

## Part – A

**AQAR for the year**

2017-18

### **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 / 0468-2215548  
(Fax)

Name of the Head of the Institution:

K. C. Zachariah

Tel. No. with STD Code:

0468-2214566

Mobile:

+91-9744022875

Name of the IQAC Co-ordinator:

Dr. Asha Susan Jacob

Mobile:

9496301806

IQAC e-mail address:

stcnaac2020@gmail.com

1.3 NAAC Track ID

KLCOGN80597

**OR**

1.4 NAAC Executive Committee No. &

EC(SC)/10/A&A/23

**Date:**

dated15-11-2015

1.5 Website address:

www.stthomascollege.info

Web-link of the AQAR:

<http://www.stthomascollege.info/Reports/aqar2017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4 Star	70-75	2000	5 years
2	2 <sup>nd</sup> Cycle	B++	81.1	2007	5 years
3	3 <sup>rd</sup> Cycle	A	3.21	2015	5 years
4	4 <sup>th</sup> Cycle				

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 2017-18 submitted to NAAC on 30 November 2017

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
University with Potential for Excellence	<input checked="" type="checkbox"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input checked="" type="checkbox"/>	UGC-CE	<input checked="" type="checkbox"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input checked="" type="checkbox"/>	Any other ( <i>Specify</i> )	<input checked="" type="checkbox"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="18"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="28"/>

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders

4

Faculty

4

Non-Teaching Staff

0

Students

0

Alumni

0

Others

0

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

10

International

0

National

0

State

0

Institution Level

10

(ii) Themes

Orientation for Students

Personality Development for Students

Biological Diversity

Democracy

Microbial World

2.14 Significant Activities and contributions made by IQAC

Feedback collected and analysed.

Academic Audit conducted.

Completion of the renovation of part of the main block.

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 \*

<b>Plan of Action</b>	<b>Achievements</b>
Attendance System Automation	Not completed
Introduction of Teachers Diary	Preparation of teaching plan and documentation
UG Level Research Orientation Programme	Introduced
Installation of cameras in the examination hall	Completed
Completion of the renovation of the main block	Completed

\* Attach the Academic Calendar of the year as Annexure I -Attached

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The expert committee of the Management suggested quality enhancement strategies to be implemented.

## Part – B

### Criterion – I

#### 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
PhD	6	Nil	Nil	Nil
PG	9	Nil	Nil	Nil
UG	12	Nil	3	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	2	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	29	Nil	3	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	24
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

***\*Please provide an analysis of the feedback in the Annexure- Attached***

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

Mahatma Gandhi University, to which the college is affiliated, has revised the UG syllabus with effect from the academic year 2017-18. The new syllabus has introduced a new core paper Environmental Science and Human Rights for all programmes. Instead of one internal exam per semester, two exams are made mandatory. A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 35% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade D is required for all the individual courses. The practical examinations (external/internal) will be conducted only at the end of even semesters for all programmes. All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA).

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
75	50	20	0	5

2.2 No. of permanent faculty with Ph.D.

34

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	16	0	0	0	0	0	0	0	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

2

1

## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	19	22
Presented	3	15	4
Resource Persons	0	3	7

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

The college has made continuous and sustained efforts to introduce some innovation in teaching and learning methodology. The institution has changed from teacher centred pedagogy to student centred pedagogy by introducing projects, paper presentations, group works, role plays, debates, mind mapping etc. Modern tools of teaching through information technology are utilised by the college to enhance the teaching learning quality. Students are encouraged to use power point presentations for seminars and project presentations.

The following measures have been introduced in recent years to enhance the teaching learning quality

- Teachers' work book to record all teaching and learning process in and outside the classroom
- Entry level Common Assessment Tests (CAT) for all first year Under Graduate students.
- Bridge courses to first year Undergraduate students based on CAT.
- Research forum for UG and PG students.
- Continuous evaluation through tests, assignments, group discussions, demonstration of experimental working models etc.
- Flip classrooms
- ICT enabled multimedia classroom teaching.
- Remedial coaching for weak students.
- Peer teaching is promoted to collate and analyse adequate information and instilling confidence in students
- Feedback is collected from students, parents and alumni to enable quality assessment and enhancement.

