



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**St. Thomas College**

- Name of the Head of the institution

**Dr Roy George K**

- Designation

**Principal in Charge**

- Does the institution function from its own campus?

**Yes**

- Phone no./Alternate phone no.

**04682214566**

- Mobile No:

**9495113123**

- Registered e-mail

**stthomaskozhy@gmail.com**

- Alternate e-mail

**stcnaac2020@gmail.com**

- Address

**St. Thomas College**

- City/Town

**Kozhencherry**

- State/UT

**Kerala**

- Pin Code

**689641**

##### **2.Institutional status**

- Type of Institution

**Co-education**

- Location

**Rural**

- Financial Status

**UGC 2f and 12(B)**

- Name of the Affiliating University **Mahatma Gandhi University,  
Kottayam, Kerala**
- Name of the IQAC Coordinator **Dr George K. Alex**
- Phone No. **0482214566**
- Alternate phone No. **9745050981**
- Mobile **7034434446**
- IQAC e-mail address **georgekalex@stthomascollege.info**
- Alternate e-mail address **georgekalex@stthomascollege.info**

**3. Website address (Web link of the AQAR  
(Previous Academic Year)**

[https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar\\_PDF/MTgxMDk=](https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTgxMDk=)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://stthomascollege.info/catepanel/uploads/principalimg/AcademicCalendar2021-22.pdf?cxv=IjO2NSI=>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>A</b>	<b>3.21</b>	<b>2015</b>	<b>15/11/2015</b>	<b>14/11/2020</b>

**6. Date of Establishment of IQAC**

**25/06/1999**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Institutional 1</b>	<b>RUSA-SPD</b>	<b>State Government</b>	<b>21.04.2022 (2 months)</b>	<b>2608313</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

Organized skill development programme for UG students

Conducted induction programme for newly appointed teachers

Organized a one-day training programme for non-teaching staff

Started certificate course "Communicative Sanskrit", Thirty hours programme

Conducted energy, green and environmental audits by an accredited agency

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

Plan of Action	Achievements/Outcomes
Conduct external and internal auditing of the performance of the institution.	Internal audit was conducted by a team comprising the Principal, IQAC Coordinator and Dr Susan Mathews on 26& 29 November 2021, and 15 December 2021.
Resolved to entrust a Committee comprising the IQAC Coordinator, Dr Susan Mathew, Dr Elizabeth John, and Ms Chinnu Mariam Chacko with the drafting of a revised Code of Ethics document.	A Committee comprising the Principal, IQAC Coordinator, Dr Susan Mathew, Dr Elizabeth John, and Ms Chinnu Mariam Chacko convened on 17 November 2021 and presented the revised draft of the Code of Ethics.
The Meeting discussed the basic structure of the New Education Policy and decided to organise an Induction Programme for newly appointed teachers.	Conducted Three-day discussion on NEP from 29 April to 1 May 2022 at TMAM Orientation and Research Centre, Kottayam.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	Nil

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	St. Thomas College
• Name of the Head of the institution	Dr Roy George K
• Designation	Principal in Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04682214566
• Mobile No:	9495113123
• Registered e-mail	stthomaskozhy@gmail.com
• Alternate e-mail	stcnaac2020@gmail.com
• Address	St. Thomas College
• City/Town	Kozhencherry
• State/UT	Kerala
• Pin Code	689641
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Mahatma Gandhi University, Kottayam, Kerala
• Name of the IQAC Coordinator	Dr George K. Alex
• Phone No.	0482214566

• Alternate phone No.	9745050981				
• Mobile	7034434446				
• IQAC e-mail address	georgekalex@stthomascollege.info				
• Alternate e-mail address	georgekalex@stthomascollege.info				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTgxMDk=">https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MTgxMDk=</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://stthomascollege.info/cat/epanel/uploads/principaling/AcademicCalendar2021-22.pdf?cxv=Ij02NSI=">https://stthomascollege.info/cat/epanel/uploads/principaling/AcademicCalendar2021-22.pdf?cxv=Ij02NSI=</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.21	2015	15/11/2015	14/11/2020
<b>6.Date of Establishment of IQAC</b>			25/06/1999		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	RUSA-SPD	State Government	21.04.2022 (2 months)	2608313	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Organized skill development programme for UG students	
Conducted induction programme for newly appointed teachers	
Organized a one-day training programme for non-teaching staff	
Started certificate course "Communicative Sanskrit", Thirty hours programme	
Conducted energy, green and environmental audits by an accredited agency	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

