



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST THOMAS COLLEGE
Name of the head of the Institution		Dr Mathew P. John
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04682214566
Mobile no.		9497445575
Registered Email		stthomaskozhy@gmail.com
Alternate Email		stcnaac2020@gmail.com
Address		St Thomas College
City/Town		Kozhencherry
State/UT		Kerala
Pincode		689641
<b>2. Institutional Status</b>		

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

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.stthomascollege.info/catpanel/uploads/principaling/AQAR%202018-2019.pdf">https://www.stthomascollege.info/catpanel/uploads/principaling/AQAR%202018-2019.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<https://www.stthomascollege.info/catepanel/uploads/principaling/2019-20%20CALENDAR.pdf?cxv=IjQ2NSI=>

### 5. Accreditation Details

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

### 6. Date of Establishment of IQAC

25-Jun-1999

### 7. Internal Quality Assurance System

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

Seminar on Intellectual Property Rights	27-Jan-2021 1	112
National Seminar on Futuristic Approach to Climate Change	31-Jan-2020 1	85
International Webinar on Rebuilding Kerala: Re-envisioning Landscape Management	12-May-2020 1	103
International Webinar on COVID World, COVID Mind: Towards a New Consciousness in the Ongoing COVID Reality	29-May-2020 1	221
Orientation Programme for students	06-Jun-2019 1	640
Orientation Programme on Revised NAAC Accreditation Framework	21-Jun-2019 1	76
Induction Programme for First Year Degree Students	24-Jun-2019 1	345
Inauguration of Go Green Project 2019-20	30-Sep-2019 1	574
Hands-on Training on Google Docs, Google Sheets, Google Forms and Google Sites	07-Nov-2019 1	29
Training for Teachers on Counselling, Mentoring, Tutorial and Life Skills	12-Nov-2019 1	103
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
St Thomas College, Kozhencherry	UBA	MHRD	2020 365	50000
St Thomas College, Kozhencherry	RUSA	Government of India	2019 365	1000000
St Thomas College, Kozhencherry	RUSA	Government of India	2019 365	1500000
St Thomas College, Kozhencherry	NSS	Government of India	2019 365	65689

St Thomas College, Kozhencherry	National Mathematics Day	KSCSTE	2019 1	10000
St Thomas College, Kozhencherry	Wetland Day	KSCSTE	2019 1	20000
St Thomas College, Kozhencherry	Ozone Day	KSCSTE	2019 1	15000
Alfiya Basheer and Jincy Lalji	Student Project	KSCSTE	2020 180	7000
St Thomas College, Kozhencherry	PD Account	Government of Kerala	2020 365	1069099
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

1. NAAC Orientation Programme on Revised NAAC Accreditation Framework

2. Training for Teachers on Counselling, Mentoring, Tutorial and Life Skills

3. Seminar on Intellectual Property Rights

4. National Seminar on Futuristic Approach to Climate Change

5. Soft Skills Development Programme

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

Plan of Action	Achievements/Outcomes
Organise Induction Programme for first year students	Organised Induction Programme on 24 June 2019
Organise training for teaching and non-teaching staff	Organised hands-on training on Google Sheets, Forms and Sites on 7 November 2019
Organise Orientation Programme for teachers on Counselling, Mentoring and Tutorial	Orientation Programme for teachers was organised on Counselling , Mentoring and Tutorial on 12 November 2019
Organise Soft Skills training programme for students	Organised Soft Skills training programme for students in December and January
Organise seminar on Intellectual Property Rights, Research Methodology, Plagiarism at the Department and Institutional level.	Organised seminar on Intellectual Property Rights on 27 January 2020. Departments organised programmes related to research.
Organise national seminar on environmental issues	Organised national seminar on Futuristic Approach to Climate Change on 31 January 2020
Organise training on LMS	Organised online tutorial on the Basics of Google Classroom on 2 May 2020
Organise national and international seminars	One international seminar, two international webinars, seven national seminars and 14 regional seminars were organised
Participation in NIRF and AISHE	Participated in NIRF and secured a rank in the band 101 to 150. Participated in AISHE
Organise Orientation Programme on Revised NAAC Accreditation Framework	Organised Orientation Programme on Revised NAAC Accreditation Framework on 21 June 2019
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Council	02-Jun-2022

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission	2020
Date of Submission	30-May-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution utilises Edu Cloud Management Information System to manage various operations. The system is currently used for the following: 1. Documentation of student details which can be used for various purposes. 2. Student Attendance: Attendance of students can be recorded and monthly attendance reports can be published. The provision of sending SMS to the parents of absentees is also incorporated. 3. Faculty Profile is available. 4. List of all employees in the institution are entered with their service details. 5. Circulars regarding meetings can be sent using the platform. 5. In addition to this, internal examination committee has designed a system for assignment of examination duty to teachers, and submission of question papers and internal examination mark lists.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

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

As an affiliated college, the institution adheres to the curriculum designed by Mahatma Gandhi University for all its Undergraduate, Postgraduate and Research programmes. The institution conforms with the academic schedule of the University regarding commencement and conclusion of classes, conduct of external and internal examinations, evaluation process, publication of results etc. Institutional planning for the academic year commences with the first Staff Council meeting of the year, followed by General Staff meeting and Department Council meetings regarding preparation of the Academic Calendar, workload distribution, timetable, annual plan etc. Planning and time-bound implementation of curriculum delivery and evaluation process are carried out at the Department level. Each Department drafts a teaching plan and time frame for the Semester to ensure effective transaction of the curriculum. Work allotment at the commencement of the year enables micro-level planning to expedite productive teaching learning process. The teaching plan of each course is prepared and its daily execution is documented in the Teacher's Work Dairy. The progress of curriculum delivery is monitored by the Heads of Departments and any further action needed is taken in discussion with the Department Council. Additional classes are arranged for the completion of syllabus in the event of

unanticipated situations such as hartals, natural calamities etc. While the micro-level appraisal is executed by the Departments, the Principal, the Staff Council and the IQAC monitor the comprehensive performance of the institution and offer valid suggestions for improvement. Students are intimated of the curriculum, the pattern of the internal and external examinations and assessment procedures at the commencement of the programme or course. Seminars or invited talks by eminent academicians are organised to further expand the knowledge base of the students. Certificate courses and value-added courses provide additional advantage to the students to acquire knowledge and skills that will enable them to steer their lives forward fruitfully. The institution employs student-centric methods such as assignments, group discussions, presentations, field work, industry-visit, problem-solving, quiz etc. also as part of the learning process. Conduct and evaluation of internal examination is carried out meticulously to assess the learning outcome and students are updated of their performance with necessary counsel for improvement. The Heads of Departments ensure the prompt and precise evaluation of answer scripts and documentation of the same. Slow learners are motivated to progress and are buoyed up with necessary study aids and remedial coaching. Group learning is promoted where the slow learners are facilitated by their peers who excel in academics. Advanced learners are given training to attend competitive examinations and are encouraged to participate in seminars and workshops. Discussion of the question papers of previous university examinations in class prepares students to tackle the examination with confidence. Bridge Course with structured syllabus is formulated and implemented by each Department encompassing all basic concepts of the undergraduate programmes to facilitate a bridge to cross over to graduation level. The teachers, Heads of Departments, the Principal, Staff Council and the IQAC conjointly ensure the effective transaction of the curriculum and its documentation.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Creative Communication	NA	05/02/2020	30	Employability and entrepreneurship	Communication skills in English
Introduction to Indian Epigraphy	NA	10/08/2019	30	Employability and entrepreneurship	Understand the script and language of inscriptions
Food Science and Nutrition	NA	03/01/2020	30	Employability and entrepreneurship	Develop knowledge on nutritious food, vitamins, adulteration and different diseases. Develop laboratory skills
GCC VAT	NA	20/01/2020	30	Employability	Get