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-Choice Questions)

The Institution follows a centralised internal examination system. Question banks are provided to the students by some Departments. Open book examinations are experimented by some departments
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2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

8	Nil	Nil
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2.10 Average percentage of attendance of students

89%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Distinction A +	Division(%)				
			A Grade	B Grade	C Grade	D Grade	Pass
B.Sc Mathematics	41	5	27	22	22	2	78
B.Sc Physics	33	6	9	27	6	-	49
B.Sc Chemistry	32	3	19	28	6	-	56
B.Sc Botany	29	-	10	35	24	-	70
B.Sc Zoology	26	-	4	39	12	-	54
B.A. English	26	-	12	27	23	4	66
B.A. Malayalam	31	-	6	13	10	3	32
B.A. Hindi	22	9	23	36	-	20	86
B.A. History	32	-	-	-	-	13	13
B.A. Economics	57	-	14	11	25	13	63
B.Com (C.A)	57	-	2	19	25	37	83
B.Com (F&T)	27	22	30	22	-	7	81
M.Sc Mathematics	15	-	27	47	-	-	73
M.Sc Physics	13	-	-	39	-	-	39
M.Sc Chemistry	8	-	-	38	-	-	38
M.Sc Botany	12	-	-	100	-	-	100

M.Sc Zoology	10	-	10	70	-	-	80
M.A. English	12	-	-	91	-	-	91
M.A. Malayalam	7	-	-	43	43	-	86
M.A. Economics	12	-	-	25	58	-	83
M.Com	18	-	6	77	-	-	83
B.Com (S.F)	32		13	31	44		88
BBA (S.F)	35		3	14	40	20	77
B.Sc Computer(S.F)	41		4	24	9	22	59

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

- IQAC ensures that there are adequate facilities for optimum teaching-learning activities in the college.
- Conducts Entry Level Common Assessment Tests (CAT) for all first year Under Graduate students to assess their knowledge base with the objective of developing an all-inclusive teaching and learning strategy.
- Encourages each department to conduct subject specific assessment tests for first year students and organise a bridge course to equip the students to reach the expected level of first year classes.
- Ensures that remedial coaching is available for weak students.
- Teachers are encouraged to incorporate ICT methods in their teaching.
- Ensures the conduct of the internal exams and other learning activities which constitute the internal marks in adherence to the stipulated norms of the University.
- Grievances if any are redressed.
- Takes initiative in the collection and analysis of feedback from students, parents and alumni on quality related institutional teaching learning process.
- An academic audit is carried out once in a year.
- Self-evaluation of teachers is encouraged.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	0

HRD programmes	3
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3
Others	1

#### 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	6	8	0	5
Technical Staff	8	16	0	0

### Criterion – III

#### 3. Research, Consultancy and Extension

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

The IQAC takes initiative in promoting faculty participation in State, National and International Seminars organized by various Institutions. It also informs about and encourages submission of research proposals to various funding agencies. The publication of the *Reyono journal of interdisciplinary studies*( ISSN 1246-7737) serves as a platform to the pursuit of academic excellence.

The following committees have been constituted to promote a conducive research environment in the institution.

1. Research Advisory Board for monitoring the conduct of course work, presentation of reports etc. of the research scholars registered in the institution.
2. Research Committee to support the teaching staff in the submission of major and minor projects to promote research activities in the College.
3. Research Forum to initiate UG and PG students to do research

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	Nil	Nil
Outlay in Rs. Lakhs	5.42	7.65	Nil	Nil

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	11	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	7	12	Nil

### 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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects ( <i>other than compulsory by the University</i> )	2017	KSCSTC	29000	29000

Any other(Specify)INSA-VF	Jan-March 2018	INSA	Nil	Nil
Total	2017-18		29000	29000

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	Nil	1	Nil	11
Sponsoring agencies	-	-	G-Tech Kozhencherry	-	PTA

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	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
7	1	2	4	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="3"/>

