



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ST. THOMAS COLLEGE
Name of the head of the Institution	K C. Zachariah
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04682214566
Mobile no.	9496301806
Registered Email	stthomaskozhy@gmail.com
Alternate Email	stcnaac2020@gmail.com
Address	St. Thomas College Kozhencherry
City/Town	Kozhencherry
State/UT	Kerala
Pincode	689641
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Asha Susan Jacob
Phone no/Alternate Phone no.	04682214566
Mobile no.	9496301806
Registered Email	jacobashasusan@gmail.com
Alternate Email	stcnaac2020@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.stthomascollege.info/catpanel/uploads/principaling/AQAR%202017-18.pdf?cxv=IjEzOCI=
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.stthomascollege.info/catepanel/uploads/principaling/Academic%20Calendar%202018-19.pdf?cxv=IjQ1NSI=

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	81.10	2007	10-Feb-2007	09-Feb-2012
3	A	3.21	2015	15-Nov-2015	14-Nov-2020

6. Date of Establishment of IQAC	25-Jun-1999
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Workshop on Applications of Software in Data Analysis	30-Oct-2018 1	61
Invited Talk on Academic Excellence and Value Based Education	05-Dec-2018 1	127
Submission of AQAR	28-Dec-2018 1	1937
Seminar on Intellectual Property Rights	16-Jan-2019 1	112
Sancharapadhangalilude	21-Feb-2019 1	625
National Seminar on Natural Calamities in K Kerala	07-Mar-2019 1	110
Mega Job Fair	08-Mar-2019 1	754
Training for Administrative Staff	10-Mar-2019 1	7
Green Campus Clean Campus	11-Mar-2019 14	70
External Audit	13-Mar-2019 2	1937
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	FDP	UGC	2018 1	494562
Faculty	FDP	UGC	2018 1	494562
Faculty	FDP	UGC	2018 1	494562
Faculty	FDP	UGC	2018 1	123640
Faculty	FDP	UGC	2019 1	123640
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the

4

year :	
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Flood relief activity

2. Training for non-teaching staff

3. Seminar on Intellectual Property Rights

4. Job fair

5. Feedback collection and analysis

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Organise seminar on environmental issues	National Seminar on Natural Calamities in Kerala was organised
Gender auditing	Completed gender auditing
Seminar on Intellectual Property Rights	Seminar on Intellectual Property Rights was conducted
Enhancement of campus placement	Job fair was conducted and students got placement
Counselling session for all classes	Service of a counsellor is available for all students on Thursdays
Collection and analysis of feedback from stakeholders	Collected, analysed and necessary actions taken
Preparation and submission of AQAR 2017-18	Prepared and submitted AQAR in the pre-revised form
Training programmes for administrative staff.	Conducted training programme for administrative staff
Start more certificate and value added courses	Six Certificate Courses and value added courses were started

Maintain proper record of the activities of various clubs and forums	Reports collected from Clubs and Associations
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> <tr> <td style="text-align: center;">Staff Council</td> <td style="text-align: center;">12-Dec-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Staff Council	12-Dec-2019
Name of Statutory Body	Meeting Date				
Staff Council	12-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	12-Dec-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>St Thomas College, Kozhencherry has a management information system called Educloud that serves as a platform to manage various operations. The system is currently used for the following operations. 1. Details of the students are documented which can be used for various purposes. 2. Attendance of students are recorded and monthly attendance reports are published. The provision of sending SMS to the parents of absentees is also incorporated. 3. Faculty Profile is available. 4. List of all employees in the institution are entered with their service details. 5. Notices regarding meetings can be sent using the platform. 5. In addition to this, internal examination committee of the college is using an automated system for question paper setting and assignment of examination duty to teachers.</p>				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St Thomas College, Kozhencherry is envisioned as a place to learn with prospects to grow. As a higher education institute affiliated to Mahatma Gandhi University, Kottayam, Kerala, the institution meticulously follows and implements the curriculum designed by the affiliated University for all its programmes. The institution adheres to the academic schedule of the affiliated University regarding commencement and conclusion of classes, conduct of examinations, publication of results etc. Institutional planning for the academic year commences with the preparation of the Academic Calendar in pact with that of the University. Planning and time-bound implementation of curriculum delivery and evaluation process are operated by the Departments.

Each Department drafts a teaching plan for the semester for effective transaction of the curriculum. Work allotment at the commencement of the year enables micro-level planning by each faculty to expedite productive teaching learning process. The proposed plan of delivery and thereafter its implementation are documented by each teacher in the Teacher's Work Diary. The progress of curriculum delivery is monitored by the Heads of Departments and the Principal. Additional classes are arranged to ensure the timebound completion of the syllabus. The Staff Council and the IQAC monitor the comprehensive performance of the institution and offer valid suggestions for improvement. The institution is devoted to provide student-centric learning environment with singular attention to the slow learners. Bridge course is conducted with an appropriate syllabus at the beginning of each programme to fill the lacuna in academic exposure. Academic performance of the student is continuously evaluated through internal examinations, assignments, seminars or viva-voce. Slow learners are identified and supplementary remedial programmes are arranged to ensure inclusive learning. Teachers, senior students, and advanced learners of the same class assist these students. Advanced learners are given training for competitive examinations, are assigned to peer-teaching, and are also encouraged to participate in seminars and workshops. Conventional lecture method is blended with current technology to facilitate student-centric learning. E-resources and video tutorials are used by some teachers to make the teaching-learning experience more effective. National and international seminars are organised to enrich the learning experience of the students and to expose them to the expanding horizons of knowledge. Invited lectures by seasoned scholars augment the acumen of the faculty and students. Industrial visits, study tours, field surveys, seminars and assignments are arranged to impart practical knowledge and real-life exposure. Feedback is collated regularly to rectify any flaws in the system, to recommend for syllabus revision, and to enable the quality enhancement of the institution.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GCC VAT	NA	18/06/2018	2	Employability	Get acquainted with GCC Accountability
Sampreshan Kaushal	NA	13/07/2018	1	Employability	Fluency in speaking English
Microsoft Office and File	NA	03/09/2018	1	Employability	Develop basic skills in computer