				ity and Entr epreneurship	acquainted with GCC Accountancy
Certificate Course in Yoga	NA	16/01/2020	30	Employabil ity and Entr epreneurship	Develop self-care, s elf- regulation, relaxation skills
Life Skills and Value Education	NA	10/07/2019	30	Employabil ity	Develop life skills and moral values
Microsoft Office and File Management	NA	02/09/2019	30	Employabil ity and Entr epreneurship	Basic skills in computer application
Oyster and Milky Mushroom Cultivation and Spawn Production	NA	12/06/2019	30	Employabil ity and entr epreneurship	Skill for spawn production and mushroom cultivation
Sampreshan Kaushal	NA	14/06/2019	30	Employabil ity and entr epreneurship	Improve co mmunication skills in Hindi
Nanomateri als and Nanoscience	NA	16/12/2019	30	Employabil ity and entr epreneurship	Research skills
Ornamental Fish Culture and Aquarium Management	NA	24/01/2020	30	Employabil ity and entr epreneurship	Acquire skill in the making and maintenance of aquarium. Acquire skill in ornamental fish breeding and rearing
Tally	NA	20/01/2020	30	Employabil ity and Entr epreneurship	Preparation of financial statements with the help of software
Certificate Course in Journalism	NA	23/01/2020	30	Employabil ity and Entr epreneurship	Journalistic and writing skills

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English	01/06/2012
MA	Malayalam	01/06/2012
MA	Economics	01/06/2012
MSc	Mathematics	01/06/2012
MSc	Physics	01/06/2012
MSc	Analytical Chemistry	01/06/2012
MSc	Botany	01/06/2012
MSc	Zoology	01/06/2012
MCom	Financial Management	01/06/2012
BA	English	01/06/2009
BA	Hindi	01/06/2009
BA	Malayalam	01/06/2009
BA	History	01/06/2009
BA	Economics	01/06/2009
BSc	Mathematics	01/06/2009
BSc	Physics	01/06/2009
BSc	Chemistry	01/06/2009
BSc	Botany	01/06/2009
BSc	Zoology	01/06/2009
BSc	Computer Science	01/06/2009
BCom	Computer Application	01/06/2009
BCom	Finance and Taxation Model 2	01/06/2009
BCom	Finance and Taxation Model 1	03/06/2019
BBA	Business Administration	03/06/2013

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

	Certificate	Diploma Course
Number of Students	1907	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Importance of Yoga on Preventing Life Style Diseases	21/06/2019	120
Agribased Enterprises for Rural Youth	26/07/2019	105
Kokadama	06/08/2019	105
Solid Waste Management	05/09/2019	80
Habits for Wellness	26/09/2019	38
Indian Aesthetics	30/09/2019	100
Tailoring Class	20/11/2019	30
Pre-Marital Counselling	28/11/2019	90
ESTERLLA LED Star Making	18/12/2019	15
Numerical Analysis with Python	03/01/2020	21
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany	26
BSc	Zoology	7
BSc	Chemistry	31
BSc	Computer Science	21
BA	Economics	11
MSc	Botany	10
MSc	Zoology	4
MA	Economics	13
MCom	Financial Management	8
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
In its stride towards quality enhancement, St Thomas College follows the robust practice of collating and analysing feedback from its stakeholders regarding curriculum and overall development of the institution. Feedback on curriculum is collected from students, teachers, parents, alumni and employers using

questionnaire method. It facilitates a critical evaluation of the syllabus and enables recommendations for revision. Student feedback questionnaire comprises 11 parameters--depth of the course content, relevance of the content, aims and objectives of the syllabi, potential to sensitise the students towards various issues, size of the syllabi, number of optional papers in the syllabus, the increase in knowledge level in the subject area, reference materials provided in the syllabus, evaluation schemes in the syllabi, overall rating of the syllabus and opinion regarding need of syllabus revision. Feedback on institutional as well as teacher performance is also collected. Academic concerns of students are addressed and requisite measures are implemented. Feedback on the curriculum is collected from the faculty as well. Department Council meetings and Staff Council meetings also discuss the same. Annual alumni meetings at the Department and institution level provide a platform to debate on various issues embracing the general performance of the institution. Informal interactions with the alumni also offer opportunities to collate suggestions for improvement. Google forms are also used to get alumni feedback on the curriculum using questionnaire method. The institution conducts job fairs, seminars, workshops and discussions in collaboration with academic as well as other professional organisations, which provide an opportunity to gather feedback from employers or experts in various fields regarding the curriculum. Soft skills programmes are organised to fill the lacuna between employer expectations and student performance. The responses collected from the stakeholders regarding curriculum are analysed and relevant suggestions are conveyed to the Board of Studies of the respective subjects through the faculty who are members of the decision making bodies. The same is conveyed to the University. The institution receives parent feedback regarding curriculum and institutional performance during Parent-teacher meetings and individual interactions with the teachers and the Principal. The representations by the student community through various bodies are addressed by the Principal in consultation with the Staff Council or other bodies. The Parent Teacher Association Executive Committee appraises the concerns of the students and parents and assists in providing requisite facilities to ensure a conducive learning space. The ideas evolved at the alumni meetings and suggestions by reputed academicians also impact on the institutional policy for quality augmentation. The meetings of Department Councils, Staff Council, General Staff meetings and IQAC meetings offer platforms for teachers to deliberate on the pedagogical process and institutional quality enhancement. The responses received from the stakeholders are consolidated and reviewed by the IQAC. Grievances, if any, are addressed and propositions for quality enhancement are conveyed to the decision-making bodies for further action. St Thomas College is committed to use the valuable feedback of the stakeholders to improve its services to the teaching-learning community and the community at large.

## **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### **2.1 – Student Enrolment and Profile**

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	60	1261	56
BA	History	40	1581	38
BA	Hindi	24	385	25
BA	Malayalam	40	1112	37
BA	English	30	1500	30
BSc	Zoology	32	1079	31

BSc	Botany	32	1095	30
BSc	Chemistry	40	655	36
BSc	Physics	40	661	34
BSc	Mathematics	60	346	35
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1663	252	35	0	76

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
111	111	5	11	2	14

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

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

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

Mentoring is an essential form of human development where one person invests time, energy and personal know-how in supporting the growth and potential of another person. Mentors are trusted figures with whom individuals can discuss their aspirations and apprehensions. The Mentoring system currently in practice at St Thomas College, Kozhencherry has evolved through various modes tested and tried under different names and programmes. The institution facilitates mentoring as a student support service system aimed at providing confidential and customized service to the students regarding their personal and academic matters. As part of the tutorial programme, mentoring provides assistance to attain personal, emotional, social, and intellectual maturity to become personally and professionally competent. It is envisaged as a supportive relationship between a faculty and twenty to thirty students assigned to him/her. The mentor extends a listening ear to the mentees, assists them in resolving the conflicts confronted and motivate them to steer their life forward. The tutorial hour on Wednesdays is used to impart human values and life skills to the students. All the fulltime teachers of the institution extend their service as mentors to the group of students assigned to them. The class teacher or tutor serves as a mentor too and additional mentors are assigned on the basis of the number of students in the class. The size of the mentoring group is limited to a maximum of 25 students to ensure optimal attention. Each mentor is provided with a mentoring file with requisite guidelines and materials for the documentation of the process. The IQAC initiated a faculty orientation programme on counselling, mentoring and tutorial to prepare the teachers in their multiple roles as tutors, counsellors and mentors. Though the mentor maintains a close rapport with the mentees, care is taken to ensure confidentiality and detachment which form the prime concerns of mentoring. Any student found to be in need of professional counselling is directed to avail of the service of the professional counsellor available on campus on Thursdays. The PTA-funded personal and group counselling support system facilitated by the Counselling Committee could inspire and equip students to encounter any issue rather than succumbing to the same. Group counselling sessions organised for first year undergraduate programmes focused on orienting them towards a balanced emotional life. The sessions equipped them to understand and face the dynamics and uncertainties of life with a new perspective. In short, the mentoring journey is life-altering and life-giving.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1915	111	1:17

