportunity Centre* is functioning as a platform for the students to come forward and realize their strengths and life objectives. The Equal Opportunity Centre started functioning in the College, from July 2010. It provides them rich resources in enabling them to be in par with other communities.
    - A seminar on "Challenges of Today's Youth" was conducted under equal opportunity centre. Mrs. Grace Lal, leading consultant psychologist was the main speaker.
    - "Education and Development Programmes for SC/ST" by Mr. K Krishnan.
    - Communicative English classes were arranged from 24 Oct 2010 onwards for newly admitted students and Certificates were given to the students who have successfully completed the course.
- *Remedial Coaching Programme*
  Since the students belong to weaker sections of the society, they cannot afford private tuition, and other extra coaching services. The remedial coaching helps the students to improve their studies. Faculty members from the various departments are involved in the Remedial Coaching Programme.
- *Coaching Classes for Entry into Services*
  In order to prepare the SC/ST and minority community students for achieving their life goals and to secure good placements in Central and State sectors, coaching classes for entry into services are conducted. Selected students have participated in state level coaching classes for civil service. Coaching classes for Common Admission Test for PGDPPT course in CIPET is conducted by Chemistry department
- *Quiz Programmes and Debates* are regularly conducted in different departments in order to enhance general awareness of the students. The Physics department and Mathematics department have conducted special Quiz programmes for the nearby High School and Higher Secondary students to motivate them in the respective subjects. As part of the celebration of the Year of Mathematics declared by UNESCO, an interschool/College quiz programme was organized by the Mathematics Department on 11th November 2012.
- The Department of Malayalam encourages students to make manuscript magazines in order to encourage their literary talents. Literary club of the department has identified a number of extinct dialects of Nilambur under the guidance of Dr. Elizabeth Thomas.
- The College uses ICT facilities for the effective teaching & learning process. The Interactive Boards and Digital Visualizer are utilized for taking classes and seminars. We are using the LCD projectors for seminars and presentations.
- Apart from the computer labs, there are computers and free internet facility in all departments and library. The Network Resource Centre

enables the students to search internet for preparation of projects and assignments.

- INFLIBNET facility is available for all staff and students. Library is automated with computer bar coding system which renders quick services to the students. A Photocopier in the library provides Xeroxing facility for students and teachers at subsidized rates.

- ***Student support and motivations***

☞ *Language Laboratory*

To improve language ability and skills of the students, a language lab is functioning since 2009, using financial assistance of UGC(₹ 2, 99, 985/-), under the scheme CRRDHT College - **College**s situated in **R**ural **R**emote **B**oarder **H**ill **T**ribal area.

☞ *Photo Identity Cards*

Photo Identity Cards are issued to ensure the identity of the students and to enhance the general discipline. The College maintains a very cordial and warm relationship between the staff and students. Parliamentary mode of election to the College Students' Union helps to learn the functioning of the Parliamentary system in India. Students have served as volunteers in the state assembly election. Thus they are made politically conscious about their duties and rights.

☞ *Financial Assistance to the needy Students*

Financial assistance is given to the needy students by collecting donations from students and staff. Medical assistance was given to Mr. Krishna Kumar, Alumni of the College who met with a tragic train accident. Mr. Abdul Nazar, Student affected by a physical disability was also supported by the College Community.

☞ *Conveyance Allowance*

Eligible students coming from different places within a distance of 10 km are given conveyance allowance under the UGC project.

↓ **Distribution of Conveyance allowance among the departments**

Year	Physics no@ amount	Chemistry no@ amount	Botany no@ amount	Economics no@ amount	Commerce no@ amount
2009-10	11@500	9@500	9@500	37@500	23@500
2010-11	13@500	16@500	7@500	50@500	27@500
2011-12	9@750	17@750	6@750	55@750	42@790
2012-13	6@200	6@200	6@200	6@200	6@200

☞ *Scholarships*

We have distributed a number of scholarships to deserving students with the UGC assistance sanctioned during the XIth plan period. An amount of ₹ 5, 000/- was disbursed to the eligible students of each departments from the

UGC grant sanctioned under the scheme *"Colleges, having relatively higher proportions of SC/ST/ students".*

↓ **List of beneficiaries under "Colleges, having relatively higher proportions of SC/ST/ students".**

Year	Department				
	Physics	Chemistry	Botany	Commerce	Economics
2009-10	4	3	4	4	5
2010-11	4	3	3	5	5
2011-12	4	3	3	5	5
2012-13	5	3	3	6	7

Scholarships of the **Higher Education Council**, other financial aid of Kerala state and the central Governments are also availed by the students. A teacher is in charge to monitor the overall functioning of the disbursal of the scholarships. There are large number of endowments and scholarships instituted by well wishers of the College and management for the curricular and extracurricular achievements of the students.

- ***Mrs. & Mr. Chacko Simon Memorial Scholarships*** -₹ 84000/- was given to 28 students in the year 2007-08, ₹ 40,000/- was given for 24 students in the year 2008-09, and ₹ 24,000/- for 14 students in the year 2009-10.
- A US based charitable trust ***Channels of Glory*** helps the poor but outstanding students. 2 students were supported in the year 2008-09, 4 in 2009-10 and 3 in 2010-11 under the leadership of Dr S Zachariah, a former faculty of the institution.
- ***Former (First) Principal of the College, Dr. C.J. John*** has established an endowment of ₹ 100, 000/- for the best outgoing girl student.

Founders Day Celebrations help the students to understand more about the objectives and goals of the College. It is an occasion which reminds us of the history, contributions and the progress that the College has made. This programme enables us to make introspection and to evaluate ourselves. It also inspires and encourages us to go forward for accomplishing the vision and mission of the College. Every year the Day is celebrated with thanksgiving prayers and invited lectures.

- In the academic year 2011-12, Thanksgiving service was followed by a Speech by Rev. Raji Eapen, Diocesan Secretary on 28th October 2011.
- Rev. M C John, Bursar of the College, led the Thanksgiving service and Rev. Mathew Vazhakkuttam, our former student & the chief guest, addressed the gathering in the year 2012-13, on 1st Nov 2012.
- Rev. K.P. Thomas, Bursar of the College, led the Thanksgiving service. Rev. Dr. K.M. Samuel, Acharya, Ankola Ashramam and Rev.

Dr. Johnson Thekkadayil, Alumni of the College, (Counselor) addressed the public function.

Easow Mar Timotheos Memorial Lecture Series

To commemorate the fond remembrances of late Rt. Rev Easow Mar Timotheos Episcopa, the Founder Manager and great visionary of the Mar Thoma Syrian Church, a Memorial Lecture Series is instituted from the Silver Jubilee year onwards. Every year various topics of contemporary relevance in relation to higher education are discussed by prominent personalities.

- **2008-09,** Justice K.T. Thomas (former Supreme Court Judge) "Religious Freedom - it's Uses and Abuses"
- **2009-10,** Prof M. Thomas Mathew (Malayalam Critic and Writer) "Human Values in Modern Society"
- **2010-11,** Prof. K.S. Radhakrishnan (Kerala State PSC Chairman & Former Vice Chancellor, Sri Sankara University, Kaladi) "Spiritual Dimensions of Democracy"
- **2011-12,** Prof V.J Pappu(Pro -Vice Chancellor, CUSAT) "Recent Trends in Higher Education"

Visits of Dignitaries to the College

Visits of many dignitaries to the College also motivated the students a lot in curricular and co curricular activities. A visitor's Diary is maintained in the College.

- ✓ Recently, ***the Hon'ble Vice Chancellor of the University of Calicut, Dr. Abdul Salam*** **inaugurated the interactive board and the launched the INFLIBNET facility** on 23rd march 2012.
- ✓ The *Hon'ble Minister of Education of the Kerala State, Mr. Abdu Rabb,* has visited the College for the **inauguration of the ICT enabled Audio Visual Hall**, which was completed by the financial assistance received from the UGC on 19th October 2012.
- ✓ The **world famous Magician, Mr. Gopinath Muthukad,** visited the College and addressed the students in the academic year 2007-08. He spoke about the religious and cultural integrity of India and mesmerized the students and other audience by his spectacular magic performance.
- ✓ The visit of our *alumni Dr. Naslim N,* acclaimed Scientist, Belfast University, Ireland, the **co-inventor of Zirconium star**, was a great pleasure and encouragement to both staff and students. She filled the students with enthusiasm. She was honoured by the College community on her achievements.
- ✓ ***Former Principal of the College, Dr. C.J. John*** was the Chief Guest of the Christmas Celebration on 19th December 2012.
- ✓ ***Mr. J.P. Alexander, Airport Director***, Calicut International Airport was the Chief Guest of the Annual Day of the College on 23rd March 2013.
- ✓ ***Rev. Dr. Spurgeon, (from AIACHE), Faculty of Department of Philosophy &Chaplain*** of the Madras Christian College, Chennai, addressed the students and delivered a talk on "Higher Education Opportunities and Challenges". He enlightened the teachers with an

inspiring talk on "Class room Management, Communication & Healthy Practices" on 23rd October 2013.

Social Responsibilities and Activities

As a College *for rural development*, students are encouraged to respond to the social needs. A ***palliative care unit*** is functioning in the College under the C.S.S. (Compulsory social service). About 30 students participated in the palliative care day celebrations on 14th and15th of Jan 2012 at palliative centre, Nilambur. Some of them served as volunteers at the centre and others participated in the home care units at different places during the year under the Nilambur centre. In the academic year 2012-13, palliative unit in the College functioned well. Some of our students have participated in maintenance and construction of houses of the patients in the palliative care. Students are sent to the Jyothi Palliative Centre Chungathara on Saturdays.

Students collected ₹12, 905/- as part of the ***"Krunyude Kayyoppu***" campaign for the collection of medical aid for the kidney patients, by the Kidney Patients' Welfare Society of Malappuram District Panchayat. The College stands in the forefront in collecting the highest amount for the same. Staff and students of our Institution contributed to the ***'Prime Minister's Relief Fund for Utharakhand'.***

College inculcates integrity and unity and promotes secular values among the students by celebrating the national festivals, holidays and other locally important religious festivals. Onam and Christmas celebrations are the occasions in the College for communal harmony. The Republic Day and Independence Day are also observed every year. On Keralappiravi (November 1st) Day, a celebration of the **Malayala Bhasha Dinam** was arranged in 2012. Days like **Aids Day, Palliative Care Day, National Science Day Human Rights Day and Martyrs' day** are also observed. Every year, dignitaries of various Cultural or Political importance are invited as Chief Guests of the occasion. Welcome meetings to the new comers and the farewell to outgoing students in the presence of teachers are arranged regularly in the College.

☞ *Community Development*

The old building of the College is utilized as a Community Development Centre, where a ***tailoring school and a Child Care Centre under the C R T D project of Uppada mission complex*** is functioning. L. K.G and U.K.G classes are conducted in the Child care centre. The Malabar Mar Thoma Mission Complex has a Child Development Centre, old age home "Karunalaya", Umbrella making Unit, Tailoring & Embroidery Unit and book making unit. About 337 students (of the age group 3-9 years) of financially, socially backward families, orphaned children, and children of ill health are enrolled in the CDC project. We are also partners in the management of various activities of the Malabar Mar Thoma Mission Complex.

☞ *Residential facility to staff*

As most of the staff of our College are from different parts of the State, the management provides accommodation for the needy at a subsidised rent in the College. There are two family type (2BHK) quarters and six bachelor (1BHK) type quarters in the campus. A Principal's quarters and a guest house for the Manager are also well maintained in the campus. The staff members of the College and school are utilizing the facilities.

☞ *Women's Cell*

Women cell of the College is a platform of discussions of women issues and make the lady students aware of the potentials and possibilities of women and make them aware of the problems pertaining against women. Seminars are conducted for women students under *Women's Cell*

- 12.2.2008 – Dr. Heera Namboothiri, Vanitharathnam fame , "Womens Responsibility and Equality in Society"
- 06. 01. 2009 - Mrs. Sheeja M. P, Trainer, Block Resource Centre, Nilambur, "Multiple Role of Women ".
- 13.10.2009 -Ms. P. K. Sainaba, Member, Kerala Women's Commission, "Problems of Today's Women"
- 11.02.2010 - Adv. Radhakrishnan, "Laws and Women"
- 01.02.2011 - Ms. Rukhmini Bhaskaran, Member Sate Women's commission "Women issues and solutions".
- 1.2.2012 – Ms. Manjush Jose, Counsellor, Kerala Aids Control Cell."Health and Hygene".
- 11.2.2012 – Dr. Molly Kuruvilla, Director, Woman's study centre. University of Calicut , "Gender Justice".

The **N.S.S. units** in the College are yet another platform, where the students get opportunity to respond to the civic responsibilities. Activities through N.S.S. help the students to beware of needs of the society.