Management Tally	NA	01/10/2018	1	Employability	Preparation of financial statements
Foundation Programme in Banking and Financial Service	NA	16/10/2018	1	Employability	Hands on experience in share trading, investor advice and financial data analysis
Creative Communication in English	NA	02/02/2019	1	Employability	Enhancement of English language skills
SAP	NA	12/04/2019	1	Employability	Preparation of financial statements with the help of software

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English	04/06/2018
BA	Hindi	04/06/2018
BA	Malayalam	04/06/2018
BA	Economics	04/06/2018
BA	History	04/06/2018
BSc	Mathematics	04/06/2018
BSc	Physics	04/06/2018
BSc	Chemistry	04/06/2019
BSc	Botany	04/06/2018
BSc	Zoology	04/06/2018
BCom	Computer Application	04/06/2018
BCom	Finance and Taxation	04/06/2018

BBA	Business Administration (Self-financing)	04/06/2018
BSc	Computer Science (Self-financing)	04/06/2018
BCom	Computer Application (Self-financing)	04/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	480	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Kadhakali Parisheelana Kalari	15/06/2018	130
Yoga in Modern Lifestyle	25/06/2018	65
Legal Awareness	27/07/2018	300
Typesetting in Latex	03/08/2018	49
Foundation Course in Literary History	24/09/2019	31
Applications of Software in Data Analysis	30/10/2018	61
IT Skills	23/01/2019	59
Developing Leadership Skills	24/01/2019	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Physics	2
BSc	Chemistry	8
BSc	Computer Science	18
BSc	Zoology	4
BCom	Computer Application	38
BBA	Business Administration	21
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

Parents	Yes
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1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The institution follows a practice of collecting feedback on curricular and co-curricular activities from its stakeholders such as students, faculty, alumni, parents, and employers. Feedback is collected from the students on institutional as well as teacher performance. Separate feedback forms are prepared for Curriculum Review by Undergraduate and Postgraduate students. Feedback form on undergraduate curriculum covers the following variables: whether course objectives/outcomes are clearly given whether the present curriculum helps in improving skills whether the present curriculum serves local needs, national needs and global competitiveness relevance of the curriculum and pattern of examination. Format for postgraduate students covers variables like depth of the courses, clarity of course outcomes, availability of reference books, contemporary relevance of the course, size of the syllabus, evaluation system suggested by the curriculum, etc. The responses are consolidated and reviewed by the IQAC for further action. At the time of purchase of new books to the library, the feedback is considered for the selection of new reference books. Relevant suggestions or comments are conveyed to the Board of studies of the respective subjects through their members. The institution receives feedback from parents at the time of admission or PTA meetings and grievances, if any, are addressed and suggestions for improvement are presented to the decision-making bodies. Slow learners are provided with necessary study aids and remedial coaching. Advanced learners and postgraduate students are encouraged to participate in seminars and workshops. Employer feedback is collected during the job fair and from discussions with employers, based on which soft skills programmes are organised to fill the lacuna between employer expectations and student performance. Faculty feedback on curriculum is conveyed to the Board of Studies by the respective Departments. Alumni feedback is collected through various social networking facilities and alumni meetings. The ideas evolved at the alumni meetings and suggestions by reputed alumni influence the institutional policy for quality enhancement. The feedback collected from the stakeholders regarding curriculum are analysed and conveyed to the representative bodies like the Syndicate, Board of Studies, Academic Council, Syllabus Restructuring Committee etc. for further action. The feedback forms are updated periodically.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Mathematics	60	449	47
BSc	Physics	40	668	37
BSc	Chemistry	40	564	36
BSc	Botany	32	790	29
BSc	Zoology	32	765	30
BA	English	30	1068	30
BA	Malayalam	40	840	36
BA	Hindi	24	331	25

BA	Economics	60	919	58
BA	History	40	1025	40
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1707	240	53	Nil	58

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
111	105	4	11	2	13

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

St Thomas College, Kozhencherry College considers it as her mission to cater to the needs of each student who enters the portals of the institution. The tutorial/mentoring system has been envisaged as a support system for the students during their tenure in the institution.. The present Mentor-Mentee system has evolved through various practices under different names. The college has for the last several years been practising a tutorial system which works as a Tutor-ward system, whereby a tutor is assigned to every ward to take care of his/her academic performance and psychological well-being. The class teacher acts as the tutor of the specific class. The same system has now been restructured and modified as Mentor system. Each class has a class tutor/class teacher who shoulders the responsibility of the class. A special timetable is framed for every Wednesday to accommodate an additional hour for tutorial, where the tutors address their respective classes to discuss common issues, to motivate and guide them as well as to promote their confidence, team spirit, and interpersonal relationships. Under the Mentor system, each class has one or more mentors, including the class teacher, depending on the number of students in the class. In classes where there are more than 25 students, more than one mentor has been assigned. As far as possible the same mentor and class teacher continues till the end of the programme. At the beginning of each academic year, the Head of the Department assigns mentors to each class and the list will be handed over to the Tutorial Committee. While the class teacher is entrusted with the task of monitoring the attendance of the students and their academic progress and discipline, the mentors cater to the academic as well as the emotional needs of their mentees. They provide necessary guidance and motivation to students to attain their goals. They also offer primary counselling to those who need them and refer them for more professional counselling, if required. The service of a professional counsellor is available in the college on all Thursdays. At the beginning of the academic year, the institution and the respective departments conduct orientation programmes for the first-year students, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors collect and maintain a record of the relevant details of each individual mentee, including educational background and socio-economic status. The mentor system is effectively employed to promote inclusiveness, gender sensitivity and social responsibility of students. The system empowers students to develop their personality and equips them to choose their career. Apart from the mentoring system mentioned above, the college runs two government sponsored mentoring programmes namely the Walk with Scholar (WWS) and the Scholar Support Programme (SSP). WWS scheme provides specialised mentoring programmes for students in Under Graduate programmes to provide guidance for their future. The Scheme aims at giving necessary

orientation to students and prepare them for employment. They are provided with necessary guidance, motivation and mental support to identify appropriate areas for higher education as well as employment. SSP is an initiative of the Government of Kerala which aims at imparting personalised additional support to students in need through tutorials, study materials, and additional lectures. Mentoring programme leads to healthier rapport between students and teachers and leads to better discipline on the campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1947	111	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
111	111	Nil	30	42