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
111	111	0	28	42

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr Prathibha Vasudevan	Assistant Professor	Awardee of INSA Visiting Scientist Programme 2020-21 by Indian National Science Academy, New Delhi
2019	Dr Elizabeth Thomas	Associate Professor	Member, College Development Council, Mahatma Gandhi University
2019	Dr Teena Rachel Thomas	Assistant Professor	Member, Special Vigilance Squad for Mahatma Gandhi University Examinations
2019	Ann Susa Thomas	Assistant Professor	Member, Special Vigilance Squad for Mahatma Gandhi University Examinations
2019	Dr Jyothis T.	Assistant Professor	Member, Special Vigilance Squad for Mahatma Gandhi University Examinations
2019	Shinimol A.K.	Assistant Professor	Member, Special Vigilance Squad for Mahatma Gandhi University Examinations
2019	Dr Praveen S. S.	Assistant Professor	CBT Observer for Pathanamthitta for the conduct of examinations CSIR-National Eligibility Test (CSIR-NET) December

			2019
2019	Dr Sneha George Pachayil	Assistant Professor	Member, Board of Studies in Malayalam, Assumption College, Changanacherry
2019	Dr Praveen S. S	Assistant Professor	Chief Coordinator for conducting Beach Cleaning Drive along Thiruvananthapuram coast as part of International Coastal Cleanup Day, September 2019 by National Centre for Coastal Research, Ministry of Earth Sciences, Government of India
2019	Dr Elizabeth Thomas	Associate Professor	Member, Special Vigilance Squad for Mahatma Gandhi University Examinations
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	History	Semester	26/03/2020	13/08/2020
BA	Malayalam	Semester	26/03/2020	13/08/2020
BA	Hindi	Semester	26/03/2020	13/08/2020
BA	English	Semester	26/03/2020	13/08/2020
BSc	Computer Science	Semester	26/03/2020	13/08/2020
BSc	Zoology	Semester	26/03/2020	13/08/2020
BSc	Botany	Semester	26/03/2020	13/08/2020
BSc	Chemistry	Semester	26/03/2020	13/08/2020
BSc	Physics	Semester	26/03/2020	13/08/2020
BSc	Mathematics	Semester	26/03/2020	13/08/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

St Thomas College follows the guidelines prescribed by the affiliated University for the impartial and transparent conduct of the Continuous Internal Evaluation System. An Internal Examination Committee, constituted for the

scrupulous management of the examination process in a centralised mode, schedules the examinations in consultation with the Staff Council and is responsible for the collection and distribution of question papers, preparation of the invigilation duty roster and seating arrangements, and faultless conduct of the examinations. The Committee confirms that the question papers are prepared in conformity with the University directions. Teachers' choice of individual invigilation duty rota and submission of question papers are operated online. The evaluated answer scripts are returned to the students, warranting accountability. Supplementary examination is conducted for those who fail to appear for the examination on genuine grounds. Attendance, assignments, seminars and viva-voce also form components of continuous internal evaluation. The internal assessment marksheets, with all the components, are published on the Department noticeboards and any grievances reported are addressed before forwarding the marksheets to the Principal who ensures meticulous verification of the same before uploading to the University portal. Interactions with the parents facilitate fruitful analysis of the learning progress of the students and appropriate remedial measures are recommended for slow learners. Students are also motivated to explore various learning resources which augment their analytical and reasoning capabilities and assist in assessing their learning outcome. On account of the COVID 19 Pandemic, a part of the internal assessment process was conducted online during the year.

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

The institution adheres to the academic calendar of the affiliated University for the conduct of examinations and other student support programmes. In conjunction with this, a College Calendar is prepared in conformity with the University Calendar to schedule and coordinate academic and extracurricular activities of the institution. The prospective activities of the institution are reflected in the Calendar. The process of calendar preparation begins with the first Staff Council meeting. The IQAC, Internal Examination Committee, Departments and the coordinators of clubs and forums are also consulted in the formulation of the calendar. All programmes and activities are organised in tandem with the institutional calendar. It enables efficient microlevel planning and execution. Holidays, days of national and regional importance, and tentative days for internal examinations are also announced in the Calendar. The College Calendar becomes a part of the College Handbook which provides necessary information about the institution, programmes offered, teaching and administrative staff, rules and regulations, attendance and examination norms, Department profiles, details of various clubs/committees and important contact information. The code of conduct to be followed by the students are also clearly stated in the college handbook, which is distributed at the commencement of every new academic year among the teaching and nonteaching staff and the students of the institution.

**2.6 – Student Performance and Learning Outcomes**

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

<https://www.stthomascollege.info/pdf/PSO,%20CO%202019-20.pdf?cxv=IjQlMyI=>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

BSMA	BSc	Mathematics	46	40	86.96
BSPH	BSc	Physics	38	25	65.79
BSCH	BSc	Chemistry	32	21	65.62
BSBO	BSc	Botany	25	21	84
BSZO	BSc	Zoology	28	24	85.71
BAEN	BA	English	29	18	62.07
BAMA	BA	Malayalam	33	19	57.57
BAHIN	BA	Hindi	21	13	61.9
BAEC	BA	Economics	52	30	57.69
BAHIS	BA	History	34	17	50

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.stthomascollege.info/includes/Student%20Satisfaction%20Survey%202019-2020.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	KSCSTE (Kerala State Council for Science, Technology Environment)	0.08	0.07
Students Research Projects (Other than compulsory by the University)	180	KSCSTE (Kerala State Council for Science, Technology Environment)	0.1	0
Students Research Projects (Other than compulsory by the University)	180	KSCSTE (Kerala State Council for Science, Technology Environment)	0.1	0

[View File](#)

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date

Intellectual Property Rights: Scholarly Publishing	IQAC	27/01/2020
Agribased Enterprises for Rural Youth	Department of Botany	26/07/2019
One-day Workshop on Revised PG Syllabus, Research and Method	Department of English in association with School of Letters, MG University	01/08/2019
Statistical Tools and Data Analysis	Department of Statistics in association with IQAC and PTA	28/01/2020
Historical Ecology: A Concise Study on Pamba River Basin	Department of History in association with Pamba Parirakshana Samithi and Department of Archaeology, University of Kerala	26/07/2019
Research Innovations in Physics and Applied Science	Department of Physics	29/01/2020
International Seminar on Advances and Materials Chemistry	Department of Chemistry in association with MG University, Kottayam	10/02/2020
National Science Day Celebration-2020 Women in Science- Wi-Sci	Department of Physics in association with Kerala State Council for Science, Technology and Environment, supported by DST, GoI	25/02/2020
Functional Analysis and Wavelet Theory	Department of Mathematics	28/02/2020
New Trends in Accounting	Department of Commerce	07/01/2020
Five-day Research Workshop	Department of History	02/12/2019
Alternative to Plastics Exhibition and Sale	Go Green Santhome Club in association with Haritha Kerala	03/02/2020
Two day International Conference on Research Insights on Social Science, Literature, Law and Science	St. Thomas College, Kozhencherry in collaboration with University of Malaya, Malaysia, Anuragam Publishers Chennai and PENA, Malaysia	20/02/2020