- ☞ A seminar on blood donation awareness was conducted on 25th September 2007, under the auspices of N.S.S. A blood group directory was formed by N.S.S. in 2008.
- ☞ Legal Literacy Seminars were conducted in association with the Taluk Legal Services Authority.
- ☞ Police department conducted a seminar on Anti ragging Awareness for the students.
- ☞ Seven Day Special Camps of N.S.S. are conducted in schools and at Uppada Mission Complex and undertaken roads maintenance works and construction of play ground.

☞ *Extra Curricular Activities*

The College is a venue for many activities. College auditorium and Chapel are given to outside organizations like Y W CA, Mar Thoma Yuvajana Sakhyam and Campus Crusade for Christ for conducting meetings and camps for the students. Panchayat and Block level games, athletics competitions are conducted in the College playground. Coaching classes for Basket Ball and Cricket and Athletics are conducted for school students in the morning along with the College students, by the Department of Physical Education. College hosted Calicut University Inter Zone Table Tennis tournaments on 23rd to 25thof September 2008. In many years, the College has been a venue for B-zone Basket Ball tournament of the University of Calicut. As per the directions of the Government of Kerala, our College is also a venue for the enrolment of new voters in the Voter's list.

"***Pheonix School of Athletics***" was started under the Department of Physical Education in 2013. Under the School, ten students talented in Athletics from nearby schools are selected. They are given special coaching in the morning and evening every day. The main purpose of this programme is to

Catch Them Young. Our Physical Education faculty with the help of other qualified coaches trains them.

The faculty of the College serves the society many ways. Some of them are the resource persons for N.S.S., "Sreyas", 'Kudumbasree' and other NGO's, Q.I.P. of Mar Thoma Sunday School Samajam, State Higher Education Council, Kerala State Aids Cell, women's Studies and Census and Statistical survey. They also serve as executive members in various councils – Ecological Commission of Mar Thoma Church, KCBC Commission, Kerala Council of Churches (KCC), SCM, in the Governing board of other Colleges and YWCA. The members of the faculty are also appointed as external examiners for ISC Board Practical Examinations. Our teachers render literary contributions by publishing, editing and writing books and articles.

As part of various enrichment projects of the UGC, like Equal Opportunity Centre, Career and Counselling Cell, Coaching Classes for Entry in Services and Remedial Coaching, numerous enrichment programmes are arranged for the students. The short term course in Communicative English helps the students in improving their communicative ability. The mock interviews, model tests and classes by dignitaries also encourage and make them confidant.

7.3 Best practices

The administration of the College is decentralized to different levels of **participatory management**. The College is governed by *"Mar Thoma College Educational Society"* registered under Charitable Societies Act. The Governing Council is the executive body which functions with the Patronage of The Most Rev. Dr. Joseph Mar Thoma Metropolitan, the Head of the Mar Thoma Church and The Rt. Rev. Gregorios Mar Stephanos Episcopa as the President and Manager. The Principal, Prof. Abraham P Mathew, serves as the Secretary, along with a group of about ten scholarly people who have marked their eminence in various avenues of the society. An elected representative of the staff is also a member of the Governing Council. Thus the staff is also given a **participative role in the** planning and the management of the College. The general body of the Educational Society comprises of all the Heads of Departments of the College, ensuring greater participation in the day to day activities of the College. It ensures transparency in all administrative affairs of the Society and of the College.

The vision, mission and objectives define the institution's distinctive characteristics in addressing the needs of the society. The College mainly caters the needs of the minority and weaker sections of the society. It integrates education with rural development programmes of the area. The majority of population in our catchment area is educationally backward sections of the society like Muslims, Tribes and Harijans.

The average enrollment ratio (AER), for the higher education, was very low in this area. Thus the institution has taken up the responsibility of providing Higher Education and thereby fulfilling the mission, vision and objectives of the institution. The influence made by the institution in the various levels of the society is tremendous and it is evident in the progress of the society.

The institution is established by the Mar Thoma Syrian Church of Malabar with a view to uphold the ministry of discipleship of Christ on earth

by providing best possible quality higher education and value education to the people of this area. Our Community Development Centre, namely the **Malabar Mar Thoma Child Development Centre (MMCDC)** plays an active role in Child Development. It was started on May 7th 2003 at Uppada, a village very close to the College. This Child Development Programme is implemented in association with Caruna Bal Vikas (CBV), a registered society and a wing of the Compassion International.

Two Best Practices which have contributed to the achievement of Institutional Objectives or contributed to the Quality Improvement are identified and presented in the given format.

- ☞ **Democratic Governance of the College**
- ☞ **Community Extension Programme-Malabar Mar Thoma Child Development Centre (MMCDC)**

7.3.1 Best Practice I

☞ ***Democratic Governance of the College***

1. Title of the Practice

DEMOCRATIC GOVERNANCE OF THE COLLEGE

2. Goal

- To provide the best possible higher education to all sections of the society.
- To specially address the higher education needs of minority and backward classes of the society.
- To promote innovative practices in the field of higher education.
- To provide enough infrastructural facilities for the smooth and effective functioning of the institution in attaining the vision, mission and objectives.
- To develop scientific temper research attitude among students.
- To promote moral and ethical values among the students so that they will be socially committed citizens of the society.
- Run and manage institution in a democratic and participatory manner – distribution of rights and responsibilities among various stakeholders of the institution and design the rule and procedure for making decisions.
- Ensuring effective management of the institution through evaluating the outputs and maintaining transparency and accountability at all levels of organizational structure.

3. The context

The **Mar Thoma College, Chungathara** is one of the prestigious institutions of the Mar Thoma Syrian Church of Malabar, an institution established with a vision to uplift the socially, economically and educationally backward communities of the Malappuram District. The management has launched this Higher Education institution in this area to help the people in their struggles for creation of a better society, by providing them knowledge based technical skills, exposure to new avenues of knowledge and to create knowledge based morally oriented new generation. These privileges were not available to the people of this area.

The average enrollment ratio (AER), for the higher education, was very low in this area. Thus the institution has taken up the responsibility of providing Higher Education and thereby fulfilling the mission, vision and objectives of the institution. The influence made by the institution in the various levels of the society is tremendous and it is evident in the progress ofthe society. The activities of the management are student oriented. The institution aims at the enlightenment and well being of all.

4. The Practice

The vision, mission and objectives define the institution's distinctive characteristics in addressing the needs of the society. The College mainly caters the needs of the minority and weaker sections of the society. It integrates education with rural development programmes of the area. The majority of population in our catchment area is educationally backward sections of the society like Muslims, Tribal and Harijans. It integrates education with rural development programmes for the area (MMCDC Project, Uppada, World Vision Project and Tailoring Unit etc.) and also imparts knowledge and resources to the neighbouring institutions, especially the Mar Thoma Higher Secondary School administered by the same management. The administration of the College is distributed among different levels of participatory management.

Structure of the Management

☞ ***General Body***

Under the aegis of the Mar Thoma Church, the College is governed by a registered body – Mar Thoma College Chungathara Educational Society - (Reg. No: 325/2004), under the Malabar – Madras Charitable Society Registration Act of 1860. The aims, objectives, structure and the procedural details are clearly defined in the bye laws of the society. As per this, following are the members of the society, which constitute the **General Body** of the society.

1. All the members of the governing council of the Mar Thoma College Chungathara educational Society.
2. 15 members of the Mar Thoma Sabha Council, elected by the Sabha Council.
3. All Heads of Departments of the Mar Thoma College, Chungathara are ex-officio members of the society.

☞ ***Governing Council***

The constitution of the governing council of the College is as follows.

1. The **Patron** of the society – The Metropolitan of the Mar Thoma Church.
2. The Manager of the Mar Thoma College, who is nominated by the Episcopal Synod of the Mar Thoma Church. He also serves as **The President of the Society**.
3. The Principal of the College, appointed by the Patron with the recommendation of a duly constituted selection committee - The Principal also serves as the **Secretary of the Society**.
4. **One elected representative of the teaching faculty** – elected from among the permanent Christian staff members.

5. **Six members** elected or nominated by the Mar Thoma Sabha Council. Among these, two should be women and three should be members of the Kunnamkulam - Malabar Diocese (the Diocese to which the College belong to).
6. **Two members** nominated by the President
7. **The treasurer** of the Society, nominated by the College Governing Council.

The meetings of the Governing Council are held in every three months and discuss the progress of activities taken place and plan the future activities – both Academic and Financial Planning. The Governing Council plays the significant role in the administration, disposal of resources for infrastructural development, curricular and extracurricular activities of the College.

☞ ***Staff Council***

The academic and other internal affairs of the College are governed by the advisory body, the Staff Council. This body consists of the principal, Heads of all Departments, Librarian and two representatives from the members on the teaching staff.

In order to organize, monitor and evaluate curricular and co-curricular and extracurricular activities, several committees are functioning in the campus. The staff members are in charge of the various activities of the College.

- Staff Secretary
- Worship Committee
- Attendance Committee
- Returning Officer & Adviser to the College Union
- Internal examination Committee
- Nature Club
- Internal Quality Assurance Cell
- Time Table Committee
- Academic calendar Committee
- Library Advisory Committee
- Women's Cell
- Committee for Sports & games
- Career guidance & Counselling
- National Service Scheme (NSS)
- Compulsory Social Service (CSS)
- Language laboratory
- Remedial Coaching
- Coaching Classes for Entry into Services
- Equal Opportunity Centre
- Network resource centre
- Placement Cell
- Anti ragging Committee
- Ethics Committee
- Grievance & Redressal Committee

The smooth functioning of the College is facilitated by the Parent Teacher Association (PTA). PTA helps in promoting good relationship among

the staff, students and guardians of the students. The **Executive Committee** governs the administration of the association. The members are President (Principal), Vice President (Elected representative of Guardians from the general body), Secretary (Elected from Teaching Staff Representative) and four members of the teaching staff

The PTA is keen in undertaking various innovative projects – water harvest project, Audio facilities, Seminar Hall etc. - for the benefit of their wards. The activities of the students are managed by the College Students Union and various other clubs, with the assistance of the staff.

Evidence of Success

With the support of such leadership, the College made its contributions to be champions of organizational change in many of its innovative strategies. The highlights are:

- Starting of more vocational/need based/ professional courses.
- Registered as a non profitable, charitable educational society – Mar Thoma College Chungathara Educational society (No: 325/2004). The general body is constituted with a wide representation of academicians.
- The College obtained Religious Minority Status from the National Minority Commission.
- Shifting of mode of College Students' Union election – from presidential to parliamentary mode by the initiatives of the management. By introducing this, the students are given adequate exposure to the parliamentary system of our Nation.
- Management keeps continuous interaction with the staff and examines the feedback, which is used for improvements in the functioning of the College.
- Management has provided accommodation facilities in the campus to the Manager, Principal, Teaching and non teaching staff.
- The General Body of the Educational Society and the Governing Council are constituted in a democratic manner. Staff is given an opportunity to participate in the designing and planning the development of the College.
- Management has adopted many healthy practices for mobilizing resources for the College. The rubber plantation is one such source. Voluntary contribution from the general public was another initiative of the management. In 2007, we obtained UGC affiliation. Thus from 2010 we are also getting financial assistance from UGC.
- The Governing Council of the College comprises of eminent educational experts and academicians. Their experience and suggestions are highly helpful to the College.
- Various scholarships and financial assistance are arranged by the management for the benefit of the students in the College.

5. Problems Encountered and resources required

The resources required for the establishment of the College were collected from well wishers of Mar Thoma Church in India and abroad and other well wishers. Moreover, a grant was received from a Christian agency

from Germany, EZE, in the beginning of the College in 1981. After that, the income from the rubber plantations of the campus (about five Acres) was the major source of income. The College have got UGC affiliation in 2007, the financial assistance of the UGC were beneficial to the institution from 2010 onwards for the student centered projects - as conveyance allowance, remedial coaching, scholarships, Equal Opportunity Centre, Career and Counselling and Coaching for entry into services. The Parent Teacher Association is also sponsoring in the completion of many major projects of the College. The policy of the management in the appointment of its staff, on the basis of academic merit and fitness, is to be highlighted.

The income generated from the rubber plantations is not sufficient for the complete sustainable development of the College. UGC assistance is used for student oriented programmes and also partially for infrastructural facilities. Despite this, the management is providing reasonably good facility to the student community.

7.3.2 Best Practice II

Community Extension Programme

MALABAR MAR THOMA CHILD DEVELOPMENT CENTRE (MMCDC)

1. ***Title of the practice***

Malabar Mar Thoma Child Development Centre (MMCDC)

2. ***Goal***

The Mar Thoma College, being situated in an educationally socially and economically backward rural area, has taken up the responsibility of uplifting the underprivileged sections of the society in Chungathara and neighboring areas. This is very undoubtedly stated as its mission and vision. The College always tried to uphold the noblest Christian ideals and offered its services to the members of the society irrespective of religion, caste and community. We, the Mar Thoma College community are working with the great motto 'Let Your Light Shine'.

