

# St. Thomas College

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**(Affiliated to Mahatma Gandhi University)**

**Re-accredited by NAAC with B++ (2007)**

## **THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2013-14**

Submitted to

**National Assessment and Accreditation Council**

Bangaluru-560 0072, India

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# Part A

AQAR for the Year 2013-14

# 1. Details of the Institution

AQAR for the year **2013-14**

## 1. Details of the Institution

- 1.1 Name of the Institution St.Thomas College
- 1.2 Address Line 1 Kozhencherry
- Address Line 2 Pathanamthitta District
- City/Town Kozhencherry
- State Kerala
- Pin Code 689641
- Institution e-mail address stthomaskozhy@gmail.com
- Contact Nos. 0468-2214566, 0468-2215543(Fax)
- Name of the Head of the Institution: Prof.Capt.Dr.Roys P. David
- Tel. No. with STD Code: 0468-2215543
- Mobile: 09048295600
- Name of the IQAC Co-ordinator: Dr. Philip Varghese Porattoor
- Mobile: 09447078298
- IQAC e-mail address: stthomiqaac@gmail.com
- 1.3 NAAC Track ID KLCOGN80597
- OR**
- 1.4 NAAC Executive Committee No. Date: -
- 1.5 Website address: www.stthomascollege.info
- Web-link of the AQAR: <http://www.stthomascollege.info/Reports/aqar2014.pdf>

## 1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	4 Star	70-75	2000	2005 (5yrs)
2	2nd Cycle	B++	81.1	2007	5yrs

- 1.7 Date of Establishment of IQAC : 25/06/1999

- 1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)
- i. AQAR 08/12/2011
  - ii. AQAR 08/12/2011
  - iii. AQAR 08/12/2011
  - iv. AQAR 29/09/2012
  - v. AQAR 26/09/2013

1.9 **Institutional Status**

University: State  Central  Deemed:  Private:

Affiliated College:

Constituent College:

Autonomous College of UGC:

Regulatory Agency Approved Institution:

Type of Institution

Co-education:

Urban:  Rural  Tribal:

Financial Status

Grant-in-aid: UGC2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self Financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

**Mahatma Gandhi University Kottayam, Kerala.**

1.12 Special status conferred by Central/ State Government

( UGC/CSIR/DST/DBT/ICMR etc )

Autonomy by State/Central Govt. / University

University with Potential for Excellence

DST Star Scheme

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes

Any other (Specify): **Secured Minority Status**

**as per Section 2(g) of the NCMEI Act 2004, dt.23.05.2013**

## 2. IQAC Composition and Activities

- 2.1 No. of Teachers 16
- 2.2 No. of Administrative/Technical staff 2
- 2.3 No. of students 2
- 2.4 No. of Management representatives 4
- 2.5 No. of Alumni 1
- 2.6 No. of any other stakeholder and community representatives 1
- 2.7 No. of Employers/ Industrialists nil
- 2.8 No. of other External Experts nil
- 2.9 Total No. of members 26
- 2.10 No. of IQAC meetings held 5
- 2.11 No. of meetings with various stakeholders:
- No. 20 Faculty 6
- Non-Teaching Staff 2
- Students 3
- Alumni 7
- Others 2-Clergy Meetings
- 2.12 Has IQAC received any funding from UGC during the year? No  No
- If yes, mention the amount Nil
- 2.13 Seminars and Conferences (only quality related)
- (i) No. of Seminars/Conferences/ Workshops/ Symposia organized by the IQAC

Total Nos.	International	National	State	Institution Level
12	Nil	3	3	6

(ii) Themes

National Seminar

1. Event, Memory and Literature: Trauma Narratives of the Indian Subcontinent, *Dept. of English*, dt 5 September 2013
2. Women and Stress in the 21st Century, *Center for Women's Studies*, dt.11&12 March 2014
3. Maximising Corporate Social Responsibility in Indian Perspective, *Dept. of Commerce*13& 14 March 2014

State Level Seminars

1. Modern Trends in Molecular Botany, *Dept. of Botany*, dt.12 to 15 June 2013
2. New Institutional Approach for Understanding Present Macro Economic Problems in India, *Dept. of Economics*,20 August 2013
3. The Great Fall: Implications of Rupee Volatility on Kerala Economy, *Dept. of Economics*, 16 October 2013.

Workshops

1. Additional Skill Acquisition Programme (ASAP), *Brain's Trust, St.Thomas College, Kozhencherry*,13 June 2013
2. Radio Astronomy *Dept. of Physics, IUCAA Joint Programme hosted by St.Thomas College Kozhencherry* 8 to 10 May 2013
3. Prospects of Astronomy-Today and Tomorrow, *Dept. of Physics, IUCAA Joint Programme hosted by Macfast, Thiruvalla*, 12 August 2013
4. Workshop on Research in Astronomy: Opportunities and Challenges, *Dept. of Physics, IUCAA Joint Programme hosted by Macfast, Thiruvalla*, 12 to 14 August 2013
5. Workshop on Variability of Astronomical Sources, *Dept. of Physics, IUCAA Joint Programme hosted by Macfast, Thiruvalla*, 22 to 24 January 2014
6. IUSSTF Joint Center Meetings, *Dept. of Physics, IUCAA Joint Programme hosted by Macfast, Thiruvalla*, 20 to 24 January 2014

- 2.14 Significant Activities and contributions made by IQAC  
**IQAC as body of internal quality assurance provides directions and orientation to the day to day academic activities of the college. Preparation of AQAR and preparation of NAAC- SSR are the responsibilities of the IQAC Committee**
- 2.15 Plan of Action by IQAC/Outcome:  
 The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year\*

Plan of Action	Achievements
Preparation of introduction of PG Programmes in Malayalam literature and Computer Science	PG Malayalam Course Started
Preparation for Celebrating Diamond Jubilee	Diamond Jubilee Celebrations Conducted
Installation of Solar Panels	Installed Solar Panels
Water Harvesting Project	Installed Water Harvesting Facility
Waste Management Project	Installed waste Management Project Producing cooking gas from food waste
Installation of Bio-gas plants	Installed Bio-gas Plants
Adoption of Kurangumala Village	Adopted Kurangumala Village
Developing Medicinal plant Garden	Implimented the Project
Publishing of Newsletter	Published Newsletter
Global Alumni Meet	Global Alumni meet held.

*Attached Academic Calendar of the year 2013-14, See, Annexure A.*

- 2.16 Whether the AQAR was placed in statutory body Yes   
 Management

#### **Provide the details of the action taken**

The Management evaluate the merits and demerits emanates from the report. After the discussion in governing council the management provides proper guidance to the faculty on the actions to be taken to improve their quality.