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

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

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

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	0	0

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

Name of the Department	Number of PhD's Awarded
Commerce	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	3	5.6
National	Malayalam	1	0
National	Commerce	1	0
International	Botany	1	0.44
International	Commerce	4	4.77
International	Malayalam	1	0
International	Physics	6	2.12
International	Statistics	1	5.3
International	Zoology	2	2.58
National	Physics	1	4.3

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	1
Malayalam	3
History	3
Physics	2
English	2
Economics	7
Commerce	1
Botany	1

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
Numerical Simulation Studies of Tsunami Run-up along Neen dakara-Trikunnapuzh a coastal stretch of Southern Kerala, South West Coast of India	Praveen S S, Aneena T Padiyara, Jilu Elsa Alex	Journal of Gujarat Research Society	2020	1	St. Thomas College, Kozhencherry	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Electrical, optical and structural properties of tin pht halocyanine oxide thin films	Susan Mathew, Prathibha Vasudevan	International journal of basic and applied research	2019	7	0	St. Thomas College, Kozhencherry

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	16	76	10	13
Presented papers	8	23	3	0
Resource persons	4	2	9	6

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## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Seed Pen and Paper Pen making, 30 April 2020	NSS Unit No-42	2	83
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS Activity	Outstanding performance of NSS Unit	Mahatma Gandhi University, Kottayam	200
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Issues	Department of Physics in association with Kerala State Council for Science, Technology and Environment	National Science Day Celebration-2020 Women in Science-Wi-Sci	1	160
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Conduct PSC approved Tally training Course	Department of Commerce and G-TEC Education, Kozhencherry	Fees collected from students	90
DST SERB Teacher Associateship for Research Excellence (TARE) Programme	Dr. Susan Abraham collaborated with CSIR_NIIST	DST	1092
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Sharing of research	Ph. D. Work	Cochin University	10/07/2019	10/07/2019	Nimya Ann Mathews

facilities		of Science and Technology (CUSAT)			
Sharing of research facilities	Ph. D. Work	Kerala University	20/09/2019	20/09/2019	Adheena Elza Johns
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
HEDGE School of Applied Economics	16/10/2019	To conduct a foundation Certificate programme in Banking and Financial Services	28
Brilliance Institute of PSC Academy	11/12/2019	To conduct PSC coaching classes	56
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#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15060000	11900590

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Others	Newly Added
<a href="#">View File</a>	

##### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	18.11.03	2018

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
Text Books	53767	6464161	166	99900	53933	6564061
Journals	13	14920	3	0	16	14920
e-Journals	3000	5900	0	0	3000	5900
CD & Video	46	0	15	0	61	0
e-Books	80000	5900	0	0	80000	5900
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Not Applicable	Not Applicable	Not Applicable	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	144	10	1	1	2	11	86	10	0
Added	18	0	0	0	0	0	0	0	0
Total	162	10	1	1	2	11	86	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9527000	8120520	13040000	7520747

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

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

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

## **CRITERION V – STUDENT SUPPORT AND PROGRESSION**

### **5.1 – Student Support**

#### **5.1.1 – Scholarships and Financial Support**

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships	256	147040
Financial Support from Other Sources			
a) National	Post Metric Scholarship	10	50708

b)International	Alumni Forum Abudhabi Award	21	12180
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	27/06/2019	27	External Counsellor
Class Counselling	27/06/2019	432	External Counsellor
Yoga	21/06/2019	90	Department of Physical Education
Yoga	14/07/2019	95	Department of Economics
Bridge Course	25/06/2019	28	Department of Botany
IT Classes	02/09/2019	418	Common Computer Facility Centre
Soft Skill Development Programme	18/12/2019	125	IQAC
Leadership Training Programme	17/01/2020	117	Student Leadership Training Cell
PSC Coaching	18/01/2020	56	Brilliance Academy demy
Personality Development and Life Skill Training	02/09/2019	55	Department of Economics
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	PSC Coaching Classes	56	56	0	0
2020	Orientation on Career in Government	250	250	0	1
2020	Orientation on opportuni	84	84	0	4

	ties in studying abroad- Santa Monica				
2019	Placement Drive Dayal Upadhyaya Grameen Kaushalya Yojana	100	100	0	3
2019	Placement Drive in association with Kerala Government Employmentability Centre	154	154	0	4
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	14

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ESAF	70	1	Kotak Mahindra Bank	5	1
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	5	BA	Malayalam	St Thomas College, Kozhencherry, Catholicate College, Pathanamthitta, NSS College, Changanacherry, Mar Severios College of Teacher Education	MA Malayalam, B Ed

2020	10	BA	Hindi	CUSAT, Cochin, Nirmala College, Muv attupuzha, Catholicate College, Pat hanamthitta, NSS College, Changancherr y, Sree Sankara University Centre, Ettumaoor, St Thomas College, Pala,	MA Hindi
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	13
SET	1
TOFEL	2
Any Other	6
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Photography Contest - Imagix-2k19 by Department of Botany	Inter-department	21
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Guinness World Records	Internat ional	Nil	1	554/2018	Arya Prasad
<a href="#">View File</a>						

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

St Thomas College fosters and ensures student participation in the academic and quality enhancement programmes of the institution. Academic and administrative bodies like IQAC, RUSA Project Monitoring Committee, Library Committee, Cell

against Harassment of Women, Student Grievance Redressal Cell and Library Committee have student representatives in it. The Student Coordination Committee assists in maintaining the discipline of the institute. The Student Union, commonly known as College Union, is a representative body of student members elected in accordance with the prevailing rules and regulations of the University. The Institution follows parliamentary mode of election in which two representatives are elected from each class, one of whom is a girl, in the first phase of the election. The College Union comprises office bearers elected from this electoral college in the second phase of the election. The College Union Executive Committee consists of Chairperson, Vice-chairperson (female), General Secretary, Arts Club Secretary, College Magazine Editor, two University Union Councillors, two Lady Representatives, a Sports Secretary, and class representatives from I DC, II DC, III DC, I PG and II PG. In addition to the Principal, three members on the faculty are designated by the Staff Council as Union Advisors. The institution has a vibrant College Union that promotes, coordinates, and organises activities targeting the holistic development of the students. The meeting of the Union is held regularly to organise students for curricular and non-curricular programmes. It shoulders the responsibility of conducting cultural events, seminars, awareness programmes, film festival, College Day etc. that offer exposure to the students to showcase their talents. The College Arts Festival offers a cultural extravaganza that acts as a platform to select students for the University Youth festival. As a representative body of the student community, the views and opinions of students on academic matters, facilities, and support services are collected and communicated to the authorities by the College Union. The Union represents the student community in the discussions and programmes organised by the Government. Each Department of the institution has a Subject Association to coordinate various curricular and cultural activities. The programmes are coordinated by the elected Student Secretary with the guidance of the Faculty Coordinator. The institution has constituted a number of clubs and forums to ensure participation of students in curricular and co-curricular programmes and activities. Student coordinators play a key role in the organisation and functioning of these forums that organise varied student-centric programmes. They also play a pivotal role in the observance of important national and international days. Onam, Keralappiravi and Christmas are celebrated with gusto and decorum. NCC and NSS offer ample opportunities to be groomed as responsible, service-oriented, and resourceful citizens. Women Cell of the institution provides a platform for female students to equip themselves as empowered individuals.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

Registration process of the alumni association of the institution is in progress. However, the Alumni Association of the Department of Botany under the title of "FICUS" was registered under Travancore/Kochi Act. (Dt: 26.10.2005). It has 221 members enrolled.