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Conduct external and internal auditing of the performance of the institution.	Internal audit was conducted by a team comprising the Principal, IQAC Coordinator and Dr Susan Mathews on 26& 29 November 2021, and 15 December 2021.
Resolved to entrust a Committee comprising the IQAC Coordinator, Dr Susan Mathew, Dr Elizabeth John, and Ms Chinnu Mariam Chacko with the drafting of a revised Code of Ethics document.	A Committee comprising the Principal, IQAC Coordinator, Dr Susan Mathew, Dr Elizabeth John, and Ms Chinnu Mariam Chacko convened on 17 November 2021 and presented the revised draft of the Code of Ethics.
The Meeting discussed the basic structure of the New Education Policy and decided to organise an Induction Programme for newly appointed teachers.	Conducted Three-day discussion on NEP from 29 April to 1 May 2022 at TMAM Orientation and Research Centre, Kottayam.

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	Nil

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

Year	Date of Submission
Yes	31/05/2021

**15. Multidisciplinary / interdisciplinary**

A. The institution has promoted multidisciplinary education from the very beginning of its inception. The Institution envisions itself as a vibrant academic community, transcending rigid disciplinary boundaries.

- The institution, under the aegis of the department of

Physical Education, provides access to yoga and meditation for the holistic development of all students.

B. A holistic and integrated perspective is a prerequisite in education and only such a view can ensure meaningful civic participation of the citizens in society.

With this objective in mind the institution has taken the following initiatives:

- Linking science and humanities with the introduction of interdisciplinary programmes at UG and PG levels.
- Publication of multi-disciplinary and trans-disciplinary research articles under the institutional wing of REYONO multi-disciplinary journal.
- Joint academic ventures for science and humanities students under various forums and associations as a part of co-curricular activities.
- Joint research programmes under various faculties to promote interdisciplinary approaches in science and social science.

C. To activate an interdisciplinary approach under CBCSS in the teaching-learning process.

D. The institution caters to multidisciplinary courses and programmes, following the syllabus of Mahatma Gandhi University, which offers a judicious blend of interdisciplinary topics.

- All graduate programmes, irrespective of the discipline, have interdisciplinary courses such as environment, human rights and gender related courses as complementary and core courses.
- PG programmes in Humanities and Social Sciences focuses on gender, environment, and human rights related topics as a part of coursework and topics related to these areas are often taken up for research.

E. The institution promotes Citizen Research Programme (CRP) to provide a space for students and the community to present their papers and research findings before academia as a part of the instructions of NEP. It promotes multidisciplinary research endeavours to find solutions for the most pressing issues and

challenges of society.

F. Sanskrit has been made available as a programme of study for all students so as to allow students to study Sanskrit as a communication language at a basic level.

- Interdisciplinary academic seminars for PG and Research Students on cross-cutting topics are conducted regularly. The institution provides seminars and workshops on topics connected with gender, human rights, and environmental awareness. Various programmes under the departments offer core courses on environment and human rights.

- Complementary Courses facilitate interdisciplinary education.

- The open course system offered by the university provides an opportunity for all students to join a course offered by another department other than their subject area.

- Participation in extension programmes, study tours, industry visits, projects, and excursions enables students to become aware of contemporary issues and imbibe social skills.

- Students can also join certificate courses offered across disciplines.

- Students are encouraged to engage in internships to gain practical knowledge and experience which will enhance their employability.

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

1. 1. Academic Bank of Credit envisioned by the Government of India in the National Education Policy (NEP) 2020 is a digital infrastructure that will store the academic credits earned by the students of various higher education institutes within the country. Presently this facility is only available for top 100 NIRF Ranking institutions. Our primary goal is to enlist the institution within the top 100 institutions at national level.

2. The institution is a registered member of the SWAYAM, MOOC schemes and is thus eligible to avail the

courses offered under these schemes, whereby students are also able to avail the facilities provided by Academic Bank of Credit.