**Part B**  
**Criterion-wise Report**

# Criterion 1

## Curricular Aspects

### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added /Career Oriented programmes
Ph.D.	6	-	-	-
PG	8	1*	1	-
UG	13	2	3	
PG Diploma	-	-	-	
Advanced Diploma	1	-	-	
UG Diploma	2	-	-	
Certificate	5	-	-	
Others	4	-	-	
Total	39			
Interdisciplinary	-	-	-	
Innovative	-	-	-	

\*PG Course in Malayalam sanctioned students will be admitted during 2014-15

### 1.2 Flexibility of the Curriculum:

#### 1.2.1 CBCSS/Core/Elective option / Open options

### 1.2.2 Pattern of programmes:

Pattern	Number of programmes
Semester	13 (CBCSS UG), 8( CSS PG)
Trimester	Nil
Annual	Nil

### 1.3 Feedback from stakeholders\*

(On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Random Sampling

Online  Manual  Co-operating schools (for PEI)

See Annexure: B

### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Time to time revision conducted by the Academic Council of the University

### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Post Graduate Programme in Malayalam

## Criterion 2

# Teaching, Learning and Evaluation

### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
90	43	47	0	0

### 2.2 No. of permanent faculty with Ph.D.

No. of permanent faculty with Ph.D. 41

### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Prof		Asso.Prof		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	-	-	-	-	-	3	-	11	1

### 2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest and Temporary Faculty 22 Visiting faculty 15

### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	16	18
Presented papers	1	18	4
Resource Persons	2	6	15

## **2.6 Innovative processes adopted by the institution in Teaching and Learning**

The college has made continuous and sustained efforts to bring some innovation in teaching-learning methodology. The institution has changed from teacher-centered pedagogy to student-centered pedagogy by introducing projects, paper presentations, field trips etc. Other learning methods like group work, role plays, case study, debates, mind mapping etc. supplement class room teaching. Modern tools of teaching through information technology are utilized by the college to enhance the teaching-learning process. Internet facilities are made use of by students.

Focusing on class room, teaching and learning process is imparted with interactive methods and experiential learning. To supplement teaching-learning process the websites of new learning resources are sorted and are experienced in the computer laboratory.

To encourage the faculty on innovative and new practices, experts were invited for the demonstration of the e-learning equipments like smart board, LCD projectors, visualizer, micro photographic units, reprographic equipments, digital visuals aids etc. These equipments are provided to the departments for regular use in the class rooms. Adoption of new technologies have created more interest in the students towards learning process and dissemination of knowledge is made faster to the students which leads to better results in the qualifying examination. Introduction of LCD projectors in all departments has created an enthusiasm in students as they feel the classes livelier. This has enabled students to keep pace with the modern technology. They are trained to prepare powerpoint presentations for seminars and project presentation.

## **2.7 Total No. of actual teaching days during this academic year**

Total No. of actual teaching days: 158

## **2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

External examinations are conducted by the University have been using bar-coding system. Internal examinations conducted by the college in a centralised mode. After the valuation of the answer scripts the marked answer book will be given to the students.

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

Board of Studies Chairman: 3  
 Members of Board of Studies: 30

**2.10 Average percentage of attendance of students:**

85%

**2.11 Course/Programme wise distribution of pass percentage :**

Title of the Programme	Total no. of students appeared	Grade				
		A( % )	B(%)	C( % )	D(%)	F(%)
UG Programme						
English	24	3(12.5)	13(54.1)		7(29.2)	1(4.2)
Malayalam	28		4(14.4)	11(39.3)		13(46.4)
Hindi	16		4(25)	7(43.75)		5(31.25)
History	31		2(6.5)	16(51.6)		13(41.9)
Economics	56		12(21.5)	29(51.8)		15(26.7)
Maths	41		19(46.3)	7(17)		15(36.5)
Physics	25	1(4)	12(48)	8(32)		4(16)
Chemistry	26		10(38.4)	10(38.4)		6(23.2)
Botany	25	2(8)	8(32)	7(28)	4(16)	4(16)
Zoology	19	1(5)	4(21)	7(36.6)	3(15.8)	4(21)
Commerce 1	59	3(5.1)	40(67.8)	10(17)		6(10.1)
Commerce 2	37		20(54.06)	12(32.40)		5(13.5)
Computer Science	58		11(19)	22(38)		25(43)
PG Programme						
Mathematics	15	2	6			-
Physics	10		2	-	-	-
Botany	12		10			
Zoology	10	2	6			2
Chemistry	9		6	3		
English	12		6			6
Commerce	14		9			5
Economics	13	1	5	1		6

### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC discusses different aspects of teaching learning process periodically to ensure teachers to implement student centric methods of teaching learning giving emphasis on ICT and participatory teaching and learning process. IQAC takes initiative in collecting feedback from students, parents and alumni on quality-related institutional teaching learning process. An Academic audit is carried out once in a year. IQAC has distributed questionnaires like self-evaluation for teachers, evaluation of teacher by the students, evaluation of students by the teachers etc. to improve the quality of teaching-learning process. Self evaluation of teachers allows self-introspection for teachers and provides scope of improvement. Feedback from students is instrumental in enhancing teacher quality, and to makes teaching learning process more effective.

### 2.13 Initiatives undertaken towards faculty development

Faculty is motivated by circulating information regarding various quality enhancement programmes received from the agencies who conduct the programmes. Submitted applications are scrutinised by a selection committee comprising of the members of the staff council. Seniority of the applicants and availability of teachers for smooth conduct of the departmental activities are the criteria for selection. Permission has been granted to all incumbent applicants to undergo training. Regular training and invited talks are conducted by the management to motivate the faculty.

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	2	0	0
Technical Staff	15			

## Criterion 3

### Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution.

IQAC working as a facilitating body to promote Research in the college in consultation with various research departments. The college offers full autonomy to the Principal Investigator in the implementation of research projects and schemes. The PI has the freedom to purchase books and equipments, to attend seminars and conferences, to use the infrastructure facilities of the institution for the purpose of research activities. IQAC periodically reviewed research activities which are conducted by various departments.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	4		
Outlay in Rs.	12,30,067/-	21635000/-	4	3

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	2	5
Outlay in Rs.	250000/-	465000/-	240000/-	512500/-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	14	10
Non-Peer Review Journals	0	0	0
e-Journals	1		
Conference proceedings	2	10	

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3Yrs	DST	15,51,440	7,18,000/-
Minor Projects	2Yrs	UGC	2,40,000	nil

### 3.7 No. of books published:

1. No.of Books:
2. With ISBN No.:
3. Chapters in Edited Books:

### 3.8 No. of University Departments receiving funds from :

### 3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

### 3.10 Revenue generated through consultancy

**The policy of the institution is to offer consultancy service at free of cost to public and other institutions**

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	Nil	2	2	nil	nil
Sponsoring agencies	UGC	UGC and DST	nil	nil	

**3.12 No. of faculty served as experts, chairpersons or resource persons**

16

**3.13 No. of collaborations**

No. of collaborations: 7  
International 1 National 2 Any other State level 4

**3.14 No. of linkages created during this year**

2

**3.15 Total budget for research for current year in lakhs:**

From Funding agency Nil From Management of College Nil  
Total: NA

**3.16 No. of patents received this year:**

nil

**3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year:**

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

**3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them.**

Ph.D Guides: 19 No. Research Students 28

**3.19 No. of Ph.D. awarded by faculty from the Institution :**

4 nos.