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Ninan Sajeeth Philip	Associate Professor	Professorship at the Inter-University Centre for Astronomy and Astrophysics, Pune, India
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Malayalam	semester	05/04/2019	29/04/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

St Thomas College meticulously follows the guidelines and methods prescribed by the affiliated University in all matters related to the conduct and implementation of the academic evaluation system. This allows the college to carryout Continuous Internal Evaluation (CIE) system in a transparent and uniform manner at the institutional level. Students and parents are intimated of the curriculum and the evaluation process during the orientation programmes conducted at the commencement of the programme. Two internal examinations are conducted by the college for each semester to monitor the academic performance. Students are intimated of the portions included for the examination and question papers are prepared accordingly. Results are announced within a week and supplementary tests are conducted for students who fail to appear for the examinations. Evaluated answer scripts are returned to the students for scrutiny, which provides ample scope for discussion with the teacher concerned

regarding individual performance. Class tests, MCQ tests, projects, paper presentations, seminars, assignments, quizzes etc. also form part of the evaluation process to ensure enhanced learning capability. Remedial classes are arranged for slow learners and others in need. Some departments conduct model examinations before the university exams in the pattern of the university question paper. Seminar presentations are carried out effectively with robust discussions that follow each presentation. The consolidated marksheet of the institutional level internal assessment of each course is published on the noticeboards of the respective Departments and grievances, if any, are addressed. Model viva voce is conducted for end-semester students on their core subjects and project. PTA meetings enable discussion on the performance of the students and collection of feedback on the evaluation system and teaching-learning process.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As an affiliated college, the College adheres to the academic calendar of Mahatma Gandhi University. In addition to this, a College Calendar is prepared and distributed at the beginning of the new academic year to the teachers, administrative staff, and the students of the College. The process of calendar-preparation for every academic year begins with the first meeting of the Staff Council. Inputs from the University Academic Calendar, IQAC, Staff Council, Internal Examinations Committee, Department Councils and the clubs and forums of the College are considered in the formulation of the calendar. The calendar summarises the academic schedule for the year, tentative schedule of internal and external examination, and the academic activities of the institution. Academic planning for each course is done at the Department level at the beginning of each semester, ensuring smooth and timebound transaction of the curriculum. Department timetable is prepared in line with the general timetable. The conduct of internal examination is planned and implemented in accordance with the University rules and regulations. Meticulous care is taken in the conduct of internal examination, evaluation of answer scripts, and publication of A forms and B forms before uploading in the University portal. The College handbook imparts ample information regarding the administration procedures, list of teaching and non teaching staff, list of courses offered under the Choice Based Credit System (Aided and Self-Financed), attendance rules, examination norms, Department profiles, and important contact information required. The code of conduct to be followed is clearly mentioned in the College handbook.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stthomascollege.info/pdf/PSO2018-19.pdf?cxv=IjQ1MiI=>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

<https://www.stthomascollege.info/catepanel/uploads/principaling/Student%20Satisfaction%20Survey%202018-19.pdf?cxv=IjQ1NyI=>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1092	DST-SERB	18.3	2.75
Students Research Projects (Other than compulsory by the University)	1456	Mahatma Gandhi University	0.72	0.72
Students Research Projects (Other than compulsory by the University)	364	KSCSTE	0.06	0.6
Students Research Projects (Other than compulsory by the University)	364	KSCSTE	0.06	0.6
Students Research Projects (Other than compulsory by the University)	364	KSCSTE	0.06	0.6
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
How to Identify Food Adulteration and Awareness on Intellectual Property Rights	IQAC and UNAI (Aspire Chapter) St Thomas College, Kozhencherry	16/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	NA	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physics	1
Commerce	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Physics	5	Nil
National	Zoology	1	0.19
International	English	6	6.03
International	Botany	3	5.30
International	Commerce	2	3.59
International	Economics	1	3.79
International	Physics	6	3.84
International	Zoology	3	3.8
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physical Education	2
Commerce	7
Economics	2
History	1
Botany	1
Zoology	3
Physics	4
Hindi	3
English	2
Malayalam	6
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Numerical Modelling Of Initial Withdrawal of Ocean Prior To a Tsunami for the Kerala Coast,	SS Praveen	Thematic Journal of Geography,	2019	1	1	St. Thomas College, Kozhencherry
Evaluation of Air Pollution Tolerance Index of selected tree species along roadsides in Vidyana gar, Gujarat (India)	Leena Abraham	International Journal of Science and Research	2019	2	2	St. Thomas College, Kozhencherry
Position Measurement -Induced collapse:A unified Quantum Description of Fraunhofer and Fresnel diffractions	Money V John	Foundations of Physics	2019	2	2	St. Thomas College, Kozhencherry
Information Retrieval and Recomm	Ninan Sajeeth Philip	Astrophysical Journal Supplement	2018	18	8	St. Thomas College, Kozhencherry

endation System for Astronomic al Observa tories						Y
Detection of Bars in Galaxies using a Deep Convo lutional Neural Network	Ninan Sajeeth Philip	Monthly Notices of the Royal Astronomic al Society	2018	18	23	St. Thomas College, K ozhencherr Y
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	21	15	14	1
Presented papers	15	6	2	Nil
Resource persons	1	2	1	5
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	Nil	Nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issues	NSS	Awareness Programme on Transgender	2	120
Gender Issues	NSS, St Thomas College,	Women Empower Programme and	2	123