It is to fulfill this responsibility; we started the MMCDC on May 7th 2003 at Uppada, a village very close to the College, in association with Caruna Bal Vikas (CBV), a registered society and a wing of the Compassion International. The Compassion International is established as an advocate for children, to release them from their spiritual, economic, social and physical poverty and enable them to become responsible and fulfilled citizens.

3. ***The context***

The Malappuram District, in which the College is situated, has a sizable section of population of scheduled tribe, scheduled caste and other backward communities. Families of these communities lack awareness of importance of education and are not enthusiastic in sending children to schools and so they lag in basic education. These communities are alienated from mainstream and marginalized to their remote and less privileged life situations. Moreover, the parents are generally unskilled and do not find enough work to support their families. This causes these families to sustain in persistent poverty and the children are generally malnourished and some of them often even succumb to allied ailments and diseases.

Hence the institution is established by the Mar Thoma Syrian Church of Malabar with a view to uphold its ministry of discipleship of Christ on earth, especially in the field of child education, to engage in an active developmental role with children. The Church is strongly convinced that its institutions are summoned to minister to the needs of poor children and their families.

The College has executed an agreement with the Caruna Bal Vikas, a registered non profitable, charitable organization dealing with Holistic Child Development and an Indian Representative of the overseeing body of The Compassion International, which provides resources for various Child developmental projects in India. We strongly believe that our institution, apart from its core function of teaching learning and evaluation, has the responsibility for social uplifting and development. By responding to the needs of the local community, the institution contributes to the development of the neighborhood and the process definitely moulds the students to be responsible citizens. So in addressing such social concerns, the management, staff and students are fulfilling the institutional responsibility through this outreach programme. It helps us in fostering a close relationship between the institution and the local community.

4. *The Practice*

The MMCDC has been a community outreach program of Mar Thoma College, Chungathara since its inception on 7thMay 2003. The Manager of the College is the president of MMCDC Project. The principal is an ex-officio member of the Governing Board and Prof. Susan Mathews (Dept of Psychology), Prof. Thomas K Varghese (Department of Commerce), Prof. Rajeev Thomas (Department of Commerce) and Mr. Paul Ashram (Non Teaching Staff) have been the committee members of the project during the last years. The members on the teaching staff have played a significant role in organizing and delivering various inspirational and informative lectures for the children and their parents. The staff members usually visit the project site and give guidance to their activities and they support financially also. Last year, the seven day special camp of National Service Scheme (NSS) was held at the Uppada Project site and helped in cleaning the campus and in the construction of a play ground. Thus our students are also involved with the project.

The project and the project personnel at the project are under the authority of the Mar Thoma College Chungathara. The College is responsible for the appointing, transferring and terminating the project personnel. The College supervises the daily progress of the project and receives all the financial support of the Caruna Bal Vikas. It also disburses the same for the basic educational, physical, social and spiritual needs of the children in accordance with the policies of the CBV.

The project enrolls children of age group 3-9 years. Once the child is enrolled, he/she will be a part of the project up to the age of 22 years. As per the selection criteria, preference is given to financially, socially backward families, orphaned children, and children of ill health who are enrolled in the nearby schools. Upto 2 children from a family are eligible for enrolment in the project.

General Activities

The project offers the following facilities to the enrolled children.

- Regular tuitions to children from KG to the 9th standard. Special tuitions for students of 10th standard and classes above.
- Two sets of uniforms of respective schools and one set of other dress on their birthdays.
- Notebooks, pen, pencil, geometrical box etc.
- Computer literacy program in collaboration with INTEL.
- Medical aid and counselling facilities
- Nutritious food to all children on all days as per the menu chart.
- Training for tailoring, craft, fabric painting, artificial jewellery making, book making, umbrella production and vocal training, as part of vocational training.
- Coaching for football and volleyball for boys. Cricket, Kho-kho, and throw ball for boys and girls.
- Spiritual training classes as per the curriculum of Mar Thoma Sunday School Samajam, and Vacation Bible School

Special Income Generation Program for Mothers

Special Training programmes were conducted for the mothers to help them generate income as their own.

- Tailoring - 175 mothers were trained.
- Bookmaking - 24 mothers –They availed lone of 1 Lakh rupees from South Malabar Gramin Bank for the purpose
- Bag making and embroidery—20 mothers
- Fabric painting—24 mothers

They were supplied with

- Vegetable seeds to raise kitchen gardens.
- 15 cows to 15 families.
- 2 goats each to 90 families.
- 40 chicks and one hen coop each to 6 families.

De-Addiction Program

De-addiction camps were arranged and 40 families have participated in it. Regular AA meetings were conducted on all Sundays (4pm to 6pm). Counselling classes were also given to the AA members.

Day-Today Activities

In the beginning the project had 108 children and now it has been enhanced to 337. The project functions in two shifts (a). The morning shift - with children of age group 12-14 years - starts at 7.30 am with prayer and tuition classes up to 8.30 am. After having breakfast they leave to their schools with the lunch supplied. (b). The evening shift - with children of 3-11 years - starts at 4.30 pm. After the tea and snacks, children assemble for their prayer. Then they will attend the tuition classes for 45 minutes. They leave the project by 5.45 pm with their dinner meals. In addition to this all the children come to the project on Sundays and engage in extracurricular activities in four-fold dimensions. (Spiritual, physical, cognitive and social).

5. ***Evidence of success***

As envisaged in the mission statements of the College and the CBV, the project is on its successful path in fulfilling its mission. The output

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

- Project formed a good band troop
- The children became the first runner-up in National Level sports meet 2012
- Overall champions of the North Kerala cluster continuously for the last 9 years.
- IN-790-0083, Shahina and IN-780-0056 Rincy Thomas got selected in the under 16 Women's Cricket Team of Kerala State in 2012.
- Rincy Thomas was selected as the Captain of Malappuram District Cricket Team. (Under 16 Women's Team.)
- 9 children represented the project and participated in the National Throw ball Championship in 2008 and 2011
- IN-7909613 Shaju Mathai was a member of the PYKKA Kho-Kho Team of Malappuram District.
- Inculcated social commitment among students. IN-7900063 Shibina Mathaikutty, a talented singer collected an amount for helping a cancer patient.
- The academic standard of the students have a great progress-100 % result was there in 10th and 12th examination for the last three years.
- Children contribute for the family income by participating in umbrella production, book making and binding, goat/cow rearing, kitchen gardening etc. This helped them in being responsible citizens.
- As the children are given standard food as per the menu, they got opportunity to have nutritious food and this evidently decreased the number of malnourished children.
- As children got exposures to new places and persons through traveling and interaction, they have improved a lot in their social interactions.
- Above all, they have developed discipline in their day today activities especially in their spiritual and academic activities.
- They have developed a concern for the environment, the need to protect and preserve nature by the green campus programme.

6. *Problems Encountered and Resources Required*

Even though the project is supported financially by the CBV, the effective functioning of the project activities need extra money. This is usually met by support from well wishers. The scarcity of such well wishers does pose a threat to the financial stability of the project. As the standards of life amenities are progressing at a faster rate, the financial constraint is a real challenge to the project.

Another major challenge we are encountering is with the reduction in number of children of needy category. The tribal children are lacking the genuine interest in attending the schools and also the project. They are reluctant to mix up with the other communities of the place, as they are more attached to their innate habits and life situations. The reduction in the number of students below a level may lead even to the termination of the project as per the agreement between the College and CBV. So we have still a big way to go for creating awareness among tribal population of the area and sensitizing them to the project.

The academic performance of the enrolled children is not very good and it is of great concern. Going below a level in this regard may also even lead to termination of the project by CBV. The agreement has to be renewed every year and the renewal is done based on the utilization of the fund and evaluation of the project outputs.

7. ***Notes***

An educational institution is responsible for the holistic development of their wards. The holistic approach can be achieved by sensitizing them about the social issues and making them responsible with the issues. This can inculcate a culture of institutional social responsive to them. Our institution tried to develop social concern as a part of our mission and vision. MMCDC is a community outreach programmes extending our resources to the marginalized and alienated children of our society. This project helps to develop their gifts and talents which will contribute to the development of the institution and society. We are aiming at a consistent growth of these children, with long term impact on the children. The project also aims at support of families which have a great influence on the life and development of the children.

As Christians we do believe that life will be meaningful only when we do something for others. In each child God has a purpose. God wanted the socially and economically marginalized have to be redeemed. They have a special role in the establishment of Kingdom of God. These programmes are to achieve these ends.

Contact details

Name of Principal:	Prof. Abraham P Mathew
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EVALUATIVE REPORTS OF DEPARTMENTS

E. Evaluative Reports of Departments
Evaluative Report of Department of Economics

1. Name of the department : **Department of Economics**
2. Year of Establishment : Pre-Degree with Economics, Psychology & Indian History was started in 1982

   B. A. Economics Course started in1995

   M.A Economics (self financing) Course started in 2004.
   M.A Economics (aided) Course started in 2013.

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
   - ❖ B.A Economics
   - ❖ M.A Economics.

4 Names of Interdisciplinary courses and the departments/units involved

: International Trade & Finance

5 Annual/ semester/choice based credit system (programme wise)
- ❖ Annual B. A Economics degree course up to 2008 admission
- ❖ Choice Based Credit Semester System (B A Programme in Economics) from 2009 admission onwards
- ❖ Semester System in M A Economics started from 2010 onwards

6 Participation of the department in the courses offered by other departments
- ❖ Offers "International Trade & Finance" as open course for students of other departments.

7 Courses in collaboration with other universities, industries, foreign institutions, etc. Nil

8. Details of courses/programmes discontinued (if any) with reasons

Nil

9. Number of teaching posts

	Sanctioned	Filled
Professors		
Associate Professors	1	1
Asst. Professors	2	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experi	No. of Ph.D. Students guided
Prof:Abraham P.Mathew	M.A, MPhil	Associate Professor	Economics of Development & Planning	32	NA
Dhanya.C	M.A, B.Ed	Asst:Professor	Business Economics	½	NA
Subrahmanian P V	M.A, B.Ed	Guest Lecturer	,,	4½	NA
Basheer P	M.A, B.Ed	Guest Lecturer	,,	2½	NA
Muhammed Shereef.CK	M.A	Guest Lecturer	,,	½	NA
Susan Mathews.P	MA, DHEd	Guest Lecturer	Psychology of Crime & Delinquency	31	NA
Ambili.KP	M.A, B.Ed	Guest Lecturer	Modern India	1½	NA

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Lecture: 70 % and practical: 100%
13. Student -Teacher Ratio (programme wise):
    Core: 19:1
    PG: 5:1
    Complementary: 25:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

1 Prof: Abraham P.Mathew, M.A M. Phil.- Associate Professor

2. Dhanya.C, M.A, B.Ed- Asst. Professor

3. Basheer .P, M.A, B.Ed. - Guest Lecturer

4. Subramanian. P.V, M.A, B. Ed. - Guest Lecturer

Teaching Faculty in Psychology-

1. Susan Mathews P, M.A, DH. Ed.- Guest Lecturer

Teaching Faculty in History-

1. Ambili P, M.A, B. Ed. - Guest Lecturer

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University: Nil
19. Publications:
    - a) Publication per faculty
    - Number of papers published in peer reviewed journals (national / international) by faculty and students :
        1. Dhanya.C Asst. Prof: has published a paper titled 'Women and Higher Education-An Overview' in the international journal of Functional Management.(ISSN NO.2319-1406),Published by SSM Educational and Research Foundation, Salem, Tamilnadu
    - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NIL
    - Monographs: NIL
    - Chapter in Books: NIL
    - Books Edited : NIL
    - Books with ISBN/ISSN numbers with details of publishers: NIL
    - Citation Index : NIL
    - SNIP: NIL
    - SJR: NIL
    - Impact factor: NIL
    - h-index : NIL
20. Areas of consultancy and income generated
21. Faculty as members in
    a) National committees b) International Committees c) Editorial Boards….: 1

Prominent academic positions held by Prof. Abraham P. Mathew (Principal)

1. Syndicate Member , University of Calicut

2. Convener of standing committee of Courses and Research, University of Calicut
3. Standing Committee Member of affiliation , staff and finance, University of Calicut
4. Governing Board Member of Christian Chair, University of Calicut
5. Convener of High power committee to study the revamping of engineering and administrative wing of University of Calicut
6. Senate member, University of Calicut
7. Academic Council member, University of Calicut
8. P.G. Economics Board of studies member, University of Calicut
9. General Council member, Kerala Agriculture University
10. Member of the statute committee, Agriculture University
11. Director Board member of Farm Information Bureau, Government of Kerala, Thiruvananthapuram
12. Director Board member of JMM Study Centre, Thiruvananthapuram
13. Governing Board member of Mar Thoma College for Women , Perumbavoor
14. Executive Committee member of Mar Thoma Higher Education Commission