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

- **Awareness programme about 'Monsoon Diseases and its Precautions'** was conducted on 3 June 2017 in the adopted village Kuragumala. Student volunteers visited 150 families and carried out a social survey which gave an idea about the current social health and sanitary situation of the adopted village and the records were handed over to the Asha Workers and PHC officials for follow up procedures.
- The **Snehavedu project "Home for Homeless"** was completed on 23/5/2017.
- **Swacch Bharath Abhiyan Programme**  
Campus cleaning programme was conducted on 8 July 2017, 18 November 2017 and 7 January 2018. As part of the awareness programme, the NSS volunteers cleaned Kozhencherry market on 15 July 2017 and bus stand on 2 October 2017. On 29 August and 2 December 2017 NSS volunteers cleaned and repaired the dangerous pits on the road.
- **Study Material Distribution**  
Study materials including notebooks, copy books, pencils, pens, colour boxes were distributed to the students of AMMLP school Kozhencherry. Most of these students were from the adopted village Kuragumala.
- CMS UP School, Punnakkadu has been adopted as part of the Extension Activities of the Department of English. Teachers from the Department conducted classes on various aspects of Communication Skills.
- A **workshop** was jointly organized by Department of Zoology and Botany in association with Kerala Sasthra Sahithya Parishath on 5 April 2017 for 150 students from various schools of Pathanamthitta district on the topic "Microbial World."
- Students and faculty of the Department of History support Anjappam Charitable Society in its activities.

- Blood Donation Camp organized by NSS.
- Anti- Drugs Campaign organized by NCC and NSS.
- Environmental Awareness Programme organized by NSS.
- Noon-Meal Programme for financially backward students funded by college PTA.
- Old age home and Orphanage visits by various Departments during festival seasons

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	88941Sq. Mtr	Nil	Management	88941Sq. Mtr
Class rooms	61 Rooms	Nil	Management	61 Rooms
Laboratories	9 Labs	Nil	Management	9 Labs
Seminar Halls	8 Halls	Nil	Management	8 Halls
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	8 (From FIST Grant)	Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)	33.08	0.9	UGC & FIST	33.98
Others – 1.Solar Panel 2. Public Address System	10 KV	3 KV  Rs. 98,000/-	Economics Alumni Association  UGC	13 KV

#### 4.2 Computerization of administration and library

Office Fully Computerised
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	60,285	-	203	Rs.91,460/-	60488	-
Reference Books	5,000	-	36		5036	-
e-Books	80,000		-	-	80000	(INFLIBNET)
Journals	68	Rs.15,850/-	16	Rs.20,725/-	84	Rs. 36,575/-
e-Journals	3,000	-	-	-	3,000	INFLIBNET
Digital Database	SOUL					
CD & Video	46	-	-	-	46	Complimentary
OTHERS-	-	-				
1)Price realised book (PR)			33	Rs.13,848/-	33	Rs. 13,848/-
2)Complimentary	-	-	8	Rs. 1,085/-	8	Rs. 1,085/-
3)News Papers & Periodicals	28	Rs.12,976/-	0	0	28	Rs. 12,976/-

#### 4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	144	10	1	1	2	11	86	28
Added	Nil	Nil	Nil	Nil	Nil	1	Nil	Nil
Total	144	10	1	1	2	12	86	28

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

A full-fledged Computer Networking facility is available in the campus. Internet accessibility is provided to all departments and students in the campus.

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

i) ICT	0.87883
ii) Campus Infrastructure and facilities	6.39933
iii) Equipments	0.38846
iv) Others (Maintenance)	1.43949
Total	9.10611

### Criterion – V

#### 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 etc. The Orientation programmes organised for first year students inform them about the facilities available. Information regarding scholarships and endowments are informed through the scholarship committee. Mentoring and counselling programmes are arranged by the IQAC.

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

Departments keep a track on student progression, both vertical and horizontal. The Departments collect data of student progression in a structured manner during the annual alumni association meetings and also through continued interaction with the alumni

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

UG	PG	Ph. D.	Others
1682	216	36	0

(b) No. of students outside the state

0

(c) No. of international students

0

Out of the total students in the College, Number and Percentage of Male and Female Students as follows

No	%
675	34.9

Men

No	%
1259	65.1

Women

Last Year (2016 – 17)						This Year (2017 -18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total (Including self-financing)
<b>907</b>	270	18	271	6	1472	1381	274	16	261	2	1934

Demand ratio: Not Applicable (since admissions are done by University through CAP)

Dropout %: 1.08

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

NET Coaching and Coaching for PG Entrance Examination conducted by the Department of Mathematics.