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF: Nil      SRF: Nil      Project Fellows: 2

Any other: Post-doctoral fellowship-1

**3.21 No. of students Participated in NSS events:**

University level 8      State level Nil  
National level Nil      International level Nil

**3.22 No. of students participated in NCC events:**

University level Nil      State level 50  
National level 10      International level Nil

**3.23 No. of Awards won in NSS:**

University level 2      State level Nil  
National level Nil      International level Nil

**3.24 No. of Awards won in NCC:**

University level Nil      State level Nil  
National level Nil      International level Nil

**3.25 No. of Extension activities organized :**

University level 3      State level 2  
National level Nil      International level Nil  
Any other 1

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility**

The college has adopted Kurangumala SC Colony as a part of its extension activities. The college supports the the colony with a community library

scheme. In this project, the college has collected books and periodicals from the students and provide them to the community library and subscribes two daily newspapers for the benefit of the colony people. In addition to this, the college extends its special support to the Punnackadu LP School. Students are running a special tuition programme for needy students in this school. A special language training programme has been introduced in Punnackadu LPS for English language.

## Criterion 4

# Infrastructure and Learning Resources

### 4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	88941 Sq.Mts	nil	Management	NA
Class rooms	55 Rooms	6 Rooms	Management	
Laboratories	9	nil	Management	
Seminar Halls	8nos.			
No.of important equipments purchased ( >1-0 lakh) during the current year.	8 From FIST Grant			
Value of the equipment purchased during the year (Rs.in Lakhs)	33,08,702		UGC and FIST	
Other				

### 4.2 Computerization of administration and library:

Office & Library fully computerized

#### 4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	58075	–	1485	4,72,54		
Reference Books						
e-Books						
Journals	50	–	18	15850		
Digital Database	43162					
CD & Video						
Other(Periodicals and News Papers)	50	–	7	48115		

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	161	10	74	1	2	10	26	6
Added	4		35		4			
Total	165	10	109	1	2	10	26	6

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computer Networking completed. Internet access in all departments and students in the college through out the day.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT :	Rs.101163 /-
ii) Campus Infrastructure and facilities:	Rs.1017433/-
ii)a. Furniture	Rs. 348109 /-
iii) Equipments	Rs.1053366/-
iv) Others	Rs.1283267/-
<b>Total :</b>	<b><u>Rs.3803338/-</u></b>

# Criterion 5

## Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The academic handbook of the college publishes information pertaining to students support services, various associations, clubs and forums functioning in the campus, different types of scholarships and endowments offered to the students. The college Governing Council, Staff Council screen a review the effective implementation of the various programmes and ensure the commitment and accountability of the institution sated in the vision and mission statement.

### 5.2 Efforts made by the institution for tracking the progression.

Departments keep a track on the student progress both vertical and horizontal.

### 5.3 (a) Total Number of students:

UG:	1503
PG:	209
Research:	28
(b) No. of students outside the state	1
(c) No. of international students	Nil
Demand ratio	Centralized allotment process
Dropout	UG:0.92%

Last Year						This Year					
General	SC	ST	OBC	Phy.Ch.*	Total	General	SC	ST	OBC	Phy.Ch.*	Total
1164	200	4	165	2	1535	1224	218	6	223	2	1673

\*Physically Challenged

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Guidance Centre and Counselling Centre equip students to hone their natural skills and acquire competence to fare well in competitive examinations and interviews. Coaching classes for NET are conducted by experts and professionals from the institution and outside under the aegis of the UGC/NET Coaching Centre. PSC Coaching classes are also provided. Given below are the Departmentwise details of students who have qualified in competitive exams during the last four years:

#### 5.5 No. of students qualified in these examinations

Name of Exam	No. of Students	Department
NET	11	6 English
		2 Malayalam
		3 Botany
SET/SLET		
GATE		
CAT		
IAS/IPS etc		
State PSC	Not available	
UPSC		
Others		

#### 5.6 Details of student counselling and career guidance.

- The Counselling and Orientation Centre & Career Guidance Centre of the college jointly and separately conduct orientation and counseling programmes for both UG and PG students.
- All first year UG and PG students participate in an orientation programme which focuses on personality development, goal setting, and foundation and orientation in their respective subjects.
- Second year degree students are given classes on “Attitude” and “Career Management.”

- All final year UG and PG students are trained in soft skills, group discussion and interview skills.
- Women Counseling: Counselling for female students by the Centre for Women Studies and Women's Cell.
- Tutorial/Mentoring: Class tutors and mentors provide personal and academic counselling.
- Counselling classes: Counselling experts are invited to conduct classes for the students.
- Professional counselor: Service of a professional external counselor is made available when necessary.
- Training for teachers: Teachers are given training in counselling and mentoring.

#### 5.6.1 No. of students benefitted:

1400 Students
---------------

#### 5.7 Details of campus placement

NA

#### 5.8 Details of gender sensitization programmes

As the institution is a gender friendly campus with the majority of teachers and students are female, no sexual harassment cases have been reported. The Women's Cell and the Centre for Women Studies conduct sensitization and awareness programmes for the female students which equip them with awareness about their rights and measures to guard themselves. The various student support programmes also guarantee equal opportunities for girls. The ambience is conducive for girls. Each class has nominated a lady representative to the Student Council.

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level 

1
---

National level  International level

No. of students participated in cultural events

State/ University level

National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

#### 5.9.3 Sports:

State/University level

National level  International level

#### 5.9.4 Cultural:

State/ University level

National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	70	7200
Financial support from government	10	33400
Financial support from other sources		
Indra Gandhi Scholarship for Single Girl Child	6	240000
Post-metric Minority Scholarship	2	6000
Center Sector Scholarship	1	5000

Number of students who received International/ National recognitions:

### 5.11 Student organised / initiatives

**Fairs** : State/ University level

National level  International level

**Exhibition:** State/ University level

National level  International level

### 5.12 No. of social initiatives undertaken by the students

1. NSS Volunteers organized blood donation campaign
2. Awareness campaign in drug use and health issues:  in association with NRHM
3. HIV/AIDS Awareness Camp  in association with Red Ribbons Club
4. Kurangumala Social Development Camp
5. Village Library Project at Kurangumala
6. Monthly noon-meal supply programme at District Hospital-Kozhencherry

### 5.13 Major grievances of students (if any) redressed:

Grievance Redressal Committee comprising of the Principal as Chairman, three teachers (of which one is a lady) nominated by the Staff Council, and two student representatives is functioning in the college as per University norms.

- Reprographic system for the library.
- Shifting of classrooms on request to more suitable rooms in the Main block. Repair of the classrooms is in progress.

## Criterion 6

# Governance, Leadership and Management

### 6.1 State the Vision and Mission of the institution

#### **Vision**

To foster academic excellence, moral integrity and social commitment to young men and women.

#### **Mission**

- To mould intellectually well-trained young men and women by providing conducive academic environment.
- To equip the faculty and students to meet the challenges of modern trends in educational field by encouraging research and development.
- To provide quality higher education to the rural population in the eastern region of Central Travancore in Kerala.
- To impart sound Christian liberal education and to promote holistic development of individuals.
- To undertake community related research studies and extension programmes beneficial to the community.

