



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>ST THOMAS COLLEGE</b>
• Name of the Head of the institution	<b>Dr Mathew P. John</b>
• Designation	<b>Principal-in-charge</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>04682214566</b>
• Mobile no	<b>9497445575</b>
• Registered e-mail	<b>stthomaskozhy@gmail.com</b>
• Alternate e-mail	<b>stcnaac2020@gmail.com</b>
• Address	<b>Kozhencherry</b>
• City/Town	<b>Kozhencherry</b>
• State/UT	<b>Kerala</b>
• Pin Code	<b>689641</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	<b>Mahatma Gandhi University</b>
• Name of the IQAC Coordinator	<b>Dr Asha Susan Jacob</b>
• Phone No.	<b>04682214566</b>
• Alternate phone No.	<b>0481 2574620</b>
• Mobile	<b>9496301806</b>
• IQAC e-mail address	<b>iqac@stthomascollege.info</b>
• Alternate Email address	<b>stcnaac2020@gmail.com</b>
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.stthomascollege.info/AOAR%202019-2020.pdf">https://www.stthomascollege.info/AOAR%202019-2020.pdf</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/2020-21%20CALENDAR.pdf?cxv=IjQ2NSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/2020-21%20CALENDAR.pdf?cxv=IjQ2NSI=</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>Four Star</b>	<b>Nil</b>	<b>2000</b>	<b>07/02/2000</b>	<b>06/02/2005</b>
<b>Cycle 2</b>	<b>B++</b>	<b>81.10</b>	<b>2007</b>	<b>10/02/2007</b>	<b>09/02/2012</b>
<b>Cycle 3</b>	<b>A</b>	<b>3.21</b>	<b>2015</b>	<b>15/11/2015</b>	<b>14/11/2020</b>

**6.Date of Establishment of IQAC****25/06/1999****7.Provide the list of funds by Central / State Government****UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	RUSA	Kerala State Project Directorate	2020	1500000
Dr Prathibha Vasudevan	SPYTiS Project Scheme	KSCSTE	2018-19	9000
Dr Prathibha Vasudevan, Aswathy S., Jeena Thomas, Sarnya Santhosh	Students Research Project	KSCTE	2018-19	10000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>			

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

1. Webinar on Outcome Based Education on 16 July 2020 in association with Kerala State Higher Education Council  
2. Training programme on

Administrative Regulation, KSR and PD Accounts on 18 September 2020  
 3. Webinar on Intellectual Property Rights: An Overview on 25 September 2020  
 4. FDP Webinar series on Mapping of Outcomes: Programme Outcomes, Course Outcomes and Learning Outcomes; Project Proposal and Project Funding; and Transactional Analysis and Mindfulness in Reflective Teaching on 4, 5, and 6 November 2020 respectively in association with Kerala State Higher Education Council  
 5. Two-day international webinar on Exploring Pandemics through Multidisciplinary Lens organized under the aegis of REYONO journal of interdisciplinary studies and Internal Quality Assurance Cell on 5 & 6 March 2021.

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

Plan of Action	Achievements/Outcomes
Training on Online Teaching for Teachers	Introductory Session on Online Teaching was organised on 3 June 2020
Session on NAAC Assessment for the newly appointed teachers	Organised an orientation session on NAAC Assessment: An Overview for the newly appointed teachers on 2 July 2020
Webinar on Outcome Based Education	Webinar on Outcome Based Education was organised on 16 July 2020 in association with Kerala State Higher Education Council
Training for Teachers for Counselling during Covid-19	Webinar on When Covid Infects the Mind was organised on 22 July 2020
Seminar/workshop on National Education Policy	Webinar on NEP 2020: Perspective Changes and Challenges was organised by UBA Cell on 5 October 2020.
Programmes on Gender Issues	1. Centre for Women Studies in association with the IQAC organised a webinar on Understanding and Combating Sexual Harassment on 27 July 2020. 2. The Department of English, in association with the

	<p>IQAC, organised an invited lecture on Performing Masculinity: Body, Self and Identity on 6 November 2020.</p> <p>3.Cell for Transgender Person's Welfare, in association with the IQAC, conducted a webinar on Sexual Orientation and Gender Identity (SOGI) Inclusive Education on 18 March 2021.</p> <p>4. Internal Complaints Committee conducted a webinar on Combatting Sexual Harassment, Prevention, Prohibition and Redressal on 19 March 2021.</p> <p>5.In connection with the celebration of International Women's Day, the Women Cell organised a talk on Stress Management on 8 March 2021.</p> <p>6. NSS observed Women's Equality on 26 August 2020 with an online quiz competition.</p> <p>7. Inauguration of the activities of Women Cell on 22 January, 2021 with a talk on New Woman in the New World</p>
Training programme for non-teaching staff	Training programme on Administrative Regulation, KSR and PD Accounts was organised on 18 September 2020
Programmes on Intellectual Property Rights / Entrepreneurship	<p>1.Webinar on Intellectual Property Rights: An Overview was organised by the IQAC on 25 September 2020.</p> <p>2.Department of Botany organised National Life Science Entrepreneurship Programme on 11 May 2021</p>
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Council	02/06/2022

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

Year	Date of Submission
2020-2021	31/03/2022

#### 15. Multidisciplinary / interdisciplinary

The syllabus of the affiliated Mahatma Gandhi University offers a judicious blend of interdisciplinary topics. All graduate programmes, irrespective of the discipline, have languages, literature, and environment education included in their curriculum. Common Courses hone language skills; introduce gender issues, human rights, and environment issues; and inculcate universal human values. Each Programme offers a Core Course each on Environmental Education and Human Rights. Complementary Courses facilitate interdisciplinary education. Open Course system necessitates all students to join a course offered by a Department other than their subject-area. Participation in extension programmes provides basic lessons of community service. Study tours, industry visits, projects, and excursions enable students to become aware of contemporary issues and impart social skills. Students can also join certificate courses offered across disciplines. They are encouraged to engage in internships to gain practical knowledge and experience which will enhance their employability. At the Postgraduate and Research level also interdisciplinary learning is included. Seminars, research projects, publication and presentation of papers are oriented towards this direction. *REYONO journal of interdisciplinary studies*, a peer-reviewed journal published by the Institution, co-ordinates and disseminates intellectual deliberations among the academia. The Institution envisions itself as a vibrant academic community, transcending rigid disciplinary boundaries.

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

Academic Bank of Credits is a crucial element of the New Educational Policy. It is envisaged as a digital safe that stores information regarding the credits accrued to individual student account during their academic tenure. It enables multiple entries and exits, offering flexibility in higher education. It is aimed as a multidisciplinary educational approach allowing a student to glean as much knowledge and skills at any given point of time. The UGC has

directed Universities to implement the service of ABC. Initiatives to carry out credit accumulation, credit transfer etc. are in the pipeline of the affiliated University. As an affiliated college, the Institution is not currently equipped with ABC.

### **17.Skill development:**

The syllabi of all the programmes offered by the Institution facilitate domain-based skill development. Each Science Programme has lab-based practical sessions to ensure skill-development in the subject concerned. Collaborations with other institutions of higher education and research expand academic exposure. With an aim to ensure acquisition of skills required across all disciplines, the Institution has initiated various programmes. The Common Computer Facility Centre offers a Basic Computer Course for all first-year undergraduate students to enable optimum utilisation of digital possibilities in academics. Computer labs of the Departments facilitate additional skill requirement. English Language Lab features facilities to refine language skills. At the graduate level, students are offered short-term courses in communication skills, soft skills, life skills, leadership skills etc. Placement Cell identifies the lacuna in employability skills and arranges training programmes. The activities of the student forums offer ample opportunities to enhance leadership skills, creative skills, social skills, management skills, debate skills etc. Research Orientation Programmes comprising sessions on Intellectual Property Rights, Research Methodology etc. lay the foundation for productive research. The Institution intends to offer additional skill development programmes to facilitate a fruitful blending of knowledge and skill.

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

The curriculum of the affiliated University has incorporated the rich heritage of India and traditional knowledge in the disciplines of Humanities and Social Sciences. BA Programme in History focuses on the culture and history of India. Undergraduate Malayalam Programme is founded on Dravidian Culture and native literature. Sanskrit, the classical language and literature, is taught for UG and PG Malayalam programmes. BA Hindi Programme includes the varied forms of Hindi literature, thereby promoting a culture and language. The syllabi of English Common Course and BA English contain translations of texts from Indian languages which enable acquaintance with the rich and diversified nature of Indian culture. Eastern Literary Theory, Indian Literature, Culture Studies, Dalit Literature, and Tribal Literature form part of the syllabi of

Language and Literature programmes. Common Courses in Malayalam and Hindi familiarise students with their heritage. Yoga is popularised by celebrating International Yoga Day and arranging Yoga training programmes. Native agriculture practice is promoted through innovative programmes. Cultural awareness and expression are fostered by the presentation of indigenous art forms, Indian classical music, dance forms etc. The preservation and promotion of the cultural capital of India is given due reverence in all the activities of the Institution.

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

Outcome Based Education focuses on the attainment of specific goals by the learner at the end of each Programme or Course. It is a student-centric pedagogical approach where the teacher acts as a facilitator, guide, and mentor. Realising the importance of the attainment of Outcomes as the top academic priority, St Thomas College, Kozhencherry has initiated significant steps for shifting towards the implementation of OBE. The Institution has evolved a system of strategies for the accomplishment of Outcomes. Faculty training programmes are organised to improve the quality of teaching strategies and methods for better learning experiences and to achieve outstanding learning outcomes. At the time of Induction Programme and Department Orientation Programmes, students are clearly intimated of the skills and knowledge they are expected to master through the Programmes. The teachers introduce the Outcomes at the beginning of each Course. The attainment of the Outcomes is supervised by the Departments. The progress and performance of each student is closely monitored by the class teacher and any lacunae are bridged by planning appropriate activities at various levels. The Institution endeavours to expedite the process of attainment of outcomes in a more systematic manner.

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

Distance education in the digital era facilitates alternative modes of learning anywhere, anytime leveraging the advances of technology to master professional competencies. The COVID-19 Pandemic has necessitated a shift in the pedagogy, incorporating the traditional as well as the virtual. With the majority of students hailing from rural areas with inadequate technological back-up and financial instability, the faculty and the students of the Institution confront difficulties in transferring the curriculum online, particularly for Science and Commerce streams. Online examination also poses challenges. Concerted effort has been made to tide over the situation including training for faculty, providing necessary gadgets for students in need etc. G-Suite facility is used to enable

an inclusive learning environment. Students and faculty are encouraged to utilise the opportunities to join for additional online courses offered by reputed international and national agencies. Digital platforms are diligently exploited to organise international and national seminars facilitating wider dissemination of knowledge. The academic year witnessed the organisation of cultural fests and celebrations of important days online. Many faculty members have attended Faculty Development Programmes in the online mode. The Institution is gearing up towards digital infrastructure enhancement and faculty training to adopt more effective blended modes of learning.

## Extended Profile

### 1. Programme

1.1	<b>618</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>1908</b>
Number of students during the year	

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

2.2	<b>261</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>682</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	107
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	108
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	76
4.2 Total expenditure excluding salary during the year (INR in lakhs)	16089437
4.3 Total number of computers on campus for academic purposes	144

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through systematic and transparent strategic mechanisms. Academic process for the year commences with the first Staff Council and Department Staff Meetings which enable drafting of the plan of action in compliance with the academic calendar of the affiliated University.