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: 100

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: 100 (Conduct socio economic surveys)

23. Awards/ Recognitions received by faculty and students: NIL

24. List of eminent academicians and scientists/ visitors to the department

- ✓ Dr. K.K George, Head & Director of School of Management, CUSAT, Consultant of Kerala State Planning Board
- ✓ Dr. P. Anwar, HOD of Economics Dept, MES College, Mampad.
- ✓ Dr. P. Usman, Principal, Amal College, Nilambur.
- ✓ Mr. M. Salim, Secretary AKSHAYA. Malappuram
- ✓ Mr. Manohar Varghese, a resource person in Student Counselling
- ✓ Prof: K.M Abdul Rahim, Associate Prof: MES College Mampad
- ✓ Sri. M.P Virendra Kumar M.P, M.D of Mathrubhumi Dialy & Vayalar Award winner
- ✓ Dr. B.A Prakash, former HOD of Economics Kerala University
- ✓ Dr. Jessy Thomas, Prof: Agriculture University, Thrisur

- ✓ Dr. Abdul Hameed, Principal EMEA College, Kondotty
- ✓ Dr. E.M. Thomas , Reader Irinjalakuda Christ College
- ✓ Dr. C. Krishnan, Asso. Prof. in Economics, Govt. College Kodanchery
- ✓ Prof: Babu Ibrahim. Asso. Prof. in Economics , MES College Ponnani & Syndicate Member of Calicut University
- ✓ Dr. K.P Mani, HOD of Economics Calicut University
- ✓ Dr. K. X Joseph, Calicut University, Professor, Dr John Mathai Centre Thrissur.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National

- ➢ The Two Day National Seminar on "Globalisation and its impact on Indian Agriculture" on 27th and 28th November 2008, Sponsered by the UGC, The Seminar was Inaugurated by Sri. M.P Virendra Kumar M.P (Former Central Minister of State for Finance and Labour, the M.D of Mathru Bhumi Dialy, Recipient of VAYALAR AWARD in Malayalam Literature).

b) International: NIL

26. Student profile programme/course wise B. A. Economics

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
International Trade & Finance (2011-12)	31	31	19	12	100
International Trade & Finance (2012-13)	25	25	16	9	100
International Trade & Finance (2013-14)	30	30	24	6	RA

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B,A Economics	100	NIL	NIL
M.A Economics	100	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.

NET-8

PSC Exam Qualified-10

29. Student progression

Student progression	Against **%** enrolled
UG to PG	**70%**
PG to M. Phil.	**10%**
PG to Ph.D.	**10%**
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	30%
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: Yes

b) Internet facilities for Staff &Students: Yes

c) Class rooms with ICT facility: Nil

31. Number of students receiving financial assistance from College, university, government or other agencies

- College: 2 student/year
- UGC Scholarship: 5 students/year

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- A state level seminar on the topic "Kerala Economy and Eleventh Five Year Plan" was conducted on 11th December 2006. Dr. K. K. George , Head and Director of School of Management, Kochin University and Consultant of The Kerala State planning Board was the chief guest.
- A Seminar on the Topic "Developmental Problem of Backward Districts in Kerala" presented by Dr. P. Anwar, Head of the Department of Economics, M.E.S. College, Mampad on the same year.
- A Debate on "Central Government Budget 2006-07" Conducted by the Department. All students participated in the debate. Prof.

Abraham P Mathew, Head of the Department of Economics was the Moderator of the Debate

- One day Seminar on the Topic "Kerala Economy in the Post Reform period" Conducted By the Department on 6th February 2008.Dr.P.Usman, Principal of Amal College Nilambur was the main speaker.
- One day Seminar on the Topic "Entrepreneurship Development and Personality Development and the Role of PMRY" Conducted by the Entrepreneurial Development Club of our Department. Mr. M. Salim, Secretary AKSHAYA Malappuram, was the main speaker. Mr. Manohar Varghese took Class on the Topic "Personality Development".
- A Seminar on the Topic "Recent Trends in Kerala Economy" Conducted by the Department on 28th January 2009.Prof. K.M Abdul Raheem, Associate Professor, MES College Mampad , was the main speaker.
- A Seminar on the Topic "Kerala development Experience" conducted by The Department on 18th Oct 2009. Dr. K. P Mani (Head of the Department of Economics Calicut University) was the main speaker .
- A debate on "Central Government Budget" conducted by the Department. Prof. Abraham P Mathew (Head of the department of Economics) was the moderator. All students in the department participated in the debate.
- One day seminar and inauguration of the Economics association was conducted on 19th February 2013." Basic Concepts in Statistics" was the topic of the Seminar. Dr. K X Joseph, Professor, Dr John Mathai Centre, Thrissur was the main speaker.

The seminars\conferences participated during the year are listed below.

Sl. No	Seminars/ Conferences	Venue	Date
1	National Seminar (UGC sponsored) on " Women in Developmental Process: Role of Local Self Govt. Strategies and Policies in the Changing Scenario".	St. Teresa's College, Ernakulam	06-08 August 2012

2	International Seminar on "Health Economics- Perspectives, Awareness and Challenges	Pope's College, P.G Dept. and Research Centre in Economics, Sawyerpuram, Thoothukudi, Tamil Nadu.	7th and 8th February 2013
3	International Conference on "Competency Building Strategies in Business Technology for Sustainable Development"	Sri. Ganesh School of Business Management, Salem	22nd February 2013
4	National Seminar (UGC sponsored) on "Economic Upliftment and Inclusion- Changes and Challenges"	Thiagarajar College, Madurai	7th and 8th March 2013
5	National Seminar(UGC sponsored) on "Inclusive Growth: Economic, Institutional and Rights Perspectives"	P S G College of Arts and Science, Coimbatore.	8th and 9th March 2013
6	National Seminar(UGC sponsored) on "Two Decades of Economic Reforms in India"	Arul Anandar College, Karumathur, Madurai	19th &20th September 2013

Paper presentations done during the year are listed below.

Sl .No	Topic of the Paper presentation	Venue	Date
1	"Health Status of Kerala :In the Eve of Liberalization	Pope's College, P.G Dept. and Research Centre in Economics, Sawyerpuram, Thoothukudi, Tamilnadu.	7th and 8th February 2013
2	"Women and Higher Education-An overview"	Sri Ganesh School of Business Management, Salem	22nd February 2013

3	Empowerment of Marginalized Through Education- An Overview	Thiagarajar College, Madurai	7th and 8th March 2013
4	A study of Socio-Economic Conditions of In-migrant Construction Labours : A special Reference to Ernakulam District.	P S G College of Arts and Science, Coimbatore.	8th and 9th March 2013
5	Sustainability of Responsible Tourism in Kerala: A Case study	Arul Anandar College, Karumathur, Madurai	19th&20th September 2013

33. Teaching methods adopted to improve student learning

- Method of teaching includes Chalk & talk, OHP, LCD Projector, Seminar presentation by students & Assignments.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students are members of NSS, CSS and other extension activities of the College

35. SWOC Analysis of the department and Future plans

Strength:

- Post graduate department with enthusiastic students
- Well qualified and efficient faculty
- Department Library having 350-400 books to its credit
- Reasonably good infrastructure
- Responsive management and authorities
- Visit of eminent personalities.

Weakness

- Most of the faculty are of guest category
- Lack of permanent faculty

Opportunity

- MA Economics course in aided stream
- Scope for fresh appointment of permanent faculty to the department

Challenges

- Sanction from Government for the appointment of permanent faculty
- Up gradation of the department as research centre
- Organize international/ national seminars
- Linkage with research institutions and business sectors
- Enhanced exposure of the students to the recent trends in higher education

Evaluative Report of Department of Botany

4. Name of the department : **Department of Botany**
5. Year of Establishment : 1981with Pre-Degree
6. B.Sc. Botany Course started in1999.
7. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
   - ❖ B.Sc. Programme in Botany.
5. Names of Interdisciplinary courses and the departments/units involved

   Nil

6. Annual/ semester/choice based credit system (programme wise)
   - ❖ Annual B. Sc. Botany degree course up to 2008 admission
   - ❖ Choice Based Credit Semester System (B. Sc Programme in Botany) from 2009 admission onwards
7. Participation of the department in the courses offered by other departments
   - ❖ Offers "Horticulture and Nursery Management" as Open Course for students of other departments.
8. Courses in collaboration with other universities, industries, foreign institutions, etc.
   - ❖ Project works were done in collaboration with Kerala Forest Research institute, Nilambur and Government Agricultural farms at Munderi and Muttikkadavu.
8. Details of courses/programmes discontinued (if any) with reasons

   Nil

9. Number of teaching posts

	sanctioned	Filled
Professors		
Associate Professors	1	1
Asst. Professors	2	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experi	No. of Ph.D. Students guided
Ranji P. Mathews	M.Sc., M.Phil	Associate Professor.	Seed Technology.	29	NA

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Lecture: 62% and practical:

59%

13. Student -Teacher Ratio (programme wise):24:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: 1
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

    1. Mr. Ranji P Mathews M.Sc., M. Phil (HOD)-Permanent
    2. Mrs. Prajisha C. P. M.Sc., Guest Lecturer
    3. Mrs. Tintu K. J., Sc., B. Ed-Guest Lecturer

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University: Nil
19. Publications:
    - a) Publication per faculty: 4
    - Number of papers published in peer reviewed journals (national / international) by faculty and students :

      1. Mycoflora of cardamom and pepper and their effects on seed quality in the international journal of mycological research published from UK.

      2. The wild edible plants and its contribution to the dietary equilibrium of tribe Cholanaikkans of Nilambur forests,western Ghats of Kerala, India in National Journal, GTRP Botanical Report.

      3. Binu Thomas, A. Rajendran, **Ranji P. Mathews** and K. M. Prabhu Kumar, Wild edible fruit of Syzygium calophyllifolium Walp. (Myrtaceae): A gift of Shola, forest of Kerala, India Int. J. Biological Technology, 3(3), 2012.

      4. **Ranji P. Mathews,** Binu Thomas and A. Rajendran, Medico-potential plants of Mar Thoma College Campus, Chungathara, Malappuram District, Sothern Western Ghats of Kerala, applied Biology and Biotechnology, 1(1), 2012, 15-22.

    - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NIL
    - Monographs: NIL
    - Chapter in Books: NIL

- Books Edited : NIL
- Books with ISBN/ISSN numbers with details of publishers: NIL
- Citation Index : NIL
- SNIP: NIL
- SJR: NIL
- Impact factor: NIL
- h-index : NIL

20. Areas of consultancy and income generated
21. Faculty as members in
    a) National committees b) International Committees c) Editorial Boards….: NIL
22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: 100
    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: 100

❖ A project on "The variability in girth of the three species of Pterocarpus" was done by the final year students (33%) in collaboration with Kerala Forest Research Institute (KFRI), Nilambur.

❖ Many students from our department were placed in this institute as instructors.

23. Awards/ Recognitions received by faculty and students: NIL
24. List of eminent academicians and scientists/ visitors to the department

✓ Mr. Subunu K, Agriculture Officer, Karulai.
✓ Mr. M S Sasi, Agriculture Officer, Munderi.
✓ Dr.Venugopalakurup, Associate Professor, NSS College, Ottappalam.
✓ Dr. Anoop Das K S, Assistant Professor, MES College, Mampad.
✓ Dr. Nisar, Associate Professor, MES College, Mampad.
✓ "Urban Ecology" by Dr. Dhanya, Post Doctoral Fellow on 15.03.2013.

25. Seminars/ Conferences/Workshops organized & the source of funding

    a) National

☞ UGC Sponsored Two day National Seminar on "Medicinal and Insecticidal Properties of Botanicals" organized by Department of Botany on 28th and 29th of November, 2008.

❖ UGC Sanction letter: SEM-251/07-08/KLCA068/UGC/SWRO Dtd. 28/03/2008. For ₹ 30, 000/- Inaugurated by Prof. Dr. Siva Subramanian, Head, Department of Entomology, Tamil Nadu Agricultural University, Coimbatore.

    b) International: NIL

26. Student profile programme/course wise B. Sc. Botany

Horticulture & Nursery Management	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2011-12	16	16	14	02	75
2012-13	28	28	11	17	90
2013-14	22	22	03	19	RA

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Sc. Botany	100	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? ?
NET-1
PSC Exam Qualified-15

29. Student progression

Student progression	Against % enrolled
UG to PG	**35%**
PG to M. Phil.	**10%**
PG to Ph.D.	**10%**
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	60%
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: Nil
b) Internet facilities for Staff &Students: Yes
c) Class rooms with ICT facility: 2
d) Laboratories: B. Sc. Botany Laboratory 1
B. Sc. Zoology laboratory 1

31. Number of students receiving financial assistance from College, university, government or other agencies

- College: 3 student/year
- UGC Scholarship: 5 students/year

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- A talk on Horticulture by Mr. Subunu K, Agriculture Officer, Karulai.
- A seminar on carrier guidance by Mr. M S Sasi, Agriculture Officer, Munderi.
- A talk on Biodiversity of Western Ghats by Dr.Venugopalakurup, Associate Professor, NSSCollege, Ottappalam.
- A seminar on 'Biodiversity' by Dr. Anoop Das K S, Assistant Professor, MES College, Mampad.
- A talk on Insect plant interaction by Dr. Nisar, Associate Professor, MES College, Mampad.
- A workshop on "Bonsai Culture" by Mr. Raveendran, President, Kerala Bonsai Association, Trivandrum.