5.4.2 – No. of enrolled Alumni:

221

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

908000

5.4.4 – Meetings/activities organized by Alumni Association :

St Thomas College, established in 1953, has a vibrant Alumni Association which

contribute significantly to the development of the College. Registration process of the alumni association of the institution is in progress. However, the Alumni Association of the Department of Botany under the title of "FICUS" is registered under Travancore/Kochi Act (Dt: 26.10.2005). It has 221 members enrolled. The rapport between the faculty and students is one of the strong pillars of the institution. The alumni have a strong bond with their alma mater. The institution has a general St Thomas College Alumni Association as well as Department Alumni Associations. The former has branched out with local as well as overseas chapters. The alumni in their various capacities offer their expertise in their respective areas as resource persons for seminars and other enrichment programmes. The alumni often visit their alma mater, interact with the student community, and motivate them to avail themselves of the opportunities to excel. The Internal Quality Assurance Cell of the institution has an alumni representative who actively contributes to the quality enhancement programmes. The joint meetings of the alumni and the faculty provide a platform for sharing teaching and learning experiences and an opportunity for collecting feedback for the improvement of curricular and co-curricular programmes of the institution. A general body meeting of the College Alumni Association was held on 28th August 2019. The meeting, attended by 210 members, honoured the retired teachers and other distinguished members for their achievements. Alumni meetings of the Departments of English, Malayalam, and Hindi were also organised on the same day. As a part of the Diamond Jubilee Celebration of the Department of Botany, a mega alumni meet of FICUS was convened on 2nd October 2019, attended by about 250 members. The retired teachers of the Department were honoured on the occasion. The Alumni Meet "Retrace" 2019-20 of the Postgraduate Department of Commerce and Research Centre was held on 3rd August, attended by around 100 alumni including former faculty members. The Principal of the institution was honoured on behalf of Commerce Alumni Association for becoming the first Principal of St Thomas College, Kozhencherry from Commerce Alumni. A meeting of History alumni was held on 13 February 2020 at Marmon Retreat Centre. The annual get together of the Economics batch of 1983 "Changathikootam" was conducted on 11 August 2019. The 1983-batch alumni-sponsored smart classroom project was inaugurated on the same day. An alumni meet of the National Service Scheme was held on 2 October 2019. The Department of Physical Education organised an exhibition volleyball match between volleyball alumni players and the current college team on 3 September 2019. The outbreak of COVID Pandemic stalled the meetings proposed to be conducted by other Department Associations.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

St Thomas College has always fostered a culture of collective leadership and decentralised, participative management with responsibility shared down the hierarchy. The Manager as the head of the institution formulates all administrative decisions in consultation with a 12-member Governing Council comprising the Principal as Secretary, staff representative, educational experts, and distinguished members from different strata of the society. The Council has a term of three years and functions with different subcommittees like finance committee, construction committee etc. to ensure and expedite the smooth functioning of the institution. The Principal, as the academic and administrative head of the institution, facilitates the comprehensive development of the institution, staff, and students. He synchronises and monitors the curricular and extracurricular activities of the institution with the synergistic effort of the faculty and the counsel of the Staff Council which is the statutory body consisting of Heads of Departments, five elected

representatives from faculty, office Superintendent, IQAC Coordinator and the Librarian. Recurrent meetings of the faculty, Staff Council, and the IQAC deliberate on various issues to ensure academic quality, discipline, and review of the domestic affairs. The Principal executes the decisions taken by the Governing Council, Staff Council, and other committees. Qualitative initiatives in teaching-learning, research, student support and infrastructure development are ensured by the Staff Council and the Internal Quality Assurance Cell. The institution provides operational autonomy to all the Departments, Clubs and Associations approved by the institution. All Department activities are coordinated by the Head of the Department in association with Department staff council. Each Department has a NAAC Coordinator for the proper monitoring and documentation of quality initiatives of the Department. All clubs or forums have faculty members as Convenors or Coordinators and students as Secretaries or as other office bearers. The Planning Board and RUSA Committee deal with State and Central government funding and a special committee is constituted for the allotment and distribution of PD funds. The PTA executive and general body also have a great role in the strategic planning of the institution. Installation of solar power system for the Postgraduate and Research Department of Commerce, a dream project of the golden jubilee of the Department, which was conceived in 2018, gathered operational momentum in 2019 with the unstinting support of the alumni and the college Management. A 10 kw photovoltaic system was made possible with the financial support from the Department alumni and additional support from the Management.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>As an affiliated college, the institution follows the curriculum designed by the Board of Studies and approved by the Academic Council of Mahatma Gandhi University, Kottayam. The faculty of the institution contribute to the curriculum development in their capacities as members of Academic Council, Syllabus Restructuring Committee, and Board of Studies of the University. Apart from the prescribed University syllabus, the institution offers certificate courses and value-added courses to impart life skills, digital competency etc. A Certificate Course in Basic Computer Skills of thirty hours has been designed and offered by the institute for all first year under graduate students. Another custom-made 30-hour Certificate Course in Life Skills and Value Education is provided to all the students.</p> <p>Departments of Physics, Chemistry, English, Malayalam, Commerce, Hindi, History, Economics and Botany also offer certificate courses related to their domain.</p>

<p>Teaching and Learning</p>	<p>The Teaching-Learning process is designed and executed in tune with the regulations of the affiliated university and its academic calendar. Teacher's Work Diary facilitates effective planning and delivery of the syllabus within the postulated time. The institution believes in embracing ICT enabled learning as the essential component in teaching-learning mechanism along with the conventional modes like chalk and board method. Project work and field work or study tours organised in association with various institutes and research centres expand the knowledge base of the students. INFLIBNET facility is provided as an advanced learning option. Mentoring system and remedial coaching programmes are instituted as learner-support systems. Sound value-based education is imparted through tutorial system. Invited talks, seminars and discussions are organised to reinforce domain knowledge. Facility to join online courses is also made available.</p>
<p>Examination and Evaluation</p>	<p>Continuous evaluation mechanism is a significant process for understanding the progress of the learning mechanism. The institution conducts internal assessment as directed by the University, with the stipulated components of two internal examinations, submission of assignments, and seminar presentations. The Internal Examination Committee conducts the internal examinations following the question pattern of university examinations and ensures meticulous evaluation of the answer scripts and timebound publication of results. The Grievance Redressal Cell addresses any grievance pertaining to internal assessment. Transparency and integrity are ensured in the conduct of external as well as internal examinations. Parent-Teacher meetings are periodically convened to discuss the learning progress of the students.</p>
<p>Research and Development</p>	<p>The institution considers research as an inevitable part of academics and faculty members are encouraged to pursue research activities leading to doctoral or postdoctoral degrees. Teachers and students are encouraged to submit research proposals or projects</p>

and participate in seminars, conferences and workshops. Currently five departments are recognised research centres of the affiliated university with 19 recognised research guides. The Management provides funds for the development of the infrastructure of all research departments.

Library, ICT and Physical Infrastructure / Instrumentation

Library: The college library, spread across two floors, is spacious enough to meet the requirements for the collection and collation of data. ILMS Software KOHA has been partially introduced to provide a user friendly interface. The library houses a substantial collection of texts, reference books, academic journals, books on career guidance, and periodicals. Subscription to N-List of INFLIBNET provides access to e-journals and e-books. The library is updated annually with addition of new volumes. Additional library facilities are provided in most of the Departments.