Department workload, course allotment, academic schedule comprising modules to be taught within stipulated periods, internal examinations, seminars, projects etc are all programmed accordingly. With the onset of the Covid-19 pandemic, Google Classroom has been used extensively for effective curriculum transaction, supplemented with offline classes adhering to Covid protocols. The syllabus, programme outcomes, course outcomes, and timetable are elucidated to the students. Recorded videos, audio clips, Power Point Presentations, other learning materials, and invited lectures enhance the learning process. Phased assessment of curriculum delivery is ensured by the Heads of Departments. Teacher's Work Dairy system enables micro-level planning, execution, and documentation of curriculum transaction. Assignments, seminars, discussions of University question papers, and internal examinations facilitate effective evaluation of the learning process. Additional classes are arranged to ensure the timebound completion of the syllabus. The status of the execution of academic planning is monitored by the Principal, Staff Council, and the IQAC. Multi-level feedback system ensures accountability.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://stthomascollege.info/iqac/document/1.1.1%20Curricular%20Planning.pdf">https://stthomascollege.info/iqac/document/1.1.1%20Curricular%20Planning.pdf</a>

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

The Institutional Academic Calendar which consolidates the forthcoming activities of the year is prepared in conformity with the University Calendar. The Departments, Clubs and Associations prepare their respective schedule of the academic and student-support programmes in accordance with guidelines by the Staff Council and the IQAC. Meticulous care is taken to collate and confirm the precise inclusion of all the seminal details without any discrepancy or overlapping. The Calendar comprises tentative dates of commencement and closing of each semester, internal examinations, memorial lectures, celebration of important days, co-curricular activities, holidays, total number of working days etc. It facilitates the faculty to plan and execute their work effectually. The Internal Examination Committee ensures the careful conduct, evaluation, and publication of results of two internal examinations per semester. The Grievance Redressal Cell confirms zero grievance

regarding the internal assessment before forwarding the mark lists to the University within the stipulated time. The annual IQAC Academic Audit ascertains the faultless functioning of the institution and the contribution of the college fraternity to its quality enhancement. The Calendar, incorporated in the College Handbook, is distributed among the teaching and nonteaching staff and the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principalmg/2020-21%20CALENDAR.pdf?cxv=IjQ2NSI=">https://www.stthomascollege.info/catepanel/uploads/principalmg/2020-21%20CALENDAR.pdf?cxv=IjQ2NSI=</a>

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

738

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

## 1.3 - Curriculum Enrichment

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

The curricula of all the programmes offered by the Institution, designed by the affiliated University, have contemporary topics of significance integrated into it. Environment Studies and Human Rights is a Core Course in the fifth semester UG syllabus. Many

modules in the Common, Complementary, Open and Core courses sensitise students to critical issues like ethics, environment, gender, and human values. Basic concepts of Environment and Sustainability, Ecology, Gender Budgeting, Impact of Gender on Economic and Demographic Development, Human Resource Management, Economics of Agriculture, Ethics in Science, Organic Farming and Composting Techniques, Ecotourism, Nature Conservation, Healthy Food Habits for Lifestyle Disease Management, Environmental Pollution, Human Values, Professional Ethics etc. are offered within and across disciplines. Students are motivated to enroll in MOOC courses. Classes on Research Methodology, Research Ethics, Intellectual Property Rights are organised to dissuade any violation of research ethics. The Associations and the Clubs fill any lacuna with webinars and lectures on cross-cutting issues. NSS, NCC, Women's Cell, Go Green Santhome Cell, Multidisciplinary Research Centre, Centre for Women Studies, Counselling Cell, Leadership Club, Health and Wellness Club, IQAC etc. empower students to connect their theoretical learning with current global developments and everyday experiences. Community extension programmes impart human values.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

658

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf">https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf">https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

702

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

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

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

324

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

The Institution is committed to cater to the academic needs of the students in accordance with their learning capabilities. Orientation

classes are organised to enable the students to cope with the programme. A structured Bridge Course, conducted at the commencement of the programmes to plug the hiatus between current and the expected levels of competency, forms a firm grounding in the fundamental proficiencies. Students are identified as advanced, average and slow learners based on multi-level assessments. An inclusive approach is practised to make learning more engaging and relatable.

Advanced learners are encouraged to optimise their domain knowledge using E-resources and INFLIBNET facility, participating in inter-college-competitions and webinars, presenting and publishing papers, and choosing challenging project topics. Orientation regarding higher learning opportunities and research are also provided. Best performers are honoured with appreciation certificates or scholarships and are geared towards securing distinction in University examination. The practice of Peer teaching with advanced learners as tutors empowers slow learners to progress and develop team spirit and interpersonal skills. The problems of slow learners and students with learning disabilities are identified and further buoyed by remedial teaching with counselling, additional study materials, and bilingual explanations. Weekly tutorials assist in steering towards a brighter future.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/2.2.1.pdf">https://stthomascollege.info/igac/document/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1908	107

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

## 2.3 - Teaching- Learning Process

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

As the Institution strongly believes in imparting education through student-centric methods, St Thomas College explores a series of programmes to transform students from passive recipients to active stakeholders. The learning process is strengthened by promoting creative thinking, use of ICT and E-resources, demonstration of experimental working models, Power Point Presentations etc. Participative learning is initiated through seminars, peer-group learning, group assignments, quizzing, and reaching out to school students. Complementing domain-based problem solving, conduct of events endows students with organisational and problem-solving skills. Projects works, extension activities and club activities facilitate experiential learning. While question banks help in the process of assessment of learning progress, flip class rooms, debates, and brainstorming sessions endorse interest in the subject. Participation and presentation of papers in national and international seminars broaden student potential. Publication of papers in journals and books boost up their profile. Certificate courses give a competitive edge. Screening of films and documentaries, role plays, 'Know the Plant' competition, training on LED Bulb Making, virtual industrial visit, and production of short-film opened up new vistas of experiential learning. Feedbacks on the courses and teachers provide students an opportunity to be responsible stakeholders in the enhancement of the learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://stthomascollege.info/igac/document/Supportingdocuments%20231.pdf">https://stthomascollege.info/igac/document/Supportingdocuments%20231.pdf</a>

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

Keeping abreast with the evolving trends in the global educational scenario, the institution gears up to adapt itself to the altering concepts regarding pedagogy. As the COVID-19 situation demanded a shift in the pedagogy, an Introductory Session on Online Teaching was organized on 3 June 2020. The faculty have further equipped themselves with online training to efficiently manage ICT-enabled teaching-learning. The institutional endeavour has realized a conducive virtual learning ambience using G-Suite platform. Google Classroom and MOODLE are judiciously used to upload recorded tutorial videos, audio clips, and learning materials along with Google Meet, Zoom, and Webex for online interaction. NPTEL, e-PG

Pathshala, and SWAYAM platforms are introduced to the students to augment their domain knowledge. INFLIBNET makes online content available to the academic community. Softwares like SPSS, Mendeley, Grammarly, turbo C++, TeX Maker, e-Flora, e-Herbarium etc. are used for teaching-learning and research. Teachers make good use of various types of technology ranging from traditional power point presentation to custom-made You Tube videos. Internal examination is also conducted online. Students are equipped to use online platforms for examinations, quiz, assignment submission etc. The institution judiciously exploits online possibilities to organise the various activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

107

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

107

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

46

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

1195 years & 9 months

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

St Thomas College operates Internal Evaluation system in a transparent and efficient manner, adhering to the guidelines of the

affiliated University. The evaluation process is detailed in the College Handbook which is reiterated at the commencement of programmes and at PTA meetings to ensure awareness among the stakeholders. Attendance, assignment/seminar/viva, and two test papers form the components of internal evaluation of theory papers. Attendance, test paper and record form the components of internal evaluation of practical papers. An Internal Examination Committee, constituted for the scrupulous management of the process, schedules the examinations in consultation with the Staff Council and is responsible for the faultless conduct of two internal examinations per semester. The Committee ensures publication of the timetable well in advance, preparation of question papers with meticulous care, and evaluation of the answer scripts within the stipulated time. The answer sheets are returned to the students for scrutiny. Students who fail to attend the examinations due to any valid reason are given a supplementary chance. Additional tests help in keeping a consistent performance record of the students. During the current year, internal assessment process was conducted online and attendance component was replaced by an additional assignment owing to the pandemic.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principalmg/Policy%20Document.pdf?cxv=IjQ3MSI=">https://www.stthomascollege.info/catepanel/uploads/principalmg/Policy%20Document.pdf?cxv=IjQ3MSI=</a>

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

The Institution follows the mandate of the University for the time-bound and transparent redressal of any grievance related to internal assessment. Grievances related to the conduct of examinations or evaluation of answer scripts may be reported to the Grievance Redressal Committee. It is a three-tier mechanism commencing with the return of the evaluated answer scripts to the students, followed by discussion of question papers in the class which allows redressal of any complaints at the teacher level itself. The issue will be addressed by the Department Level Committee, in case of any grievance. If it remains unsolved, the same can be brought to the College Level Committee. Students can approach the University when their grievances are not settled at the College level. Assignments, seminars or viva also form part of the assessment. Internal assessment marksheets of all the courses and consolidated evaluation

records are published on the respective Department notice boards and grievances are redressed before forwarding them to the Principal who ensures scrupulous verification of the same before uploading to the University portal. Interactions with the parents and student-level feedback enable productive analysis of the learning progress of the students and recommendation of apposite remedial measures.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=</a>

## 2.6 - Student Performance and Learning Outcomes

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

The Institution adheres to the syllabus designed by the University with well-defined objectives, identifying the skills/concepts/knowledge expected to be acquired by the student at the end of each course. The following mechanisms are adopted to communicate Programme Outcomes, Programme Specific Outcomes and Course Outcomes to its stakeholders.

- Faculty training programmes were conducted on Outcome Based Education and Mapping of Outcomes.
- Each Department has formulated the Programme Specific Outcomes and Course Outcomes of the respective UG and PG programmes in tune with the given objectives in the syllabus and are published on the college website.
- POs and PSOs are explicated to the students during the Induction Programme.
- Department Orientation Programmes familiarise students with the syllabus, outcomes and the assessment strategy for each programme.
- Expected COs are explained at the commencement of each course.
- Significance of learning outcomes as realized in student performance is deliberated at the Department and Institution Staff Meetings.
- Prospectus of the Institution provides the basic details of the syllabus and assessment procedure.
- Mid-semester and end-semester examinations, assignments, project works, seminars/presentations, discussions, employer

feedback etc. form the basic tools to assess the Outcomes.

- PTA platforms facilitate discussion of the outcomes with parents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/PO,%20PSO%20&amp;%20CO%20%202020-2021.pdf?cxv=IjQ2MyI=">https://www.stthomascollege.info/catepanel/uploads/principaling/PO,%20PSO%20&amp;%20CO%20%202020-2021.pdf?cxv=IjQ2MyI=</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The efficiency and effectiveness of the teaching-learning system is evaluated by the Institution following University directives. The implementation of the syllabi and the process of evaluation are monitored by the IQAC and the Principal. The IQAC organized faculty programmes on Outcome Based Education and encourages faculty participation in workshops to afford a profound understanding of learning outcomes. Direct and indirect methods are employed to assess attainment of outcomes. Direct methods include internal examinations, end-semester examinations, assignments, seminars/viva-voce and lab assessments. The knowledge and skills described by the course outcomes are mapped to specific questions in internal examinations and home assignments. Assignment and seminar topics necessitate exposure to additional learning sources. Internal examinations and class tests are conducted to ensure achievement of the anticipated level of competencies at Module level and corresponding Course level. Use of Bloom's taxonomy is encouraged for the preparation of question papers for internal examinations and question banks at the University level. Discussions, exit surveys of final year students, feedback from alumni and employers reflect the comprehensive response on the quality of the teaching-learning process. Multi-level discussion of student performance in the examinations enable identification of the strengths and weaknesses as well as development of rectification strategies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://stthomascollege.info/igac/document/2.6.2LOC.pdf">https://stthomascollege.info/igac/document/2.6.2LOC.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

393

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.stthomascollege.info/Annual_Report_2020-21.pdf">https://www.stthomascollege.info/Annual_Report_2020-21.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://www.stthomascollege.info/includes/Students%20Satisfaction%20Survey%20Report%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0.02

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

20

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://kscste.kerala.gov.in/student-project/">https://kscste.kerala.gov.in/student-project/</a>

## 3.2 - Innovation Ecosystem

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

The Institution has initiated programmes to promote entrepreneurial skills among students to become self-reliant.

- As a registered institute under Young Innovators Programme, a specially designed, flagship programme under Govt. of Kerala, two projects--developing an app to provide more income to the weaker sections of villages and a study on autoluminating photovoltaic cell and its applications--were submitted to 'Maestro Challenge.'
- Vegetos, an innovative initiative by the Department of Botany motivates students to develop entrepreneurship skills and organic farming by providing a local market for homegrown vegetables and value-added agricultural products.
- Students are participants in MOOC on Organic Farming, an initiative of the affiliated University to transform Kerala into a self-reliant and eco-friendly state under its 'Haritha Keralam' Mission.
- Department of Physics provided hands-on-training on making LED bulbs for energy conservation. The bulbs made by the students were handed over to the local colony free of cost.
- National Life Science Entrepreneurship Awareness Programme organised by the Department of Botany in association with C-CAMP Bangalore (GoI), helped to develop awareness among Life Science students to be bio-entrepreneurs.
- NSS Unit of the college adopted environment friendly paper-bag making.
- COVID-19 induced digital exposure enabled students to learn and utilize various platforms for creative purposes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stthomascollege.info/reyono?cxv=Ijk3Iq==">https://www.stthomascollege.info/reyono?cxv=Ijk3Iq==</a>

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

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

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

### 3.3 - Research Publications and Awards

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

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

35

File Description	Documents
URL to the research page on HEI website	<a href="https://www.stthomascollege.info/courses?cxv=IjkwIq==">https://www.stthomascollege.info/courses?cxv=IjkwIq==</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

27

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

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

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

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The Institutional credo of education through responsible community work sensitises students to social issues, inculcates humanitarian values, and ensures participation in the uplift of the disadvantaged.