33. Teaching methods adopted to improve student learning

- Method of teaching includes Chalk & talk, OHP, LCD Projector, Seminar presentation by students & Assignments.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- The Project entitled "A study on Diversity of Medicinal Plants in the Homesteads of 15th Ward of Chungathara Panchayat" was done by the final year students.
- A team of our students took classes for IXth standard students of Mar Thoma Higher Secondary School, Chungathara.

35. SWOC analysis of the department and Future plans

Strength

- The department is having well equipped laboratory and class rooms.
- The results are also remarkable.
- Students are going for higher studies in reputed institutions and Universities. Many of our students are doing research in different Universities.

Weakness

- Lack of permanent faculty
- Retirement of existing faculty & supporting staff

Opportunity

- Intake of students of good academic record
- Spacious laboratory – up gradation of the department to PG

Challenges

- Getting sanction from Government for the appointment of permanent faculty

Evaluative Report of Department of Chemistry

1. **Name: Department of Chemistry**

2. Year of establishment:

- ☞ 1981 with Pre-Degree first and second groups of 160 students. In 1993 degree classes started with the commencement of B. Sc. Physics with Mathematics and Chemistry as subsidiary subjects. In 1998, B. Sc. Polymer Chemistry started with Mathematics and Physics as subsidiary subjects.

3. Names of Programmes:

- o **U**nder Graduate: B. Sc. Polymer Chemistry (core) with Mathematics and Physics as complementary subjects.
- o As complementary subjects to B. Sc. Physics (core) B. Sc. Botany

4. Names of interdisciplinary courses: NIL

5. Participation of the department in the courses offered by other departments

- ☞ Open course. Environmental Chemistry to students of Departments of Physics, Mathematics, Botany, Commerce and Economics.

6. Annual/semester/choice based credit system:

- ☞ The University of Calicut has introduced Choice Based Credit Semester System (CCSS) for UG curriculum in Colleges with effect from 2009 admission onwards. The entire course of study and examinations shall be of six semesters spread across a period of three years.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NIL

8. Details of courses/programmes discontinued (if any) with reasons: NIL

9. Number of teaching posts

	Sanctioned	Filled
Professors	-	-
Associate Professors	4	4
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Georgie K. E	M.Sc., Ph. D & M. Sc.(Psy.)	Associate Professor	31	-
Mrs. Sosamma Samuel	M. Sc.	Associate Professor	30	
Dr. Prasad M Alex	M.A, M.Sc., Ph. D	Associate Professor	31	1
Dr. Raina Thomas	M.Sc., B. Ed., M. Phil., Ph. D	Associate Professor	19	

11. List of senior visiting faculty: NIl
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: NIL
13. Student -Teacher Ratio (programme wise): Core Course – 5:1
    Complementary Course – 13:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Laboratory Assistant – 2 (1 person retired in 2012)
15. Qualifications of teaching faculty with D. Sc./ D. Litt./ Ph. D/ M. Phil/PG.: Ph. D: 3 & M. Sc: 1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: One
    - Dr. Prasad M Alex, Department of Chemistry awarded with a minor project "In silico Modelling and Optimising Drug Candidates from Ayurveda for Mycobacterium Tuberculosis" – UGC – 1, 60, 000/-. Ongoing.
    - Dr. Prasad M Alex, Department of Chemistry, serves as one of the Principal Investigators of the Open Source Drug Discovery Project funded by CSIR, New Delhi. He is also the Research Guide in Cheminformatics and Computational Chemistry, Bharathiar University
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL
18. Research Centre /facility recognized by the University: NIL
19. Publications:
    a) Publication per faculty: 3-6

b). Number of papers published in peer reviewed journals (national / international) by faculty and students:

- **Georgie K. E,** Synthesis characterization and biocidal activity of ethylene die system and their metal complexes, International Journal Of Pharmacy & Chemistry, (3), 2009.
- **Georgie K. E**, Some aspects of abiotic studies of polluted Turkalia lake at Motihari (North Bihar) Journal of Environment and Ecology, 2010, 28(2B): 1313-1316.
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization, Thermal Decomposition and Antifungal Studies of Co(II), Ni(II) and Cu(II) complexes of N,N'-bis[1,3-benzodioxol-5-ylmethylene]propane-1,3-diamine, Inorganic Chemistry: An Indian Journal, 3(3), Sept 2008, Trade Science Inc.(Pub).
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization and Thermal Decomposition Studies of Cr(II), Mn(II) and Fe(III) complexes of N, N'- bis [1, 3-benzodioxol-5-ylmethylene] butane-1, 4-diamine, electronic Journal of Chemistry: 6(2), 2009, Publisher WWW Publications (P) - India. 449-458.
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization and Thermal Decomposition of Cr(II), Mn(II) and Fe(III) complexes of N,N'-bis[1,3-benzodioxol-5-ylmethylene]propane-1,3-diamine, Research Journal of Chemistry and Environment, Publisher International Congress of Chemistry and Environment, 13(1), March 2009, 26-34.
- **Prasad M Alex** and K.K Aravindakshan, Studies on Biologically Active Metal Complexes of N, N'-bis [1, 3-benzodioxol-5-ylmethylene] butane-1, 4-diamine, Inorganic Chemistry: an Indian Journal, 4(1), March 2009, Trade Science Inc. (Pub).
- **Prasad M Alex** and K.K Aravindakshan, Synthesis, Characterization, Thermal Decomposition and Antifungal Studies of Cr(II), Mn(II), Fe(III), Co(II), Ni(II) and Cu(II) complexes of N,N'-bis [1,3-benzodioxol – 5 – yl-methylene] ethane-1, 2-diamine, Synthesis and Reactivity in Inorganic Metal-Organic and Nano-Metal Chemistry, Publisher: Taylor & Francis, 39, 2009, 718-733.
  - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): NIL
  - Monographs

- Chapter in Books: 2
- Books Edited: NIL
- Books with ISBN/ISSN numbers with details of publishers: 2
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

20. Areas of consultancy and income generated: NIL
21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards….NIL

22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: 100 %
    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: NIL
23. Awards/ Recognitions received by faculty and students: NIL
24. List of eminent academicians and scientists/ visitors to the department
25. Seminars/ Conferences/Workshops organized & the source of funding NIL
    a)National
    b)International
26. Student profile programme/course wise

Environmental Chemistry	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2011-12	36	36	12	24	100
2012-13	41	41	14	27	100
2013-14	40	40	16	24	RA

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Sc. (Polymer Chemistry)	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense

services, etc.

NET: 12, SET: 24 & GATE: 4

29. Student progression

Student progression	Against **%** enrolled
UG to PG	50
PG to M.Phil.	55
PG to Ph.D.	10
Ph.D. to Post-Doctoral	02
Employed • Campus selection • Other than campus recruitment	60 Nil 60
Entrepreneurship/Self-employment	5

30. Details of Infrastructural facilities
    a) Library : General Library
    b) Internet facilities for Staff & Students: Departments, Library & UGC Network Resource Centre
    c) Class rooms with ICT facility: 1
    d) Laboratories: 2
31. Number of students receiving financial assistance from College, university, government or other agencies: 11
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Minimum of 2 programmes per year
33. Teaching methods adopted to improve student learning: Remedial Coaching & individual attention.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Students are involved in CSS, NSS and palliative care works and take part in other charity contributions of the institution.
35. SWOC analysis of the department and Future plans:
    - ☞ Qualified faculty members
    - ☞ Feedback forms are collected and appropriate measures are taken after the departmental staff meetings.
    - ☞ Students are prepared for the entrance test for CIPET. Many are well placed.
    - ☞ Department can be upgraded to PG level.

Evaluative Report of Department of Mathematics

1. **Name: Department of Mathematics**

2. Year of establishment:

- ☞ 1981 with Pre-Degree first group of 80 students. In 1993 degree classes started with the commencement of B. Sc. Physics with Mathematics and Chemistry as Complementary subjects. In 1998, B. Sc. Polymer Chemistry started with Mathematics and Physics as Complementary subjects. In 2005, B. Sc. Mathematics started as a self financing course with Statistics and Computer applications as Complementary subjects. In 2013, Govt. sanctioned B. Sc. Mathematics in the aided stream with Statistics & Computer Application as Complementary subjects.

3. Names of Programmes:

- o Under Graduate: B. Sc. Mathematics (core) with Statistics and Computer applications as complementary subjects.
- o Mathematics as complementary subjects to B. Sc. Physics (Core) & B. Sc. Chemistry (Core)

4. Names of interdisciplinary courses:

- ☞ Open course. Mathematics for Natural Science

5. Annual/semester/choice based credit system:

- ☞ The University of Calicut has introduced Choice Based Credit Semester System (CCSS) for UG curriculum in Colleges with effect from 2009 admission onwards. The entire course of study and examinations shall be of six semesters spread across a period of three years.

6. **Participation of the department on the courses offered by the other departments:**

- ☞ As per university curriculum, students of other department opted Mathematics for Natural Science under the choice credit system.
- ☞ Horticulture
- ☞ Environmental Chemistry
- ☞ Mathematics
- ☞ HRM
- ☞ International Relation

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: NIL

8. Details of courses/programmes discontinued (if any) with reasons: NIL

9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Prof.	1	1
Assistant Prof.	-	-
Guest lecturer.	3	3

10. Faculty Profile

Name	Qualification	Designation	Experience
Thomas Mathew	M. Sc.	Asso. Prof	30yrs
Divya T K	M. Sc.	Guest faculty	4yrs
Nazreena T	M. Sc. B. Ed	Guest faculty	1yr
Anitha P	M. Sc. M.Ed.	Guest faculty	2yrs

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Lecture: 75 % and practical: 50 %

13. Student -Teacher Ratio (programme wise): **20: 1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

    1. Mr. Thomas Mathew., M.Sc., (HOD)- Permanent
    2. Mrs. Divya T.K, M. Sc. - Guest Lecturer
    3. Mrs. Nazreena T, M. Sc. - Guest Lecturer
    4. Mrs. Anitha P, M. Sc., M.Ed. - Guest Lecturer

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL
18. Research Centre /facility recognized by the University: NIL

19. Publications: NIL

20. Areas of consultancy and income generated: NIL
21. Faculty as members in
    a) National committees b) International Committees c) Editorial Boards….: NIL
22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: 100
    b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: NIL

    (Students have project work as the part of the new curriculum in their Vth Sem)

23. Awards/ Recognitions received by faculty and students: NIL
24. List of eminent academicians and scientists/ visitors to the department: NIL
25. Seminars/ Conferences/Workshops organized & the source of funding: NIL
26. **Student profile programme/course wise**

Mathematics for Natural Science	Applications received	Selected	Enrolled		Pass%
			M	F	
2011-12	29	29	04	25	100
2012-13	29	29	13	16	100
2013-14	32	32	26	06	RA

M=Male F=Female

27. **Diversity of students**

Name of the course	**% of students from the same state**	**% of students from the other state**	**% of students from abroad**
B.Sc. Mathematics	100	-	-
B.Sc. Physics, Maths (Complementary)	100	-	-
B.Sc. Chemistry (complementary)	100	-	-
Open course	100	-	-

28. How many students have cleared national and state competitive examinations

such as NET, SLET, GATE, Civil services, Defense services, etc?

NIL

29. **Student Progression**

Student Progression	%Enrolled
UG to PG	60%
Employed • Campus selection • Other than campus selection	40% -
Entrepreneurship/self employment.	-

30. Details of infrastructural facilities

- **Library**

  There is no separate library section in the department, but the department is keeping around 100 text books for the immediate reference to students and teachers. In the general library there are 1550 books on Mathematics of ₹1.9 lakh.

The two Mathematical journals are available in the library

1. Ramanujan mathematical Journal
2. Reflections

(b). Internet facilities for staff and students

There is internet facility in the department. For the students, the College provides the following facilities

- ✓ **Language Laboratory**

A well equipped language laboratory with internet facility functions in the College. There are 12 Computers with headphones which are used as an aid in modern language teaching. It is useful to mathematics students also in their language classes to learn effortlessly and communicate eloquently.