ICT Facility: ICT enabled learning is promoted by the institution. Students and teachers make effective use of ICT components for teaching and learning purposes. To promote e-literacy, a certificate course is offered for all undergraduate students. The institution has a well-furnished central computer centre with internet facility.

Infrastructure: The Management of the institution is committed to provide requisite infrastructure for teaching-learning, research and student-support. The institution has a spacious auditorium, an AC conference hall, seven seminar halls, football/cricket ground, volleyball, basket-ball and badminton courts, gymnasium, canteen, co-operative store, cooperative society, restroom, ladies' hostel, and sports hostel. Construction of a separate three-storeyed block for self-financing programmes is a significant achievement of the post-accreditation phase. The Postgraduate Chemistry laboratory and Computer Lab of the Department of Commerce have been renovated to provide ample facilities to the students. Revamping of the electrical wiring of all the buildings has been completed. Requisite additional equipment have been provided to the laboratories. Separate

instrumentation facility is provided in the Science Departments with the funding from DST-FIST as well as research grants. Financial support from funding agencies like RUSA/KSCSTE are utilised for augmentation of facilities. The institution also mobilises resources through PTA, alumni and philanthropists. The Management is committed to the maintenance and repair of the infrastructure. The Governing Council, Staff Council, IQAC, RUSA Committee, and PTA Executive Committee monitor the effective planning and execution of the various activities.

Human Resource Management

An appropriate distribution of employees and a proper appraisal system to evaluate their performance is an irrevocable part of human resource management. All teaching faculty of the institution are assigned charge of various co-curricular activities along with the teaching-learning process. Class teachers and mentors are assigned for the proper guidance and monitoring of students. Teacher's Work Diary facilitates effective planning and documentation of all the assignments given to them. The Administrative Assistant ensures effective management of the office administration. Faculty are encouraged to attend various international/national seminars, orientation and refresher courses to improve their skills and enlarge their domain knowledge in addition to the human resource development programmes organised under the aegis of the IQAC. Feedback collected from all the stakeholders is analysed and corrective measures are taken, if needed. Support staff appointed by the Management, enable the efficient functioning of the institution.

Industry Interaction / Collaboration

The project work of post graduate students, particularly from the science stream, are completed in association with industries or institutions of repute. Domain-based seminars and workshops are conducted with erudite resource persons from various renowned institutes and RD wings of industries to expose students to novel areas of research and innovation in their respective fields and to develop their research perception.

Admission of Students

Admission process is executed

meticulously through Centralised Allotment Process (CAP) of the affiliated University. Government norms are followed in the admission procedure to ensure stipulated percentage earmarked for reservation categories. The institution adheres to the norms prescribed by the Governing Council and the government for admissions to Management quota too, ensuring transparency and fairness.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The institutional planning for the academic year is carried out at multiple levels. The Governing Council, Planning Board, RUSA Committee, Staff Council and the IQAC contribute to the preparation and planning of project proposals. Proposals for the conduct of various programmes, seminars and other academic and co-curricular activities and infrastructural requirements at the Department and institutional level are collected and reviewed by the IQAC. The consolidated report of infrastructural and other needs is submitted to the Management for further action. The PD Committee plans and implements purchase for college development.</p>
<p>Administration</p>	<p>The Principal as the academic and administrative head of the institution, exploits all available e-resources for effective administration. The Educloud management information system serves as a platform to manage various operations like documentation of student details, attendance of students, faculty profile, list of employees etc. The institution website and emails are judiciously used for quick and effective communication.</p>
<p>Finance and Accounts</p>	<p>The institution uses online money-transfer mechanism for fee remittance of students to the University and State Government. Applications for financial assistance from government schemes for students are submitted online and e-grants are disbursed through E-grants online platform. State and Central Government accounts are operated through Public Fund Management System. Salary and related payments are managed through SPARK, the service and payroll administrative repository of Government of Kerala. Financial auditing by</p>

	authorised bodies are carried out periodically.
Student Admission and Support	Admission procedure is operated online through Centralised Admission Process of the University. The entire process is transparent. All the details regarding the admission process are uploaded in the University portal within the stipulated time. Assistance for online registration, application submission, and payment of fees is provided in the Common Computer Facility Centre, free of cost. Students are encouraged to avail themselves of government scholarships/schemes.
Examination	The institution adheres to the University guidelines regarding all matters related to examination. Application submission, fee remittance, generation of hall tickets and question papers, and submission of attendance of the candidates to the University are operated online through the University examination portal. Internal assessment is carried out as per University norms and all documents related are transferred online to the University. Invigilation duty assignment, submission of question paper and mark lists to the Internal Examination Committee are also managed online.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr Asha Susan Jacob	One day workshop on NIRF Ranking by Marian College, Kuttikkanam on 21 November 2019	NA	1000
2019	Dr Jaya Jacob M.	One day workshop on NIRF Ranking by Marian College, Kuttikkanam on 21 November 2019	NA	1000

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for

teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Orientation on Revised NAAC Accreditation Framework	NA	21/06/2019	21/06/2019	76	Nil
2019	Hands-on Training on Google Docs, Google Sheets, Google Forms and Google Sites	Hands-on Training on Google Docs, Google Sheets, Google Forms and Google Sites	07/11/2019	07/11/2019	28	1
2020	Class on UGC Pay Revision	NA	12/02/2020	12/02/2020	31	Nil
2019	Training for Teachers on Programme on Counseling, Mentoring, Tutorial and Life Skills	NA	12/11/2019	12/11/2019	103	Nil
2020	Online Tutorial for Teachers on the Basics of Google Classroom	NA	02/05/2020	02/05/2020	24	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

Orientation Programme	2	26/04/2019	23/05/2019	28
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	11	3	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Employee's Cooperative Society provides credit facility with lower rates of interest, with easy terms and conditions. Housing loan facility is also available. 2. College cooperative store supplies stationery items at reduced price. 3. All welfare schemes for employees by the Government are available. 4. Canteen and sports facilities are available.</p>	<p>1. Employee's Cooperative Society provides credit facility with lower rates of interest, with easy terms and conditions. Housing loan facility is also available. 2. College cooperative store supplies stationery items at reduced price. 3. All welfare schemes for employees by Government are available. 4. Canteen and sports facilities are also available. 5. Financial aid at times of need.</p>	<p>1. State and Central Government scholarships. 2. Noon-meal scheme for the economically challenged. 3. Merit-cum-means scholarship. 4. Cooperative store supplies texts, note books, stationery items at reduced price 5. Hostel facility for female students. 6. Educational support for those in need. 7. Canteen and sports facilities 8. Counselling facility 9. Fitness Centre</p>

**6.4 – Financial Management and Resource Mobilization**

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

<p>Institution has appointed duly certified auditors for internal financial audits and their reports are submitted to the Governing Council for necessary action. The Directorate of Collegiate Education, Govt. of Kerala, directly or through the Deputy Director Office, conducts audit at stipulated times on all the assets and funding provided by the State. Any anomalies reported are rectified without fail.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Commerce Alumni	800000	Installation of solar power system
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

5045044.85
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr Icy K. John, Former Principal, Mar Thoma College, Thiruvalla	Yes	IQAC
Administrative	Yes	Directorate of Collegiate Education, Government of Kerala	Yes	IQAC

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

1. Noon-meal scheme for economically challenged students 2. Installation of public address system at Dr Juhanon Mar Thoma Hall 3. Refurbishing of Dr Juhanon Mar Thoma Hall. 4. Merit awards for the toppers of each class. 5. Financial support for Subject Association activities 6. Financial support for co-curricular activities including counselling 7. Financial support for the publication of REYONO journal of interdisciplinary studies. 8. Financial support to the Departments for the conduct of seminars. 9. Financial assistance for students to participate in University Youth Festival