Department of Physics conducted an awareness class on energy conservation at Melukara Colony and distributed LED bulbs. NSS Unit provided protein kits to the pregnant women of the Colony and necessary materials for an old invalid lady. IQAC, Aardram and NCC conjointly distributed growbags with saplings to the residents of the Colony. Through "Locks of Hope," by NSS, 29 students donated their hair for cancer patients. NSS team launched an awareness radio programme on World Radio Day. They undertook the cleaning of Aranmula traffic park. NSS and NCC Units donated smartphones to students in need. As part of SVEEP (Systematic Voters' Education and Electoral Participation) Programme, a flash mob was presented by NSS volunteers to enhance participation in the electoral process. They extended a helping hand to Sabari Balika Sadanam in Konni and distributed requisite supplies in Angamuzhi tribal colony. NCC cadets supplied sanitisers, sprayers and PPE kits to Pathanamthitta Municipality. They cleaned P. Keasvan Square and the War Memorial at Kozhencherry and Pathanamthitta respectively. All the activities received enthusiastic support of the college community.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/Extension.pdf">https://stthomascollege.info/igac/document/Extension.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

36

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

3776

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

## 3.5 - Collaboration

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

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

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

2

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Set on a serene campus of 16.4 acres, the Institution has adequate infrastructural facilities to meet the challenges of modern modes of teaching and learning. Each Department is facilitated with a staff room and classrooms with requisite seating arrangements and electrical connection. Teaching Departments have an ICT-enabled class room or seminar hall to integrate technology into pedagogy. Auditorium, air-conditioned conference hall and examination hall are utilised for conducting academic and related programmes. Internet facility is ensured in all the Departments. Dr Joseph Mar Thoma Metropolitan Block, with a seminar hall, classrooms, library and restroom facilities, accommodates the self-financing departments. The newly constructed RUSA block comprises a seminar hall and additional classrooms. The library, housed in the Golden Jubilee Library Block with reading room, reference area, and stack room facilities, has a considerable quantum of domain-related books, journals etc. INFLIBNET facility is also available. Science Departments have sufficient laboratory facilities, including instrumentation rooms.

A Common Computer Facility Centre with browsing facility is functioning in the Library Block. Computer labs are available in the Departments of Physics, Mathematics, Botany, Commerce, Statistics, Computer Science and Life-Science Block. Language lab, digital theatre, herbarium, medicinal garden, Zoology Museum etc. complement academic learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.1.1Geotagged.pdf">https://stthomascollege.info/igac/document/4.1.1Geotagged.pdf</a>

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

### Cultural Activities

The Institution offers ample facilities for the promotion of cultural activities, sports, games, and yoga. A multi-purpose auditorium, equipped with required facilities, is used as platform for different cultural activities and yoga. Dr Juhanon Mar Thoma Hall, mini auditorium-cum-examination hall, and seminar halls are used to host various academic and extra-curricular activities. College chapel offers a serene space for meditation.

### Sports and Games

The Institution has a spacious playground which is used as athletic track, football field, and cricket ground. Volleyball court, basketball court, and gymnasium facilities are also available.

### Yoga

A separate room is allocated for yoga. A meditation room is provided adjacent to the yoga room. Paved-pathways and auditorium are also used to accommodate large number of students for yoga.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/Geo.pdf">https://stthomascollege.info/igac/document/Geo.pdf</a>

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

40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.1.3A.pdf">https://stthomascollege.info/igac/document/4.1.3A.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

16089437

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

St Thomas College library, housed in a separate two-storeyed building, provides a tranquil learning experience. The library, which is open from 9.00 a.m. to 5.00 p.m. on all working days, has a separate reading room, reference section, and stack hall. It stocks a considerable number of academic books, reference books, periodicals, research journals, newspapers, dissertations, monographs etc. Books related to career guidance and competitive examinations, self-improvement etc. are also available. Users have access to question papers of previous years, old newspapers and dissertations also. The library provides reprographic facility, INFLIBNET, N-LIST facility etc. Library information kiosk is available. Students, research scholars and faculty have access to the facilities. The library is automated with KOHA software

21.05.02.000 version. The COVID situation has reduced the usage of library and decreased the number of actual foot-ins.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://stthomascollege.info/igac/document/4.2.Library.pdf">https://stthomascollege.info/igac/document/4.2.Library.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.75

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

With more than six decades of history, the Institution has always been persistently augmenting its IT facilities to address the changing trends in the academic scenario and to equip faculty and students to efficiently engage in the process of learning. The Institution has a well-maintained website that showcases the institutional operations--academic, administrative and co-curricular. The Common Computer Facility Centre operates as a hub facilitating the academic and professional requirements. The Centre offers a basic course in MS Office Management and provides facilities like browsing, scanning, printing, photocopying etc. The students make use of the Computer Centre for submission of applications for higher education, career, scholarships etc. All the Departments have Wi-Fi connectivity and necessary computational facilities. The college administrative office is equipped with computers, Wi-fi, and printer-cum-scanner-cum-photocopier. All the seminar halls are Wi-fi /LAN connected. An examination room with internet, duplex high-speed printer, and photocopier manages the conduct of university examinations. The institution uses emails and WhatsApp group facility for internal communication. Bandwidth of internet connection using BSNL has been enhanced from 10 MBPS to 200 MBPS. Additionally an Asianet internet connection has also been installed. Power interruption is compensated to an extent by solar power panels and generators.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.3.1Link.pdf">https://stthomascollege.info/igac/document/4.3.1Link.pdf</a>

#### 4.3.2 - Number of Computers

144

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

16089437

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The Institution follows a systematic procedure to furnish an opportune environment for teaching and learning. Optimal allocation and utilization of available funds from the Management, PTA and other sources facilitate appropriate maintenance of academic and infrastructure facilities. The Institution shares its sports facilities and auditorium with the public, neighbouring educational and government institutions on prior request, subject to

conditions. The utilisation and maintenance of all sports facilities is supervised by the Physical Education Department in consultation with the Management. The laboratories and classrooms are under the direct charge of the respective Heads of Departments. Standard Operational Procedure is followed in the labs with necessary technical support from authorised agencies. Stock registers are updated periodically. Statutory procedure is followed for the purchase of books and equipment and the maintenance of library facilities. The service of a fulltime computer technician is available. Advanced machinery is maintained by annual maintenance contract. Service of plumber/electrician/technician is hired as and when required. Cleanliness of class rooms and premises is assured with the support of the housekeeping staff. The Staff Council, Purchase Committee, Library Committee, IQAC, and PTA ensure proper utilisation and maintenance of all facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principalmg/Iinfrastructure%20Policy.pdf?cxv=IjQ1OSI=">https://www.stthomascollege.info/catepanel/uploads/principalmg/Iinfrastructure%20Policy.pdf?cxv=IjQ1OSI=</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

924

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

286

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://stthomascollege.info/igac/document/5.1.3Add.pdf">https://stthomascollege.info/igac/document/5.1.3Add.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

927

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

927

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

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

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

33

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

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

213

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

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

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

61

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

11

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

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

Dynamic student participation in the quality enhancement programmes is a distinctive aspect of the Institution. The Institution ensures representation of students in the academic and administrative bodies like the IQAC, RUSA Project Monitoring Committee, Internal Complaints Committee, Student Grievance Redressal Cell, and Library Committee. College Union, Subject Associations, Clubs and forums are platforms that facilitate student engagement. Student Coordination Committee and Discipline Committee assist in maintaining and bolstering discipline on the campus. The activities of College Union, a representative body of student members elected in accordance with the prevailing rules and regulations of the University, foster the holistic development of the students.

Student Coordinators of the Subject Associations of each Department and the various clubs and forums facilitate constructive functioning of these forums which organise varied student-centric programmes. National and regional festivals are celebrated and important national and international days are observed with a spirit of camaraderie. NCC and NSS offer vistas for students to be trained as responsible, service-oriented, and resourceful citizens. Women's Cell affords ample opportunities to guarantee an inclusive campus,

focusing on the empowerment of female students. The COVID-19 pandemic protocol incapacitated the conduct of the College Union election and curtailed active student participation in many programmes.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/532n22.pdf">https://stthomascollege.info/igac/document/532n22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

18

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

The alumni of the Institution forms one of its strong pillars. Despite the COVID-19 pandemic, the General and Department Alumni Associations strove to be vibrant, availing of digital platform facilities. St Thomas College Alumni Association organised a meeting on 29 March 2021 to honour its distinguished alumni Bishop Malayil Sabu Koshy Cherian and Sri Gopu V. Nair, Padayani Artist who received Kerala Folklore Academy Award. An annual meet of the Hindi Alumni Association was held online on 26 July 2020.

The alumni contribute significantly to the development of their alma mater in the form of scholarships, infrastructure, student aid, inspirational lectures etc. An eco-friendly power supply system was installed in the Department of Commerce by the generous contributions of its alumni. Botany Alumni Association donated a desktop computer, library books worth Rs 60000, and Rs. 1,00,000 to institute a new scholarship. Physics Alumni sponsored a smartphone for a deserving student and instituted two scholarships of Rs.5000 and Rs.10000. Hindi Alumni organised Career Guidance Programme for their students, mobilised fund for a mobile phone, and donated Rs 10000 as medical aid to a student.

The enthusiastic involvement of the alumni in the initiatives of the institution catalyses its stride towards excellence.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/5.4.1.pdf">https://stthomascollege.info/igac/document/5.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

St Thomas College is a minority institution founded on the noble vision of fostering academic excellence, moral integrity, multifaceted development and social responsibility in young people. Democratic and participatory nature of governance is ensured by the Governing Council that formulates the broader policies of administration. Teachers play a crucial role in the preparation of the strategic plans and policies of the Institution. Operational autonomy is granted to the Principal, Departments, and Student Forums to effectively steer the institutional responsibilities in tune with its vision and mission. The Principal administers the

quotidian operations in consultation with the Staff Council. The IQAC, PTA, Teaching and Non-teaching Staff, and students have significant roles in the design and accomplishment of the quality enhancement process of the Institution. The different committees for curricular and co-curricular activities coordinated by the faculty ensure the holistic development of the students. The Heads of Departments and the Department Councils effectuate necessary steps to foster a propitious academic environment. At the microlevel, the class teachers cater to the needs of the students and monitor their performance. The Institution thus implements collaborative management and holds aloft its motto "Ad Majorem Dei Gloriam" that foregrounds all its endeavours ever since its inception.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/about?cxv=Ijgi">https://www.stthomascollege.info/about?cxv=Ijgi</a>
Upload any additional information	<a href="#">View File</a>

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

#### Case study: Infrastructure development and renovation

The expansion of the Institution with 15 undergraduate, ten postgraduate and five research programmes since its inception has necessitated enlargement of constructed space and augmentation of infrastructure facilities. Realizing the organizational obligation to leverage institutional key resources in the post-accreditation period, the Governing Council, deliberating on the feedback collated from the stakeholders, the Departments and the IQAC, identified infrastructural development as the thrust area. Infrastructural augmentation has been materialized by the concerted efforts of all stakeholders and by tapping both the government and non-governmental sources.

#### Government:

- RUSA fund for construction of new classrooms and renovation of the auditorium.

#### Management:

- Augmentation or renovation of classroom/laboratory facilities.

- Renovation of flooring.
- Revamping of electrical connections.
- Construction of gender-neutral toilet for the differently-abled.
- Renovation of the ladies' restroom, gents' toilet, examination hall, and PG hostel.
- Refurbishment of English language lab.
- Renovation of canteen and sports hostel.
- Construction of ramps for the differently abled.
- Renovation of Life-science Block.

**PTA:**

- Refurbishment of Dr Juhanon Mar Thoma Hall

**Alumni**

- Solar panel for Postgraduate and Research Department of Commerce

The realization of these projects, completed on a priority basis, vouchsafes the institutional policy of participative management for quality enhancement

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf">https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Holistic Development of Students**

St Thomas College is envisioned as an advantageous anchorage for the holistic development of the youth. Institutional initiatives for student well-being commence with the Student Induction Programme for first year students whereby the incumbents get acclimatised to their new environment. Students are introduced to the institutional policies, practices, mission and vision, culture, rules, CBCSS

guidelines, and Graduate Attributes. An outline of the facilities available and the activities of the various student forums is also furnished. A lead talk by an eminent personality and Life Skills Training also form part of the SIP.

