

# St. Thomas College

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(Affiliated to Mahatma Gandhi University)

Re-accredited by NAAC with A Gade (2015)

## THE ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC

**2016-17**

NAAC Track ID: KLCOGN80597

EC(SC)/10/A&A/23 , dated 15-11-2015

Submitted to

National Assessment and Accreditation Council

Bangaluru-560 0072, India

# Internal Quality Assurance Cell (IQAC) St.Thomas College Kozhencherry

**Annual Quality Assurance Report (AQAR) 2016-17**

NAAC Track ID: KLCOGN80597

EC(SC)/10/A&A/23 , dated 15-11-2015



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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## Part – A

AQAR for the year (for example 2013-14)

2016 - 17

### I. 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

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Name of the IQAC Co-ordinator:

Dr. George K. Alex

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 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	2005(5yrs)
2	2 <sup>nd</sup> Cycle	B++	81.1	2007	5 Yrs
3	3 <sup>rd</sup> Cycle	A	3.21	2015	5 Yrs
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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. Last NAAC Accreditation on 15-11-2015

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes

No Constituent 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  Liberal

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

University with Potential for Excellence	<input checked="" type="checkbox"/>	UGC-CPE	
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="3"/>
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 (PTA)	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="29"/>
2.10 No. of IQAC meetings held	<input type="text" value="12"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="3"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value="1"/>
PTA	<input type="text" value="2"/>
Others	<input type="text" value="3"/>
	<input type="text"/>
2.12 Has IQAC <input checked="" type="checkbox"/> received any funding from UGC during the year? Yes	<input type="checkbox"/>
No	

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

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Attendance System Automation	Not completed
Introduction of Teachers Diary	Properly maintained teaching plan and execution
UG Level Research Orientation Programme	Completed
Introduction of Model Extension programme	Submitted development plan to the MLA & State Government.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was  Yes  No  
 Management  Syndicate  Any other body

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.

NA.

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others	Guest
94	51	25	0	4	14

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

29

#### 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
3	19								

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

20

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	19	22
Presented papers	5	16	4
Resource Persons		1	1

## 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 and learning methodology. The institution has changed from teacher centered pedagogy to student centered pedagogy by introducing projects, paper presentations, group works, role plays, debates, mind mapping etc. Modern tools of teaching through information technology are utilized by the college to enhance the teaching learning process.

To encourage the faculty to use innovative and new practices, experts were invited to provide training to use e-learning equipment like smart board, LCD projectors and other digital visual aids. These equipments are provided to the departments for regular use in the class room. Students are trained to use power point presentations for seminars and project presentations.

The following measures are introduced in recent times to enhance the teaching learning process:

- Teachers' work book to record all teaching and learning process in the classroom as well as outside the classroom.
- Entry level Common Assessment Tests (CAT) to all first year Under Graduate students.
- Bridge courses to first year Undergraduate students based on CAT.
- Research forum for UG and PG students.
- Open book tests, question banks, group discussions, demonstration of experimental working models etc.
- 3 tier learning assessments
- ICT enabled multimedia classroom teachings.

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

159
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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)

Internal examinations are conducted by the college in a centralised mode. Open book examinations are conducted by certain departments. Module wise question banks are prepared and given to the students.

## 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

14	1	1
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as member of Board of Study/Faculty/Curriculum Development workshop

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	Division				
		Distinction A + %	A Grade %	B Grade %	C Grade %	Pass %
B.Sc Mathematics	51	-	16	18	17	51
B.Sc Physics	30	7	17	20		44
B.Sc Chemistry	31	-	19	32	16	67
B.Sc Botany	23	-	13	13	9	35
B.Sc Zoology	19	-	21	21	11	53
B.A. English	27	-	7	26	22	56
B.A. Malayalam	32	-	3	13	3	20
B.A. Hindi	13	-	15	31		46
B.A. History	34	-	-	6	18	32
B.A. Economics	55	-	9	6	18	38
B.Com (C.A)	58	7	17	33	26	83
B.Com (F&T)	30	30	40	20	7	97
M.Sc Mathematics	15		6	47		53
M.Sc Physics	12		50	25		75
M.Sc Chemistry	10	-	-	60	-	60
M.Sc Botany	12		33	50		83
M.Sc Zoology	08			6		75
M.A. English	15			6		40
M.A. Malayalam	15			9	1	63
M.A. Economics	11		55	9		64
M.Com	18		4	14		100

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

- Conducted Entry level Common Assessment Tests (CAT) to all first year Under Graduate students to categorize them achievement wise with the objective of developing a teaching and learning strategy that is inclusive of all the groups.