Kozhencherry

Womans Day
Observation y

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Student Exchange	Jaya Jacob	Self	15
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Teachers Associateship for Research Excellence	DST-SERB-TARE Fellowship	CSIR-NIIST	18/12/2018	31/05/2019	Dr Susan Abraham
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Hedge School of Applied Economics	16/10/2018	C Certificate Course in Banking and Financial Services	41
University of Malaya	06/04/2019	Faculty exchange, student exchange	1
AIMST University, Malaya	06/04/2019	Faculty exchange, student exchange	1
Geneva Business	06/04/2019	Faculty exchange, student exchange	1
Employability Centre, Kottayam	14/02/2019	Job Fair	761
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6813000	4976770

Total	144	10	1	1	2	11	86	10	28
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
235000	304838	4095000	3217991

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

St Thomas College, Kozhencherry ensures appropriate and time-bound maintenance of academic and infrastructure facilities by cautious and optimal allocation and utilization of available funds from the Management, PTA, and other sources. The institution is pleased to share its facilities like football ground, basketball and volleyball courts, and auditorium with the public, neighbouring educational institutions, and Panchayat or other government institutions on prior request, subject to the conditions laid down for the same. The college functions as a venue for University examinations and PSC examinations. The office of the centralised valuation camp of Mahatma Gandhi University is functioning on the campus. The institution functions as centre for the collection and distribution of materials and as counting centre at the time of election to Panchayat, State Assembly, and Parliament. Optimum utilisation of the infrastructure facilities of the college by the faculty and students for academic purposes, research, health and fitness, and community service is promoted. Any student or staff of the institution may use the sports facilities with the approval of the Department of Physical Education. The gymnasium/physical fitness centre is open to the staff and students for boosting their wellness. Sports hostel available on the campus can accommodate 20 male students a year. The utilisation and maintenance of all sports facilities is supervised by the Physical Education Department in consultation with experts and with the approval of the Management. The laboratories are under the direct supervision of the respective Heads of the Departments and the careful management of the same ensures lab facilities for each class on the basis of the timetable. Standard Operational Procedure for each lab is strictly adhered to. The maintenance of the laboratories is carried out by ensuring necessary technical support from authorised agencies. Electrically sensitive equipment are supported with necessary back up to ensure proper functioning. The lab technicians take care of the upkeep of the lab and its equipment under the supervision of the Heads of Departments. The library is housed in a separate building. Statutory procedure is followed for the purchase of books and maintenance of library facilities. Books are purchased on the recommendations of the Library Committee in consultation with the Departments. Any student of the aided sector can avail the facilities offered by the library using their identity card. Proper register of users (students and staff) on a daily basis is maintained in the library. INFLIBNET facility is made available

to enhance quality research and education. The institution is pleased to extend its library facilities for academic or research purpose for anyone on prior request. Common Computer Facility Centre, accessible to all the students and staff, is managed in the Golden Jubilee Library Block with the assistance of an an instructor appointed for the same. Each Department is provided with required computer facilities. Internet facility is ensured in all the Departments. For the regular maintenance of computers, the service of a technician is available. The services of an electrician and mechanic are also made available.

<https://www.stthomascollege.info/catepanel/uploads/principaling/linfrastructure%20Policy.pdf?cxv=ljQ1OSI=>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships	248	127400
Financial Support from Other Sources			
a) National	Scholarships and E-Grants	1082	3182882
b) International	Sharjah and Abudhabi Alumni Association ii27Alumni Award and	29	19770

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge Course	16/07/2018	391	Departments
Personal Counselling	13/06/2018	26	Counselling Committee
Remedial Coaching	21/08/2018	373	Departments
Soft Skill Development	24/11/2018	59	Scholar Support Programme
IT Classes	03/09/2018	480	Common Computer Facility Centre and Student Support Programme
Yoga	21/06/2018	250	Dpartment of Physical Education
Mentoring	25/07/2018	1947	Departments

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	Career Classes for UPSC Civil Services Examination	250	250	Nil	Nil
2019	Mega Job Fair	Nil	312	132	4
2019	ESAF Placement Drive	105	105	14	1
2019	Kotak Mahindra Recruitment Drive	110	110	3	3
2019	Kerala Academy of Skill Excellence	Nil	450	Nil	Nil
2019	Workshop on Employability Enhancement Programme	Nil	175	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ESAF Placement Drive	105	1	0	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nil	Nil	Nil	Nil	Nil

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	15
SET	5
SLET	4
Any Other	4

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter collegiate competition EPIC QUIE 19	State	75
Ozone Day Competitions	State	55
Intercollegiate Maths Fest	State	51
CHASE Intercollegiate Competitions	State	74
Arts Festival- Stage Events	Institution	127
Arts Festival - Literary Competitions 410	Institution	410
Annual Sports	Institution	1210

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

St Thomas College promotes and ensures student participation in the academic and quality enhancement programmes of the institution. Academic and administrative bodies like IQAC, RUSA, Library Committee, Cell against Harassment of Women, Student Grievance Redressal Cell and Library Committee have student representatives in it. The Student Coordination Committee assists in maintaining the discipline of the institute. The Student Union, commonly known as College Union is a representative body of student members elected in accordance with the prevailing rules and regulations of the University. The Institution follows parliamentary mode of election in which two representatives are elected from each class, one of whom is a girl, in the first phase of the election. The College Union comprises office bearers elected from this electoral college in the second phase of the election. The College Union

Executive Committee consists of Chairman, Vice-chairman (female), General Secretary, Arts Club Secretary, College Magazine Editor, two University Union Councillors, two Lady Representatives and class representatives from I DC, II DC, III DC, I PG and II PG. In addition to the Principal, three members on the faculty are appointed by the Principal as Union Advisors. The College Union promotes, coordinates, and organises activities targeting the holistic development of the students. It conducts cultural programmes, seminars, awareness programmes and Arts Festival. The Union also organises Annual Sports Competitions in association with the Department of Physical Education. As a representative body of the student community, the Union is actively involved in the quality enhancement of the institution through their suggestions and grievances which are addressed by the Management. Each Department of the College has a Subject Association to coordinate various curricular and cultural activities. The programmes are coordinated by the elected Student Secretary guided by the Faculty Coordinator. Important national and international days are observed by the Subject Associations and the College Union. Onam, Keralappiravi and Christmas are celebrated with enthusiasm and unity. NCC and NSS offer ample opportunities to be groomed as responsible, service-oriented, and resourceful citizens. Women Cell of the institution provides a platform for female students to equip themselves as empowered individuals. The clubs and forums that organize varied student-centric programmes are coordinated by the student secretaries with the guidance of the faculty-in-charge for the same.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