- ✓ **Network Resource Centre**

The main objective of the NRC is to create awareness and give exposure to students about the use of computer. The information and communication Network will help the students to have an access to

multimedia materials in teaching and learning from places of eminence in India and abroad. There are four computers provided with internet connection and a printer. It is opened to all students after 3.30 pm. An average of 30 students is using this facility in a week.

✓ **Computer lab**

There is a full fledged computer centre with 12 terminals. It is constructed by the aid obtained for EZE Germany in 1983. Later, it is updated and extended to a computer laboratory. B.Sc. Mathematics students have computer applications as one of their complementary subjects. It includes computer fundamentals, application packages and visual basic.

31. Two, financially weak students are selected for scholarship given by the College management.

32. **Details on student enrichment programmes with external experts**

- A seminar, on the topic "Cryptography" was taken by **Prof. K.C.Chacko, MES Mampad College** on Jan 18th, 2008.
- A seminar on Graph theory was organized on 3rd December 2008. **Prof. Pramod Kumar**, our old student from **Govt. Polytechnic College** Perithalmanna was the resource person.
- **Dr, Prasad M Alex, Associate Professor of Chemistry** took a seminar on Philosophy of mathematics on 10th February 2009.
- A seminar on ancient mathematics and Vedic maths was organized on 23rd September 2009 by **Dr. Sreelatha, H O D, MEASS College, Areacode**.
- Teachers attended a seminar on python organized by the University of Calicut on 11th March 2010, as the part of the new curriculum.
- On 15th August 2010, as part of the Independence Day celebration, a quiz programme was conducted on Indian Freedom Movement.
- The Department arranged a seminar on the computer language "Python on 21st February 2012". **Prof. Anas, MES Mampad College** was the resource person.
- As the part of NMY (National Mathematics Year) an Inter School/College Quiz programme was organized by the department on 10/11/2012. 18 schools have participated and the teams of Nirmala HSS, Marthoma HSS and Catholicate HSS have secured 1st,2nd and 3rd prizes respectively.
- A seminar on the ***"Life and Contributions of Sreenivasa Ramanujan"*** was organized by the department on 10th November 2012 as part of the National mathematics year celebrations. **Prof. N. J. Mathai**, MES Mampad College was the chief guest.

- ***Pie Day*** was celebrated every year on 22nd July 2013. Invited lectures are arranged.

33. Teaching methods adopted to improve student learning:

➢ Remedial Assistance

As the part of UGC project, the Department has been arranging remedial coaching for weak students. The second year students have classes on Wednesdays from 3.30 to 4.30 pm and for the first year students on Thursdays. For late admission students classes are arranged on Saturday according to the need. A separate register is maintained for this purpose. Since the teachers are available up to 4.30 pm, students are using this free time to clarify their doubts and have discussions about their srminar and project.

➢ New methods of teaching

Teachers use LCD Projector to take their classes effectively. Students can understand topics easily when it is taken by using the LCD Projector. By using this method, teachers observed that the students had progressed a lot.

34. Participation in Institutional Social Responsibility (ISR) and extension activities:

➢ **Social Activities**

Under Choice based Credit Semester System, the second year and final year students have to complete 45 hours of compulsory social service in any of the local governmental/non governmental bodies as the requirement of the award of the Bachelor Degree. The students of our Department do free service to the society such as maintenance work, arranging library books and cleaning the premises etc. at the local public libraries and Taluk Govt. Hospital, Nilambur.

➢ **Charity**

Students of our Department collected an amount of ₹ 1200 /-, for kidney foundations. They collected Rs. 4000 and deposited in the account of Mr. Krishna Kumar, an old student who was injured seriously in a railway accident. The students also collected an amount of ₹ 8000 as a medical aid to Abdul Nazar, final year B.Com. student.

➢ **Healthy practices**

* An orientation class was taken by the Head of the Department to the Higher Secondary students of the Community Extension Centre at Uppada.
* A one day picnic to Nedumkayam Reserve forest centre has arranged on 19th February 2011 with the help of the Kerala forest department .The forest officers took classes about how they take census of the wild animals - Tigers and Elephants in the area allocated to them. This generated an awareness and interest in the students about the need to protect and preserve

our rich wild life. There was also a trekking inside the dense forest. About 50 students and 4 teachers participated.

- An excursion was arranged for final year students on 4th, 5th and 6th of February to Thiruvananthapuram and Kanyakumari to visit the places of rich cultural heritage.

- **Ecofriendly campus**

We have an eco friendly, plastic waste free campus. Our students always try to keep their classes and surroundings neat and clean. They are restricted to bring plastic covers in the campus

35. SWOC analysis of the department and Future plans.

As the department has the degree courses only in the self financing stream, the posting of permanent faculty is not possible. However, we are trying to appoint competent and well qualified guest faculty.

- To form a department library of minimum 1000 books.
- To conduct a National Seminar in the coming year.
- Since the Govt. sanctioned the new course- B.Sc. Mathematics in the aided stream, the department is eagerly waiting for new permanent faculty.

Evaluative Report of Department of Physics

1. Name of the department: **Department of Physics**
2. Year of Establishment: 1981
3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)
4. Names of Interdisciplinary courses and the departments/units involved: Non Conventional Energy Sources
5. Annual/ semester/choice based credit system (programme wise): Choice based Credit System
6. Participation of the department in the courses offered by other departments:
    - Horticulture
    - Environmental Chemistry
    - Mathematics
    - HRM
    - International Relation
7. Courses in collaboration with other universities, industries, foreign institutions, etc. NIL
8. Details of courses/programmes discontinued (if any) with reasons: NIL
9. Number of teaching posts

	Sanctioned	Filled
Professors	Nil	
Associate Professors	4	4
Asst. Professors	-	-

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Thomas K George	M.Sc.	Associate Professor	Electronics	31
Gigy Susan George	M. Sc. M. Phil.	Associate Professor	Electronics	30
Susan Chacko	M.Sc., M.Phil.	Associate Professor	Solid State	26
Dr. R Jayaprakash	M.Sc., Ph. D	Associate Professor		17

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: Nil
13. Student -Teacher Ratio (programme wise): 24:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Lab assistants: 1
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:
    1 - Ph. D., 2 – M. Phil., 1 PG
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: NIL
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University: Nil
19. Publications:
    - a) Publication per faculty: Nil
    - Number of papers published in peer reviewed journals (national / international) by faculty and students : Nil
    - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): Nil

- Monographs: Nil
- Chapter in Books: Nil
- Books Edited: Nil
- Books with ISBN/ISSN numbers with details of publishers: Nil
- Citation Index: Nil
- SNIP: Nil
- SJR: Nil
- Impact factor: Nil
- h-index: Nil

20. Areas of consultancy and income generated: Nil
21. Faculty as members in

    a) National committees b) International Committees c) Editorial Boards….: Nil
22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: 100
    b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: Nil
23. Awards/ Recognitions received by faculty and students: Nil
24. List of eminent academicians and scientists/ visitors to the department:
    - Mr. Sebastian C (ANERT)
    - Dr. Naslim N (Alumni, Scientist in Astrophysics, Ireland)
    - Dr. Sreekanthan K.N (NSS College, Manjeri)
    - Dr. Sabu P.G (MAMO College, Mukkam)
    - Dr. Jayanth Ganguly (RSE, Calicut)
    - Dr. Mini P Balakrishnan (Providence College, Calicut)
    - Mr. Basheer, Kerala State Electricity Board (KSEB)
    - Mr. Siddique T., BSNL
25. Seminars/ Conferences/Workshops organized & the source of funding

    a)National: Nil

    b)International: Nil
26. Student profile programme/course wise:

Non conventional Energy	Applications received	Selected	Enrolled		Pass percentage
			M	F	
2011-'12	7	7	0	07	100
2012-'13	15	15	03	12	100

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : Nil

29. Student progression

Student progression	Against **%** enrolled
UG to PG	60
PG to M.Phil.	**40**
PG to Ph.D.	**30**
Ph.D. to Post-Doctoral	05
Employed • Campus selection • Other than campus recruitment	20
Entrepreneurship/Self-employment	-

30. Details of Infrastructural facilities

a) Library: In addition to the general Library, the department has book bank facility with 350 books.

b) Internet facilities for Staff & Students: Available with 2 computers

c) Class rooms with ICT facility: Nil

d) Laboratories: 2 laboratories, 1 for general experiment & other for Electronics and Computers. Both labs are fully equipped.

31. Number of students receiving financial assistance from College,

university, government or other agencies

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: 08
    - Mr. Sebastian C (ANERT)
    - Dr. Naslim N
    - Dr. Sreekanthan K.N (NSS College, Manjeri)
    - Dr. Sabu P.G (MAMO College, Mukkam)
    - Dr. Jayanth Ganguly (RSE, Calicut)
    - Dr. Mini P Balakrishnan (Providence College, Calicut)
    - Mr. Basheer, Kerala State Electricity Board (KSEB)
    - Mr. Muraleedharan (Induscan, Nilambur)
33. Teaching methods adopted to improve student learning:
    - OHP
    - LCD Projector
    - Video Show
    - Seminars
    - Tours etc.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
    - CSS
    - Association with Pain & Palliative Care Units
    - Donation to Kidney Patients and those who are in need (Mr. Krishnakumar)
35. SWOC analysis of the department and Future plans
    - Qualified permanent faculty
    - Intake of students of comparatively higher academic standard.
    - Some of our alumni has become world famous scientists.
    - Well placed alumni
    - Interaction with alumni
    - Up gradation of the department to PG department
    - Conduct of seminars

Evaluative Report of Department of Commerce

1. **Name: Post Graduate Department of Commerce**
2. **Year of establishment:** 1981
3. **Names of Programmes:**
   a) Under Graduate: B.Com
   b) Post Graduate: M.Com
4. **Names of interdisciplinary courses:** NIL
5. **Annual/semester/choice based credit system:**
   a) B.Com: Semester system
   b) M.Com: Semester system
6. **Participation of the department on the courses offered by the other departments:**
   Offers Human Resource Management as the Open Course
   Participating in the open courses offered by other departments:
   Economics: International Trade and Finance: 37
   Chemistry: Environmental Chemistry: 2
   Maths: Mathematics for Natural Sciences:4
7. **Courses in collaboration with other universities, industries, foreign institutions, etc**: Nil
8. **Details of courses/programs discontinued (if any) with reasons:**
   Pre Degree-as per government policy
9. **Number of Teaching Posts:**

	Sanctioned	filled
Professors	-	-
Associate Professors	4	4
Assistant Professors	4	3

10. **Faculty profile with name, qualification, designation, specialization:**

Name	Qualification	Designation	Specialization	No.yrs exp	No.of PhD stdnts
Dr. Sudhakaran A	M.Com. PhD	Associate Professor	Finance	31	Nil
Mr. Thomas K Varghese	M.Com.	Associate Professor	Finance	21	Nil
Dr. Gopalakrishnan MB	M.Com. MBA, PhD	Associate Professor	Finance	20	Nil
Mr. Rajeev Thomas	M.Com.	Associate Professor	Finance	19	Nil
Ms. Binija George	M.Com. B.Ed	Assistant Professor	Income Tax	8	Nil

Mr. Sanoj KT	M.Com.	Assistant Professor	Marketing	½	Nil
Ms. Rincy James	M.Com. B. Ed.	Assistant Professor	Finance	½	Nil

11. **List of senior visiting faculty:** Nil
12. **Percentage of lectures delivered and practical classes handled by temporary faculty:** Nil
13. **Student-teacher ratio:**
    B.Com: 25: 1
    M.Com: 5:1
14. **Number of academic support staff:** Nil
15. **Qualification of teaching faculty:**

Name	Qualification
Dr. Sudhakaran A	M.Com. PhD
Mr.Thomas K Varghese	M.Com.
Dr. Gopalakrishnan MB	M.Com., MBA, PhD
Mr. Rajeev Thomas	M.Com.
Mrs. Binija George	M.Com., B.Ed., SET, DCA, Tally
Mr. Sanoj KT	M.Com.
Mrs. Rincy James	M.Com. B. Ed.