- Encouraged each department to conduct subject specific assessment tests to first year students and organise a bridge course to equip the students to the expected level of first year classes.
- Introduced teacher's work book for all teachers to monitor the progress of teaching and learning throughout the academic year.
- Assessments of teachers and institution by the students are carried out by IQAC and recommend effective corrective measures to Heads of the Departments.
- 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.
- Self evaluation of teachers are conducted in order to do a self introspection.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	3
HRD programmes	2
Orientation programmes	1
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	8	6	0	0
Technical Staff	10	5	0	0
Librarian	1			

## Criterion – III

### 3. Research, Consultancy and Extension

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

To develop research aptitude among UG students (other than curriculum) and teachers, the following activities were conducted. I) A Research forum was constituted with teachers having Research degree and students who were selected based upon the Research Aptitude Test. II) The IQAC & the Dept. of statistics conducted a seminar on Research Methodology. III) The IQAC gave awareness to the students about the different funding agencies.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	04	0	03
Outlay in Rs. Lakhs	12,73,500			

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	11		
Non-Peer Review Journals			
e-Journals	4		
Conference proceedings		2	Total : 17

#### 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	2	UGC	18,90000	1610656
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>	1		10000	10000
Any other(Specify)				
Total	3		1900000	1710656

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	1	3		8
Sponsoring agencies	Nil	UGC	PTA		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

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.16 No. of patents received this year

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
4	1	1		2	0	0

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  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="1"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="1"/>	Any other <input type="text"/>

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

A survey was conducted at *Ezhikkadu Harijan Colony* of Aranmula Panchayath of Pathanmthitta District to gather information about the living condition of the residents. About 70 students took part in the survey. The report of the survey was handed over to the Government Authorities.

- Vegitos : A unique programme organized by Botany department in association with United Nations Academic Impact (UNAI) to encourage students to actively participate in agrarian activities by providing a market place for their home grown products.
- Blood Donation Camp organized by NSS.
- Anti- Drugs Campaign organized by NCC and NSS.
- Environmental Awareness Programme organized by Botany department and 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	88941 Sq. Mtr	Nil	Management	
Class rooms	61 Rooms	Nil	Management	
Laboratories	9 Labs		Management	
Seminar Halls	8 Halls			
No. of important equipments purchased ( $\geq$ 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 & FIST	
Others				

#### 4.2 Computerization of administration and library

Office Fully Computerised

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	59,560	0	725	2,71,867	60,285	
Reference Books	5,000	0	0	0	5,000	
e-Books	80,000	0	0	0	80,000	
Journals	68	15,850	0	0	15,918	
e-Journals	3000	0	0	0	3,000	
Digital Database	43162	0	258	0	43,420	
CD & Video	60	0	0	0	60	
Others (specify)	57	48,115	0	0	48,172	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office - Computers	Departments - Computers	Others - Printers
Existing	142	10	1 Main Network & 19 Seperate connetions to different departments	1	2	10	86	28
Added	2	0	0	0	0	1	0	0
<b>Total</b>	<b>144</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>86</b>	<b>28</b>

#### 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 is available in the campus with latest equipments. Internet accessibility is provided to all departments & students in the campus.

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

i) ICT	0
ii) Campus Infrastructure and facilities	24,79,671
iii) Equipments	34,43,702
iv) Others (Maintenance)	200,000
<b>Total :</b>	<b>61,23,373</b>

### **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. 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 sate in vision and mission.