620

5.4.3 – Alumni contribution during the year (in Rupees) :

138700

5.4.4 – Meetings/activities organized by Alumni Association :

Executive Committee of St Thomas College Alumni Association was held on 8 March 2019. The Golden Jubilee Alumni Meet of the Department of English was held on 23 February 2019. A Get-together of 1983-86 batch of students was held on 24 October 2018. The annual get together of the alumni association of Economics 'ECOSTALGIA' was conducted on 3rd August 2018. Justice P D Rajan, Hon'ble Judge of the High court of Kerala was awarded the 'Distinguished Alumnus Award' for the year 2018 for his outstanding professional excellence and meritorious contributions to the society. Alumni meeting for the B.Sc 85-88 Chemistry batch was conducted and the alumni presented a cash award of Rs. 10000/- to BSc Chemistry class topper Mr. Anandu Krishnan (2015-18 batch). 1971-74 Batch Chemistry Alumni meeting was organised on January 22, 2019. An alumni meeting named 'Retrace' was organised under the auspices of Commerce Alumni Association on 30th June 2018.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

St Thomas College, Kozhencherry, established and administered by the Mar Thoma Syrian Church, is a minority institution that constantly encourages and

practises decentralisation and participative management. The Manager, the Governing Council, the Principal, Staff Council, IQAC, and Department Councils form a decentralised system of governance. All major policy and administrative decisions are taken by the Manager in consultation with the Governing Council, comprising various stakeholders. The institution has a robust mechanism for delegating authority and operational autonomy to all constituent bodies. The Principal, as the academic and administrative head of the institution, facilitates the overall development of the college with support of the Staff Council consisting of Heads of Departments, Librarian, College Office Superintendent and five elected members from the faculty. The Staff Council meets periodically to ensure academic quality, discipline, and to review the internal affairs of the college. Meetings of the faculty, at the departmental and institutional level, and the IQAC deliberate on various issues of importance and suggest proposals for implementation. Department activities are coordinated by the Head of the Department in association with Department Staff Council. The Departments have the autonomy to design and implement the curriculum delivery plan, design and conduct certificate courses, organise subject association programmes, convene PTA and alumni meetings, and engage in extension activities in tune with the norms of the respective bodies and the mission and vision of the institution. Internal Quality Assurance Cell gives recommendations to the Principal, Staff Council, and the Governing Council for the academic and infrastructure development of the college. The IQAC is supported by seven subcommittees formed on the basis of the seven NAAC Criteria. Each department has a NAAC Coordinator for the proper monitoring, documentation, and quality assurance of the Department. Students are also actively involved in the quality assurance measures of the college as members of the IQAC. When the institution was identified for RUSA funding based on the performance in the last NAAC accreditation cycle, a committee was immediately constituted to formulate the Detailed Project Report on time. The Committee identified the core areas after elaborate discussions with all the stakeholders. The institutional level priorities were framed, incorporating suggestions from all the Departments, and the Project Report was submitted on time to facilitate the maximum utilisation of funds.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	The institution encourages collaborative research. Seminars and workshops are conducted to get the students acquainted with and identify areas of industrial and institutional collaboration.
Curriculum Development	As a higher education institute affiliated to Mahatma Gandhi University, St Thomas College follows the curriculum and syllabus of the University. Apart from 12 Undergraduate Programmes in the aided stream, three Undergraduate Programmes are offered as self-financing programmes. The college also offers nine Postgraduate Programmes and Ph. D programmes in

English, Physics, Botany, Zoology, and Commerce. Certificate course in Microsoft Office and File Management is provided to all students at the entry level. Certificate courses in Creative Communication, Sampreshan Kaushal, Tally, SAP, GCC VAT, and Banking and Financial Services are also offered. Bridge and enrichment courses are also offered to ensure quality enhancement. Sound value-based education is imparted through tutorial system. The faculty play a critical role in curriculum design, implementation, and research by their active participation in Curriculum Restructuring Workshops and contributions as members of Academic Council, Board of Studies, Doctoral Committees, Examination Boards etc.

Teaching and Learning

The Teaching-Learning process is structured and implemented according to the directives of the affiliated university and its academic calendar. Implementation of the Teacher's Work Diary facilitates effective planning and delivery of the syllabus within the stipulated time. A proper blending of conventional and ICT-enabled modes of teaching is incorporated in the teaching-learning mechanism. INFLIBNET facility is provided to pursue advanced learning options. Mentoring system and remedial coaching programmes are instituted to augment the teaching and learning process. Field works, study tours, presentations, seminars and discussions are arranged to strengthen the knowledge base. Students are motivated to join online courses also.

Examination and Evaluation

The institution follows the university system of external-internal examination pattern (80-20). A continuous evaluation process through internal examination, submission of assignments, seminars/presentations, and projects is carried out in an organised manner. An examination committee is constituted for the coordination of internal examination and publication of results. Parent meetings are periodically convened to discuss the learning progress of the students. Transparency in the evaluation process is ensured. A Grievance Redressal Cell is functioning to address any grievance pertaining to internal assessment.

Research and Development

The institution honours its faculty and scholars for their contribution to Research and Development. Teachers and students are encouraged to participate in seminars, workshops or conferences and necessary measures are taken to benefit from all available resources. The faculty encourages students to engage in research-oriented projects. The Research Forum instills and promotes research interest among undergraduate students. The research activities of the Departments, recognised as research centres of the affiliated University, are coordinated and monitored by the Research Monitoring Committee. The Management is proactive in promoting research aptitude among the faculty by providing ample opportunities to pursue doctoral degrees. Teachers are encouraged to avail themselves of research projects. Submission of teacher-student collaborative research proposals to various funding agencies is also encouraged. The institution publishes a peer-reviewed, bi-annual, multidisciplinary research journal REYONO journal of interdisciplinary studies (ISSN 2277-7652) to promote, coordinate, and disseminate intellectual deliberations among the academia.