Department-level Orientation programmes acquaint the students with their core subjects, programme specific outcomes, and career and higher education prospects of their respective domains. Entry-level test is followed by a structured Bridge Course. Slow learners and advanced learners are identified and apposite teaching strategies are employed. A 30-hour Computer course is offered to all first year students.

Programmes designed for the development of Soft Skills, Leadership Skills, Interview Skills, and emotional and physical wellness of the students are organised under the aegis of different forums. Mentoring and counselling facilities are proffered. Availability of the service of a trained counsellor emboldens students during times of crisis.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/WithcoverSIP.pdf">https://stthomascollege.info/igac/document/WithcoverSIP.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### The Organogram of the institute

Established by the Malankara Mar Thoma Syrian Church, the Institution is governed by the Manager, with the counsel of a twelve-member Governing Council comprising the Principal, faculty representative, eminent academicians and administrators. Anchored in its vision and mission, institutional policies are formulated by the Council. As the academic and administrative authority, the Principal is assisted by the Staff Council and the IQAC. Faculty, Staff Council, and IQAC recommend proposals for quality augmentation, infrastructure development and student welfare, collating feedback

from the stakeholders. Recruitment and promotional policies of the Institution are in accordance with the prevailing procedures of the UGC, University and the State Government. Commendable academic and service credentials form the fundamental criteria for faculty recruitment.

Heads of Departments accomplish the management of their departments with the support of the faculty. The academic performance of the students is monitored by the class teachers. The administrative office functions under the superintendence of the Administrative Assistant. Student support forums are coordinated by the faculty and students. Anti-ragging Cell, Discipline Committee, Ethics Committee, Grievance Redressal Cell, Minority Cell, Cell for the Differently Aabled, Internal Complaints Committee etc. have been constituted to ensure an innocuous and inclusive academic environment.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info">https://www.stthomascollege.info</a>
Link to Organogram of the institution webpage	<a href="https://www.stthomascollege.info/organogram.php?cxv=IjO3MyI=">https://www.stthomascollege.info/organogram.php?cxv=IjO3MyI=</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The Institution is committed to offer a congenial workspace and productive environment. It promotes the mental as well as the physical wellness of the teaching and non-teaching staff. To create a culture of excellence, Staff with distinguished achievements are honoured. Teaching and non-teaching staff have equal access to the facilities offered. The Institution provides the following welfare measures:

- St Thomas College Staff Co-operative Society caters to the financial needs of the staff in the form of loans and financial assistance. Deposit facility is also available. The society awards merit scholarships to the children of its members who excel in various Board examinations.
- St Thomas College Cooperative Store supplies stationery items at a reduced price.
- All welfare schemes for employees by the government are available.
- Gymnasium and sports facilities to maintain physical fitness.
- Residential facility for female staff.
- Canteen.
- Financial assistance at times of contingency.
- Salary advance facility.
- Honouring retiring staff for their meritorious service.
- Counselling facility.
- Paternity and maternity leave as per government norms.
- Free internet facility.
- Post-office
- The Staff Association of the Institution celebrates Onam and Christmas enthusiastically to strengthen the bonds among the staff and organizes staff tour.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/book.pdf">https://stthomascollege.info/igac/document/book.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

42

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Driven by its uncompromising dedication to quality enhancement, the Institution has a performance appraisal system to assess the competence and commitment of its staff. A self-appraisal system to evaluate the service of the staff has been a part of the institutional culture for which a Self-Appraisal form has been prepared by the IQAC. Implementation of the Teacher's Work Diary facilitates effective planning and completion of the syllabus within the stipulated time. The duly documented Work Diaries are verified by the Heads of Departments and the IQAC. The Heads of Departments and the Staff Council periodically assess the completion of the syllabus within the prescribed time. Feedback is collected from the students regarding the performance of teachers and the general performance of the Institution and corrective measures, if required, are implemented. General staff meetings offer a platform to appraise the quality consistency of the Institution. PTA meetings also enable evaluation of the teaching-learning mechanism, administrative system, infrastructure requirements, and other concerns of parents and students.

The interactions between the Management with the Heads of the Departments, the Faculty and the Non-Teaching staff enable deliberations on the strengths, weaknesses, opportunities, and challenges of each Department/Office and rectifications required are executed.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/TWformat.pdf">https://stthomascollege.info/igac/document/TWformat.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Institution has a competent mechanism for the management of financial resources to ensure transparency and accountability in financial matters. The accounts of all Government/UGC funded projects are audited by a Chartered Accountant and the audited report with utilization certificate is submitted to the responsible bodies. All financial statements related to public funds are verified by the Deputy Directorate of Collegiate Education, Directorate of Collegiate Education, and Accountant General office, Kerala at stipulated times. The Deputy Directorate of Collegiate Education audit usually occurs prior to the retirement of the Principal or Office Superintendent. Clarifications and corrections, if any are addressed with immediate effect. Procedure failures when reported are rectified with all supporting documents. Administrative staff and Heads of the Departments are enjoined to adhere to the directives of the audit team.

The annual income and expenditure statements of the Management are audited every financial year by duly appointed auditors who verify the transactions. It is presented before the Governing Council before and after the audit. Clarifications or corrections, if required, are incorporated. The final audited statement is submitted to the Marthoma Sabha Mandalam and is published in the annual report book and on the website of Mar Thoma Syrian Church.

File Description	Documents
Paste link for additional information	<a href="https://marthoma.in/wp-content/uploads/2021/09/MANDALAM-BOOK-2020-2021.pdf">https://marthoma.in/wp-content/uploads/2021/09/MANDALAM-BOOK-2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

1203150

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The Governing Council monitors the financial management and ensures the transparency and accountability of its resources. In addition to the grant-in-aid received from the government as the salary of the aided stream, PD accounts etc., the Institution mobilizes funds from various sources. The institution prepares an annual financial plan for the meticulous utilization of the financial resources.

1. Financial resources include the tuition fees collected from the self-financing departments.
2. The involvement of Alumni and PTA are ensured while development programmes are launched.
3. UGC and RUSA funds are availed of by opportune submission of proposals.
4. Faculty are encouraged to submit proposals for research grants from funding agencies like UGC, DST etc.
5. Endowments, scholarships, and sponsorship are mobilised from former faculty and philanthropists.
6. Sports Council funds are also made available of.

The Management funds all major development projects and maintenance of infrastructure with the support of humanitarians. The Planning

Board, Purchase Committee, RUSA Committee, and IQAC render their roles in resource management. PTA funds are provided to all departments for seminars, Association activities, and maintenance of digital devices. Scholarships are also given by PTA for meritorious students. Fees collected are utilized for remuneration and infrastructural maintenance.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

As quality enhancement is a continuous process, the Institution is devoted to develop a system for conscious, consistent, and catalytic enhancement in the overall performance of Institution. In this process, the IQAC is supported by subcommittees of each NAAC Criterion to ensure the quality of curricular, teaching, research, extension, infrastructure, student support aspects, and institutional values. To ensure strategic and precise transaction and documentation of the teaching-learning process, Teachers' Work Diary is introduced. It enables meticulous planning and execution of curriculum delivery for each module in the semester. It records Teaching plan, Day Report, Consolidated Monthly Report, Extra-curricular engagements, and Leave record. Tutorial, counselling, and mentoring have been institutionalised to strengthen the rapport between teachers and students and to equip students to encounter the challenges encircling them. To develop sensitivity towards community issues and social responsibility, Aardram, the Extension Cell has been initiated to coordinate institutional community service activities. As part of quality assessment and enhancement policy, internal and external audits are conducted to monitor institutional competency. The IQAC encourages gender-equity promotion programmes, environment-friendly practices, and wellness initiatives by collaborating with student forums. Institutional concern for a safe environment is reflected in the organization of annual seminar on environmental issues.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/annualreport.php">https://www.stthomascollege.info/annualreport.php</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC has initiated distinctive measures to review the teaching-learning process and to strengthen the academic output. Induction Programme for first-year undergraduate students provides them an overview of the Programme, assessment pattern etc. Outcomes of Programmes and Course are also articulated to them. Bridge Courses are conducted for entry level students.

Department Council meetings appraise the progress of the curriculum transaction and the evaluation outcome. Suggestions for improvement are implemented. Weak learners are identified and assistance rendered as required.

Staff Council meetings review teaching-learning process and its outcome. Propositions for improvement are employed diligently.

Parent-teacher meetings analyse the academic progress of the students with requisite directions for better performance. Counselling, mentoring and tutorial programmes are provided to boost confidence. Feedback from the stakeholders facilitate appraisal of the process and implementation of remedial measures. Faculty training programmes are arranged to enable a paradigm shift from traditional to ICT-enabled pedagogy, deploying various LMS like Google Classroom, Moodle etc for easy and effective transaction of curriculum.

Internal annual academic audit by the IQAC identifies the strength and weakness of each Department with suggestions for improvement.

External audit by seasoned academic experts enable initiatives to rectify any lacuna in the quality criteria.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/includes/20-21%20Audit%20Report.pdf">https://www.stthomascollege.info/includes/20-21%20Audit%20Report.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.stthomascollege.info/AQAR%202019-2020.pdf">https://www.stthomascollege.info/AQAR%202019-2020.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The Institution harbours a robust academic environment of gender equity and justice with a visible majority of females on campus. The quantum of female representation on the academic and administrative bodies confirms the absence of the glass ceiling. Programmes organized by the institution reflect a culture of empowerment.

- Centre for Women Studies and Women Cell organised webinars on Understanding and Combating Sexual Harassment and Stress Management respectively.

- Internal Complaints Committee organized a webinar on Combatting Sexual Harassment, Prevention, Prohibition and Redressal.
- Female participation in intra/inter-institutional competitions and cultural activities is promoted.
- NSS and NCC units boost leadership qualities, encourage community service and career in the armed forces.
- Mentoring, counselling, and service of a female professional counsellor are available.
- Classes on Health, Life Skills and Mental Wellness were arranged.
- Department of English and Cell for Transgender Person's Welfare organized webinars on Performing Masculinity: Body, Self and Identity and Sexual Orientation and Gender Identity Inclusive Education respectively.
- Anti-ragging Cell curtails any attempt at ragging.
- CCTV-enabled 24 X 7 surveillance and deployment of security staff vouchsafe a secure campus.
- On campus residential facility offers a safe lodging for women students.
- Ladies waiting room provides an exclusive space with dining area, rest rooms etc.

File Description	Documents
Annual gender sensitization action plan	<a href="https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf">https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf">https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf</a>

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

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Solid Waste Management:** The Institution has adopted a green strategy to ensure a healthy and eco-friendly campus. Efforts are in progress to reduce waste through reuse and recycling. Use of flex boards and plastic carry bags is discouraged. Separate bins are placed at different points to segregate food, paper, and plastic waste. Waste collected are judiciously disposed of. Biogas plant is used to manage food waste and incinerators to handle plastic waste and used sanitary napkins. Initiatives are taken to up-cycle waste materials as aesthetic products. The Institute does not generate any hazardous waste.

**Liquid Waste Management:** Laboratory, hostel, and canteen effluent waste are among the liquid waste generated on the campus. Teachers constantly encourage the students for the minimal and effective use of chemicals in the labs. Laboratory liquid chemical waste are safely disposed of. Wastage of drinking water is restricted through proper monitoring.

**E-Waste Management:** Electronic goods are put to optimum use. The minor repairs are rectified by the staff and major repairs are outsourced to professional technicians. The plastic waste collected was transferred to Clean Kerala Company, a Government of Kerala, initiative for better management of waste. Old non-functional computers were sold to an E-waste dealer.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

**5.**

**reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Founded on the noble vision of imparting quality education to the rural population of the eastern region of Travancore, the Institution has incorporated into its constitutional ethos, the basic democratic values of harmony and tolerance. The Institution nurtures a sense of cultural, regional, religious and linguistic accord among its**

stakeholders. Focused attention is given to preserve unity amongst diversity.