5.2 Efforts made by the institution for tracking the progression

Departments keep a track on the student progress both vertical and horizontal.  
 Department alumni association meetings hold periodically. During the meetings the department collects data of the student progression in structured manner.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
1366	218	33	Nil

(b) No. of students outside the state

(c) No. of international students

	No	%		No	%
Men	0	0	Women	0	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
889	240	13	265	5	1412	907	270	18	271	6	1472

Demand ratio 4.3%          Dropout : 0.5%

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

NET Coaching Classes are organized by the department of English and PSC  
 Coaching conducted by the Department of Mathematics

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	3	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

### 5.6 Details of student counselling and career guidance

- A Student counsellor is available on all Thursdays
- Career Guidance Cell is functioning

No. of students benefitted

### 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
22	1500	90	160

### 5.8 Details of gender sensitization programmes

- Women’s Cell organized gender sensitization programmes.
- Department of English organized a workshop on Transgender Identity and Challenges

### 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	90	37800
Financial support from government	3	12000
Financial support from other sources (Alumni)	1	100000
Number of students who received International/ National recognitions	2	-

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: \_

Drinking water issue solved by the installation fresh water pipes and provided mineral water bottles.

## 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 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 Cristian 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 institution maintains a management information system manually

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

#### 6.3.1 Curriculum Development

At par with the demand raised by the changing world due to globalization, and adhering to the norms stipulated by the university, the management is committed in identifying modernised courses, vocational programmes and these programmes aim at the academic excellence of the students. As a part of the strategy, self-financing Courses like, B.Sc computer sciences, Bachelor of Business administration and B.Com with computer application were introduced. Add on courses like Medical Laboratory Technique, Journalism, Electronics and instrumentation, and certificate courses like Computer applications add flavour to this approach. The open course offered by the college provides holistic development platform for student with additional curricular and extracurricular imputes through of various subject association, forums, clubs, and college union. Training classes for teachers as well non-teaching staff, at the advent of introduction of new syllabi and different governmental schemes, are implemented. Various enrichment programmes such as ASAP, Walk with Scholars are also instituted at the students level. Teachers of various disciplines were also acting as Chairpersons and members University Subject Board and University Examination Board

### 6.3.2 Teaching and Learning

The Institution focuses on student centred learning. A Tutorial system and mentoring system are instituted to aid teaching and learning process. In addition to the teaching hours, specific goal-oriented target groups were formed to cater the needs of students who require additional support in learning process.

### 6.3.3 Examination and Evaluation

A centralised system of internal examination is being instituted with a mandate for time bound evaluation and publication of marks. College Management also has formed an examination monitoring cell which supervises the procedures and facilitates the time bound publication of the results. Also provisions were incorporated for the conduct of retest as and when needed. Specified faculty members were also assigned with the coordination of internal assessments of both UG and PG courses. An additional superintendent also was assigned to assist the chief superintendent (principal) for the conducting of Examination. Adhering to the norms of its affiliated university, college management set up an on line question distribution centre with additional staff imputes and accessory computers and printers

### 6.3.4 Research and Development

The Management is motivating and promoting research among the faculty by providing them opportunity to involve in research. Six of the department are recognised research centres. A research forum has been set up to assist and support the research activities of the teachers. Teachers are promoted to take up major and minor research project as well FIP programme for pursuing their research studies. Also students both UG and PG were encouraged to submit student project proposal for carrying out research. Provisions were also given to set up separate research labs at various departments recognised as research centres.

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

#### Library:

A separate library block with a built in area of 14400 sqft with a seating capacity of 400 has been set up at the college. Library is well equipped with modern amenities as required up to the research level for collection and collation of data. A total number of 60 285 books is available

#### ICT Facility

ICT enabled learning is promoted by the management. ICT components are deployed at various departments of the college. Student at both UG and PG level make use of IT components for the presentation of seminar as well class room learning.

#### Infrastructure:

Management is committed to provide the upgrade the infrastructure facility for effective teaching and learning. It utilizes funds from agencies like UGC, DST, FIST, KSCSTE, and also generate fund from PTA and Alumni as donations. It has established a planning board, governing council and a PTA executive for effective planning and execution. Construction of

a separate block for self financing courses with a built in area of 88,941 sq mtr has been initiated during the assessment year

#### Instrumentation:

Separate instrumentation facility is provided in the science department with the funding from FIST as well research grants. In addition management provides additional financial support for repair and maintenance of equipment