Library, ICT and Physical Infrastructure / Instrumentation

Library: College library is housed in a separate block with a built-in area of 14400 sq.ft. and a seating capacity of 400. It is well-equipped to meet the requirements for collection and collation of data. The Library holds a significant collection of texts, reference books, journals, e-books, e-journals, books on career guidance, and a considerable number of academic journals. INFLIBNET facility is also available. Additional library facilities are provided in the Departments. ICT Facility: ICT enabled learning is promoted by the institution. Students and teachers make effective use of ICT components for teaching and learning purposes. To promote e-literacy, all undergraduate students are encouraged to join a certificate course offered by the College. The College has a well-equipped central computer centre with internet facility. The English Language Lab equips to hone the English

	<p>communication skills of the students.</p> <p>Physical Infrastructure / Instrumentation The Management is committed to provide new and upgrade existing infrastructure facility for effective teaching and learning. It encourages utilisation of funds from agencies like RUSA, UGC, DST, FIST, KSCSTE, and mobilises financial support through PTA, Alumni, and well-wishers. The Governing Council, Staff Council, IQAC, Planning Board, and PTA Executive Committee monitor the effective planning and execution of the various activities. Construction of the ground floor of the self-financing block is completed. The Management is also keen on the maintenance and repair of the infrastructure. Separate instrumentation facility is provided in the science departments with the funding from DST-FIST as well as research grants. The Management provides additional financial support for repair and maintenance of equipment.</p>
<p>Human Resource Management</p>	<p>A self-appraisal system to evaluate the performance of the staff has been the part of the college culture. Teachers are judiciously appointed as convenors/coordinators and members of various committees for student welfare and clubs or forums for extracurricular activities. Class teachers are assigned to each class to give proper guidance and to monitor the performance of students. Feedback is collected from the stakeholders and corrective measures, if required, are taken based on the assessment. Faculty are encouraged to attend various international/national seminars, orientation and refresher courses to enhance their knowledge base, in addition to the human resources development programmes organized by the institution and under the aegis of Mar Thoma Higher Education Council. Support staff appointed by the Management enable the smooth functioning of the institution. The college IQAC also adopts measures to assure the level of quality envisaged by its stakeholders. The Principal monitors the execution of academic and administrative policies with the support of the Staff Council. At the apex level is the decision-making body, the Governing Council,</p>

	with the Manager as its head.
Admission of Students	Admission process is executed meticulously through CAP, the Centralized Allotment Process of the affiliated university. Admission to stipulated percentage earmarked for reservation categories is ensured based on the prevailing government norms. Admissions to Community and Management quota also follow the procedural formalities maintained by the institution in accordance with the rules laid by the government, university, and the governing council. Transparency is maintained in the admission procedure.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Planning Board, RUSA Committee, and the IQAC are involved in the preparation and planning of project proposals to different funding agencies.
Administration	The institutional administration follows a hierarchy with the Principal as the academic and administrative head of the institution. The Principal is supported by the Staff Council consisting of Heads of Departments, Librarian, college superintend and elected members. The Administrative Assistant coordinates the office administration of the institution. The supporting staff and the staff appointed by the Management enable the smooth functioning of the college.
Finance and Accounts	University related payments are carried out through online money transfer. All State and Central Government funds are operated through Public Fund Management System. Salary and related payments are managed through SPARK, the service and payroll administrative repository of the Government of Kerala. Applications to educational assistance like scholarships and government schemes for students are submitted and distributed through E-grants online platform. Financial auditing by authorised bodies are carried out periodically.
Student Admission and Support	Admission procedure is carried out through University Portal under Centralized Allotment Process of the affiliated University system which

	<p>ensures transparency and inclusiveness. Admission to Community Quota is also on the basis of merit. Criterion for Management Quota admission is decided by Governing Council with preference to local community and merit. Students are encouraged to avail themselves of all government scholarships/schemes. Assistance for online registration, application submission, and payment of fees is provided in the Common Computer Facility Centre, free of cost.</p>
Examination	<p>The institution follows University instructions for all matters related to examination. As per University directions, facilities are provided by the Management for the printing and distribution of question papers of university examinations. Question paper and mark sheets of the internal examination are also submitted online. Internal examination is carried out as per University norms and all related documents are transferred online to the University. Invigilation duty assignment for internal examination is also managed through online platform.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Asha Susan Jacob	NAAC sponsored National Seminar on Teaching, Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics	Nil	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
2019	Nil	Administrative Training Programme	10/03/2019	10/03/2019	Nil	7
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short-term	1	17/07/2018	25/06/2019	8
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	30	10	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Employees Cooperative Society provides loans and financial assistance. Fixed Deposit, SB Account, and Recurring Deposit schemes are available. Profit share of the Society is distributed among the members. 2. Cooperative store supplies stationery items at reduced price 3. All welfare schemes for employees by government are available. 4. Free use of infrastructure facilities for individual research is permitted. 5. Hostel accommodation is available for female teachers.</p>	<p>1. Cooperative store supplies stationery items at reduced price 2. Employees Cooperative Society provides loans and financial assistance 3. Training programmes are arranged for non-teaching staff. 4. All welfare schemes for employees by government is available</p>	<p>1. State and central government scholarship are availed 2. Noon-meal scheme by PTA for those economically students in need identified by the Departments. 3. Institutional Merit-cum-means scholarship 4. Cooperative store supplies stationery items at reduced price. 5. Financial aid is given to the students by collecting funds for the cause. 6. Counselling facility is provided.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution has mechanisms to monitor effective use of financial resources. Certified auditors are appointed for internal financial audits and their reports are submitted to the governing council for necessary action, if any. The Directorate of Collegiate Education, Govt. of Kerala directly or through the Deputy Director Office do audit at stipulated times on all the assets and funds provided by the State and Central government. Objections, if any, are

rectified within the stipulated time.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Federal Bank	10000	To conduct Seminar on Natural Calamities in Kerala
View File		

6.4.3 – Total corpus fund generated

14522074

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Marthoma Higher Educatin Council	Yes	IQAC
Administrative	Yes	Directorate of Collegiate Education, Govt. of Kerala	Yes	Governing Council

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Noon-meal scheme for economically backward students 2. Installation of additional drinking water facility for students 3. Merit awards for the toppers of each class 4. Financial support to conduct seminars and workshops.