16. **Number of faculty with ongoing projects**: one
17. **Research Centre/facility:** No
18. **Departmental Projects:** No
19. **Publications:** Nil
20. **Areas of consultancy and income generated**: NA
21. **Faculty as members in:** No

22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: 100
    b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: 25
23. **Awards/recognitions received by faculty and students:** No
24. **List of eminent academicians and scientists/visitors to the department:**
    1. Sri. M. Sreedharan Nair, IFS, Deputy Conservator of Forest
    2. Mr. T.V. Mohandas, I.F.S. Conservator of Forests, Mangalore
    3. Dr. T. V. Sajeev, Senior Scientist, Kerala Forest Research Institute

4. Dr. Santhosh P Thampi, Reader, Dept of Commerce and Management Studies, University of Calicut
5. Mr. Daniel John, Personality Development Trainer, Cochin

6. Prof. Nalinan, IIKM, Calicut

7. Mr. Arun Chandy, Career Forum Calicut
8. Sri. Thungademo Murray SBT Assistant Manager
9. Mr. Arun, Officer SBT
10. Sri. Venkateswaran, Officer, Canara Bank, Nilambur
11. Dr. K. P Vinodkumar, Associate Professor, MES Mampad College

12. Dr. K. Anil Kumar, HOD, R.S. M. SNDP Yogam Arts and Science College, Koyilandy

13. Dr. A. Suresh, Faculty, Sree Narayana Guru College, Chelannur

14. Dr. Abdul Majeed C, Associate Professor, Unity Womens College, Manjeri
15. Sri. Nandakumar, Manager, South Indian Bank

25. **Seminars/conferences/workshops organized and the sources of funding**

2006-07

JAN 3: Seminar on: *e-Banking and e-Commerce* Sri.Venkateswaran, Officer, Canara Bank, Nilambur.

2007-08

JAN 8: Seminar on: **Modern Trends in Banking** Sri.Nandakumar, Manager, South Indian Bank

2008-09

Sept 25,26: Two Day National Seminar: **Prospects of Eco Tourism in Tourism Industry in India** UGC sponsored

Seminar: *Objectives of Eco Tourism* by Shri. M.Sreedharan Nair IFS

Seminar: *Eco Tourism-Practical Problems* by Dr.T.V.Sajeev, Scientist, KFRI

Seminar: *Responsible Tourism* by Dr. K. Anil Kumar, HOD, R.S. M. SNDP Yogam Arts and Science College, Koyilandy

Seminar: *Emerging Trends in Kerala Tourism* by Dr. A. Suresh, Faculty, Sree Narayana Guru College, Chelannur

Seminar: *Ecotourism in Kerala* by Dr. Santhosh P Thampi, Reader, Dept of Commerce and Management Studies, University of Calicut

Seminar: Ecotourism in Coastal Karnataka by T.V.Mohandas,I.F.S.
Dec 17: Seminar on: **Business and Marketing Challenges in the Borderless World** By Dr. KP Vinodkumar, Associate Professor MES Mampad College

2009-10
Oct 21: Work shop on: **Globalisation and its Impact on India** By Dr.Abdul Majeed C , Associate Professor, Unity Womens College, Manjeri

Dec 12: Work shop on: **Personality Development** By Mr.Daniel John Cochin

Feb 1: Work shop on: **How to Attend Interview**, by Prof Nalinan IIKM, Calicut
2010-11

June 29: Work shop on: **Development of Soft skills to Face Interview and Group Discussion**, by Mr. Arun Chandy, Career Forum Calicut

Jan 25: Seminar on: **Recent Trends in Banking** by Sri Thungademo Murray, Meghalaya, SBT Assistant Manager

Jan 25: Seminar on: **Application of IT in Banking Industry** by Mr.Arun, Officer SBT

2011-12
Feb8: Seminar on Indian and International Professional Courses by Mr.Mathew K.Varghese, Logic Management Training Institute, Cochin.
Feb15: Seminar on New Generation Bankig by Mr.Venkteswaran, Officer Canara Bank.

26. **Student profile programme/course wise:**

Human Resource Management	Applications received	selected	Enrolled		Pass percentage
			M	F	
2011-12	41	41	16	25	93
2012-13	27	27	08	19	93
2013-14	43	43	08	35	RA

27. **Diversity of Students:**

Name of the course	%of students from same state	No. of students from other states	%students from abroad
B.Com	100	Nil	Nil
M.Com	100	Nil	Nil

28. **How many students have cleared national and state competitions?**

National Eligibility Test (NET): 18 students.

29. **Student progression:**

Student progression	Against % enrolled
UG to PG	90
PG to M. Phil	Nil
PG to Ph. D	Nil
Employed: Campus selection Nil Other than campus recruitment	10

30. **Details of Infrastructural facilities:**

a) **Library:** 396 books

b) **Internet facilities:** One computer with internet

c) **Class rooms with ICT facility:** Nil

d) **Laboratories:** students use Computer Laboratory

31. **Number of students receiving scholarships:** 10

32. **Details of students enrich program:**

Classes by experts from various institutions
Seminars and Workshops by eminent personalities
Quiz competition

33. **Teaching methods adopted to improve student learning:**

Class room teaching
Seminars by students
Assignments
Project works
Test papers
Remedial Coaching
Personal attention

34. **Participation in institutional social responsibility and extension activities:**

Compulsory Social works under CSS

Social service activities through NSS
Various fund collection programs for poor.
Contributions for Kidney Welfare fund.

35. **SWOC analysis and future planning:**

- *Strength:* The department has well qualified and efficient teachers and enthusiastic students.
- *Weakness:* There is no reading room facility for students, No modern class rooms with ICT facilities.
- *Opportunity:* The department can be upgraded as a Research Department.
- *Challenges:* Not equipped with modern teaching and learning techniques.

Future Plans:

- There are sufficient teachers in the Department with PhD. Therefore, we are thinking about upgrading the Department as a Research Department.

Evaluative Report of Department of Computer Science

1. Name of the department : **Department of Computer Science**
2. Year of Establishment : **2013**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : **B.Sc. Computer Science (UG)**
4. Names of Interdisciplinary courses and the departments/units involved: Nil
5. Annual/ semester/choice based credit system (programme wise) : **Choice Based Credit Semester system (6 semesters)**
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/programmes discontinued (if any) with reasons : NA
9. Number of Teaching posts

	sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil
Guest faculty	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students
Sreekanth. M	MCA	Guest Lecturer	NA	1	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 100%

13. Student -Teacher Ratio (programme wise) : 24:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG :
    Mr. Sreekanth M MCA
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University : Nil
19. Publications:
    - a) Publication per faculty :Nil
    - Number of papers published in peer reviewed journals (national / international) by faculty and students :Nil
    - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) :Nil
    - Monographs:Nil
    - Chapter in Books :Nil
    - Books Edited :Nil
    - Books with ISBN/ISSN numbers with details of publishers:Nil
    - Citation Index :Nil
    - SNIP:Nill
    - SJR:Nill
    - Impact factor :Nill
    - h-index :Nill
20. Areas of consultancy and income generated : Nil
21. Faculty as members in
    a) National committees b) International Committees c) Editorial Board: Nil
22. Student projects
    a) Percentage of students who have done in-house projects including inter departmental/programme: Nil (Course started only in 2013)

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: Nil

23. Awards/ Recognitions received by faculty and students: Nil
24. List of eminent academicians and scientists/ visitors to the department: Nil
25. Seminars/ Conferences/Workshops organized & the source of funding
    a)National :Nil
    b)International: Nil
26. Student profile programme/course wise: NA (Course started only in 2013)
27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Bachelor of Computer Science	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? :Nil
29. Student progression: NA (Course started only in 2013)
30. Details of Infrastructural facilities
    a) Library : Nil
    b) Internet facilities for Staff & Students: Yes
    c) Class rooms with ICT facility: Nil
    d) Laboratories: Yes
31. Number of students receiving financial assistance from College, university, government or other agencies : Nil
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil
33. Teaching methods adopted to improve student learning

    We are using lap tops and projectors for taking classes. Presentations are being taken to get the clear idea of the subject.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Our department is participating in all the Institutional Social Responsibility (ISR) activities of the College.

- ☞ Our department has actively participated in the fund collection for Kidney Foundation, Uttrakhand Relief fund etc.
- ☞ Some of our students enrolled with NSS unit of our College.

35. SWOC analysis of the department and Future plans

Strength

- ☞ Good talented and enthusiastic students
- ☞ Good atmosphere in our College

Opportunity

- ☞ The course can be made aided.
- ☞ Including MCA in the department.
- ☞ Scope for placement and linkage with other institutions

Challenges

- ☞ Course is functioning as Self financing

Evaluative Report of Department of Business Administration

1. Name of the department: - **Department of Business Administration**
2. Year of Establishment :- **2013**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):- **Bachelor of Business Administration** (BBA) **Under Graduate (UG)**
4. Names of Interdisciplinary courses and the departments/units involved: Nil
5. Annual/ semester/choice based credit system (programme wise) :- **Choice Based Credit Semester system (6 semesters)**
6. Participation of the department in the courses offered by other departments:- **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. :- **Nil**
8. Details of courses/programmes discontinued (if any) with reasons :- **NA**
9. Number of Teaching posts

	sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil
Guest faculty	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Johnson Mathew	MBA	Guest Lecturer	Finance-Marketing	½	Nil

11. List of senior visiting faculty:- **Nil**
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty:- **100%**

13. Student -Teacher Ratio (programme wise):- **30:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:- **Nil**

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.:-

Mr. Johnson Mathew, MBA (Finance-Marketing)

Mr. Noushadali., M. A., B. Ed. (English)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:- **NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:- **Nil**

18. Research Centre /facility recognized by the University:- **Nil**

19. Publications:

- a) Publication per faculty :- **Nil**
- Number of papers published in peer reviewed journals (national / international) by faculty and students :- **Nil**
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.):- **Nil**
- Monographs:- **Nil**
- Chapter in Books:- **Nil**
- Books Edited :- **Nil**
- Books with ISBN/ISSN numbers with details of publishers:- **Nil**
- Citation Index :- **Nil**
- SNIP:- **Nil**
- SJR:- **Nil**
- Impact factor :- **Nil**
- h-index :- **Nil**

20. Areas of consultancy and income generated :- **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards: **Nil**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:- **Nil (**Course started only in 2013)

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: - **Nil**

23. Awards/ Recognitions received by faculty and students:- **Nil**
24. List of eminent academicians and scientists/ visitors to the department:- **Nil**
25. Seminars/ Conferences/Workshops organized & the source of funding
    a)National :- **Nil**
    b)International:- **Nil**

26. Student profile programme/course wise: NA (Course started only in 2013)

Name of the Course/programme (refer question no. 4)	**Applications received**	**Selected**	**Enrolled** ***M** ***F**	**Pass percentage**

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Bachelor of Business Administration	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? :- **Nil**
29. Student progression : NA (Course started only in 2013)
30. Details of Infrastructural facilities
    a) Library: - **Nil**
    b) Internet facilities for Staff & Students: - **Yes**
    c) Class rooms with ICT facility: - **Nil**
    d) Laboratories:- **Nil**
31. Number of students receiving financial assistance from College,

university, government or other agencies:- **Nil**

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts;- **Nil**
33. Teaching methods adopted to improve student learning:-
    We are using lap tops and projectors for taking classes. Presentations are being taken to get the clear idea of the subject.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:-
    - **Our department has conducted, 'TEADMINE 2013', an inter department Quiz Competition in our College.**
    - Our department is participating in all the Institutional Social Responsibility (ISR) activities of the College.
    - Our department has actively participated in the fund collection for Kidney Foundation, Uttrakhand Relief fund etc.
    - Some of our students enrolled with NSS unit of our College.
35. SWOC analysis of the department and Future plans:-

Strength

- ☞ We have good talented and enthusiastic students
- ☞ We have a good atmosphere in our College

Opportunity

- ☞ The course can be made aided.
- ☞ Inclusion of MBA to the department.
- ☞ Enhancement of placement and industry interaction.

Challenges

- ☞ Course is functioning as Self financing

POST ACCREDITATION

INITIATIVES

Post Accreditation Initiatives

We are Happy to state that our College was accredited by the NAAC with B^{++} Grade (CGPA 80.40) in September 2005. The peer Team has gone deep into the various aspects of the functioning of the College and appreciated the general functioning of the College. Further, they have stated that the College has lived up to its motto and were successful to a great extent in accomplishing its mission and objectives. They have also pointed out some of the areas where improvements are to be made.

An Internal Quality Assurance Cell (IQAC) was established in the College after the first accreditation with the NAAC, in the year 2005. Later it was reconstituted as per the revised guidelines of the UGC in 2011. IQAC meet regularly, assess the functioning of the College and give suggestions for improvement.

The learned members of the Peer team after their evaluation had presented certain suggestions before the College community. In the post accreditation period, the following important measures are taken by the College for the improvement of quality of higher education, giving due weightage to the suggestions of the NAAC peer team members. The College has undertaken the following steps based on the suggestions of the Peer Team.