Students and staff hailing from diverse socio-economic, communal and cultural milieus are offered a cordial and unbiased ambience. Scrupulous care is taken to accommodate all and discriminate none. All the activities organized under the aegis of Associations, Student Forums, College Union, PTA, College Alumni Association, NCC, NSS, Mar Thoma Students Association, Students Christian Movement etc. extend a platform for all to grow together. Right from the entry level, the portals are open for all and the procedures are transparent, following the reservation policies of the governing bodies. Cultural and regional festivals like Onam, Christmas, and Keralapiravi are celebrated with enthusiasm. College Day, Youth Festival and Sports Meet offer venues to showcase the talents of students. Community service programmes impart human values. Any student who enters the portals of the Institution imbibes a feeling of belongingness and fellowship. We celebrate one another.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The foundational principles of the Institution reflect the core constitutional values of the country which are articulated in all the services rendered. The Institution upholds the fundamental rights and duties enshrined in the Constitution of India. The curricular and extra-curricular activities aim at edifying the students and staff about their personal and institutional commitments to function as responsible citizens, respecting human dignity and preserving national unity. The curriculum comprises topics like Introduction to the Indian Constitution, Gandhian thoughts, human rights, gender equity etc. All UG programmes offer a course on Environmental Studies and Human Rights. The activities of the NSS, NCC, and Go Green Santhome improve the environmental and social consciousness of the students. Webinars on Human Rights and Gender Issues sensitize towards justice, equality and civil rights. Academic Forum conducted a webinar on Budget Analysis. Republic Day, Independence Day, and Gandhi Jayanthi are celebrated with due

reverence. The institutional code of conduct reflects its organizational values and socio-cultural ethos. Elections to the College Union, Staff Council, PTA, Staff Cooperative Society etc. are held on the democratic principles of equality and fraternity. Blood donation and hair donation camps, extension and sensitization programmes impart a sense of responsibility and human values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://stthomascollege.info/igac/document/7.1.9DetailsofActivities.pdf">https://stthomascollege.info/igac/document/7.1.9DetailsofActivities.pdf</a>
Any other relevant information	<a href="https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf">https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf</a>

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

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**To promote national integrity and to accommodate the cultural and religious diversity of India, the Institution celebrates various**

festivals/days/events of national/international importance. Birth or death anniversaries of the stalwarts of Indian History are observed to instill patriotism and inspiration. The following programmes were organised during the academic Year:

- Independence Day and Republic Day were celebrated with flag-hoisting and competitions to commemorate national freedom.
- Teachers Day video was prepared and circulated by the NSS volunteers.
- Women's Equality Day was observed on 26 August with online quiz competition.
- International Women's Day was celebrated with an online session "Stress and Strain: How to Cope."
- Environment-friendly programmes were organized on NSS Day
- Gandhi Jayanthi: Reminiscing the Mahatma Programme
- World Postal Day: Letter writing competition
- Virtual Onam and Christmas celebrations.
- Space-week celebration
- World Energy Conservation Day: Training programme on LED Bulb Making
- National Science Day: Talk on Mobile Communication
- Keralapiravi: Kitchen garden programme launched by NSS
- Children's Day: Caption writing competition
- National Youth Day: Online discussion on Swami Vivekananda
- World Radio Day, National Road Safety Month, World Consumer Rights Day, National Vaccination Day, International Yoga Day, NCC Day, Science Day were observed with various programmes.

All these programmes inspire students for personal and community development.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

St Thomas College has always endeavoured to edify the marginalized

sections, including the female. The Institution is steadfast in providing them with equal opportunities for which a variety of programmes are organized under the aegis of the Departments and other forums. Noon meal scheme is a significant move to ensure at least one proper meal for deserving students on working days. Those in need of financial and material assistance are supported by Anpu-Oppamundu St Thomas scheme. As women students form a considerable majority, a spate of women-empowerment programmes under Women Cell, Centre for Women Studies, Internal Complaints Committee, and other Associations are arranged to sensitise and empower them. Counselling and remedial classes boost the confidence of the students and help to bridge the learning gaps. The Institution focuses on fostering a healthy and eco-friendly lifestyle for environment sustainability. Efforts have been made to harvest rain water and harness solar energy. Though financial and time constraints often affect the materialization of many a dream project, the Institution relentlessly pursues its effort to promote the holistic development of the students and to ensure environmental sustainability.

File Description	Documents
Best practices in the Institutional website	<a data-bbox="560 1050 1458 1167" href="https://www.stthomascollege.info/catepanel/uploads/principaling/Best%20Practices.pdf?cxv=_IjQ2MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Best%20Practices.pdf?cxv=_IjQ2MSI=</a>
Any other relevant information	<a data-bbox="560 1245 1458 1317" href="https://stthomascollege.info/iqac/document/BestPractices.pdf">https://stthomascollege.info/iqac/document/BestPractices.pdf</a>

### 7.3 - Institutional Distinctiveness

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

St Thomas College, established on the lush, hilly terrain of Kozhencherry in 1953, has been envisaged 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 about seven decades of academic distinction. From its humble origins, it has gracefully expanded as a premier institution of higher education with graduate, postgraduate, and research programmes. It is distinguished by its policy of providing value-based education and holistic development through curricular and co-curricular activities. Certificate courses augment employability skills. A team of dynamic, competent, and committed teachers, integrating technical

updates with classroom transactions, carefully instill cultural and human values. Faculty participation in various courses/conferences/workshops evinces the institutional policy of encouragement, empowerment, and enrichment. The institution steadfastly expands its environment-conscious practices within and outside the campus. Departments and student forums offer opportunities to connect the college to the community, thereby fulfilling community responsibility. The teacher-student rapport and the student-support mechanisms distinguish the Institution as a beacon of inspiration lighting the lives of many and upholding its motto of Ad-Majorem, Dei-Glorium, for the greater glory of God.

NAAC

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution ensures effective curriculum delivery through systematic and transparent strategic mechanisms. Academic process for the year commences with the first Staff Council and Department Staff Meetings which enable drafting of the plan of action in compliance with the academic calendar of the affiliated University. Department workload, course allotment, academic schedule comprising modules to be taught within stipulated periods, internal examinations, seminars, projects etc are all programmed accordingly. With the onset of the Covid-19 pandemic, Google Classroom has been used extensively for effective curriculum transaction, supplemented with offline classes adhering to Covid protocols. The syllabus, programme outcomes, course outcomes, and timetable are elucidated to the students. Recorded videos, audio clips, Power Point Presentations, other learning materials, and invited lectures enhance the learning process. Phased assessment of curriculum delivery is ensured by the Heads of Departments. Teacher's Work Dairy system enables micro-level planning, execution, and documentation of curriculum transaction. Assignments, seminars, discussions of University question papers, and internal examinations facilitate effective evaluation of the learning process. Additional classes are arranged to ensure the timebound completion of the syllabus. The status of the execution of academic planning is monitored by the Principal, Staff Council, and the IQAC. Multi-level feedback system ensures accountability.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://stthomascollege.info/iqac/document/1.1.1%20Curricular%20Planning.pdf">https://stthomascollege.info/iqac/document/1.1.1%20Curricular%20Planning.pdf</a>

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

The Institutional Academic Calendar which consolidates the

forthcoming activities of the year is prepared in conformity with the University Calendar. The Departments, Clubs and Associations prepare their respective schedule of the academic and student-support programmes in accordance with guidelines by the Staff Council and the IQAC. Meticulous care is taken to collate and confirm the precise inclusion of all the seminal details without any discrepancy or overlapping. The Calendar comprises tentative dates of commencement and closing of each semester, internal examinations, memorial lectures, celebration of important days, co-curricular activities, holidays, total number of working days etc. It facilitates the faculty to plan and execute their work effectually. The Internal Examination Committee ensures the careful conduct, evaluation, and publication of results of two internal examinations per semester. The Grievance Redressal Cell confirms zero grievance regarding the internal assessment before forwarding the mark lists to the University within the stipulated time. The annual IQAC Academic Audit ascertains the faultless functioning of the institution and the contribution of the college fraternity to its quality enhancement. The Calendar, incorporated in the College Handbook, is distributed among the teaching and nonteaching staff and the students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/2020-21%20CALENDAR.pdf?cxv=IjQ2NSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/2020-21%20CALENDAR.pdf?cxv=IjQ2NSI=</a>

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

738

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

### 1.3 - Curriculum Enrichment

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

The curricula of all the programmes offered by the Institution, designed by the affiliated University, have contemporary topics of significance integrated into it. Environment Studies and Human Rights is a Core Course in the fifth semester UG syllabus. Many modules in the Common, Complementary, Open and Core courses sensitise students to critical issues like ethics, environment, gender, and human values. Basic concepts of Environment and Sustainability, Ecology, Gender Budgeting, Impact of Gender on Economic and Demographic Development, Human Resource Management, Economics of Agriculture, Ethics in Science, Organic Farming and Composting Techniques, Ecotourism, Nature Conservation, Healthy Food Habits for Lifestyle Disease Management, Environmental Pollution, Human Values, Professional Ethics etc. are offered within and across disciplines. Students are motivated to enroll in MOOC courses. Classes on Research Methodology, Research Ethics, Intellectual Property Rights are organised to dissuade any violation of research ethics. The Associations and the Clubs fill any lacuna with webinars and lectures on cross-cutting issues. NSS, NCC, Women's Cell, Go Green Santhome Cell, Multidisciplinary Research Centre, Centre for Women Studies, Counselling Cell, Leadership Club, Health and Wellness Club, IQAC etc. empower students to connect their theoretical learning with current global developments and everyday experiences. Community extension programmes impart human values.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year****25**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****658**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf">https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf">https://www.stthomascollege.info/Feedback%20on%20Curriculum%202020-2021.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

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

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

702

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

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

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

324

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The Institution is committed to cater to the academic needs of the students in accordance with their learning capabilities. Orientation classes are organised to enable the students to cope with the programme. A structured Bridge Course, conducted at the commencement of the programmes to plug the hiatus between current and the expected levels of competency, forms a firm grounding in the fundamental proficiencies. Students are identified as advanced, average and slow learners based on multi-level assessments. An inclusive approach is practised to make learning more engaging and relatable.

Advanced learners are encouraged to optimise their domain knowledge using E-resources and INFLIBNET facility, participating in inter-college-competitions and webinars, presenting and publishing papers, and choosing challenging project topics. Orientation regarding higher learning opportunities and research are also provided. Best performers are honoured with appreciation certificates or scholarships and are geared towards securing distinction in University examination. The practice of Peer teaching with advanced learners as tutors empowers slow learners to progress and develop team spirit and interpersonal skills. The problems of slow learners and students with learning disabilities are identified and further buoyed by remedial teaching with counselling, additional study materials, and bilingual explanations. Weekly tutorials assist in steering towards a brighter future.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/2.2.1.pdf">https://stthomascollege.info/igac/document/2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1908	107

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

**2.3 - Teaching- Learning Process**

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

As the Institution strongly believes in imparting education through student-centric methods, St Thomas College explores a series of programmes to transform students from passive recipients to active stakeholders. The learning process is strengthened by promoting creative thinking, use of ICT and E-resources, demonstration of experimental working models, Power Point Presentations etc. Participative learning is initiated through seminars, peer-group learning, group assignments, quizzing, and reaching out to school students. Complementing domain-based problem solving, conduct of events endows students with organisational and problem-solving skills. Projects works, extension activities and club activities facilitate experiential learning. While question banks help in the process of assessment of learning progress, flip class rooms, debates, and brainstorming sessions endorse interest in the subject. Participation and presentation of papers in national and international seminars broaden student potential. Publication of papers in journals and books boost up their profile. Certificate courses give a competitive edge. Screening of films and documentaries, role plays, 'Know the Plant' competition, training on LED Bulb Making, virtual industrial visit, and production of short-film opened up new vistas of experiential learning. Feedbacks on the courses and teachers provide students an opportunity to be responsible stakeholders in the enhancement of the learning process.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://stthomascollege.info/igac/document/Supportingdocuments%20231.pdf">https://stthomascollege.info/igac/document/Supportingdocuments%20231.pdf</a>

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

Keeping abreast with the evolving trends in the global educational scenario, the institution gears up to adapt itself to the altering concepts regarding pedagogy. As the COVID-19 situation demanded a shift in the pedagogy, an Introductory Session on Online Teaching was organized on 3 June 2020. The faculty have further equipped themselves with online training to efficiently manage ICT-enabled teaching-learning. The institutional endeavour has realized a conducive virtual learning ambience using G-Suite platform. Google Classroom and MOODLE are judiciously used to upload recorded tutorial videos, audio clips, and learning materials along with Google Meet, Zoom, and Webex for online interaction. NPTEL, e-PG Pathshala, and SWAYAM platforms are introduced to the students to augment their domain knowledge. INFLIBNET makes online content available to the academic community. Softwares like SPSS, Mendeley, Grammarly, turbo C++, TeX Maker, e-Flora, e-Herbarium etc. are used for teaching-learning and research. Teachers make good use of various types of technology ranging from traditional power point presentation to custom-made You Tube videos. Internal examination is also conducted online. Students are equipped to use online platforms for examinations, quiz, assignment submission etc. The institution judiciously exploits online possibilities to organise the various activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