#### 6.3.6 Human Resource Management:

A well defined organizational structure has been laid with the principal heading the institution. The principal is being amply supported in the policy making and strategy formation by a governing council constituted at the upper level with the Manager as its head. At the functional level there is an upper body of staff council with Heads of Departments of each department and five elected staff members as its representatives. Various subjects associations and ministerial staff associations and clubs as well forums cater to the needs of both students and staff in the college at various levels. Management also provide provisions for improving and enhancing skill development and human resources by organising seminars and workshops under auspices of the Higher Education Council set up by the Management. Management also promotes the participation of its staff in HR training programmes. A core IQAC cell is functioning in the college which assures the level of quality envisaged by its stake holders

#### 6.3.7 Faculty and Staff recruitment:

In accordance with the UGC norms and the regulations laid by the Mahatma Gandhi University, the management is committed to select and recruit the best available candidates as its staff and faculty purely on merits and academic credentials. Candidates from both open and community quota are recruited according to the Governmental norms.

#### 6.3.8 Industry Interaction / Collaboration

Other than the industrial visit conducted by the students of various departments and lectures and talk delivered at the meeting workshops organised by various industrial association the management is keen to identify various areas of industrial and institutional participation

#### 6.3.9 Admission of Students

Admissions have been done on the basis of CAP central allotment programme of the affiliated university over the years. Admissions to stipulate percentage earmarked as management quota is done on the basis norms laid by governing council and government.

#### 6.4 Welfare schemes for

**Teaching:** Catering welfare in terms of finance a cooperative bank is functional under the employee's cooperative society. Easy financial loans are made available to its staff members for construction of houses. A cooperative store is also functional at the premises of the college which delivers the essential commodities as well stationeries for staff at reduced prices.

**Non Teaching:** In addition to the support provided by the employees 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.

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	√	Yes	√
Administrative	Yes	√	Yes	√

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?

An online system of distribution of Question papers for PG level,

Centralised valuation system ensuring prompt, timely and efficient valuation of Undergraduate answer paper by suspending all the UG and PG classes.

Setting up of regional valuation camps ensuring participation of all teachers

Deputing Teachers and syndicate members as camp directors and supervisors as well deploying university staff as camp officers

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

University promotes and support 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 a one of the criteria for accrediting autonomy status

6.11 Activities and support from the Alumni Association

Different Chapters of alumni are formed in different countries. Each of which is registered under a single umbrella, St. Thomas College Alumni Association.

Each chapter is contributing to the welfare of the students by instituting, endowments, different scholarships as well supporting schemes such as Noon Meal Schemes. Alumni Members are also instrumental in organising seminars and worships as well giving lectures and invited talks. Individual members are also involved in monetary support for the students in need.

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

The parent teacher association, the most important union of the stake effectively involved in the function of the on a continued basis. There is a regular meeting of the PTA executive for planning, formulation strategies for its effective implementation. Annual general body meeting of the PTA and regular departmental PTA meeting evaluate and assess the situation procedure effectively. PTA generously contributes financially to the need based infrastructural development of the college. PTA also effectively involved in the effective execution of discipline in the college

#### 6.13 Development programmes for support staff

The Management of the college categorically emphasized the need of an efficient administrative system ably supported by its ministerial staff. It provides opportunities to its support staff to attend training programmes. It also provides congenial atmosphere by providing state of art infrastructure and office accessories in terms of computers, printers, Photostat machines, uninterrupted power supply backed by UPS, Ergonomic chairs and seating arrangements and cabins

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

An eco-friendly green campus is the motto of the management implemented effectively through the students. . As its green initiatives solar generated power system is effectively used for the functioning of its office. Initiatives for plastic free campus are promoted by its NSS volunteers, promotion of organic farm products by organizing the sale of homemade pesticide free agro products, organic farming initiatives by NSS volunteers. Also solid waste management practices in the form of biogas plants at hostel and college, medicinal and botanical garden, planting of trees as a carbon sequestration strategy, environmental awareness programmes through eco club, NSS and subject associations all forms apart 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?**

- *Research forum for undergraduate students and Post graduate students for motivating research activities.*
- *Entry level tests for first year students ( Common Aptitude Tests)*
- *Counselling for the students*
- *Introduced new workbook for teachers to maintain the database of the students in addition to the teaching plan and implementation.*

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

- *In the beginning of the academic year, in order to assess the learning ability of the students, institution decided to conduct Entry level examinations based on the subject, language, aptitude for the first year students.*
- *Promote research – Faculty members and students are publishing papers and articles in Journals*
- *Measures have been taken for the improvement of academic atmospheres through proper result analysis.*
- *Teachers Diary is maintained properly.*