No. of students beneficiaries

11

5.5 No. of students qualified in these examinations

NET	17	SET/SLET	8	GATE	0	CAT	1
IAS/IPS etc	0	State PSC	1	UPSC	0	Others	1

## 5.6 Details of student counselling and career guidance

- 1) A Professional Counsellor is available on all Thursdays. Any student can approach the Counsellor during class hours. A counselling class by Sunil D. Kuruvilla was organised for the first-year degree students on 14<sup>th</sup> December 2017. In addition to this, the class teachers of every class address the academic, personal, career and psychosocial needs of the students.
- 2) The College Career Guidance Cell, in association with United Nations Academic Impact (UNAI) and MACFAST College, Thiruvalla organized a one day workshop for final year students on “Employability Enhancement Training.” The Training mainly focused on Biodata preparation, Interview Tips and Group Discussion. Each session comprised of 60 final year students and a total of five sessions were held on 18/8/17, 14/9/17 and 15/9/17 in the College Media Centre.

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	10	3	4

## 5.8 Details of gender sensitization programmes

The Women Cell unit of the College coordinates many programmes to empower and orient women to recognise their true potential and to help them have their own stand in a competitive world. It conducts various competitions, invited talks, health check-up, talent shows etc to boost the confidence of girl students.

Around 20 girl students benefited from the driving class organised. Students successfully completed the class and attained driving licence in both 2 and 4 wheeler vehicle.

Realising the need for our girl students to defend themselves, self-defence classes were arranged on 30<sup>th</sup> November 2017. Pathanamthitta District Women Cell Police wing took self-defence classes in the College auditorium. Apart from this self-defence classes were held on weekends. Cell to Combat Sexual Harassment is effective in promoting a healthy and congenial atmosphere in the campus. The need for ensuring gender equity and justice is reiterated through class room teaching as well as tutorial classes.

## 5.9 Students Activities

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

State/ University level  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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	264	Rs.130890/-
*Scholarship from government	2	Rs.28,500/-
Financial Support from government	1158	Rs.44,53,071/-
Financial support from other sources	4	Rs. 1,90,000/-
Number of students who received International/ National recognitions	0	0

\* As per data available in the office. Most of the scholarship amounts are credited directly to the students' bank accounts

### 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

5.13 Major grievances of students (if any) redressed:

Electric fans were installed in class rooms on the first floor of the main block

## Criterion – VI

### **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 the 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

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

6.3.1 Curriculum Development

The College follows the curriculum and syllabus of Mahatma Gandhi University, Kottayam as it is an affiliated college of the said university. Many of our teachers play a pivotal role in developing and implementing curriculum revision as members of the Academic Council and Board of Studies. As a part of the strategy to meet the demands and concerns of the modern world, self-financing courses like B.Sc. Computer Science, Bachelor of Business Administration and B.Com with Computer Application have been introduced by the Management. Certificate

course on Computer Applications is provided to all students at the entry level. Sound value-based education is imparted through tutorial system. The Open Courses offered by the Departments as part of the syllabus, serve as forums to effectively initiate interdisciplinary interest. At the advent of the introduction of the new syllabi teachers have been encouraged to attend various academic workshops conducted by the University to equip them to meet the challenges posed by the new syllabus.

### 6.3.2 Teaching and Learning

The Institution maintains a culture of cordial teacher-student relationship and focuses on quality education through traditional modes of teaching merged with modern amenities like ICT enabled learning, smart class rooms, etc. INFLIBNET facility is provided to pursue advanced learning options. Mentoring system and remedial coaching programmes are instituted to aid the teaching and learning process. Besides the teaching hours, specific goal-oriented target groups are formed to cater to needs of the students. Seminars and workshops are conducted to provide exposure to recent developments. Field work, study tours and discussions facilitate to sharpen the knowledge base.

### 6.3.3 Examination and Evaluation

A continuous evaluation process is carried out to evaluate the learning potential and progress of all the students. An internal examination committee is constituted for the coordination of internal examination and publication of results of both UG and PG courses. Parent meetings are periodically convened to inform and discuss the learning progress of the students. Evaluation is also effected through submission of assignments, presentations and projects. A Grievance Redressal Committee is functioning to address any grievance pertaining to internal examinations. As per University directions, facilities are provided by the Management for online question paper distribution.

### 6.3.4 Research and Development

The institution provides a conducive atmosphere for research. The faculty are encouraged to pursue research by providing necessary infrastructure and research opportunities. Six departments are recognised research centres of the affiliated university. The Research Forum instills and promotes research interest among under graduate students. Submission of Teacher-student collaborative research proposals to various funding agencies is encouraged. Teachers

are encouraged to avail themselves of research projects and FDP programmes for pursuing their research studies. Library and laboratory facilities are provided in the research departments.