107

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

107

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

46

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

1195 years & 9 months

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

St Thomas College operates Internal Evaluation system in a transparent and efficient manner, adhering to the guidelines of the affiliated University. The evaluation process is detailed in the College Handbook which is reiterated at the commencement of programmes and at PTA meetings to ensure awareness among the stakeholders. Attendance, assignment/seminar/viva, and two test papers form the components of internal evaluation of theory papers. Attendance, test paper and record form the components of internal evaluation of practical papers. An Internal Examination Committee, constituted for the scrupulous management of the process, schedules the examinations in consultation with the Staff Council and is responsible for the faultless conduct of two internal examinations per semester. The Committee ensures publication of the timetable well in advance, preparation of question papers with meticulous care, and evaluation of the answer scripts within the stipulated time. The answer sheets are returned to the students for scrutiny. Students who fail to attend the examinations due to any valid reason are given a supplementary chance. Additional tests help in keeping a consistent performance record of the students. During the current year, internal assessment process was conducted online and attendance component was replaced by an additional assignment owing to the pandemic.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=</a>

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

The Institution follows the mandate of the University for the time-bound and transparent redressal of any grievance related to internal assessment. Grievances related to the conduct of examinations or evaluation of answer scripts may be reported to the Grievance Redressal Committee. It is a three-tier mechanism commencing with the return of the evaluated answer scripts to the students, followed by discussion of question papers in the class which allows redressal of any complaints at the teacher level itself. The issue will be addressed by the Department Level Committee, in case of any grievance. If it remains unsolved, the same can be brought to the College Level Committee. Students can approach the University when their grievances are not settled at the College level. Assignments, seminars or viva also form part of the assessment. Internal assessment marksheets of all the courses and consolidated evaluation records are published on the respective Department notice boards and grievances are redressed before forwarding them to the Principal who ensures scrupulous verification of the same before uploading to the University portal. Interactions with the parents and student-level feedback enable productive analysis of the learning progress of the students and recommendation of apposite remedial measures.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=</a>

## 2.6 - Student Performance and Learning Outcomes

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

The Institution adheres to the syllabus designed by the University with well-defined objectives, identifying the skills/concepts/knowledge expected to be acquired by the student at the end of each course. The following mechanisms are adopted to communicate Programme Outcomes, Programme Specific Outcomes and Course Outcomes to its stakeholders.

- Faculty training programmes were conducted on Outcome Based Education and Mapping of Outcomes.
- Each Department has formulated the Programme Specific Outcomes and Course Outcomes of the respective UG and PG programmes in tune with the given objectives in the syllabus and are published on the college website.
- POs and PSOs are explicated to the students during the Induction Programme.
- Department Orientation Programmes familiarise students with the syllabus, outcomes and the assessment strategy for each programme.
- Expected COs are explained at the commencement of each course.
- Significance of learning outcomes as realized in student performance is deliberated at the Department and Institution Staff Meetings.
- Prospectus of the Institution provides the basic details of the syllabus and assessment procedure.
- Mid-semester and end-semester examinations, assignments, project works, seminars/presentations, discussions, employer feedback etc. form the basic tools to assess the Outcomes.
- PTA platforms facilitate discussion of the outcomes with parents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/PO,%20PSO%20&amp;%20CO%20%2020-2021.pdf?cxv=Ij02MyI=">https://www.stthomascollege.info/catepanel/uploads/principaling/PO,%20PSO%20&amp;%20CO%20%2020-2021.pdf?cxv=Ij02MyI=</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The efficiency and effectiveness of the teaching-learning system is evaluated by the Institution following University directives. The implementation of the syllabi and the process of evaluation are monitored by the IQAC and the Principal. The IQAC organized faculty programmes on Outcome Based Education and encourages faculty participation in workshops to afford a profound understanding of learning outcomes. Direct and indirect methods are employed to assess attainment of outcomes. Direct methods include internal examinations, end-semester examinations, assignments, seminars/viva-voce and lab assessments. The knowledge and skills described by the course outcomes are mapped to specific questions in internal examinations and home assignments. Assignment and seminar topics necessitate exposure to additional learning sources. Internal examinations and class tests are conducted to ensure achievement of the anticipated level of competencies at Module level and corresponding Course level. Use of Bloom's taxonomy is encouraged for the preparation of question papers for internal examinations and question banks at the University level. Discussions, exit surveys of final year students, feedback from alumni and employers reflect the comprehensive response on the quality of the teaching-learning process. Multi-level discussion of student performance in the examinations enable identification of the strengths and weaknesses as well as development of rectification strategies.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://stthomascollege.info/iqac/document/2.6.2LOC.pdf">https://stthomascollege.info/iqac/document/2.6.2LOC.pdf</a>

## 2.6.3 - Pass percentage of Students during the year

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

393

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.stthomascollege.info/Annual_Report_2020-21.pdf">https://www.stthomascollege.info/Annual_Report_2020-21.pdf</a>

## 2.7 - Student Satisfaction Survey

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

<https://www.stthomascollege.info/includes/Students%20Satisfaction%20Survey%20Report%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0.02

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

20

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://kscste.kerala.gov.in/student-project/">https://kscste.kerala.gov.in/student-project/</a>

### 3.2 - Innovation Ecosystem

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

The Institution has initiated programmes to promote entrepreneurial skills among students to become self-reliant.

- As a registered institute under Young Innovators Programme, a specially designed, flagship programme under Govt. of Kerala, two projects--developing an app to provide more income to the weaker sections of villages and a study on autoluminating photovoltaic cell and its applications--were submitted to 'Maestro Challenge.'
- Vegetos, an innovative initiative by the Department of Botany motivates students to develop entrepreneurship skills and organic farming by providing a local market for homegrown vegetables and value-added agricultural products.
- Students are participants in MOOC on Organic Farming, an initiative of the affiliated University to transform Kerala into a self-reliant and eco-friendly state under its

**'Haritha Keralam' Mission.**

- Department of Physics provided hands-on-training on making LED bulbs for energy conservation. The bulbs made by the students were handed over to the local colony free of cost.
- National Life Science Entrepreneurship Awareness Programme organised by the Department of Botany in association with C-CAMP Bangalore (GoI), helped to develop awareness among Life Science students to be bio-entrepreneurs.
- NSS Unit of the college adopted environment friendly paper-bag making.
- COVID-19 induced digital exposure enabled students to learn and utilize various platforms for creative purposes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stthomascollege.info/reyono?cx=v=Ijk3Iq==">https://www.stthomascollege.info/reyono?cx=v=Ijk3Iq==</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year****3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year****14**

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

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****35**

File Description	Documents
URL to the research page on HEI website	<a href="https://www.stthomascollege.info/courses?cxv=IjkwIg==">https://www.stthomascollege.info/courses?cxv=IjkwIg==</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

27

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

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The Institutional credo of education through responsible community work sensitises students to social issues, inculcates humanitarian values, and ensures participation in the uplift of the disadvantaged.

Department of Physics conducted an awareness class on energy conservation at Melukara Colony and distributed LED bulbs. NSS Unit provided protein kits to the pregnant women of the Colony and necessary materials for an old invalid lady. IQAC, Aardram and NCC conjointly distributed growbags with saplings to the residents of the Colony. Through "Locks of Hope," by NSS, 29 students donated their hair for cancer patients. NSS team launched an awareness radio programme on World Radio Day. They undertook the cleaning of Aranmula traffic park. NSS and NCC Units donated smartphones to students in need. As part of SVEEP (Systematic Voters' Education and Electoral Participation) Programme, a flash mob was presented by NSS volunteers to enhance participation in the electoral process. They extended a helping hand to Sabari Balika Sadanam in Konni and distributed requisite supplies in Angamuzhi tribal colony. NCC cadets supplied sanitisers, sprayers and PPE kits to Pathanamthitta Municipality. They cleaned P. Keasvan Square and the War Memorial at Kozhencherry and Pathanamthitta respectively. All the activities received enthusiastic support of the college community.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/iqac/document/Extension.pdf">https://stthomascollege.info/iqac/document/Extension.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

36

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

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

3776

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

7

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

2

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

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

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

Set on a serene campus of 16.4 acres, the Institution has adequate infrastructural facilities to meet the challenges of modern modes of teaching and learning. Each Department is

facilitated with a staff room and classrooms with requisite seating arrangements and electrical connection. Teaching Departments have an ICT-enabled class room or seminar hall to integrate technology into pedagogy. Auditorium, air-conditioned conference hall and examination hall are utilised for conducting academic and related programmes. Internet facility is ensured in all the Departments. Dr Joseph Mar Thoma Metropolitan Block, with a seminar hall, classrooms, library and restroom facilities, accommodates the self-financing departments. The newly constructed RUSA block comprises a seminar hall and additional classrooms. The library, housed in the Golden Jubilee Library Block with reading room, reference area, and stack room facilities, has a considerable quantum of domain-related books, journals etc. INFLIBNET facility is also available. Science Departments have sufficient laboratory facilities, including instrumentation rooms.

A Common Computer Facility Centre with browsing facility is functioning in the Library Block. Computer labs are available in the Departments of Physics, Mathematics, Botany, Commerce, Statistics, Computer Science and Life-Science Block. Language lab, digital theatre, herbarium, medicinal garden, Zoology Museum etc. complement academic learning.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.1.1Geotagged.pdf">https://stthomascollege.info/igac/document/4.1.1Geotagged.pdf</a>

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

#### Cultural Activities

The Institution offers ample facilities for the promotion of cultural activities, sports, games, and yoga. A multi-purpose auditorium, equipped with required facilities, is used as platform for different cultural activities and yoga. Dr Juhanon Mar Thoma Hall, mini auditorium-cum-examination hall, and seminar halls are used to host various academic and extra-curricular activities. College chapel offers a serene space for meditation.

#### Sports and Games

The Institution has a spacious playground which is used as athletic track, football field, and cricket ground. Volleyball court, basketball court, and gymnasium facilities are also available.

#### Yoga

A separate room is allocated for yoga. A meditation room is provided adjacent to the yoga room. Paved-pathways and auditorium are also used to accommodate large number of students for yoga.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/Geo.pdf">https://stthomascollege.info/igac/document/Geo.pdf</a>

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

40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.1.3A.pdf">https://stthomascollege.info/igac/document/4.1.3A.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

16089437

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

St Thomas College library, housed in a separate two-storeyed building, provides a tranquil learning experience. The library, which is open from 9.00 a.m. to 5.00 p.m. on all working days, has a separate reading room, reference section, and stack hall. It stocks a considerable number of academic books, reference books, periodicals, research journals, newspapers, dissertations, monographs etc. Books related to career guidance and competitive examinations, self-improvement etc. are also available. Users have access to question papers of previous years, old newspapers and dissertations also. The library provides reprographic facility, INFLIBNET, N-LIST facility etc. Library information kiosk is available. Students, research scholars and faculty have access to the facilities. The library is automated with KOHA software 21.05.02.000 version. The COVID situation has reduced the usage of library and decreased the number of actual foot-ins.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://stthomascollege.info/igac/document/4.2.Library.pdf">https://stthomascollege.info/igac/document/4.2.Library.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.75

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

With more than six decades of history, the Institution has always been persistently augmenting its IT facilities to address the changing trends in the academic scenario and to equip faculty and students to efficiently engage in the process of learning. The Institution has a well-maintained website that showcases the

institutional operations--academic, administrative and co-curricular. The Common Computer Facility Centre operates as a hub facilitating the academic and professional requirements. The Centre offers a basic course in MS Office Management and provides facilities like browsing, scanning, printing, photocopying etc. The students make use of the Computer Centre for submission of applications for higher education, career, scholarships etc. All the Departments have Wi-Fi connectivity and necessary computational facilities. The college administrative office is equipped with computers, Wi-fi, and printer-cum-scanner-cum-photocopier. All the seminar halls are Wi-fi /LAN connected. An examination room with internet, duplex high-speed printer, and photocopier manages the conduct of university examinations. The institution uses emails and WhatsApp group facility for internal communication. Bandwidth of internet connection using BSNL has been enhanced from 10 MBPS to 200 MBPS. Additionally an Asianet internet connection has also been installed. Power interruption is compensated to an extent by solar power panels and generators.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.3.1Link.pdf">https://stthomascollege.info/igac/document/4.3.1Link.pdf</a>

#### 4.3.2 - Number of Computers

144

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

16089437

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The Institution follows a systematic procedure to furnish an opportune environment for teaching and learning. Optimal allocation and utilization of available funds from the Management, PTA and other sources facilitate appropriate maintenance of academic and infrastructure facilities. The Institution shares its sports facilities and auditorium with the public, neighbouring educational and government institutions on prior request, subject to conditions. The utilisation and maintenance of all sports facilities is supervised by the Physical Education Department in consultation with the Management. The laboratories and classrooms are under the direct charge of the respective Heads of Departments. Standard Operational Procedure is followed in the labs with necessary technical support from authorised agencies. Stock registers are updated periodically. Statutory procedure is followed for the purchase of books and equipment and the maintenance of library facilities. The service of a fulltime computer technician is available. Advanced machinery is maintained by annual maintenance contract. Service of plumber/electrician/technician is hired as and when required. Cleanliness of class rooms and premises is assured with the support of the housekeeping staff. The Staff Council, Purchase Committee, Library Committee, IQAC, and PTA ensure proper utilisation and maintenance of all facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Iinfrastructure%20Policy.pdf?cxv=IjQ1OSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Iinfrastructure%20Policy.pdf?cxv=IjQ1OSI=</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

924

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

286

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://stthomascollege.info/igac/document/5.1.3Add.pdf">https://stthomascollege.info/igac/document/5.1.3Add.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**927**

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

**927**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

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

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

33

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

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

213

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

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

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

61

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

11

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

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

Dynamic student participation in the quality enhancement programmes is a distinctive aspect of the Institution. The Institution ensures representation of students in the academic and administrative bodies like the IQAC, RUSA Project Monitoring Committee, Internal Complaints Committee, Student Grievance Redressal Cell, and Library Committee. College Union, Subject Associations, Clubs and forums are platforms that facilitate student engagement. Student Coordination Committee and Discipline Committee assist in maintaining and bolstering discipline on the campus. The activities of College Union, a representative body of student members elected in accordance with the prevailing rules and regulations of the University, foster the holistic development of the students.