### 6.2 Does the Institution has a management Information System

The organizational structure ensures smooth functioning of the institution. The Governing Council as the apex body formulates the academic and administrative policies keeping in tune with the mission and the vision of the

college. The Principal, through the Staff Council, implements the decisions taken by the Governing Council. Internal Policies of the Institution are executed by the Principal in consultation with the Staff Council, IQAC, Department Staff Councils and general staff meeting.

### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

#### **6.3.1 Curriculum Development**

The institution has undertaken various programmes for curriculum development and implementation. There has been active involvement of the faculty in various seminars, workshops and discussions for curriculum development, organized by professional bodies and Board of Studies of different disciplines.

#### **6.3.2 Teaching and Learning**

Teaching, learning and evaluation system of the college is based on the norms, rules and regulations and syllabi for various courses as prescribed by M.G University . Staff council meet at the beginning of the academic year and prepare schedule for the year and each department plans the division of syllabus well ahead of the academic year and chalks out the route to complete the modules as per the syllabus. The department council periodically monitors the progress of teaching plan prepared by faculty members. Teaching plans for each semester are prepared modulewise and timewise by HoDs and are closely monitored. Each teacher is free to choose definite strategies to complete the assigned syllabus within the stipulated time. Internal assessment and end-semester (External) examination are conducted effectively to evaluate the performance of the students.

#### **6.3.3 Examination and Evaluation**

- Internal evaluation is done by continuous assessments on the components like Theory, Attendance, Assignments, Seminar/Viva and Class tests.
- The evaluation of all components is published on the department notice board.
- All documents of internal assessment are to be kept in the college for 2 years and shall be made available for verification by the university.
- The responsibility of evaluating the internal assessment is vested on the teacher(s) who teach the course.

- The internal assessment shall not be used as a tool for personal or other type of vengeance.
- A student has all right to know how the teacher arrived at the grade. In order to address the grievance of students, a Grievance Redressal mechanism is envisaged.

#### **6.3.4 Research and Development**

The Management is keen in providing all facilities for research. Following are the strategies adopted by the Management for planning , upgrading and creating infrastructural facilities for research.

- Faculty is granted leave for doing research (FDP).
- Seeking the financial support of Alumni
- Contributions from faculty
- Collaboration with governmental agencies
- Financial support of UGC and other funding agencies
- Access to NME-ICT facility.

#### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

Current files and latest books are purchased after consultation with the concerned Departments. The UGC procedures are followed in the purchase of books and journals. The feedback and recommendations from teachers and students are helpful in the process of finalization of the purchases. The various Departments select books according to their need and submit the books and bill to the library. The selection of books is under the supervision of the Head of the Department. Most of the Departments have subscribed to their own journals. In addition to this, the library also has subscribed to more than 30 journals, periodicals and seven leading newspapers.

The total area of the library is 14,400 sq. ft with a total seating capacity of 400. Except on public holidays, the working time of the library is from 8.30a.m to 4.30p.m on all days, including vacations. The library is well equipped with all modern amenities required for the collection and collation of information and knowledge bases required at student level to research level. The details of all books in the library are fed into a digital library management system using the software SOUL developed by UGC-INFLIBNET. The library functions with a fully computerized front office and access system. The space set apart for periodicals and newspapers is widely used by students and staff. Stack section is located on the second

floor of the library complex. Stacks for different subject areas are arranged separately.

The ICT and other tools deployed to provide maximum access to the library collection are:

OPAC: Online Public Access Catalogue and Local Area Network.

SOUL: Software purchased at concessional rate from INFLIBNET Centre, Ahmedabad through MG University, Kottayam.

The library is automated. Books and the library membership cards are bar-coded. Barcode reader is used in the transaction section. The NME/ICT facility is provided in the library as an electronic resource package. Through this networking scheme, the library provides direct connectivity with countrywide learning resources. The INFLIBNET N-LIST project enables access to more than 3000 e-journals and over 75000 e - books. Google Scholar provides the facility as a federated searching tool. A separate page for the library is available in the college website providing all details of the library access system. There is only one computer and printer in the library for public access but a cluster of thirty one computers and two printers on the ground floor of the library complex are available for accessing e-resources. Photocopier and scanner are also available on the ground floor of the library complex. WiFi Internet facility is available in the whole library complex. Staff and students can avail of these facilities with the help of laptops. Institutional repository is available in the college web site.

### **6.3.6 Human Resource Management**

In addition to the classroom teaching-learning process, teachers are assigned as Coordinators of various co-curricular activities, supervision of the discipline of the college, cultural and sports activities of students, counselling the students and assigned work in different committees based on their talents.

### **6.3.7 Faculty and Staff recruitment**

The college follows a transparent, impartial, judicious process for the selection of teaching faculty. The policies of the Management are such that candidates with excellent academic background, professional qualifications and managerial capacity are selected.

- Teachers are recruited according to UGC norms of qualification and State government rules and regulations. A 1:1 ratio of open and community quota is maintained.

- Vacancies are identified and advertised in the national dailies as well as University Newsletter.
- From the list of applicants, eligible candidates are called for an interview.
- The interview board comprises of the Manager, Government nominee (a civil service officer not below the rank of deputy secretary), Principal, subject expert, and any representative nominated by the Manager.
- A ranklist is prepared on the basis of their performance in the interview plus academic merit. P.G with 55% of marks along with NET/ Ph.D is the minimum qualification but due weightage is given for marks at the PG level and M.Phil /Ph.D/ PDF and research publications.
- Appointment is done in the order of ranks in the list.
- Non-teaching staffs are recruited as per the guidelines of State Government Rules.

### **6.3.8 Industry Interaction / Collaboration**

We have no specific industry interaction other than yearly industrial visit conducted by the Departments of Chemistry and Commerce as part of their curriculum.

### **6.3.9 Admission of Students**

Fifty percent of the seats are reserved for merit. Out of the total merit seats available, 3% of the merit is reserved for physically challenged (blind, deaf and orthopedically challenged), two seats in each programme shall be reserved for candidates with outstanding records in sports and games and one seat in each programme shall be reserved for candidates with outstanding records in cultural activities. 20% of the seats is reserved for SC/ST on the basis of merit. 10% of the seats is reserved for community on the basis of merit. 20% is reserved as management quota.

#### 6.4 Welfare schemes for

Teaching	Cooperative Society
	Staff Welfare Association
Non teaching	Cooperative Society
	Staff Welfare Association
Students	Insurance Schemes for Students
	Health Centre
	Fitness Center

#### 6.5 Total corpus fund generated

Nil

#### 6.6 Whether annual financial audit has been done

Yes  No

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Higher Education Council
Administrative			Yes	Higher Education Council

#### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes      No   
For PG Programmes      Yes      No

#### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Choice Based Credit Semester System was introduced by the Mahatma Gandhi University for undergraduate programs from 2008-2009 onwards, for the renovation and rejuvenation in the field of higher education.
- The evaluation of each course consists of two parts: In-semester or Internal assessment and End-semester or External assessment.

- The Internal : External assessment ratio shall be 1:3.
- The college has introduced two centralized internal examinations for each semester.
- The Internal and External examination shall be evaluated using Direct Grading System based on 5 point scale with letter grading from A to E.