6.5.3 – Development programmes for support staff (at least three)

1. Financial support 2. Admission for their children 3. Training

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Construction of separate block for Self financing courses 2. Additional toilet facilities for male students 3. Augmentation of solar energy and rainwater harvesting 4. Public address system

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Critical Mass of Trained Women	02/07/2018	02/07/2018	60	Nil
Seminar on Sex Education	27/11/2018	27/11/2018	61	Nil
Pre-marital Counselling	06/12/2018	06/12/2018	64	Nil
Career Counselling for Women	21/01/2019	21/01/2019	65	Nil
Women Empowerment Programme and Women's Day Observation	05/03/2019	05/03/2019	61	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institution addresses the importance of ecological sustainability as a core issue. The Go Green Santhome Club and the Campus Beautification Committee have taken positive strides towards making the campus green and eco-friendly with the cooperation of the entire St Thomas community. Go Green Santhome, born with a vision to educate the youth about sustainable environment, spreads awareness among the youth regarding conservation and protection and inspires them to maintain a stable and sustainable environment. The efforts taken by the Go Green Santhome have impacted the environmental consciousness of the students. Concerted efforts are made to maintain the campus green and plastic free. As the college is situated on an elevated terrain, rain water harvesting facility addresses the issue of water shortage during the summer season. In addition to this, three wells are used as water resources. The power requirement of the institution is partially met through the solar power plant installed in the college with a capacity of 13 KW to reduce the conventional energy consumption and to bring self-sufficiency in the administrative block, Departments of Physics and Economics and the adjacent classrooms and seminar halls. The college in its endeavour to make the campus paper free, uses the public address system for communication regarding general matters. College NSS unit, Eco Club and other forums also endeavour to practise green protocol and awaken environmental consciousness through seminars, distribution and planting of saplings, and digging Mazhakuzhies in different parts of the campus. During the 2018 floods that devastated many parts of the State, the NSS unit, in association with district collectorate, cleaned the flood-affected houses and schools in the neighbouring locality. The faculty and the students visited the flood-affected areas and provided required assistance.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nil
Ramp/Rails	Yes	4
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1020
Scribes for examination	Yes	4
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	1947

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	03/06/2018	1	Health and Sanitary Class	Health issues	125
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Handbook	02/07/2018	The code of conduct for all stakeholders is published in the college handbook and distributed among all the students and staff to ensure its practice. The rules and regulations regarding co-curricular activities, residence of students, women's hostel, attendance, library, and general rules of discipline are given in the handbook. Excerpts from UGC Regulations Regarding Curbing the Violence of Ragging in Higher Educational Institutions, Kerala Ragging Prohibition Act

1998, Mahatma Gandhi University Students' Code of Conduct (Rules 2005) and other University and State rules are also incorporated. Heads of Departments and class teachers disseminate information regarding the same to all the students during the induction programme of first year students, orientation programmes, and tutorial classes. Parents are intimated of the rules and regulations at the time of admission of their wards and during Parent-Teacher Meetings.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day Programme	21/06/2018	21/06/2018	75
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation and distribution of saplings
Environmental awareness programmes through the celebration of Earth Day, Enviromental Day, Ozone Day and Wetland Day
Use of renewable energy like solar energy
Clean Campus-Green Campus initiatives
Colour-coded bins placed at various points to keep the campus clean
Vegetos- Annual sale of home-grown vegetables, fruits, and home-made food products.
Rain-water harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Support to Weaker Sections of Students Goal: The institution functions with an objective of supporting economically weaker students to bring them to the main stream of the community. Context: The College is situated in the foot hills of the Western Ghats in Pathanamthitta district. Majority of the students hail from socially and economically backward areas and communities. The Management has adopted special norms to enable their getting admission in this institution for higher education and to cater to the needs of the students from the weaker sections. The remoteness of the residences and the financial constraints force many students to attend classes without proper meals, which affect their health and learning capabilities. Practice: The Noon Meal Scheme: It is a compassionate gesture envisaged to provide food to the underprivileged students who require noon-meals while in college. A considerable number of students have been benefitted by the noon meal programme supported by the PTA

and the teaching and non-teaching staff of the college. The students in need are identified through the Departments and their names are given to the college canteen. They can have the noon meal from the canteen on producing a coupon issued by the teacher who is in charge of the noon meal scheme. This is done with due privacy to protect the students' esteem. In addition to this, many teaching and non-teaching staff take particular care to ensure that no student remains without proper food while attending the classes. Financial and other Support: The college community wholeheartedly cooperates with any initiative to provide an employee or student in distress by contributing generously towards fund collection campaigns. During the time of the 2018 floods that devastated the neighbouring areas of the institution and affected many a student and teacher, the faculty extended financial and material aid to the students in distress. They were provided with financial assistance, food kits, dress materials, text books, and notebooks. An amount of Rs. 1,57,485/- was mobilised and used for the purpose, in addition to the emotional support rendered. Community Service: The NSS unit of the college organised a series of programmes like health and sanitation awareness programmes in the neighbouring schools and distributed study materials to financially backward students. Awareness programmes regarding health precautions were conducted in the adopted colony at Kurangumala. The NSS unit members visited the flood-affected areas, cleaned homes, and neighbouring schools, chlorinated wells, and distributed medicines and pamphlets. The Departments of English and Mathematics offered classes to the neighbouring school and backward colony respectively as part of their community service. The MTSA through their Thanal Programme helped a student in the construction of a house. Counselling and Orientation: Personal and group counselling programme initiated by IQAC functions meaningfully and effectively with the help of a qualified counsel. It enables students to be confident with positive attitude to face professional and personal challenges in life. Evidence of Success: • A good number of students are availing the noon meal programme. • It has been observed that the beneficiaries of the counselling programme have improved their attendance and academic performance. • Community extension programmes realise that it is useful to make contributions to society through service and social action. It also helps students to cultivate connections between various organizations, schools, and community groups, which can prove to be very useful later on in life. Problems: • Raising funds to maintain some initiatives is difficult. Needs to strengthen other sources to mobilise funds. • There exists a fear in the minds of the students of getting mocked at and hence they feel insecurity about sharing their personal life to the counsellors. Resources: • PTA- Parent teachers Association • Counselling room • Experienced Counsellor 2. Environmental Sustainability Programme (ESP) Goal: Environmental sustainability is the pressing need not only for the present generation, but also for future generations. Hence the importance of "learning to live sustainably" should be addressed as a core issue to have a healthy, clean and safe environment. Context: In the current scenario of urbanisation and energy consumption, the present generation has been witnessing an increasing impact of environmental problems such as water pollution, global warming, over exploitation of natural resources, depletion of natural resources etc. Realising this, the institution has initiated many programmes which give thrust to environment sustainability not only to create awareness among the students and the community, but also to conserve our nature for a better living conditions. Practice: • The oldest building in the college itself houses an overhead water tank to collect rain water. This practice has been emulated by successive generations. Another water tank with a capacity of 5 lakhs litres, constructed forty years ago, has been recently renovated to harvest rain water for use on the campus and the women's hostel. • Solar photovoltaic system with a capacity of 10KW was installed in the college to reduce the conventional energy consumption and to bring its self-sufficiency in the college Administrative Block and the adjacent Departments. Recently the Department of