Student Coordinators of the Subject Associations of each Department and the various clubs and forums facilitate constructive functioning of these forums which organise varied student-centric programmes. National and regional festivals are celebrated and important national and international days are observed with a spirit of camaraderie. NCC and NSS offer vistas for students to be trained as responsible, service-oriented, and resourceful citizens. Women's Cell affords ample opportunities to guarantee an inclusive campus, focusing on the empowerment of female students. The COVID-19 pandemic protocol incapacitated the conduct of the College Union election and curtailed active student participation in many programmes.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/532n22.pdf">https://stthomascollege.info/igac/document/532n22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

18

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

The alumni of the Institution forms one of its strong pillars. Despite the COVID-19 pandemic, the General and Department Alumni Associations strove to be vibrant, availing of digital platform facilities. St Thomas College Alumni Association organised a meeting on 29 March 2021 to honour its distinguished alumni Bishop Malayil Sabu Koshy Cherian and Sri Gopu V. Nair, Padayani Artist who received Kerala Folklore Academy Award. An annual meet of the Hindi Alumni Association was held online on 26 July 2020.

The alumni contribute significantly to the development of their alma mater in the form of scholarships, infrastructure, student aid, inspirational lectures etc. An eco-friendly power supply system was installed in the Department of Commerce by the

generous contributions of its alumni. Botany Alumni Association donated a desktop computer, library books worth Rs 60000, and Rs. 1,00,000 to institute a new scholarship. Physics Alumni sponsored a smartphone for a deserving student and instituted two scholarships of Rs.5000 and Rs.10000. Hindi Alumni organised Career Guidance Programme for their students, mobilised fund for a mobile phone, and donated Rs 10000 as medical aid to a student.

The enthusiastic involvement of the alumni in the initiatives of the institution catalyses its stride towards excellence.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/5.4.1.pdf">https://stthomascollege.info/igac/document/5.4.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

St Thomas College is a minority institution founded on the noble vision of fostering academic excellence, moral integrity, multifaceted development and social responsibility in young people. Democratic and participatory nature of governance is ensured by the Governing Council that formulates the broader policies of administration. Teachers play a crucial role in the preparation of the strategic plans and policies of the Institution. Operational autonomy is granted to the Principal, Departments, and Student Forums to effectively steer the institutional responsibilities in tune with its vision and mission. The Principal administers the quotidian operations in consultation with the Staff Council. The IQAC, PTA, Teaching and Non-teaching Staff, and students have significant roles in the design and accomplishment of the quality enhancement process of

the Institution. The different committees for curricular and co-curricular activities coordinated by the faculty ensure the holistic development of the students. The Heads of Departments and the Department Councils effectuate necessary steps to foster a propitious academic environment. At the microlevel, the class teachers cater to the needs of the students and monitor their performance. The Institution thus implements collaborative management and holds aloft its motto "Ad Majorem Dei Gloriam" that foregrounds all its endeavours ever since its inception.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/about?cxv=Ijgi">https://www.stthomascollege.info/about?cxv=Ijgi</a>
Upload any additional information	<a href="#">View File</a>

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

#### Case study: Infrastructure development and renovation

The expansion of the Institution with 15 undergraduate, ten postgraduate and five research programmes since its inception has necessitated enlargement of constructed space and augmentation of infrastructure facilities. Realizing the organizational obligation to leverage institutional key resources in the post-accreditation period, the Governing Council, deliberating on the feedback collated from the stakeholders, the Departments and the IQAC, identified infrastructural development as the thrust area. Infrastructural augmentation has been materialized by the concerted efforts of all stakeholders and by tapping both the government and non-governmental sources.

#### Government:

- RUSA fund for construction of new classrooms and renovation of the auditorium.

#### Management:

- Augmentation or renovation of classroom/laboratory facilities.
- Renovation of flooring.
- Revamping of electrical connections.

- Construction of gender-neutral toilet for the differently-abled.
- Renovation of the ladies' restroom, gents' toilet, examination hall, and PG hostel.
- Refurbishment of English language lab.
- Renovation of canteen and sports hostel.
- Construction of ramps for the differently abled.
- Renovation of Life-science Block.

**PTA:**

- Refurbishment of Dr Juhanon Mar Thoma Hall

**Alumni**

- Solar panel for Postgraduate and Research Department of Commerce

The realization of these projects, completed on a priority basis, vouchsafes the institutional policy of participative management for quality enhancement

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf">https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Holistic Development of Students**

St Thomas College is envisioned as an advantageous anchorage for the holistic development of the youth. Institutional initiatives for student well-being commence with the Student Induction Programme for first year students whereby the incumbents get acclimatised to their new environment. Students are introduced to the institutional policies, practices, mission and vision, culture, rules, CBCSS guidelines, and Graduate Attributes. An outline of the facilities available and the activities of the

various student forums is also furnished. A lead talk by an eminent personality and Life Skills Training also form part of the SIP.

Department-level Orientation programmes acquaint the students with their core subjects, programme specific outcomes, and career and higher education prospects of their respective domains. Entry-level test is followed by a structured Bridge Course. Slow learners and advanced learners are identified and apposite teaching strategies are employed. A 30-hour Computer course is offered to all first year students.

Programmes designed for the development of Soft Skills, Leadership Skills, Interview Skills, and emotional and physical wellness of the students are organised under the aegis of different forums. Mentoring and counselling facilities are proffered. Availability of the service of a trained counsellor emboldens students during times of crisis.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/WithcoverSIP.pdf">https://stthomascollege.info/igac/document/WithcoverSIP.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### The Organogram of the institute

Established by the Malankara Mar Thoma Syrian Church, the Institution is governed by the Manager, with the counsel of a twelve-member Governing Council comprising the Principal, faculty representative, eminent academicians and administrators. Anchored in its vision and mission, institutional policies are formulated by the Council. As the academic and administrative authority, the Principal is assisted by the Staff Council and the IQAC. Faculty, Staff Council, and IQAC recommend proposals for quality augmentation, infrastructure development and student welfare, collating feedback from the stakeholders. Recruitment and

promotional policies of the Institution are in accordance with the prevailing procedures of the UGC, University and the State Government. Commendable academic and service credentials form the fundamental criteria for faculty recruitment.

Heads of Departments accomplish the management of their departments with the support of the faculty. The academic performance of the students is monitored by the class teachers. The administrative office functions under the superintendence of the Administrative Assistant. Student support forums are coordinated by the faculty and students. Anti-ragging Cell, Discipline Committee, Ethics Committee, Grievance Redressal Cell, Minority Cell, Cell for the Differently Abled, Internal Complaints Committee etc. have been constituted to ensure an innocuous and inclusive academic environment.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info">https://www.stthomascollege.info</a>
Link to Organogram of the institution webpage	<a href="https://www.stthomascollege.info/organogram.php?cxv=IjO3MyI=">https://www.stthomascollege.info/organogram.php?cxv=IjO3MyI=</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The Institution is committed to offer a congenial workspace and productive environment. It promotes the mental as well as the physical wellness of the teaching and non-teaching staff. To create a culture of excellence, Staff with distinguished achievements are honoured. Teaching and non-teaching staff have equal access to the facilities offered. The Institution provides the following welfare measures:

- St Thomas College Staff Co-operative Society caters to the financial needs of the staff in the form of loans and financial assistance. Deposit facility is also available. The society awards merit scholarships to the children of its members who excel in various Board examinations.
- St Thomas College Cooperative Store supplies stationery items at a reduced price.
- All welfare schemes for employees by the government are available.
- Gymnasium and sports facilities to maintain physical fitness.
- Residential facility for female staff.
- Canteen.
- Financial assistance at times of contingency.
- Salary advance facility.
- Honouring retiring staff for their meritorious service.
- Counselling facility.
- Paternity and maternity leave as per government norms.
- Free internet facility.
- Post-office
- The Staff Association of the Institution celebrates Onam and Christmas enthusiastically to strengthen the bonds among the staff and organizes staff tour.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/book.pdf">https://stthomascollege.info/igac/document/book.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

42

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Driven by its uncompromising dedication to quality enhancement, the Institution has a performance appraisal system to assess the competence and commitment of its staff. A self-appraisal system to evaluate the service of the staff has been a part of the institutional culture for which a Self-Appraisal form has been prepared by the IQAC. Implementation of the Teacher's Work Diary facilitates effective planning and completion of the syllabus within the stipulated time. The duly documented Work Diaries are verified by the Heads of Departments and the IQAC. The Heads of Departments and the Staff Council periodically assess the completion of the syllabus within the prescribed time. Feedback is collected from the students regarding the performance of teachers and the general performance of the Institution and corrective measures, if required, are implemented. General staff meetings offer a platform to appraise the quality consistency of the Institution. PTA meetings also enable evaluation of the teaching-learning mechanism, administrative system, infrastructure requirements, and other concerns of parents and students.

The interactions between the Management with the Heads of the Departments, the Faculty and the Non-Teaching staff enable deliberations on the strengths, weaknesses, opportunities, and challenges of each Department/Office and rectifications required are executed.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/TWformat.pdf">https://stthomascollege.info/igac/document/TWformat.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

The Institution has a competent mechanism for the management of financial resources to ensure transparency and accountability in financial matters. The accounts of all Government/UGC funded projects are audited by a Chartered Accountant and the audited report with utilization certificate is submitted to the responsible bodies. All financial statements related to public funds are verified by the Deputy Directorate of Collegiate Education, Directorate of Collegiate Education, and Accountant General office, Kerala at stipulated times. The Deputy Directorate of Collegiate Education audit usually occurs prior to the retirement of the Principal or Office Superintendent. Clarifications and corrections, if any are addressed with immediate effect. Procedure failures when reported are rectified with all supporting documents. Administrative staff and Heads of the Departments are enjoined to adhere to the directives of the audit team.

The annual income and expenditure statements of the Management are audited every financial year by duly appointed auditors who verify the transactions. It is presented before the Governing Council before and after the audit. Clarifications or corrections, if required, are incorporated. The final audited statement is submitted to the Marthoma Sabha Mandalam and is published in the annual report book and on the website of Mar Thoma Syrian Church.

File Description	Documents
Paste link for additional information	<a href="https://marthoma.in/wp-content/uploads/2021/09/MANDALAM-BOOK-2020-2021.pdf">https://marthoma.in/wp-content/uploads/2021/09/MANDALAM-BOOK-2020-2021.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

1203150

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The Governing Council monitors the financial management and ensures the transparency and accountability of its resources. In addition to the grant-in-aid received from the government as the salary of the aided stream, PD accounts etc., the Institution mobilizes funds from various sources. The institution prepares an annual financial plan for the meticulous utilization of the financial resources.

1. Financial resources include the tuition fees collected from the self-financing departments.

2. The involvement of Alumni and PTA are ensured while development programmes are launched.

3. UGC and RUSA funds are availed of by opportune submission of proposals.

4. Faculty are encouraged to submit proposals for research grants

from funding agencies like UGC, DST etc.