Suggestions & Initiatives Taken by the College

- ☞ ***Optimal Use of infrastructure potential by starting new programmes***
  - ✓ **Addition of new Courses** – 4 new courses have been added after accreditation-BBA, B.Sc. (Computer Science) in the self financing stream and MA Economics & B. Sc. Mathematics with Computer Application in the aided stream.
- ☞ ***Teachers are encouraged to visit institutions***
  - ✓ The **faculty is attending career development programs** to update their knowledge and skill. The faculty are being updated with the seminars and workshops attended.
  - ✓ Principal visited National University of Singapore, Malaysian University, Monash University, JNU and Sunway University.
  - ✓ Participation of the faculty in restructuring of curriculum
  - ✓ Involvement of faculty in academic bodies of the University
- ☞ ***Short term programme in Communicative English***
  - ✓ Conducted Short term Certificate Course in Communicative English.
  - ✓ Started Language laboratory with Internet facility
- ☞ ***Computer Literacy Programmes***
  - ✓ Started UGC Network Resource Centre and students use the computer facility and internet facility.
- ☞ ***Computer to all departments***
  - ✓ Computer and internet facility is provided to all departments
  - ✓ Automation of the Library and office

- ☞ ***Set up Departmental Library***
  - ✓ Government is not allowing departmental libraries. However, under the initiatives of some of the departments, department libraries are functioning.
  - ✓ More books are added to the general library.
- ☞ ***Recognize the College under 2(f) &12 (B)***
  - ✓ College obtained UGC affiliation and came under 2(f) & 12 (B) category in 2007.
- ☞ ***Strengthen Sports facilities***
  - ✓ The ***"Phoenix School of Athletics"*** is introduced in the College for school children with an intention to "Catch them Young".
  - ✓ Table Tennis facility is made available.
  - ✓ Submitted proposal to the UGC for an Indoor stadium in the XIIth plan.
- ☞ ***Addition of modern equipments to the Laboratories***
  - ✓ Modern equipments are added to the Science laboratories
  - ✓ Well equipped computer laboratory and computer lab to the Physics Department.
- ☞ ***Registers to all departments to keep the Internal marks and other student progression***
  - ✓ Registers are effectively maintained in all departments to update the details of internal marks & student progression.
- ➢ ***Other Initiatives***

Apart from this, the College has made the following initiatives to improve the quality of higher education in the College.

- ✓ College attained Minority Status from the National Minority Commission in 2012.
- ✓ College has got 1.3 Crore Rupees from UGC for various developmental & student oriented projects.
- ✓ New classrooms are added to meet the demands of the students.
- ✓ Four more faculty obtained Ph. D Degree.
- ✓ One of the faculty has availed FDP and is waiting for the proceedings.
- ✓ Three faculty have Minor Research Projects.
- ✓ Faculty guiding students for their Ph. D.
- ✓ Appointment of 7 new competent faculty in vacant posts.
- ✓ Financial assistance from UGC for *student centred projects* – Remedial Coaching, Equal Opportunity Centre, Career and Counselling cell, Coaching for Entry into Services & UGC Network Resource Centre.
- ✓ INFLIBNET facility to staff and students with username and passwords.
- ✓ ICT facilities – Projectors, Digital Visualizer, Interactive Boards and Laptops

- ✓ Installation of interactive website
- ✓ ICT facilitated Audio Visual Hall and Seminar Hall
- ✓ Reprographic facilities to students
- ✓ Water purifier to all departments
- ✓ New water sources – A new well is dug in the campus
- ✓ Rain water harvesting facility installed.
- ✓ Office Counters to facilitate the functioning of the office.
- ✓ Founder's day Celebrations with Invited lectures
- ✓ Seminars and invited lectures arranged by the Department Associations, Equal Opportunity centre, Career & Counselling Cell and Coaching for entry into services.
- ✓ Introduction of the Parliamentary mode to the Election of College Students' Union.
- ✓ Financial assistance from UGC for the construction of women's hostel.
- ✓ Involvement in charitable activities – medical assistance to needy students.
- ✓ Financial Assistance and scholarships from UGC, Central &State Governments and other agencies.
- ✓ Conveyance allowance from UGC.
- ✓ Community Extension Activities in association with Malabar Mar Thoma Child Development Centre, Uppada.
- ✓ Tailoring School and Kindergarten section in the Old Community Block of the College.
- ✓ "Free Noon Meal Programme" instituted by the College Community for the deserving students.

Mar Thoma College
CHUNGATHARA. MALAPPURAM DIST., KERALA - 679 334.
(Affiliated to the University of Calicut)
[Accredited by National Assessment and Accreditation Council with Grade: B++]
Regd. under the Society Act XXI of 1860 Regn. No. 325/2004
(Offi.) 04931 - 230510
(Principal) 04931 - 230306
(Res.) 04931 - 230553
Fax: 04931 - 230510
Abraham P. Mathew
Principal
www.marthomacollegechungathara.org
E-mail: mtcchungathara@gmail.com

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution

With seal:

Place: Chungathara

Date: 07.01.2014

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Abraham P. Mathew
Principal
www.marthomacollegechungathara.org
E-mail: mtcchungathara@gmail.com

Certificate of Compliance

This is to certify that ***Mar Thoma College, Chungathara*** fulfils all norms.

1. Stipulated by the affiliating University and

2. The affiliation and recognition is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn.

It is also agreeable that the undertaking given to NAAC will be displayed on the College website.

Date: 07.01.2014

Principal / Head of the Institution

(Name and Signature with Office seal)

Committees Constituted for the Preparation of the Re-Accreditation Report

General Committee

Chief Patron: Most. Rev. Dr. Joseph Mar Thoma Metropolitan
Patron: Rt. Rev. Gregorios Mar Stephanos Episcopa
Chairman: Prof. Abraham P Mathew (Principal)
Steering Committee Coordinator: Dr. Raina Thomas (Associate Prof. in Chemistry)
General Convener: Dr. Prasad M Alex ((Associate Prof. in Chemistry)

Members:

1. Mr. Ranji P Mathews (Convener-Criteria I)
2. Mr. Thomas K George (Convener-Criteria II)
3. Dr. Georgie K.E (Convener-Criteria III)
4. Mr. Thomas Mathew (Convener-Criteria IV)
5. Dr. Gopalakrishnan M.B (Convener-Criteria V)
6. Dr. Sudhakaran A (Convener-Criteria VI)
7. Mrs. Gigy Susan George (Convener-Criteria VII)
8. Rev. K.P. Thomas (Bursar)
9. Mr. Sabu Jacob (Head, Department of Malayalam) - Special Invitee

Criteria Wise Committees

Various Criteria Wise Committees helped in the preparation of Re-accreditation Report (RAR).

I. Curricular Aspects

Mr. Ranji P Mathews (Convener) (Head, Department of Botany)
Mrs. Susan Chacko (Associate Prof. in Physics)
Mr. Subramanian P V (Guest faculty in Economics)
Mrs. Prajisha C.P (Guest faculty in Botany)

II. Teaching, Learning & Evaluation

Mr. Thomas K George (Convener) (Head, Department of Physics)
Mrs. Sosamma Samuel (Associate Prof. in Chemistry)
Mr. Sanoj K T (Assistant Prof. in Commerce)
Mr. Basheer P (Guest faculty in Economics)

III. Research, Consultancy & Extension Activities

Dr. Georgie K.E (Convener) Head, Department of Chemistry)
Mr. Thomas K Varghese (Associate Prof. in Commerce)
Mr. Anwar Shafi C (Assistant Prof. in Arabic)
Mr. Sreekanth M (Guest faculty in Computer Science)

IV. Infrastructure & Learning Resources

Mr. Thomas Mathew (Convener) (Head, Department of Mathematics)
Dr. Elizabeth Thomas (Associate Prof. in Malayalam)
Dr. Geethakumariamma (Associate Prof. in Hindi)
Mr. Rajesh T.K (Assistant Prof. in Physical Education)

V. Students Support & Progression

Dr. Gopalakrishnan M.B (Convener) (Associate Prof. in Commerce)
Dr. Jayaprakash R (Associate Prof. in Physics)
Mrs. Susan Mathews P ((Guest faculty in Psychology)
Mrs. Binija George (Assistant Prof. in Commerce)

VI. Governance, Leadership &Management

Dr. Sudhakaran A (Convener) (Head, Department of Commerce)
Mrs. Rachel George (Librarian)
Mr. Rajeev Thomas (Associate Prof. in Commerce)
Ms. Karthika C.K (Guest faculty in Mathematics)

VII. Innovations & Best Practices

Mrs. Gigy Susan George (Convener) (Associate Prof. in Physics)
Mrs. Mathews Dolly P (Associate Prof. in English)
Dr. Reena Mary Abraham Assistant Prof. in English)
Ms. Dhanya C (Assistant Prof. in Economics)

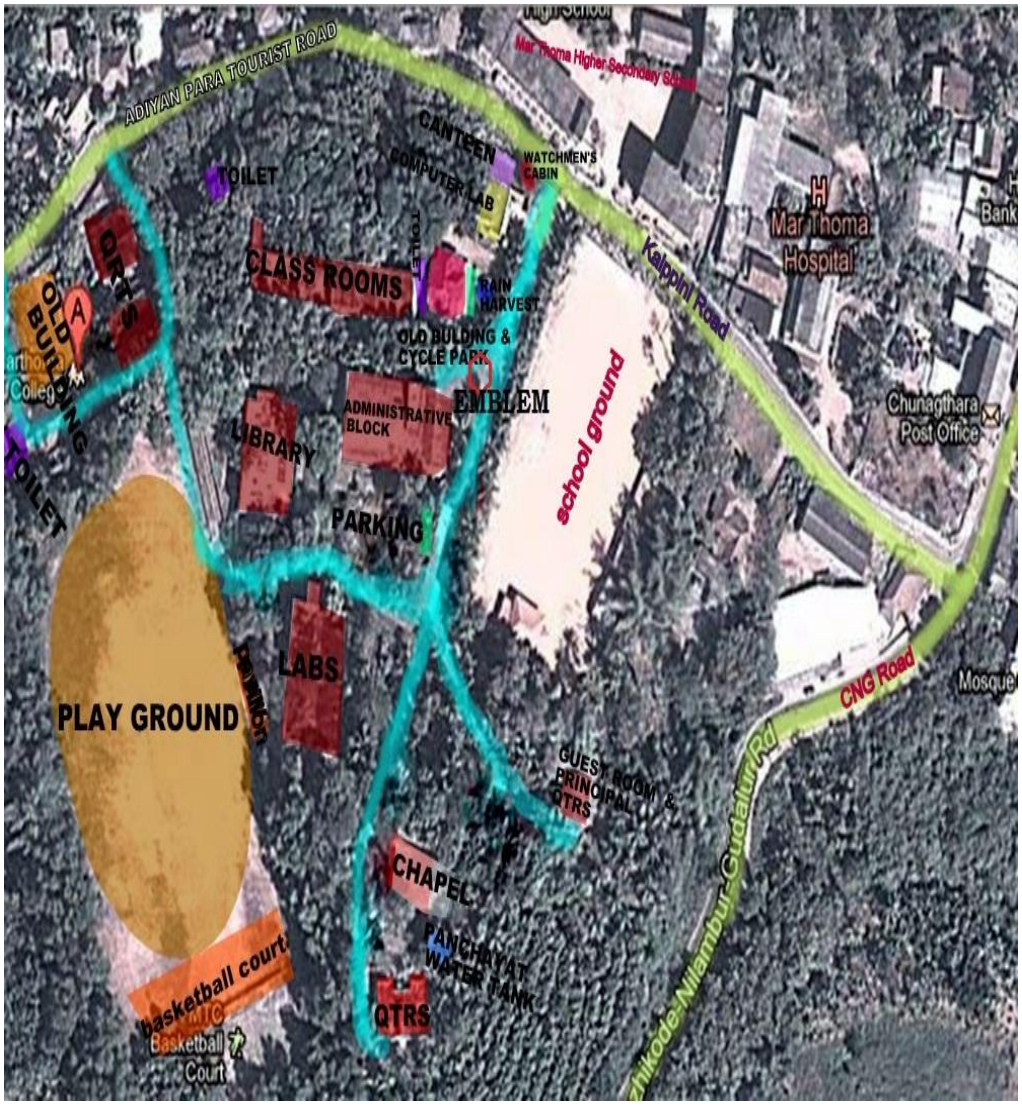
Office Committee

Mr. V. M. John (Convener) (Office Superintendent)
Mr. Premlal P (Head Accountant)
Mr. Biju Mark John (Office Assistant)
Mrs. Ambily P (Guest faculty in History)

Documentation Committee

Dr. Raina Thomas (Convener) (Steering Committee Coordinator)
Mrs. Mathews Dolly P (Associate Prof. in English)
Mrs. Susan Chacko (Associate Prof. in Physics)
Mrs. Binija George (Assistant Prof. in Commerce)
Mr. Premlal P (Head Accountant)
Mr. Sherin Mammen (Office Assistant)

Google Map of the College



Annexure

I. *Certificate of Minority Status*
II. *Certificate of Recognition u/s 2(f) &12(B)*
III. *Accreditation Certificate (Cycle 1)*
IV. *Grade sheet of previous Accreditation*
V. *Peer Team Report*
VI. *Master plan of the College*
VII. *Layout of the Library*
VIII. *Certificate of registration as educational society*
IX. *Audited income and expenditure statement*
X. *Sanction letter of Development Grant from UGC*