**6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

Not Applicable
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**6.11 Activities and support from the Alumni Association**

The Alumni Association has instituted awards to the best outgoing students of various departments. A global alumni meet was organized in the institution during the diamond jubilee celebrations of the college with the support of all alumni chapters around the globe. 16 co-curricular facilities are available in the institution for students. A Global Alumni meet held in the college as part of Diamond Jubilee Celebrations of the college during the academic year. The Alumni extends its financial supports to various activities of the college.

**6.12 Activities and support from the Parent Teacher Association**

Parent-Teacher Association provides financial support to implement internet facility to all departments, administrative office and computer centre in addition to the UGC-Grant. PTA meetings are organized after every internal examination and parents are informed of the grades obtained by their wards. The student support mechanism like noon meal scheme, regular PTA meetings, scholarships etc. has reduced the drop-out rate to very low. Each year 10% budgetary provision is allocated for IT infrastructure. In addition, Departments can avail of an amount of Rs.5000/- each from the PTA for the renovation/ maintenance of computers.

**6.13 Development programmes for support staff**

The institution arranges orientation programmes, seminars, workshops and invited talks for the benefit of the faculty members. Programmes aimed at effective management and office administration were conducted for non-teaching staff.

The Management encourages the Departments and faculty members to engage in academic research and publication, avail of FIP/FDP leading to Ph.D , minor and major research project works, paper presentations, collaborative research, consultancy and extension activities. To familiarize the new curriculum and its transaction, the institution deposes faculty members to various workshops organized by the government, university, academic boards & research institutes.

One faculty member participated twice in the HR training programme conducted by the department of personnel training, Government of India. Another member participated in the lecture course conducted by Cambridge Faraday Institute on science and religion, London. Several members of the faculty presented papers in international conferences in the country and abroad. A few female faculty members have undergone training on Capacity Building of Women Managers organized by the UGC and other academic bodies.

To facilitate student support activities, the institution deposes faculty members to various training programmes. The institution deposes a team of faculty members every year to the workshops organized by the Mar Thoma Higher Education Council.

#### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

A major activity of the college community during the second post-accreditation period has been the study of ecological issues, in and around the campus and the carbon sequestration programmes. Activities during the period are:

1. Beautification and plantation on the campus itself, as a result of which the campus has regained its former greenery and beauty. Teachers testify that this has made a great impact on the attitude of students, both in their environmental awareness and in their academic performance.
2. Energy-saving projects. The total consumption of electricity on the campus was given thorough monitoring and overhauling. The old wiring in many buildings was replaced, using energy conserving tactics and designs. As a result, the electricity bill in the college has sharply declined.
3. A 10 KW solar energy power plant was installed reducing the power consumption by 30 units per day.

4. Many of the buildings in the college were given additional roofing (canopies) with the intention of reducing excessive heat during summer and preventing leakage during the rainy season.
5. Rain water harvesting, on renovation of the existing water tank (which incurred an expense of Rs 5 lakhs), in the prime location of the college achieved its twin objectives: (A) that of providing water for use in the college premises and hostel rooms without pumping and thus conserving energy and (B) making water available in the campus where water was scanty during summer.
6. Three wells in the campus were cleaned and made functional during this period. The present uninterrupted drinking water supply through separate taps at five locations on the campus has been made possible by these measures.
7. Quality of water. The Department of Zoology has made concerted efforts to ensure water quality, not only on the campus, but in the surrounding villages as well. These efforts gained wide attention and appreciation in the media and among the public.
8. A 'Public Facility Laboratory' to carry out soil and water quality tests was opened in the college under the auspices of the Department of Zoology. The public, agencies and researchers make good use of this facility. Accredited as Type B Laboratory by the Kerala State Pollution Control Board, the laboratory aims at upgrading itself into a nodal centre for environmental pollution studies.
9. Medicinal Plants Demonstration Garden. A sum of Rs. 1,50,000/- was granted by the Kerala State Medicinal Plant Board to the Department of Botany for improving the existing medicinal garden and converting it to a 'District Medicinal Plants Demonstration Garden'. The project is now functioning at full swing.
10. The Documentary film titled 'Pampayude Katha' (The Story of River Pampa): Another notable initiative, in connection with the already fragile ecosystem of the central Travancore area where the college is situated, came from our students. With the encouragement and support of the faculty in the Department of Hindi, they made a documentary film on the sad plight of River Pampa, the artery of life in this region. The film was the first of its kind.
11. In addition to these, various organizations such as SCM, NSS, Nature club, Department Associations and the like endeavoured to bring

to the students an awareness of eco justice, preservation of biodiversity etc. through seminars, study trips, nature camps, street plays, demonstrations, cartooning, drawing, quiz etc.

# Criterion 7

## Innovations and Best Practices

### 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details

- College Newsletter: The College finds an appropriate medium to document and disseminate its aspirations and achievements by publishing its Newsletter annually.
- Visual teaching aid: To aid innovative teaching practices using ICT, all the Departments in the college are provided with LCD projectors.
- Fitness centre: To cater to a sound mind, a sound body is required. The college gymnasium is situated in the building which hosts the main office and the Physics Department. This facility is regularly used by many students and faculty. Special mention should be made of its regular use by a sizable number of lady teachers in the college, after the college hours.
- Capacity building for Women managers: The Centre for Women's Studies has conducted two 5-day Workshops on 'Capacity building' during the post accreditation period. A national seminar was also conducted in 2014 for women empowerment.

### 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The students cultural settings perceived by the institution to launch socially relevant and culturally important programmes. Such programmes conducted under the leadership of various clubs and association officially constituted by the college. Main streaming SC/ST students in the academic sector is a major challenge of the College. In this view the college had implemented special orientation programmes for SC/ST Students. We have organized gender sensitization programmes under the leadership of

Women's Cell. Various workshops and training programmes conducted to motivate economically and socially backward students to cope with the academic challenges.

**7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)**

1. Support to weaker Sections of Students
2. Energy Management programmes

\*Please find details in Annexure: C & Annexure: D

**7.4 Contribution to environmental awareness / protection**

In tune with the growing global awareness of ecological issues, the college has taken a major initiative in making the campus green and eco-friendly. As part of the campaign, a thorough study of the ecological impact made by the functioning of the college has been analysed. The college has now a partnership initiative with the Tropical Institute of Ecological Sciences, Kottayam, a non-governmental organisation who are pioneers in the field of social and ecological studies, community extension and development projects in Kerala. An M.o.U. has been signed by the college and this institute as part of the College-NGO Partnership Initiative (CNPI). The first phase of programmes includes:

- (1) Energy Audit and conservation programmes of the college.
- (2) Water Audit and conservation of the college.

**7.5 Whether environmental audit was conducted?**

Yes  No

**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

**Strengths**

- The vision and mission of the institution is accomplished by the activities of the institution.
- Special grade College under Mahatma Gandhi University with Six Research centres, Nine PG Courses, Fifteen UG courses, Four UGC aided Add-on courses.