3. The institution has long standing collaborations with international universities. The college is the founding member of 4sq.km telescope development programme (SKA Project since 2016). The institution also has an MOU with a Malaysian University for faculty exchange. Presently the institution does not have joint degree programmes.

4. The institution provides freedom to all faculty to involve in textbook preparation, reading material and assignment development. In order to maintain objectivity and impartiality in internal assessment, the procedure is conducted in a centralised manner.

5. The institution encourages students to enrol in new courses according to their interest from SWAYAM-NPTEL platform.

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

#### **Skill development**

1. The college launched Skill development programmes from 2016 onwards as a part of the curricular and co-curricular activities

2. 1. The programmes run as short-term course models or training programmes. The mushroom cultivation programme of the Department of Botany, and Ornamental Fish Cultivation and Aquarium maintenance are examples of such courses. The Women's Cell organised tailoring classes and driving classes for the girl students as additional skill development programmes.

2. A short-term course in Postgraduate Diploma in Taxation in association with Gulati Institute of Finance and Taxation is being conducted and provides learners with a Tax Practitioner Certificate on successful completion of the course.

3. Training LATEX offered by the Department of Mathematics is also a skill acquisition programme offered as part of mainstream education.

4. Department of Physics conducted LED bulb production workshops and the Department of Chemistry, in association with the Minority Cell of the college, organised LED Thermometer making workshops as skill acquisition programmes.

5. Additional Skill Acquisition Programme (ASAP), an initiative by the Higher Education Department Govt. of Kerala, introduced three summer school programmes in the college.

1. Accounts Executive: Receivables and Payables

2. Assistant Beautician Therapist

3. Inventory Clerck

St. Thomas College Kozhencherry was the only College in Kerala that conducted more than one Skill development course under ASAP Summer School Programme.

6. The college constituted a Placement and Training Cell as a part of the affiliated university's direction and monitoring.

7. A Programme on Banking and Financial Services by the department of Economics in association with Hedge School of Applied Economics, Kerala Academy of Skills Excellence (KASE) was also conducted, opening up career opportunities for students in the financial services industry

1. Students Leadership Training Programme (SLTP) is a means to inculcate positivity among learners that include the development of humanistic, ethical, constitutional and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), non-violence (ahimsa), scientific temper, citizenship values and also life-skills etc. IQAC, UNAI, NSS, NCC and Women's Cell took the responsibility of organising SLTPs at various capacities and schedules.

2. The Induction Programmes of the institution were redesigned to adopt new changes proposed by NEP-2020.

i. Support students to acclimatise to the context of new higher education, developing strong bonds with fellow students and teachers, sensitising students on pertinent social issues, and transforming students into responsible citizens are the objectives of the new Induction Programmes.

The programmes also envisage creating awareness about the new credit transfer system and credit mobility opportunities as well as encouraging students to avail of the ABC Platform to access the Digilocker facility.

ii. Nominated industrialists to the various bodies of the institution.

iii. Provided training to all teachers to handle online classes, created Moodle platform to conduct courses in online mode, provided accessibility to Moodle for all students and teachers by the IQAC. The Government of Kerala honoured the institution's initiatives by presenting DigiCol Award.

1. Eco-friendly farming techniques were introduced to the UG students. The Massive Open Online Course (MOOC) on Organic Farming is a novel program that aims to teach students the life skill of environment-friendly farming techniques.

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

1. As per the directions of the NEP-2020, the institution incorporated the study of Indian Tradition and culture and Communicative Sanskrit as special courses and prepared a syllabus to submit to the affiliated university for approval as a four-credit common course to all students. Sanskrit was a complimentary course for Malayalam main course. Under the leadership of IQAC, the college started Sanskrit studies as a special course to provide an opportunity to all students to engage in the study of the language irrespective of discipline.
2. The college started bilingual teaching in all subjects. The lecture class is delivered bilingually in Malayalam and English. Submitted the proposal to the university to change the medium of instruction to a bilingual mode. Students are permitted to write examinations either in English or vernacular language.
3. Details of the degree courses taught in bilingually in the institution

Subject	Medium of Instruction
Economics	Bilingual (English & Malayalam)
History	Bilingual (English & Malayalam)