5. Endowments, scholarships, and sponsorship are mobilised from former faculty and philanthropists.

6. Sports Council funds are also made available of.

The Management funds all major development projects and maintenance of infrastructure with the support of humanitarians. The Planning Board, Purchase Committee, RUSA Committee, and IQAC render their roles in resource management. PTA funds are provided to all departments for seminars, Association activities, and maintenance of digital devices. Scholarships are also given by PTA for meritorious students. Fees collected are utilized for remuneration and infrastructural maintenance.

File Description	Documents
Paste link for additional information	<a data-bbox="553 925 1415 1048" href="https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3MSI=</a>
Upload any additional information	<a data-bbox="890 1077 1075 1111" href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

As quality enhancement is a continuous process, the Institution is devoted to develop a system for conscious, consistent, and catalytic enhancement in the overall performance of Institution. In this process, the IQAC is supported by subcommittees of each NAAC Criterion to ensure the quality of curricular, teaching, research, extension, infrastructure, student support aspects, and institutional values. To ensure strategic and precise transaction and documentation of the teaching-learning process, Teachers' Work Diary is introduced. It enables meticulous planning and execution of curriculum delivery for each module in the semester. It records Teaching plan, Day Report, Consolidated Monthly Report, Extra-curricular engagements, and Leave record. Tutorial, counselling, and mentoring have been institutionalised to strengthen the rapport between teachers and students and to equip students to encounter the challenges encircling them. To develop sensitivity towards community issues and social responsibility, Aardram, the Extension Cell has been initiated to coordinate

institutional community service activities. As part of quality assessment and enhancement policy, internal and external audits are conducted to monitor institutional competency. The IQAC encourages gender-equity promotion programmes, environment-friendly practices, and wellness initiatives by collaborating with student forums. Institutional concern for a safe environment is reflected in the organization of annual seminar on environmental issues.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/annualreport.php">https://www.stthomascollege.info/annualreport.php</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC has initiated distinctive measures to review the teaching-learning process and to strengthen the academic output. Induction Programme for first-year undergraduate students provides them an overview of the Programme, assessment pattern etc. Outcomes of Programmes and Course are also articulated to them. Bridge Courses are conducted for entry level students.

Department Council meetings appraise the progress of the curriculum transaction and the evaluation outcome. Suggestions for improvement are implemented. Weak learners are identified and assistance rendered as required.

Staff Council meetings review teaching-learning process and its outcome. Propositions for improvement are employed diligently.

Parent-teacher meetings analyse the academic progress of the students with requisite directions for better performance. Counselling, mentoring and tutorial programmes are provided to boost confidence. Feedback from the stakeholders facilitate appraisal of the process and implementation of remedial measures. Faculty training programmes are arranged to enable a paradigm shift from traditional to ICT-enabled pedagogy, deploying various LMS like Google Classroom, Moodle etc for easy and effective transaction of curriculum.

Internal annual academic audit by the IQAC identifies the strength and weakness of each Department with suggestions for improvement.

External audit by seasoned academic experts enable initiatives to rectify any lacuna in the quality criteria.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/includes/20-21%20Audit%20Report.pdf">https://www.stthomascollege.info/includes/20-21%20Audit%20Report.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.stthomascollege.info/AOAR%202019-2020.pdf">https://www.stthomascollege.info/AOAR%202019-2020.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

**The Institution harbours a robust academic environment of gender**

equity and justice with a visible majority of females on campus. The quantum of female representation on the academic and administrative bodies confirms the absence of the glass ceiling. Programmes organized by the institution reflect a culture of empowerment.

- Centre for Women Studies and Women Cell organised webinars on Understanding and Combating Sexual Harassment and Stress Management respectively.
- Internal Complaints Committee organized a webinar on Combatting Sexual Harassment, Prevention, Prohibition and Redressal.
- Female participation in intra/inter-institutional competitions and cultural activities is promoted.
- NSS and NCC units boost leadership qualities, encourage community service and career in the armed forces.
- Mentoring, counselling, and service of a female professional counsellor are available.
- Classes on Health, Life Skills and Mental Wellness were arranged.
- Department of English and Cell for Transgender Person's Welfare organized webinars on Performing Masculinity: Body, Self and Identity and Sexual Orientation and Gender Identity Inclusive Education respectively.
- Anti-ragging Cell curtails any attempt at ragging.
- CCTV-enabled 24 X 7 surveillance and deployment of security staff vouchsafe a secure campus.
- On campus residential facility offers a safe lodging for women students.
- Ladies waiting room provides an exclusive space with dining area, rest rooms etc.

File Description	Documents
Annual gender sensitization action plan	<a href="https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf">https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf">https://stthomascollege.info/igac/document/7.1.1GenderSensitisationPlan.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

**A. 4 or All of the above**

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

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**Solid Waste Management:** The Institution has adopted a green strategy to ensure a healthy and eco-friendly campus. Efforts are in progress to reduce waste through reuse and recycling. Use of flex boards and plastic carry bags is discouraged. Separate bins are placed at different points to segregate food, paper, and plastic waste. Waste collected are judiciously disposed of. Biogas plant is used to manage food waste and incinerators to handle plastic waste and used sanitary napkins. Initiatives are taken to up-cycle waste materials as aesthetic products. The Institute does not generate any hazardous waste.

**Liquid Waste Management:** Laboratory, hostel, and canteen effluent waste are among the liquid waste generated on the campus. Teachers constantly encourage the students for the minimal and effective use of chemicals in the labs. Laboratory liquid chemical waste are safely disposed of. Wastage of drinking water is restricted through proper monitoring.

**E-Waste Management:** Electronic goods are put to optimum use. The minor repairs are rectified by the staff and major repairs are outsourced to professional technicians. The plastic waste collected was transferred to Clean Kerala Company, a Government of Kerala, initiative for better management of waste. Old non-functional computers were sold to an E-waste dealer.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

**A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**A. Any 4 or all of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Founded on the noble vision of imparting quality education to the rural population of the eastern region of Travancore, the Institution has incorporated into its constitutional ethos, the basic democratic values of harmony and tolerance. The Institution nurtures a sense of cultural, regional, religious and linguistic accord among its stakeholders. Focused attention is given to preserve unity amongst diversity.

Students and staff hailing from diverse socio-economic, communal and cultural milieus are offered a cordial and unbiased ambience. Scrupulous care is taken to accommodate all and discriminate none. All the activities organized under the aegis of Associations, Student Forums, College Union, PTA, College Alumni Association, NCC, NSS, Mar Thoma Students Association, Students Christian Movement etc. extend a platform for all to grow together. Right from the entry level, the portals are open for all and the procedures are transparent, following the reservation policies of the governing bodies. Cultural and regional festivals like Onam, Christmas, and Keralapiravi are celebrated with enthusiasm. College Day, Youth Festival and Sports Meet offer venues to showcase the talents of students. Community service programmes impart human values. Any student who enters the portals of the Institution imbibes a feeling of belongingness and fellowship. We celebrate one another.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The foundational principles of the Institution reflect the core constitutional values of the country which are articulated in all the services rendered. The Institution upholds the fundamental rights and duties enshrined in the Constitution of India. The curricular and extra-curricular activities aim at edifying the students and staff about their personal and institutional commitments to function as responsible citizens, respecting human dignity and preserving national unity. The curriculum comprises topics like Introduction to the Indian Constitution, Gandhian

thoughts, human rights, gender equity etc. All UG programmes offer a course on Environmental Studies and Human Rights. The activities of the NSS, NCC, and Go Green Santhome improve the environmental and social consciousness of the students. Webinars on Human Rights and Gender Issues sensitize towards justice, equality and civil rights. Academic Forum conducted a webinar on Budget Analysis. Republic Day, Independence Day, and Gandhi Jayanthi are celebrated with due reverence. The institutional code of conduct reflects its organizational values and socio-cultural ethos. Elections to the College Union, Staff Council, PTA, Staff Cooperative Society etc. are held on the democratic principles of equality and fraternity. Blood donation and hair donation camps, extension and sensitization programmes impart a sense of responsibility and human values.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://stthomascollege.info/igac/document/7.1.9DetailsofActivities.pdf">https://stthomascollege.info/igac/document/7.1.9DetailsofActivities.pdf</a>
Any other relevant information	<a href="https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf">https://www.stthomascollege.info/catepanel/uploads/newsletter/Newsletter%20FINAL_compressed.pdf</a>

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

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

To promote national integrity and to accommodate the cultural and religious diversity of India, the Institution celebrates various festivals/days/events of national/international importance. Birth or death anniversaries of the stalwarts of Indian History are observed to instill patriotism and inspiration. The following programmes were organised during the academic Year:

- Independence Day and Republic Day were celebrated with flag-hoisting and competitions to commemorate national freedom.
- Teachers Day video was prepared and circulated by the NSS volunteers.
- Women's Equality Day was observed on 26 August with online quiz competition.
- International Women's Day was celebrated with an online session "Stress and Strain: How to Cope."
- Environment-friendly programmes were organized on NSS Day
- Gandhi Jayanthi: Reminiscing the Mahatma Programme
- World Postal Day: Letter writing competition
- Virtual Onam and Christmas celebrations.
- Space-week celebration
- World Energy Conservation Day: Training programme on LED Bulb Making
- National Science Day: Talk on Mobile Communication
- Kerala Piravi: Kitchen garden programme launched by NSS
- Children's Day: Caption writing competition
- National Youth Day: Online discussion on Swami Vivekananda
- World Radio Day, National Road Safety Month, World Consumer Rights Day, National Vaccination Day, International Yoga Day, NCC Day, Science Day were observed with various programmes.

All these programmes inspire students for personal and community development.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

St Thomas College has always endeavoured to edify the marginalized sections, including the female. The Institution is steadfast in providing them with equal opportunities for which a variety of programmes are organized under the aegis of the Departments and other forums. Noon meal scheme is a significant move to ensure at least one proper meal for deserving students on working days. Those in need of financial and material assistance are supported by Anpu-Oppamundu St Thomas scheme. As women students form a considerable majority, a spate of women-empowerment programmes under Women Cell, Centre for Women Studies, Internal Complaints Committee, and other Associations are arranged to sensitise and empower them. Counselling and remedial classes boost the confidence of the students and help to bridge the learning gaps. The Institution focuses on fostering a healthy and eco-friendly lifestyle for environment sustainability. Efforts have been made to harvest rain water and harness solar energy. Though financial and time constraints often affect the materialization of many a dream project, the Institution relentlessly pursues its effort to promote the holistic development of the students and to ensure environmental sustainability.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Best%20Practices.pdf?cxv=IjQ2MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Best%20Practices.pdf?cxv=IjQ2MSI=</a>
Any other relevant information	<a href="https://stthomascollege.info/igac/document/BestPractices.pdf">https://stthomascollege.info/igac/document/BestPractices.pdf</a>

### 7.3 - Institutional Distinctiveness

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

St Thomas College, established on the lush, hilly terrain of Kozhencherry in 1953, has been envisaged 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 about seven decades of academic distinction. From its humble origins, it has gracefully expanded as a premier institution of higher education with graduate, postgraduate, and research programmes. It is distinguished by its policy of providing value-based education and holistic development through curricular and co-curricular activities. Certificate courses augment employability skills. A team of dynamic, competent, and committed teachers, integrating technical updates with classroom transactions, carefully instill cultural and human values. Faculty participation in various courses/conferences/workshops evinces the institutional policy of encouragement, empowerment, and enrichment. The institution steadfastly expands its environment-conscious practices within and outside the campus. Departments and student forums offer opportunities to connect the college to the community, thereby fulfilling community responsibility. The teacher-student rapport and the student-support mechanisms distinguish the Institution as a beacon of inspiration lighting the lives of many and upholding its motto of Ad-Majorem, Dei-Glorium, for the greater glory of God.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

St Thomas College, accredited as a premier institution of higher education, has contributed significantly to the progress of the community at large through its academic as well as extension engagements. The Institution, standing firm on its foundational vision, has always been proactive towards the challenges in the higher education scenario. Magnificently striding through seven decades of academic excellence, the Institution plans to initiate the following for quality enhancement:

- MoUs/collaborations/linkages with reputed institutions for research, exchange programmes, and extension activities.
- Enhance faculty profile by encouraging faculty members to commence/complete their research work. Postdoctoral research also to be encouraged.
- Increase research output by encouraging all PG Departments to be elevated as Research Departments.
- Conduct Induction Programme and Orientation Programmes.
- Avail research projects funded by government and non-government agencies.
- Improved research facilities.
- Green Audit.
- Increase the academic results and student progression.
- Develop an Incubation Centre.
- Enhance sports achievement.
- Digitalization of the college office and library.
- Smart classrooms for each Department.
- Recording studio to improve teaching learning facilities.
- Celebrate the 70th anniversary of the college by extending services to the community and the academia.
- Training programme for non-teaching staff.