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

#### Library:

College library is housed in a separate block with a built-in area of 14400 sq.ft. and a seating capacity of 400. It is well-equipped to meet the requirements for collection and collation of data. The Library houses a significant collection of texts, reference books, journals, e-books, e-journals, books on career guidance and a considerable number of academic journals. 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. INFLIBNET facility is also available. To promote e-literacy, all undergraduate students are encouraged to join a certificate course offered by the College. The College has a well-furnished central computer centre with internet facility.

#### Infrastructure

The Management is committed to provide new and upgrade existing infrastructure facility for effective teaching and learning. It encourages utilising funds from agencies like UGC, DST, FIST, KSCSTE, and also mobilises financial support through PTA, Alumni, and well-wishers. The governing council, staff council, planning board, and PTA executive committee monitor the effective planning and execution of the various activities. Construction of a separate block for self-financing courses with a built in area of 88,941 sq mtr is nearing completion. The Management is also committed to the maintenance and repair of the infrastructure.

#### Instrumentation

Separate instrumentation facility is provided in the science departments with the funding from DST-FIST as well as research grants. The Management provides additional financial support for repair and maintenance of equipment.

### 6.3.6 Human Resource Management:

A self-appraisal system to evaluate the performance of the staff has been the part of the college culture. Implementation the Teacher's Workbook facilitates effective planning and completion of the syllabus within the stipulated time. Teachers are judiciously appointed as convenors/coordinators and members of various extra-curricular committees and clubs. Class teachers are assigned for the proper guidance and monitoring of students. Feedback is collected from the stakeholders and corrective measures are taken based on the assessment, if needed. Faculty are encouraged to attend various international/national seminars, orientation and refresher courses to hone their skills, in addition to the human resources development programmes organized by the institution and under the aegis of Marthoma Higher Education Council. Support staff appointed by the Management enables the smooth functioning of the institution. The college IQAC also assures the level of quality envisaged by its stakeholders. The Principal monitors the execution of academic and administrative policies with the support of the Staff Council. At the apex level is the decision-making body, the Governing Council, with the Manager as its head.

### 6.3.7 Faculty and Staff recruitment:

In accordance with the UGC norms and the regulations of Mahatma Gandhi University, the Management is committed to recruit and appoint the best available candidates based on qualifications and academic credentials. Candidates from both open and community quota are recruited according to the Governmental norms.

### 6.3.8 Industry Interaction / Collaboration:

Invited talks and workshops are organised to familiarize and identify areas of industrial and institutional collaboration.

### 6.3.9 Admission of Students

Admission process is executed meticulously through CAP central allotment system of the affiliated university. Admission to stipulated percentage earmarked for reservation categories are done on the basis of the government norms. Management quota admission is also made transparent on the basis of the norms laid by governing council and government.

#### 6.4. Welfare schemes for

**Teaching:** The cooperative bank operating under the employee's co-operative society caters to the financial needs of the faculty. Easy emergency and long-term financial loans are made available to the staff for maintenance of houses, education of children, medical treatment etc. A cooperative store is also functional at the premises of the college which delivers essential commodities for staff at reduced price.

**Non-teaching:** In addition to the support provided by the employee's cooperative bank and employees cooperative store, the Management has laid provisions for support of its employees by way of contributions as and when needed in times of emergency.

**Students:** Scholarships from State and Central Government are made available. Fee concession for eligible students is also availed of. Moreover, merit-cum-means scholarship and noon meal scheme are provided for the students in need. Canteen facility is also available. Cooperative Society provides necessary articles at reasonable rate. Individual teachers as well as Departments also extend a helping hand to the deserving students.

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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	MTHEC	Yes	IQAC & Management
Administrative	Yes	DD Office	Yes	Management

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?

- Online system of distribution of question papers for PG level
- Centralised Valuation system ensuring prompt, timely and efficient valuation of answer papers.
- Setting up of regional valuation camps ensuring participation of all teachers.
- Deputing teachers and syndicate members as camp directors and university staff as camp officers endorses the efficient monitoring of the valuation system

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

University promotes and supports the academic autonomy of its affiliated colleges through the norms specified in its statute and regulations. Academic excellence and managerial excellence reflected through the NAAC accreditation score is one of the criteria for accrediting autonomy status.