Commerce	Bilingual (English & Malayalam)
Statistics	Bilingual (English & Malayalam)
Botany	Bilingual (English & Malayalam)
Chemistry	Bilingual (English & Malayalam)
Zoology	Bilingual (English & Malayalam)
BBA	Bilingual (English & Malayalam)
Computer Science	Bilingual (English & Malayalam)
Physics	Bilingual (English & Malayalam)
Mathematics	Bilingual (English & Malayalam)

Institution preserves and promotes the following:

1. Indian Language: Sanskrit
2. Indian ancient traditional knowledge: Started Citizen Research Programme to generate traditional knowledge of the community.
3. Taught traditional folk arts in campus by promoting the training of Katakali, Vanchipattu and Margam Kali
4. Invited traditional art masters and gurus to the institution to deliver lectures in vernacular language.

E. Documenting temple histories, folksongs and traditional arts as a part of UG coursework. Promotes the study of indigenous knowledge in the Sanskrit language. Guide students to practice traditional arts.

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

1. 1. The institution is well in advance to transform curriculum towards outcome-based education. The outcome is defined under the following levels;

Application of Knowledge,

Enabling students to integrate concepts, methods, and perspectives from multiple disciplines

Promoting interdisciplinary perspectives to understand disciplinary concepts.

1. Program learning outcomes are linked to the goals of academic programmes. Generally, the UG/PG Level Expectations are:

a) to acquire working knowledge in respective disciplines

b) to acquire specific skills in certain areas

c) to promote research interest,

d) improve capabilities of the students in skilled jobs

e) reduce the number of unskilled, and unemployed persons

f) enabled to acquire field experience at graduation level.

2. The institution generates research interest among the students by motivating them to take up industry-related research projects at the undergraduate level and conducting research methodology courses and workshops for UG and PG students.

## 20.Distance education/online education:

1. The permission to conduct ODL mode of vocational courses mainly depends on the policies of the State Government and affiliating universities. With the implementation of the provisions of NEP-2020, the institution can start vocational courses. Within the limited scope, the institution opted for integrated Model II courses, mainly vocational, i.e., Computer Applications in Commerce.

2. The institution provides training to all teachers in the ODL mode of teaching and also provides training to all students to learn courses online.

## Extended Profile

### 1.Programme

1.1

618

Number of courses offered by the institution across all programs during the year

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

**2.Student**

2.1 **1794**

Number of students during the year

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

2.2 **420**

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

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

2.3 **558**

Number of outgoing/ final year students during the year

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

**3.Academic**

3.1 **107**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 **108**

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>618</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1794</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>420</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>558</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>107</b>
File Description	Documents
Data Template	No File Uploaded

3.2	108
Number of Sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	76
Total number of Classrooms and Seminar halls	
4.2	3393673
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	174
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The Institution, affiliated with Mahatma Gandhi University, Kottayam, Kerala, follows Choice Based Credit System for all its programmes. The academic year commences with the Staff Council and General Staff meeting to prepare the institutional Academic Calendar that complies with the timetable of the University, encompassing semester duration, tentative dates of examinations and public holidays. Department Staff meetings are convened to resolve Department workload, course allotment, curriculum delivery plan, and timetable. During the post-Covid period, a hybrid mode of learning is being institutionalized. Nominated by the Government of Kerala to implement DigiCol, Digital Learning Management System, the Institution effectively utilizes the platform to transfer syllabi, course outcomes, video lectures, and other learning resources. Peer learning, remedial classes, and discussion of previous university examination question papers are some student-centric methods adopted. The Institution bolsters students by organizing Seminars, Workshops, Invited

Lectures, Industrial/Field visits and Projects. Assignments, seminars and internal examinations form part of the transparent internal evaluation process. Teacher's Work Diary or Cognito forms maintained by the faculty to document curriculum delivery details are monitored by Heads of Departments, Staff Council, IQAC, and the Principal. Curriculum feedback is collected, analyzed and requisite follow-up is adopted to augment the quality of academic process.