- The faculty members, in the board of studies of the Mahatma Gandhi University to which the college is affiliated, are actively involved in the curriculum design and restructuring of the PG and UG programmes.
- The diversity of student community admitted on community merit and management quota have transparent norms developed by the College Governing Council.
- The college utilises ICT in teaching-learning at a wider scale enabling student-centered learning more effective.
- Competence of faculty as indicated by the number Ph.D holders and those who pursue research, authored and edited books, research publications and participation in exchange programmes with foreign universities is commendable.
- The institution publishes a peer reviewed accredited interdisciplinary research journal REYONO with ISSN No.2277-7652
- The participation of faculty in faculty development programmes like refresher /orientation/short-term courses, invited talks, in house training programmes, seminars, conferences and workshops is an indication of the policy of the institution in empowering and supporting faculty enrichment.
- Six of our academic departments are research centres, the research output of the faculty members are comparable to that of the departments in universities.
- Extension activities through NSS, Women Cell and NCC are well accepted by the community at large.
- Adoption of a village school by the Department of English, a settlement colony by NSS, Home for the Homeless by the college community as part of Diamond Jubilee celebrations.
- Feedback mechanism to improve the quality of teaching learning process.
- The student support mechanism like noon meal scheme, regular PTA meetings, scholarships etc. has reduced the drop-out rate to very low.
- Cordial relationships between and among students, teachers, non-teaching staff, members of PTA, Alumni etc.
- Library with more than 14,000 Sq. ft area with SOUL Package, internet, INFLIBNET, reprographic and on-line reading facilities.

- Adequate infrastructure in terms of furniture, computers and laboratory equipments.
- Facilities like Post Office, Co-operative Society, Co-operative store, Canteen, Hostels, Seminar Halls etc., are available.
- The Kerala State Pollution Control accredited Public Facility Laboratory managed by the Department of Zoology, ISRO Funded project run by Department of Physics, District Medicinal Plants Demonstration Garden protected by fencing and species name boards managed by Botany Department.
- Dhyanakendram, modernised A/C seminar hall, gymnasium and new ladies hostel block.
- Global Alumni meet held in the college as part of Diamond Jubilee Celebrations of the college.
- Introduction of Carbon sequestration programmes like solar photovoltaic system, solid waste management, rain water harvesting, energy audit etc.
- All science departments funded by DST under FIST scheme.
- Rajamudra, asymbol of the recognition to the institution by the Travancore Royal Family, erstwhile rulers of Travancore.
- Short-term Course in Communicative English, Basic Computer course, Ornamental fish culture, Mushroom culture, Electronic workshop; Language Laboratory, Common Computer facility etc. help students for value addition.
- Campus without student strikes.
- Student Insurance under United India Insurance Company.
- College Anthem developed by the college community.

### **Weaknesses**

- Lack of autonomy and dependence on university for curriculum design has constrained the development of new courses.
- The government's discretionary power decides the sanctioning of new programmes and new courses, appointment of staff etc.

- Geographical isolation due to inadequate public transport system coupled with lack of hostel facilities for Boys is a major constraint in attracting talented students.
- Inadequacy of drinking water through Panchayath water supply scheme.
- Inconsistent electric power supply.

### **Opportunities**

- Introduction of more academic programmes in future.
- Dissect the land area for other activities like agriculture, community education facilities etc.
- Construction of hostels and quarters for students and staff respectively.
- Scope for a separate Bio-diversity research centre.
- Developing the institution as a community college
- Extension of photovoltaic system
- Green campus
- Vocational training and counseling for students and parents
- Improvement of Sports through development of synthetic track, indoor stadium, sports hostel etc.
- Nodal Centre for research and development in various disciplines
- Upgradation of existing UG departments to PG departments and PG to research departments.
- Separate block for self- financing courses.
- Developing the institution as a College with Potential for Excellence

### **Challenges**

- Financial limitations and delay in completing construction projects.
- Poor socio-economic profile of students and inadequate command area of the institution.
- Over dependence on universities for curriculum, syllabus and timely examination and publication of results.

## Criterion 8

### Plans of institution for the next year

1. Renovation of Old Block
2. Apply for PG programmes in History and Hindi
3. Apply M.Phil Course in Environmental Studies
4. Enriching tutorial system, remedial classes and Bridge courses.
5. Support all departments to conduct community oriented programmes and seminars
6. Motivate the teachers to apply Minor/Major Research Project projects.
7. Conduct Human Rights related Seminars and Workshops
8. Systematic internal exams for every classes
9. Make the feedback mechanism more effective
10. Fully furnished and computerized IQAC office
11. As a part of Campus beautification to pave tiles in courtyard.

Dr. Philip Varghese Porattoor

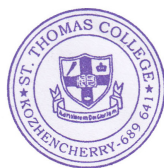
Department of Commerce

St.Thomas College Kozhencherry

Prof.Dr.Cap. Roys P.David

Principal

St.Thomas College Kozhencherry



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

# Appendices

# Annexure A

## Academic Calendar of the Year 2013-14

1	3rd June	Re-opening & Orientation Programme for UG and PG Students
2	3rd to 23rd June	ASAP Training Programme
3	4th June	Commencement of Regular classes
4	5th June	NSS Celebrates World Environmental Day
5	13th June	UG admission process started
6	16th June	Forest Day
7	25th June	Commemoration Day
8	26th June	International Day against Drug abuse
9	3rd July	Blood Donation Day
10	5th July	Commencement of Classes for First Year UG Students
11	9th& 10th August	Santhom Global Alumni Meet
12	15th August	Independence Day Celebrations
13	6th September	Counselling Classes by Guidance and Counselling Centre
14	12th September	Women Cell Inauguration
15	13th September	Onam Celebrations
16	23rd September	College Re-opens after Onam Vacation
17	16th October	Second Internal Exams / Model Exams starts
18	26th October	Management Association Meeting
19	1st November	Kerala Piravi Celebrations
20	14th November	Staff Tour
21	20th November	PTA Meeting
22	23rd November	NCC day celebrations

23	1st December	Aids Day
24	4th December	Red Ribbon Club Meeting
25	6th December	Seminar by Community Lab
26	19th December	Christmas Celebrations
27	30th December	College Re-opens after Christmas Vacation
28	14 January	Annual Sports Meet
29	27 January	Diamond Jubilee Celebrations
30	7th February	Bank Coaching/PSC coaching classes by CGC
31	19th February	NACC Steering Committee
32	26th February	Science Day Celebrations
33	28th February	Science Exhibition
33	3rd	4th March Arts Festival
34	5th 6th March	National Seminar English Department
35	8th March	Women's Day Celebrations
36	10th March	College Day Celebrations
37	11th & 12th March	National Seminar on Women and Stress
38	13th & 14th March	National Seminar (Dept. of Commerce)
39	28th March	College Council Meeting
40	28th March	Send-off Meeting
41	31st March	Teachers Meeting/College Closes for Summer Vacation Summer Vacation

# Annexure B

## Feedback Analysis

The institution gathers feedback from students, parents and alumni through structured and informal method. The structured analysis designed by the support of a proforma prepared for collecting students' opinion on teacher performance in the class room. Students recorded their views on duly printed format consist a set of **nine** parameters. These parameters are meant to evaluate the performance of each teacher. The informal method mainly used to collect the feedbacks of Alumni and Parents. The gatherings of PTA and Alumni reserved its time to evaluate the overall performance of the departments to enrich the academic performance of the departments. The inference of the structured survey summarized as follows.