#### 6.11 Activities and support from the Alumni Association

The College has a vibrant Alumni Association with chapters formed in different countries, each of which is registered under a single umbrella, St. Thomas College Alumni Association. The member chapters contribute to the welfare of the students by instituting endowments and scholarships on the basis of merit as well as means. In addition to the annual general alumni meet, Department alumni associations also conduct annual meetings. The Alumni association of Economics Department contributed a solar power plant. Individual members are also involved in supporting the financial need of the students.

#### 6.12 Activities and support from the Parent -Teacher Association

The Parent-Teacher Association effectively involves in the functioning of the college. PTA has various flagship programmes like Noon Meal scheme, Merit scholarship etc. Merit awards are given to two students of each class. PTA generously contributes financially to the need-based infrastructural development of the college and also plays a key role in the effective maintenance of discipline in the college. Financial support is extended for conducting invited talks, seminars and student activities. PTA executive meetings are conducted regularly for planning, formulation and effective implementation of its strategies. Annual general body

meeting of the PTA and regular departmental PTA meetings evaluate and assess the academic and student support programmes and ensure their smooth conduct.

#### 6.13 Development programmes for support staff

The Management of the college categorically emphasises the need for an efficient administrative system supported by its ministerial staff. It provides opportunities to its support staff to attend training programmes. It also provides a congenial atmosphere by providing state of art infrastructure and technology at the college office.

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

An eco-friendly campus is the motto of the institution, implemented through the support of the students and faculty. As its green initiative a solar generated power system is effectively used for the functioning of college office and some parts of the institution. Initiatives for plastic free campus and promotion of organic farming are done by NSS volunteers. Medicinal and botanical garden, planting of trees as a carbon sequestration strategy, environmental awareness programmes through the eco club, NSS and subject associations all forms part of its major green initiatives.

### **Criterion – VII**

#### **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?

- a) Entry level tests for first year students (Common Aptitude Test)
- b) Counselling service to all the students to ensure healthy mental state.
- c) Promotion of research aptitude among students.

7.2 Provide the Action Taken Report based on the plan of action decided upon the beginning of the year

- a) CAT- In order to assess the learning ability of the students, institution conducted Entry Level Tests for first year students.
- b) Promotion of research- Four teachers got financial support from Kerala State Council for Science Technology and Environment. Five teachers have completed coursework for Ph. D

- c) Counselling- Counselling service is available for all students. A professional counsellor is available on campus every Thursday.
- d) Inter-collegiate competitions- In addition to the Department-sponsored intercollegiate competitions, the College Union also organised an intercollegiate festival.

7.3 Give Two Best Practices ( Annexure ii)

- a) Environment and Energy Management Programmes
- b) Support to weaker section of students

7.4 Contribution to Environmental awareness/ Protection

- a) Use of renewable energy like solar energy
- b) Eco-friendly initiatives are strengthened through planting more saplings.
- c) Rain water harvesting
- d) Medicinal garden
- e) Vegitos-Exhibition and sale of organic food products

7.5 Whether environmental audit was conducted: Yes  No

7.6 Any other relevant information the institution wishes to add -(SWOT) –

Yes (Annexure-III)

8. Plans of institution for next year

- a) Conduct annual Green Audit and Energy Audit
- b) Implementation of Green Protocol in college
- c) Energy saving projects: Increased usage of renewable energy
- d) Proper Waste Management programs (Solid, Liquid, E-waste)
- e) Initiate more extension programmes through Departments
- f) Conduct more social responsibility programmes/Community Impact programmes
- g) Yoga for all
- h) Health Card for all students
- i) Encourage students to join Online courses
- j) Construction of New Academic Block
- k) Application for RUSA
- l) Renovation of auditorium
- m) Renovation of toilets
- n) Website revamping
- o) Start new Certificate Courses and Value Education courses

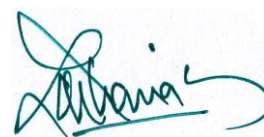
- p) Start employability skill development programmes
- q) Introduce more consultancy services and collaboration and linkages with other institutions.
- r) Increase the number of Minor Research Projects and Major Research Projects
- s) Differently-abled student friendly campus
- t) B.Voc courses
- u) Gender audit
- v) Publish more articles in Scopus indexed journals

*Name: Dr. Asha Susan Jacob*

*Prof. K.C. Zachariah*



*Signature of the Coordinator, IQAC*



*Signature of the Chairperson, IQAC*

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