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

1. Financial support in times of need 2. Admission for their children or siblings. 3. Training

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

1. RUSA Project Fund allotment 2. Participation in NIRF 3. Construction of separate block for self-financing programmes 4. Augmentation of solar energy harvesting

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	NAAC Orientation Programme on Revised NAAC Accreditation Framework	21/06/2019	21/06/2019	21/06/2019	76
<a href="#">View File</a>					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Seminar on Gender Issues (Samakaleen Sahitya Mein Stree) by the Department of Hindi	26/02/2020	26/02/2020	45	10
Talk on Gender, Performance and Liminality by the Department of English	21/01/2020	21/01/2020	35	35
Talk on Queer Bodies, Spaces and Temporalities	21/01/2020	21/01/2020	35	35
National Science Day Celebrations (Women in Science: Wi-Sci) by the Department of Physics	25/02/2020	25/02/2020	112	48
Pre-marital Counselling-Session 2	18/12/2019	18/12/2019	43	0
Pre-marital Counselling-Session 3	10/01/2020	10/01/2020	57	9
Pre-marital Counselling-Session 4	29/02/2020	29/02/2020	40	4
Self-defence class	22/02/2020	22/02/2020	49	0
Residential Camp by Women Cell	28/02/2020	29/02/2020	69	0
Celebrating Santhome Women Achievers	06/03/2020	06/03/2020	60	0
Apparel Designing and Tailoring Course	20/11/2019	30/01/2020	30	0
Seminar on 'Seethayanam'	27/09/2019	27/09/2019	81	14

by the Department of Malayalam				
Gender Sensitisation	11/10/2019	11/10/2019	530	0
Pre-marital Counselling-Session 1	28/11/2019	28/11/2019	15	42

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

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

Set on a serene, green hilltop, St Thomas College is steadfastly committed to the promotion of environmental consciousness and sustainability, particularly among the youth. Students are encouraged to imbibe the institutional value of eco-consciousness and practise the same in their immediate environment. Concerted efforts are made to ensure an eco-friendly ambience and to mitigate the use of plastic. Go Green Santhome—an institutional project for clean environment, sustainability, and green practices—and the NSS unit of the institution have initiated a series of programmes to foster green practices with the fervent support of the entire St Thomas College community. A “Clean Campus Programme” was organised on 2 October 2019. Pen-drop-cartons and bottle-booths were placed at different points to collect used plastic pens and bottles. A “No Plastic Challenge” competition was organised and the winning class was suitably awarded. “No Plastic Oath Ceremony” and a “Swachtha Oath Taking” were organised for the implementation of green protocol. To promote alternatives to plastics, an exhibition cum sale of eco-friendly products such as cloth and jute bags, paper bags, and other recyclable products, was organised in association with the Haritha Kerala mission. An e-waste collection drive was conducted in association with Suchitwa Kerala Mission and Clean Kerala Company. VEGETOS, an interdepartmental annual exhibition cum sale of home-grown fruits, vegetables, saplings, and value-added products etc., is a robust practice of the institution towards promotion of green practices. VEGETOS 2019 was organised under the aegis of the Department of Botany and Go Green Santhome. Santhome Karshika Award, a unique programme to honour the best agriculturist of Kozhencherry Grama Panchayat, was introduced during the year. The NSS unit made paper bags and distributed in different shops in Kozhencherry to reduce the use of non-biodegradable plastic bags. First year students were welcomed to the campus with seed pens and saplings. “Haritham 2K19-Grow with Your Campus Sapling Programme” was started to nurture a bond with nature. The IQAC organised a webinar on “Rebuilding Kerala: Re-envisioning Landscape Management” on 12 May 2020. An international webinar on “COVID World, COVID Mind: Towards a New Consciousness in the ongoing COVID Reality” was organised on 29 May 2020. A one-day national seminar on “Approach to Climate Change” was organised on 31 January 2020. The enthusiastic endeavours of the IQAC, Departments, and student forums have boosted the environmental consciousness of the students. The solar power plant with a capacity of 23 KW installed in the college has reduced the conventional energy consumption and meets the power requirement for Administrative Block, Departments of Physics, Commerce and Economics. As the college is situated on an elevated terrain, water-deficiency during the summer months is addressed through rain-water-harvesting.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	6
Ramp/Rails	Yes	6

Provision for lift	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	6
Scribes for examination	Yes	2
Special skill development for differently abled students	No	0
Any other similar facility	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	03/06/2019	1	Good habits Good health class ( MTLP School, Kozhenchery)	Health and hygiene	64
<a href="#">View File</a>							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Handbook and Calendar 2019-20	01/07/2019	The College Handbook imparts requisite information regarding the code of conduct of all the stakeholders. General rules of discipline and rules regarding library and college hostel are also included. UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions 2009, Kerala Ragging Prohibition Act 1998, Mahatma Gandhi University Students' Code of Conduct Rules 2005 are incorporated in the Handbook. The institution ensures that each

student, faculty and non-teaching staff get a copy of the handbook. It is also published on the institutional website to confirm its wide and effective circulation among all stakeholders. The Staff Council and the Discipline Committee of the college monitor the implementation of the Code of Conduct to ensure a conducive teaching-learning abode.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environmental Day	05/06/2019	05/06/2019	64
<a href="#">View File</a>			

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

1. Planting and distribution of saplings.
2. Clean Campus Programme.
3. Environmental awareness programmes by NSS and Go Green Santhome
4. No Plastic Challenge Competition
5. Expansion and use of renewable energy like solar energy
6. Environmental sustainability measures like plastic free campus, E-waste collection drive etc.
7. VEGETOS: Annual sale of home-grown vegetables, fruits, spices and home-made delicacies
8. Rainwater harvesting
10. HARITHAM 2K19- Grow with Your Campus Sapling Programme.
11. One Volunteer One Sapling: Planting 150 saplings on college premises on behalf of 150th birth anniversary of Mahatma Gandhi
12. Training on Bamboo Craft and Broom Making
13. Waste to Worth Programme: Converting used glass bottles to value added products
14. Green house construction and organic farming
15. Green Campus, Green Classroom Project

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

**Title:** 1. Student Support System (SSS) **Goal:** To promote and support students hailing from socially and economically weaker backgrounds. **Context:** As the college is situated in the rural area of Pathanamthitta district, the majority of the students hail from financially and socially backward areas and communities. The Management is steadfast in enabling them access to higher education and catering to the needs of the students from the weaker sections. **Practice:** The feeder area of the institution comprises of economically and