**7.3 Give Two Best Practices**

- *Support to weaker section of the Students*
- *Counselling for the students to resolve emotional, social and behaviour problems and help them to focus on their studies.*
- *House Visits – to understand and feel with students and to find ways to help them in their studies.*
- *Vegetos – to create environmental awareness among students through organic farming and also to encourage the students through sale of self-grown agricultural products.*

**7.4 Contribution to Environmental awareness/ Protection**

- I. *'Nurture Your Curiosity' giving scientific understanding to the curiosities found in nature by the students and displaying it*
- II. *Rainwater Harvesting*
- III. *Vegetos*

**7.5 Whether environmental Audit was conducted – Yes**

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.

#### **7.6 Any other relevant information the institution wishes to add (SWOT)**

##### **Strengths**

- 1) The vision and mission of the institution is accomplished by the activities of the institution.
- 2) Special grade College under Mahatma Gandhi University with Six Research centres, Nine PG Courses, Fifteen UG courses, Four UGC aided Add-on courses.
- 3) 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.
- 4) The diversity of student community admitted on community merit and management quota have transparent norms developed by the College Governing Council.
- 5) The college utilises ICT in teaching-learning at a wider scale enabling student-centered learning more effective.
- 6) 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.
- 7) The institution publishes a peer reviewed accredited interdisciplinary research journal REYONO with ISSN No.2277-7652
- 8) The participation of faculty in faculty development programmes like refresher/orientation/short-term courses, invited talks, inhouse training programmes, seminars, conferences and workshops is an indication of the policy of the institution in empowering and supporting faculty enrichment.
- 9) Six of our academic departments are research centres, the research output of the faculty members are comparable to that of the departments in universities.
- 10) Extension activities through NSS, Women Cell and NCC are well accepted by the community at large.
- 11) 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.
- 12) Feedback mechanism to improve the quality of teaching learning process.

- 13) The student support mechanism like noon meal scheme, regular PTA meetings, scholarships etc. has reduced the drop-out rate to very low.
- 14) Cordial relationships between and among students, teachers, nonteaching staff, members of PTA, Alumni etc.
- 15) Library with more than 14,000 Sq. ft area with SOUL Package, internet, INFLIBNET, reprographic and on-line reading facilities.
- 16) Adequate infrastructure in terms of furniture, computers and laboratory equipment.
- 17) Facilities like Post Office, Co-operative Society, Co-operative store, Canteen, Hostels, Seminar Halls etc., are available.
- 18) 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.
- 19) Dhyanakendram, modernised A/C seminar hall, gymnasium and new ladies hostel block.
- 20) Global Alumni meet held in the college as part of Diamond Jubilee Celebrations of the college.
- 21) Introduction of Carbon sequestration programmes like solar photovoltaic system, solid waste management, rain water harvesting, energy audit etc.
- 22) All science departments funded by DST under FIST scheme.
- 23) Rajamudra, a symbol of the recognition to the institution by the Travancore Royal Family, erstwhile rulers of Travancore.
- 24) 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.
- 25) Campus without student strikes.
- 26) Student Insurance under United India Insurance Company.
- 27) College Anthem developed by the college community.

## **Weaknesses**

- 1) Lack of autonomy and dependence on university for curriculum design has constrained the development of new courses.
- 2) The government's discretionary power decides the sanctioning of new programmes and new courses, appointment of staff etc.
- 3) Geographical isolation due to inadequate public transport system coupled with lack of hostel facilities for Boys is a major constraint in attracting talented students.

- 4) Inadequacy of drinking water through Panchayath water supply scheme.
- 5) Inconsistent electric power supply.