### Parameters:

1. Knowledge base of the teacher
2. Communication skill (in terms of articulation and comprehensibility)
3. Sincerity/Commitment of the teacher
4. Interest generated by the teacher
5. Ability to integrate course material with environment with other issues, to provide a broader perspective
6. Ability to integrate content with other courses
7. Accessibility of the teacher in and out of the class (includes ability of the teacher to motivate further study).
8. Ability to design quizzes/Tests/Assignments/Examinations and projects to evaluate students understanding of the course.
9. Provision of sufficient time for feedback

### Rating Scales:

The survey provided a grade scale (A-very good, B-good, C-satisfactory and D-unsatisfactory) with grade points A-4, B-3, C-2 and D-1 to students to evaluate teachers.

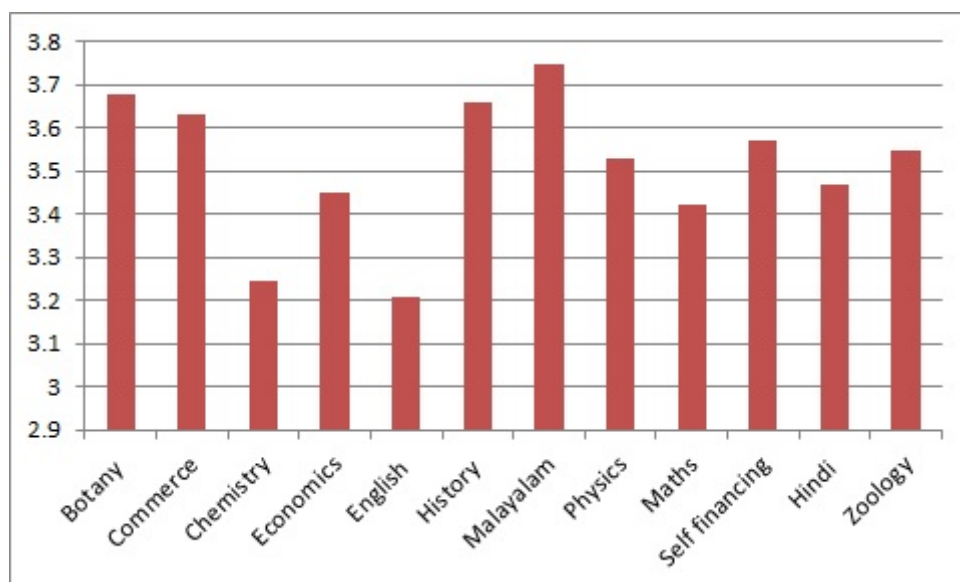
### Procedure of Analysis:

For an impartial treatment on feedback analysis we used random sampling method. We have collected duly filled questionnaire from students. Basic statistical tools like simple averages and percentages are used to analyse each criterion and are presented in charts. Grade points of all parameters are consolidated to a single CGPA.

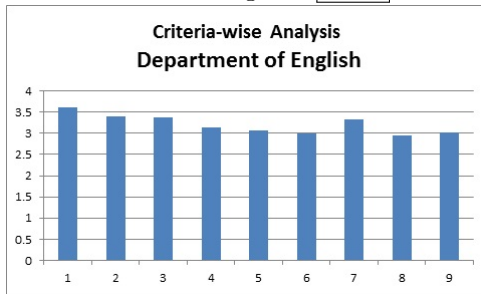
CGPA	Grade
3 to 4.00	A
2 to 2.99	B
1 to 1.99	C
0.00 to 0.99	D

Each teacher is evaluated in the above said method and then extracted a department-wise summary. A comprehensive analysis of the department-wise performance have submitted in the staff council for further actions and rectification.