Economics, with the support of its alumni, installed 3 KVA DSP Sine Wave Solar hybrid power system to meet the power requirements of the Department of Economics and adjacent classrooms and seminar hall. • Celebration of important days such as World Environment Day, Ozone Day, World Wetland Day and Wildlife Day. • "Know the Plant" programme by the Department of Botany by collecting more than 100 plant specimens and displaying them in a scientific manner. • Vegetos, an agri-organic fest conducted annually to create awareness among students on sustainable and organic farming. • Plantation and distribution of saplings on and outside the campus to increase green coverage. • Awareness programmes through Go Green Santhome, Eco Club, and NSS. • Annual seminar on environmental issues by the IQAC in association with REYONO journal of interdisciplinary studies. Evidence of Success: • Meeting the energy requirement through renewable energy sources. • Promoting green initiatives through sustainable, eco-friendly programmes Problems: • Raising funds to continue some initiatives is difficult

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.stthomascollege.info/catepanel/uploads/principaling/Best%20Practices.pdf?cxv=IjQ2MSI=>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The establishment of the St Thomas College on the lush, hilly terrain of Kozhencherry in 1953 with the noble mission of imparting sound Christian liberal education was the realisation of a noble vision. The founding fathers envisaged the institution as a platform for enlightening, ennobling, and enriching the community by fostering academic excellence, moral integrity and social commitment in young men and women. The institution has magnificently championed more than six decades of academic excellence in the central Travancore region. From its humble origins, the institution has gracefully branched out as a prominent institution of higher education with graduate, postgraduate, and research programmes. The college is distinguished by its policy of placing greater emphasis on providing value-based education and holistic development through curricular and co-curricular activities. Various programmes of studies, augmenting the capabilities of the younger generation, have been introduced from time to time. The institution also offers certificate courses in various disciplines which enable students to pursue their dreams of getting lucrative placements across the world. Competence of faculty is reflected in the number of Ph. D holders and those who are pursuing research, authored and edited books, and published research papers. The institution has signed MoUs with foreign universities. The participation of faculty in faculty development programmes like refresher /orientation/short-term courses, invited talks, seminars, conferences and workshops is an indication of the policy of the institution towards encouraging, empowering, and enriching the faculty. The institution is committed to expand its environment conscious practices and commitment to society within and outside the campus as well. Forums like NSS, NCC, MTSA, Women Cell and Eco Club organise various social outreach programmes like adoption of schools and villages, visiting old age homes, planting and distribution of saplings, blood donation, anti-drug awareness classes which offer opportunities to connect the college to the community. The excellent rapport between teachers and students and the student support mechanisms like regular PTA meetings, scholarships, awards, counselling, and noon meal scheme distinguish the institution as a beacon of inspiration lighting the lives of many and upholding its motto of Al Majorem, thy Glorium, for the greater glory of God.

Provide the weblink of the institution

<https://www.stthomascollege.info/catepanel/uploads/principaling/Institutional%20Distinctiveness.pdf?cxv=IjO2MCI=>

8.Future Plans of Actions for Next Academic Year

St Thomas College has always been proactive towards the challenges in the higher education scenario, standing firm on the foundational vision of the institution. Magnificently striding through more than six decades of academic excellence, the institution has successfully been accredited with A Grade in the third accreditation cycle by NAAC. As we gear up towards the fourth accreditation process, the institution is committed to implement the recommendations of the last NAAC Peer Team towards quality enhancement. To assess and augment its academic position, the institution plans to apply for NIRF and ISO recognition. As the institution strides forward, we endeavour to elevate the institution to the level of an established higher education institution with state-of-the-art infrastructure facilities. In order to ensure the holistic development of the students, the institution is dedicated to strengthen the mentoring system. The institution hopes to elevate the existing graduate programmes to the postgraduate level and to apply for more postgraduate programmes that offer ample employment opportunities for students. The institution has definite plans to increase alumni engagement in various projects. The expertise of the distinguished alumni will be exploited to fulfil the vision and mission of the institution. The institution plans to organise more domain-related interdisciplinary national and international seminars and workshops to expand the knowledge base of the faculty and students. The institution looks forward to collaborate with other establishments of repute, NGOs and other organisations for research and extension activities. Eco-friendly and power-saving facilities will be provided to ensure environment sustainability. The completion of the construction of the new academic block will enable to accommodate more programmes. Arrangements are in progress for the procurement of advanced technology and training for the same in order to encounter the shifting paradigms in the educational scenario. The institution plans digitalisation of the library and installation of Management Information System to ensure a hassle-free academic environment.