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

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

At the beginning of the academic year, the IQAC and College Council hold meetings to prepare the institutional Academic Calendar in tandem with the University Calendar, integrating suggestions from the stakeholders too. The Calendar comprises dates for commencement and end of each semester, academic and non-academic events, internal examinations, number of working days in every month and holidays. The planning of the academic calendar ensures adequate time to efficiently conduct various programmes. College Handbook that incorporates the calendar and the details of the examination process is distributed among the teaching and non-teaching staff and the students and is published on the College website. An induction programme for newly admitted students is organized to introduce POs and PSOs, CBCSS, Continuous Internal Evaluation process and the institutional policies. The Internal Examination Committee conducts two internal examinations per semester and ensures transparency, careful evaluation and time-bound publication of results. Question papers and mark lists are archived by the Committee. Supplementary tests are conducted for students who fail to attend the centralized examination on valid grounds. Zero grievance is ensured before forwarding the marks to the University by the Verification and Documentation Committee. Annual Academic Audits by the IQAC ensures relentless efforts towards excellence.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://stthomascollege.info/igac/document/AcademicCalendar2021-22.pdf">https://stthomascollege.info/igac/document/AcademicCalendar2021-22.pdf</a>

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

**A. All of the above**

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

## **1.2 - Academic Flexibility**

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

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

**25**

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

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

10

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

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

1142

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

1019

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

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

The Institution integrates relevant issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability into the curriculum in compliance with that of the University and complements them with various activities. Many topics in the Common, Complementary, Open and Core courses focus on critical issues. Environment and Human Rights Course is incorporated into the curriculum of UG programmes. MOOC on Organic Farming, an added credit course, provides perception of sustainable agriculture. Observation of World Energy Conservation Day, Environment Day, and green auditing orient

students to environmental issues. Fundamental values and professional ethics are inculcated by organising camps, campaigns, debates, extension activities, paper presentations, poster designing, quizzes, seminars, training programmes, celebrations of important days etc. Certificate Courses, Value Added Programmes, and Skill Development Programmes fill any lacuna. Gender Sensitization/Empowerment programmes are organized under the aegis of the Associations and Forums. Research Methodology and Research Ethics classes organized by the Departments and Multidisciplinary Research Centre promote research culture. NSS, NCC, Centre for Women Studies, Women's Cell, UNAI ASPIRE, Leadership Club, Health and Wellness Club, IQAC etc. play key roles in promoting an inclusive world.

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

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

29

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
707	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://stthomascollege.info/Students%20feed%20back%202021-22.pdf">https://stthomascollege.info/Students%20feed%20back%202021-22.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year**

774

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

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

317

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

**2.2 - Catering to Student Diversity****2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

As the institution strongly believes in imparting education through student-centric methods, St Thomas College explores programmes to transform students from passive recipients to active learners. After the orientation programme and well-structured Bridge courses, the students are identified as advanced, average, and slow learners based on multi-level assessments. The Departments follow an inclusive approach to make learning more engaging and relatable. Advanced learners are encouraged to optimise their domain knowledge using E-resources and advanced learning materials. They are also encouraged to participate in inter-college competitions and webinars and choose challenging project topics. Orientation regarding higher learning opportunities and research is also provided. Best performers are honoured with appreciation certificates or scholarships and are incentivised to secure distinction in university examinations. Advanced learners are also encouraged to do various MOOC programmes and participate in Walk with

Scholars (WWS), Young Innovators Programme (YIP) and Student Leadership Programmes. The institution provides special training to attend competitive exams under the UPSC/PSC training programme. Peer learning with Advanced Learners as Tutors (ALT) empowers average and slow learners to progress and develop team spirit and interpersonal skills. Remedial courses are organised and monitored by the concerned.

File Description	Documents
Link for additional Information	<a href="https://stthomascollege.info/igac/document/Cov2.pdf">https://stthomascollege.info/igac/document/Cov2.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1764	107

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

### 2.3 - Teaching- Learning Process

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

Teachers use various methods ranging from traditional PowerPoint presentations to custom-made YouTube videos. Student-teacher Whatsapp groups are created for communication of information, sharing learning materials, syllabus, e- notes, audio notes, videos of expert lectures etc. Participative learning is initiated through seminars, peer-group learning, group assignments, quizzing, and reaching out to school students. Complementing domain-based problem-solving, and conduct of events endows students with organizational and problem-solving skills. The project works, extension activities, and subject association activities enable experiential learning. While question banks help in the process of assessment of learning progress, flip classrooms, debates, open textbook examinations, and brainstorming sessions endorse interest in the subject. Participation and presentation of papers in national and international seminars expand student potential. Publication of

papers in journals and books boosts their profile. Certificate courses give a competitive edge.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://stthomascollege.info/igac/document/2.3.1.pdf">https://stthomascollege.info/igac/document/2.3.1.pdf</a>