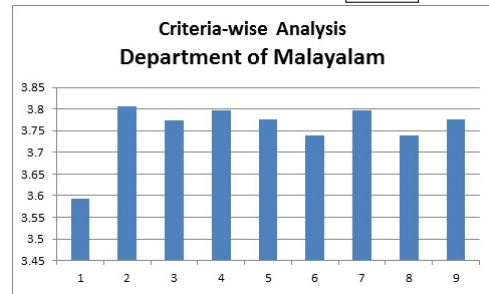
### Overall Rating of the Departments



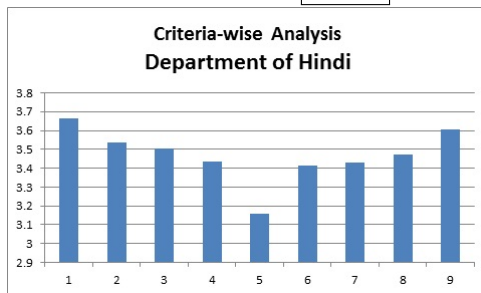
CGPA:English 3.21



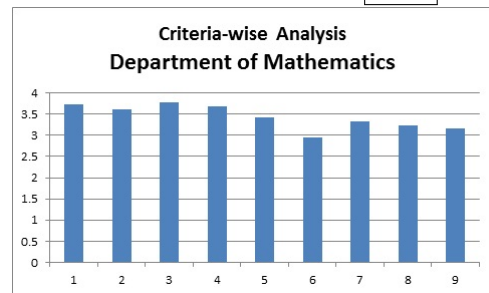
CGPA:Malayalam 3.75



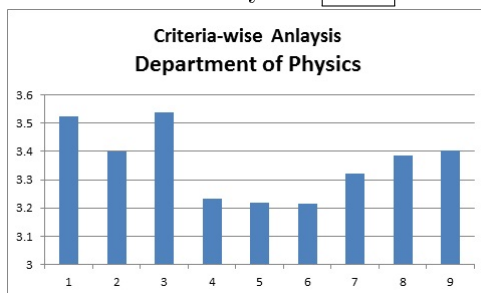
CGPA:Hindi 3.469



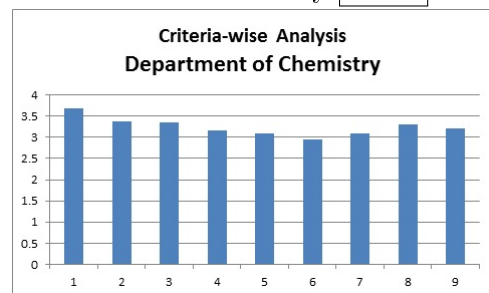
CGPA: Mathematics 3.42



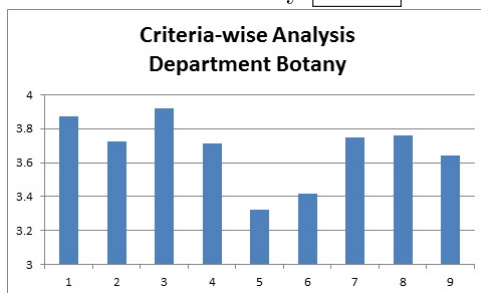
CGPA: Physics 3.53



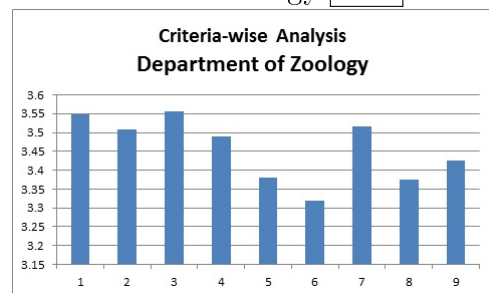
CGPA: Chemistry 3.243



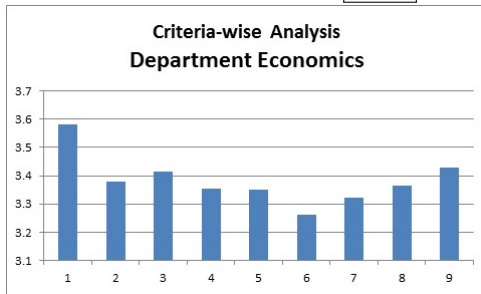
CGPA: Botany 3.679



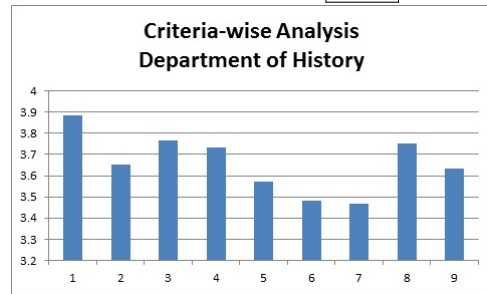
CGPA: Zoology 3.55



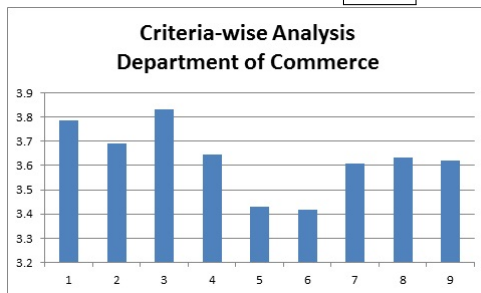
CGPA: Economics 3.45



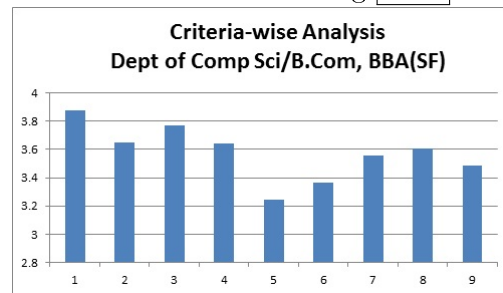
CGPA: History 3.66



CGPA: Commerce 3.63



CGPA: Self financing 3.57



The evaluation of the result of the survey were analysed by IQAC and the findings were discussed with the HODs of the respective departments. HODs were informed to share the feedback of the students in the department council meeting for further action.

## Annexure C

# Support to Weaker Sections of Students

### Goal:

The institution functions with an objective of supporting economically weaker students to uplift them to the main stream of the community.

### Context:

The college is situated in the foot hills of the Western Ghats in Pathanamthitta district. The majority of the students studying in the college come from financially backward areas and communities. Special norms have been developed by the Management to cater to the needs of the students from weaker sections, to enable their getting admission in this institution for higher education. Since the feeder area of the college encompasses villages where travel facilities are scanty, and financial constraints force students to attend classes even without proper meals, the philanthropic activities of the college are necessary for helping the needy students.

### Practice:

In the admission process:

1. The first among the best practices in the college, which have contributed to the achievement of the Institutional objectives, is the support given to the weak students hailing from the rural population. Starting from the admission procedure, the college community, especially the Management and Parent-Teacher Association, give special consideration to Dalit and socially and economically backward students. There is a special quota for Dalit students in P.G. and U.G. under Management quota, over and above the stipulated one. This

is a unique act of compassion shown to weaker sections of the society in imparting higher education to them.

2. The Noon Meal Scheme, in which noon meal is provided to all needy, underprivileged students. A large number of students have benefited by this magnanimous gesture of the PTA and the teaching and non-teaching staff of the college. The needy students are identified through the Departments and their names are given to the college canteen. They can have the noon meal from the canteen on producing a coupon supplied by the teacher who is in charge of the noon meal scheme. This is done with due privacy to protect the students' esteem.

In addition to this officially declared scheme, many teaching and non-teaching staff take particular care to ensure that no student is sitting with a hungry stomach while attending the classes.

3. On certain occasions, the college community has unanimously arisen to support an employee or student in distress, by contributing generously towards fund collection campaigns.
4. Community Service: The NSS Unit of the institution has adopted a colony near the college. Major activities executed include: bringing them awareness on health, sanitation and hygiene, social hygiene, continuing education, etc. Facilities have been made for book banking, library and reading room, agricultural practices etc.

The Department of English of the college has adopted an Upper Primary School at Punnackadu with the view to offer opportunities to the financially backward students from rural background to improve their communication skills and their competence in English. Unofficially launched on 28 November 2013, classes in Communicative English are taken there on a regular basis by the faculty of the Department and they receive a very enthusiastic response from the children there. To inculcate the habit of reading in the young minds, an English newspaper (The Indian Express) was subscribed for the school. A good number of books were also donated to the school.

# Annexure D

## Energy Management programmes

### Goal:

To optimize the use of energy consumption and reduce the consequences of energy utilization.

### Context:

In the current scenario of urbanization and energy consumption, modern man tends to forget the havoc brought about by these material pursuits to the very existence of the underprivileged people over the universe. The present day world has been witnessing an increasing effect of land and water pollution, global warming, over exploitation and depletion of natural resources, etc. due to population pressure and urbanization. To make the students and the community aware of the importance of a pollution free atmosphere and of conserving our natural ecosystem for better living conditions, the carbon sequestration programmes have been initiated in which both the students and the Management are involved. The college gives major thrust to energy conservation and ensuring of water quality and quantity.

### Practice:

It is noteworthy that sixty years ago, this aspect was among the prime concerns of the founders of the college. The oldest building in the college itself houses an overhead water tank to collect rain water. This model was emulated by successive generations. Another water tank with a capacity of 5 lakhs litres, constructed forty years ago, was recently renovated investing more than 5 lakhs rupees and is used to harvest rain water for use on the

campus and the women's hostel.

1. Drinking Water facility: To ensure self-sufficiency and purity in drinking water, three wells in the college were renovated. Water purifiers were also installed at different locations for the use of students.

Water quality management: Equal importance has been given to the water quality management. The college as a whole, various subject Associations and other organisations have conducted programmes to ensure water quality. The Public Facility Laboratory run by the Department of Zoology is used by the college and the public in and around Kozhencherry to check the quality of the water they consume.

2. Solar photovoltaic system with a capacity of 10KW was installed in the college to reduce the conventional energy consumption and to bring its self sufficiency in the college Administrative Block and Department of Physics.
3. Solid waste management practices: Two bio-gas plants – in the college hostel and the Department of Chemistry – have been installed to reduce the solid waste load in the campus.
4. Plantations, medicinal plants garden, botanical garden and planting of trees in and around the campus by students work as carbon sinks, contributing to the carbon sequestration programmes.
5. Awareness programmes through Eco club, NSS and Department Associations add to the knowledge contribution in the campus.