## **Opportunities**

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

## **Challenges**

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

## **8. Plans of institution for next year**

### **Curriculum Aspects**

- *To continue Value Education courses*
- *To start lifelong skill development programmes.*

### **Teaching –learning and Evaluation**

- *Introduction of **Flip Class Rooms***
- *Maintain proper Feedback system from students on teaching, infrastructure, library*
- *Remedial Coaching*
- *Maximum use of ICT enabled learning process*
- *Mentoring Programme*

### **Research, Consultancy and Extension**

- *Make research Forum more active*
- *Introduce more consultancy services and collaboration and linkages with other institutions.*
- *Increase the number of Minor Research Projects and Major Research Projects*
- *More Papers/Articles should be published in UGC recognised Journals and other peer review journals.*

### **Infrastructure**

- *Reprography facility to students*
- *College website that links- departments, Alumni, Library*
- *Maintenance of Infrastructure and other equipment's in departments.*
- *Build ramps, rails other facilities for differently abled students (initiatives for Differently abled )*
- *Library activities should be strengthened(Orientation, Best User award, Feedback Forms)*

### **Student, Support and Progression.**

- *Placement cell*
- *Students Welfare Scheme ( Insurance System should be properly maintained )*
- *All clubs should be active and introduce new clubs (Tourism Club, Eco Club, etc.)*

**Innovation and Best Practices (value and Social Responsibility)**

- *Introduce thematic orientation of the programmes and activities on the basis of goals and objectives of the institution. In this regard the IQAC Recommended 2018-19 as the year of “Campus to Community”*
- *Conduct Green Audit and Energy Audit yearly*
- *Energy saving projects :Use of renewable energy ( Proper working of Solar panel )*
- *Biogas Plant*
- *Hazardous waste management and E-waste management (Incinerator )*
- *Medicinal Plants and Herbal garden*
- *Awareness programmes through Clubs and other Seminars*
- *Initiate more department wise extension programs*
- *Conduct more social responsibility programs/Community Impact programs*

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_  
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**Academic Calendar of the year 2016-17**

<b>Sl.No.</b>	<b>Date</b>	<b>Programme</b>
1	27-06/04/16	Annual Ten-Day Camp of NCC Cadets
2	11/04/16	Anti-Drug Campaign
3	20-21/05/16	IQAC National Seminar on Competency Building in Higher Education
4	24/06/16	Commemoration Day Celebrations
5	09/08/16	Hiroshima Day Observation
6	10/08/16	Chemistry Association Inauguration.
7	10/08/16	Marthoma Students Association Inauguration
8	20/09/16	College Union Inauguration
9	29/09/16	Onam Celebration
10	02/11/16	A Career Guidance class for UG Students
11	2-4/11/16	Malayalam literary festival.
12	08/11/16	Arts Club Inauguration
13	11/11/16	Seminar on Translation Possibilities and Challenges
14	08/12/16	Seminar on Academic and Legislative Perspectives in Goods and Service Tax
15	08/12/16	Inauguration of a short term course in Taxation in association with Gulati Institute of Finance and Taxation (GIFT), Trivandurm.
16	22/12/16	Inter-Collegiate Quiz Competition
17	03/02/17	Inauguration of Research forum
18	03-04/02/17	A two-day residential camp for Women
19	06/02/17	Career Development workshop.
20	11/02/17	A one day workshop for teachers in colleges on “The Changing Benchmarks on Teaching and Learning”.
21	15/02/17	Zoology Day Celebration
22	16/02/17	Intercollegiate quiz competition.
29	20-25/02/17	Mahatma Gandhi University Youth Festival 2017, hosted by the college
30	07/03/17	Prof. K. V. George Memorial Lecture
31	30/03/17	Awareness Building Workshop on Transgender Issues
32	19-24/06/17	Reading Week observed
33	24/10/17	UNAI-Aspire Chapter observed United Nations Day

## 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:

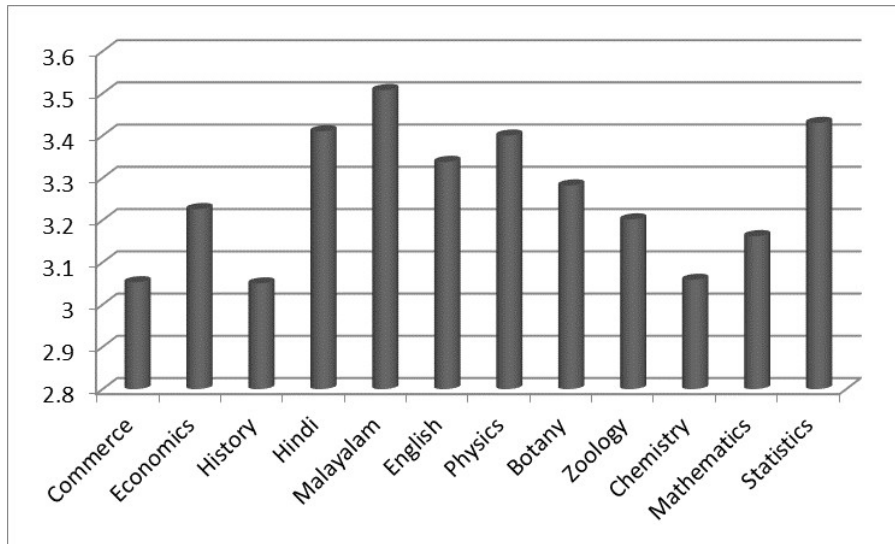
For an impartial treatment on feedback analysis we used random sampling method. We have collected duly filled questionnaire from students. Basic statistical tools like simple averages and percentages are used to analyse each criterion and are presented in charts. Grade points of all parameters are consolidated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