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

The learning process was strengthened by promoting creative thinking, using ICT and E-resources, demonstrating experimental working models, PowerPoint presentations, etc. The college has created eighty classrooms on Moodle Platform. All students have institutional email IDs for communications. Faculty members have created their own YouTube classes and uploaded them for students on Moodle Platform and the public on social media platforms. Faculty members upload classes and lecture notes on online platforms and conduct exams online.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.duk.ac.in/digital_stk/">https://www.duk.ac.in/digital_stk/</a>

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

**2.3.3.1 - Number of mentors**

107

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

## 2.4 - Teacher Profile and Quality

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

107

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

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

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

43

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

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

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

1245

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

## 2.5 - Evaluation Process and Reforms

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

St Thomas College conducts Internal Evaluation transparently and efficiently, adhering to the guidelines of the affiliated University. The evaluation process is detailed in the College Handbook and explained to the students at the commencement of programmes and to the parents at PTA meetings to ensure awareness among the stakeholders. Attendance, assignment/seminar/viva, and two test papers form the components of the internal evaluation of theory papers. Attendance, test papers, and record include the details of the internal assessment of practical examinations discussed with parents in PTA meetings at the personal level. An Internal Examination Committee, constituted for the careful management of the process, schedules the examinations in consultation with the Staff Council and is responsible for the faultless conduct of two internal examinations per semester. The Committee ensures the publication of the timetable well in advance, the preparation of question papers with meticulous care, and the evaluation of the answer scripts within the stipulated time. The answer sheets are returned to the students for scrutiny. Students who fail to attend the examinations for any valid reason are given a supplementary chance. Additional tests help in keeping a consistent performance record of the students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=Ij03MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=Ij03MSI=</a>

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

The Institution follows time-bound and transparent redressal of any grievance related to internal examination and assessment. The internal examination committee monitors the grievance on the valuation process and publishes the results. Students can directly approach the concerned teacher to redress their grievance or the HoD/Principal/Examination Committee or Grievance Redressal Committee. It is a three-tier mechanism commencing with the return of the evaluated answer scripts to the students, followed by a discussion of question papers in the class, allowing the redressal of any complaints at the teacher level. The Department Level Committee, in case of any grievance, will address the issue. The same can be brought to the College Level Committee if it remains unsolved. Students can approach the University when their grievances still need to be settled at the College level. Internal assessment mark sheets of all the courses and consolidated evaluation records are published on the respective Department notice boards, and grievances are redressed before forwarding them to the principal, who ensures careful verification of the same before uploading them to the University portal. Interactions with the parents and student-level feedback enable a productive analysis of the student's learning progress and recommendation of apposite remedial measures.

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

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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

The programme-specific outcome listed in the syllabus was briefed to the students at the commencement of the programme, and expected COs are explained at the beginning of each course.

Faculty training programmes were conducted on Outcome Based Education and Mapping of Outcomes. Each Department has formulated the Programme Specific Outcomes and Course Outcomes of the respective UG and PG programmes in tune with the given objectives in the syllabus and is published on the college website.

POs and PSOs are explicated to the students during the Induction Programme. Department Orientation Programmes familiarise students with each programme's syllabus, outcomes and assessment strategy.

The significance of learning outcomes as realised in student performance is deliberated at the Department and Institution Staff Meetings. The prospectus of the Institution provides the basic details of the syllabus and assessment procedure. Mid-semester and end-semester examinations, assignments, project works, seminars/presentations, discussions, employer feedback, etc., are essential to assess the Outcomes.