socially weaker areas with scarce travel facilities. Remoteness of residences and financial constraints compel many students to attend classes without proper nourishment, which affects their health and learning capabilities. • The Noon Meal Scheme is envisaged as a student support programme to ensure that no student of St Thomas College remains without noon meal on any working day on account of financial constraints. A considerable number of students are benefitted by this magnanimous gesture practised with the support of the PTA. The students in need are identified by the respective Departments and are provided with a coupon which enables them to have noon-meal from the college canteen. Measures are taken to ensure the confidentiality of the list of students. Apart from this, the faculty in their individual capacities also cater to the needs of those in need of support. • Community Extension Service: The NSS unit of the college rendered yeoman's service to the community at large by organising a series of programmes in the neighbouring colonies and schools. Through Edu-help educational aid distribution programme, the Unit distributed study materials among the lower and upper primary students of Pazhayatheruvu Government High School, Kozhencherry where the students of the adopted colony study. Under Snehasparsham programme, the students visited Thelliyoor MCRD--a special residential school for differently abled orphan students--conducted entertainment programmes and sponsored a differently-abled student. Eduhome-Saksharatha Bhavanam construction, Aganawadi adoption and library renovation also formed part of the community service programmes. The volunteers reached out to five tribal colonies in Seetathodu-Angamoozhi forest area and distributed food items, bed sheets, and study materials. Food packets were distributed at the flood-relief camps in Thiruvalla. The college community generously responded to the NSS and NCC initiatives to support the victims of landslide in Wayanad and Kozhikode districts. The Departments of Chemistry, Botany and Zoology actively participated in the Science exhibition organised by St Mary's Higher Secondary School, Kozhencherry. At the onset of COVID 19, the Department of Chemistry, in association with the NSS Unit, prepared sanitisers to distribute among the students and neighbouring areas. Students and teachers of the Department of English visited the Marthoma Centre for Rehabilitation and Development, Thelliyoor Navajyothi School and spent a day with the mentally challenged children. The Department of History and Political Science closely associated with Anjappam Charitable Society, a noon-meal project for the poor. Classes were engaged by the teachers and students of the Department of Mathematics at Kurangumala adopted colony as part of their community service. The students and teachers of the Department of Physics gave hands-on-training on the making of LED Christmas stars. Students of B. Com Computer Application visited Marthoma L. P. School, Pullad and gave them educational tips through entertainment programmes. The Marthoma Students Association (MTSA) through their Thanal Programme provided requisite financial and material aid to students in need. • Financial support in the form of merit-cum-means scholarships provide learning support to deserving students. • Personal and group counselling facilities are provided to those in need with the support of a qualified counsellor. The sessions enable students to boost their confidence to encounter the challenges of life with a positive attitude. • Department of History provided language training programme for SC/ST students through SCMI unit. • The entire community join hands to extend generous support to any student or employee in distress. • Remedial classes are arranged for students who are weak in academics. Evidence of Success: • A considerable number of students avail themselves of the noon meal programme • It has been reported that the beneficiaries of the counselling programme have their confidence enhanced with improved academic performance. • Community extension programmes help to realise the positive impact of social service on self and others. It also opens avenues to connect with various organizations, schools, and community groups. It sensitises students to respond to social situations and to be humane and compassionate. Problems: • Fund mobilisation poses difficulties.

• Dearth of time for community service. • Inhibition to share personal matter with counsellor. Resources: • Parent teachers Association • Counselling room • Experienced Counsellor • Service and financial support of faculty and students.

2. Environmental Sustainability Programme (ESP) Goal: Sustainability is the pressing need not only for the present generation, but also for future generations. Hence the significance of addressing 'learning to live sustainably' as a core issue to have a healthy, hygienic, and harmless environment. Context: In the current scenario of urbanization and energy consumption, the present generation has been witnessing the escalating effect of environmental problems such as water pollution, global warming, over exploitation of natural resource, depletion of natural resources etc. The institution has initiated many programmes which give thrust to environment sustainability not only to create awareness among the students and the community, but also to conserve our nature for better living conditions. Practice: • The oldest building in the college itself houses an overhead water tank to collect rain water. Another water tank with a capacity of 5 lakhs litres, constructed forty years ago, has been renovated to harvest rain water for use on the campus and the women's hostel. • The capacity of solar photovoltaic system has been enhanced from 13 kw to 23 kw with the support of Commerce alumni and the Management to mitigate the consumption of conventional energy. • Celebration of important days such as World Environment Day, Ozone Day, World Wetland Day and Wildlife Day. • "Know the Plant programme" initiated by the Department of Botany collected more than 110 plant specimens and displayed them in a scientific manner. • Organisation of science exhibitions. • Vegetos, an agri-organic fest, is conducted annually to create awareness and agriculture habits among students regarding sustainable and organic farming. • Planting and distribution of saplings on and outside the campus to increase green coverage. • Awareness programmes through Go Green Santhome, Eco Club, NSS, and Subject Associations. • Annual seminar on environmental issues by the IQAC in association with REYONO journal of interdisciplinary studies. Evidence of success: • Enhancement of renewable energy resource to meet the energy requirement to an extent. • Promotion of green initiatives through sustainable, eco-friendly programmes. • Fostering environmental consciousness among the community. Problems: • Raising funds for many dream projects is difficult. • Time constraint. Resource: • Parent Teacher Association • Management • Teachers and students

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

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

### 7.3 – Institutional Distinctiveness

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

The establishment of the St Thomas College on the lush, hilly terrain of Kozhencherry in 1953 with the noble mission of imparting sound Christian liberal education was the realisation of a noble vision. The founding fathers envisaged the institution as a platform for enlightening, ennobling, and enriching the community by fostering academic excellence, moral integrity and social commitment in young men and women. The institution has magnificently championed more than six decades of academic excellence in the Central Travancore region. From its humble origins, it has gracefully expanded as a prominent institution of higher education with graduate, postgraduate, and research programmes. The institution is distinguished by its policy of placing greater emphasis on providing value-based education and holistic development through curricular and co-curricular activities. Various academic programmes

have been introduced from time to time to enrich the competence of the younger generation. The institution also offers certificate courses in various disciplines to enhance the employability skills of the students. Competence of the faculty is reflected in the number of Ph. D holders and those who are pursuing research, authored and edited books, and published research papers. The institution has signed MoUs with foreign universities. The participation of faculty in faculty development programmes like refresher /orientation/short-term courses, invited talks, seminars, conferences and workshops evinces the policy of the institution towards encouraging, empowering, and enriching the faculty. The institution is committed to expand its environment-conscious practices and commitment to society within and outside the campus. Departments and forums like NSS, NCC, MTSA, Women Cell and Eco Club organise various social outreach programmes like adoption of schools and villages, visiting old-age homes, planting and distribution of saplings, blood donation, anti-drug awareness classes which offer opportunities to connect the college to the community. Considerable investment has been made in infrastructure development and maintenance. The excellent rapport between teachers and students and the student support mechanisms like regular PTA meetings, scholarships, awards, counselling, and noon meal scheme distinguish the institution as a beacon of inspiration lighting the lives of many and upholding its motto of Ad Majorem, dei Gloriam, for the greater glory of God.

Provide the weblink of the institution

<https://www.stthomascollege.info>

### **8.Future Plans of Actions for Next Academic Year**

St Thomas College, acknowledged as a premier higher educational institution, 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 more than six decades of academic excellence, the institution has successfully been accredited with A Grade in the third accreditation cycle by NAAC. As we gear up towards the fourth accreditation process, the institution plans to initiate the following for quality enhancement:

- Become "College with Potential for Excellence" as per the norms laid down by UGC
- Establish MoUs/collaborations/linkages with reputed Indian and international institutions for research, exchange, and extension programmes.
- Enhance faculty profile by encouraging faculty members to commence/complete their research work. Postdoctoral research also to be encouraged.
- Encourage eligible faculty to register as research guides.
- Increase the number of research projects funded by government and non-government agencies.
- Increase the academic results and student progression.
- Strengthen mentoring system.
- Conduct more programmes related to intellectual property rights.
- Promote ICT-enabled teaching and learning.
- Digitalisation of the college office and library.
- Renovation of laboratories, canteen and hostels.
- Strengthen the networking/internet/ facilities on the campus.
- Smart classrooms for each Department.
- Registration of alumni association
- Become a centre for NPTEL/SWAYAM examinations.
- Encourage more community related projects.
- Apply for additional postgraduate and graduate programmes.
- Increase alumni engagement.
- Organise more national and international seminars and webinars.
- Zero plastic waste and carbon neutral campus