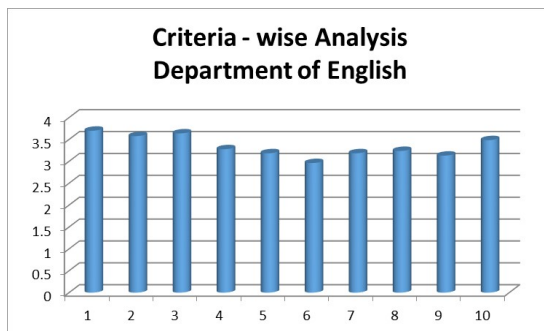
## Overall Rating of the Departments

**3.2598**



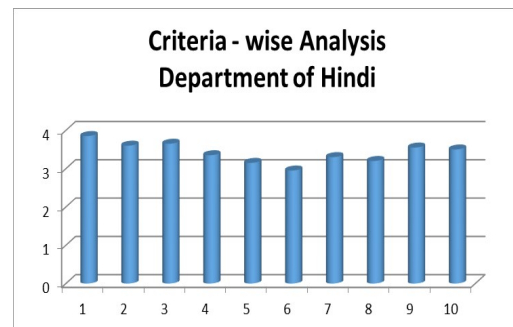
### CGPA – English

**3.34**



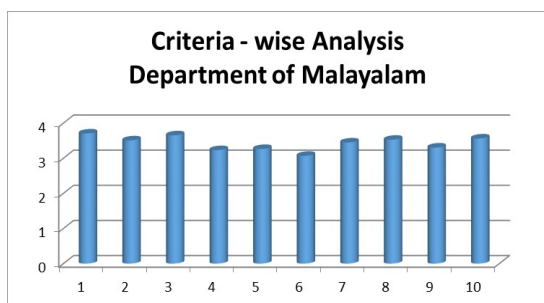
### CGPA – Hindi

**3.41**



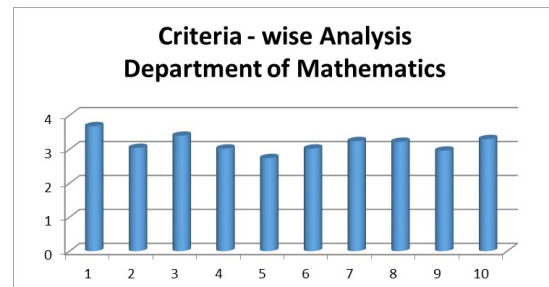
### CGPA – Malayalam

**3.51**



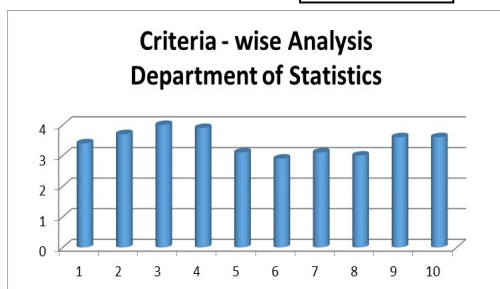
### CGPA – Mathematics

**3.16**



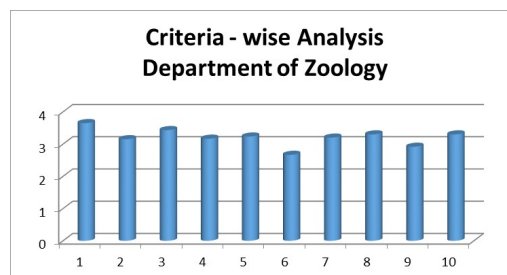
CGPA- Statistics

3.43



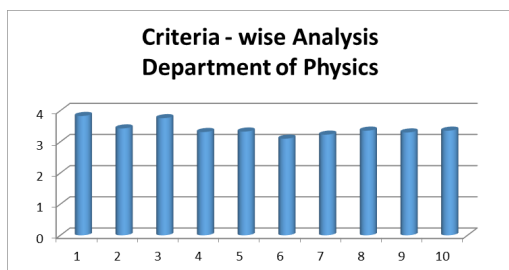
CGPA – Zoology

3.21



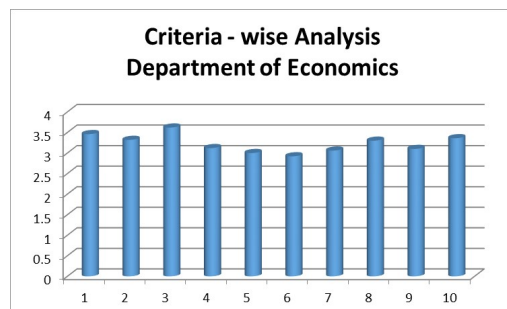
CGPA –Physics

3.4



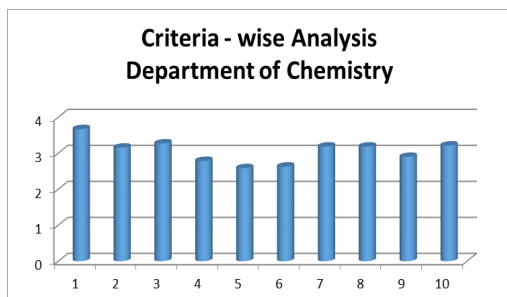
CGPA –Economics

3.23



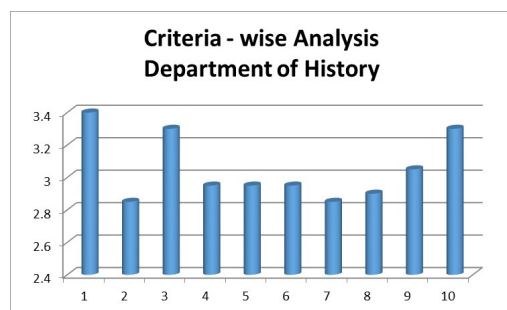
CGPA – Chemistry

3.05



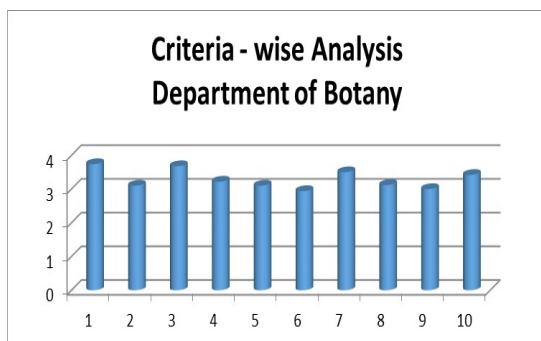
CGPA –History

3.05



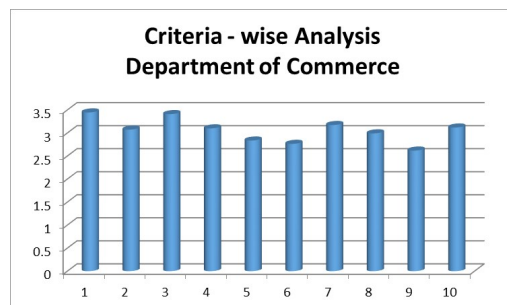
CGPA –Botany

3.28



CGPA –Commerce

3.05



## 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:

- a. 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.
- b. The Noon Meal Scheme, in which noon meal is provided to all needy, underprivileged students. A large number of students have benefitted 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.
- c. On certain occasions, the college community has unanimously arisen to support an employee or student in distress, by contributing generously towards fund collection campaigns.
- d. 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.

## 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.

- a. 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.

- b. 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.
- c. 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.
- d. 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.
- e. Awareness programmes through Eco club, NSS and Department Associations add to the knowledge contribution in the campus.

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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