PTA meetings serve as a platform to facilitate discussing the outcomes with parents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://stthomascollege.info/igac/document/POS21-22.pdf">https://stthomascollege.info/igac/document/POS21-22.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The efficiency and effectiveness of the teaching-learning system is evaluated by the Institution following University directives. The implementation of the syllabi and the process of evaluation are monitored by the IQAC and the Principal. The IQAC organized faculty programmes on Outcome Based Education and encourages faculty participation in workshops to afford a profound

understanding of learning outcomes. Direct and indirect methods are employed to assess attainment of outcomes. Direct methods include internal examinations, end-semester examinations, assignments, seminars/vivavoce and lab assessments. The knowledge and skills described by the course outcomes are mapped to specific questions in internal examinations and home assignments. Assignment and seminar topics necessitate exposure to additional learning sources. Internal examinations and class tests are conducted to ensure achievement of the anticipated level of competencies at Module level and corresponding Course level. Use of Bloom's taxonomy is encouraged for the preparation of question papers for internal examinations and question banks at the University level. Discussions, exit surveys of final year students, feedback from alumni and employers reflect the comprehensive response on the quality of the teaching-learning process. Multi-level discussion of student performance in the examinations enable identification of the strengths and weaknesses as well as development of rectification strategies.

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

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

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

**422**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://stthomascollege.info/igac/document/Report2021-22.pdf">https://stthomascollege.info/igac/document/Report2021-22.pdf</a>

<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://stthomascollege.info/igac/document/SSS.pdf">https://stthomascollege.info/igac/document/SSS.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>0.10</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
<b>1</b>	
File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://kscste.kerala.gov.in/">https://kscste.kerala.gov.in/</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

52

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

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

19

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

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

5

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

### 3.3 - Extension Activities

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

St. Thomas College, Kozhencherry was actively involved in extension activities in the neighbourhood community during the year 2021-2022.

- **Ardram Projects:**
  - Home for homeless
  - ARYA-KVK Agri Project training for students and farmers on agricultural practices.
- **Anpu-Koodeyundu Programme:**
  - Providing mobile phones to students
  - Food kits distribution to the flood affected families
  - COVID pandemic awareness videos.
- **Cleaning Programmes:**
  - St. Marys School(Kozhencherry)
  - Maramon Convention Nagar
  - Banks of Pamba river at Kozhencherry and its surroundings.
- NSS Unit of our college in association with Donors Kerala and Blood Bank- General Hospital, Pathanamthitta, organized a blood donation camp.
- NCC unit assisted Kerala Police by supporting in the civil administration and also a traffic duty.
- Karshakamithra' an extension activity for farmers of Kozhencherry panchayat by Department of Botany and Central Integrated Pest Management Centre (CIPMC), Ernakulam
- Vegetos-Annual agricultural fest was organized by Department of Botany in associaiton with Spices Board, Kochi
- Department of Commerce in association withAnjappam Charitable Society-
  - Toilet construction in Ambalappara region
  - A Life Enrichment Training Programmes for the school students.
- Department of English donated bench and desk to Mar Thoma LP School, Kozhencherry.
- Illumina-Action for Education: Academic enrichment programmes for students in Model Residential School for

**tribals, Vadasserikkara.**

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/ext2122.pdf">https://www.stthomascollege.info/ext2122.pdf</a>
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year****9**

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

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****43**

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****3613**

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

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****14**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****5**

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The campus has a land area of 16.4 acres to develop adequate infrastructural facilities. Fifteen academic departments and one physical education department facilitated a staff room and classrooms with sufficient seating arrangements and an electrical connection. Teaching Departments have an ICT-enabled classroom and seminar hall to integrate technology into pedagogy. The auditorium, air-conditioned conference hall and examination hall are utilised for conducting academic and related programmes. Internet facilities are ensured in all the Departments. The library, housed in the Golden Jubilee Library Block with a reading room, reference area, and stack room facilities, has a considerable quantum of domain-related books, journals etc. INFLIBNET facility is also available. The Science Departments have sufficient laboratory facilities, including instrumentation rooms. A Common Computer Facility Centre with a browsing facility function in the Library Block. Computer labs are available in Physics, Mathematics, Botany, Commerce, Statistics, Computer Science and Life-Science Blocks. Language lab, digital theatre, herbarium, medicinal garden, Zoology Museum etc., complement academic learning. The gymnasium, Yoga Centre, Counselling Room, Women's Restroom, Divyanggan-friendly Toilet facility, spacious cafeteria and meditation Centre are other specialities. Football, Volleyball and Basketball courts, herbal garden, and rainwater harvesting facilities are maintained well.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/physical4.1.1.pdf">https://stthomascollege.info/igac/document/physical4.1.1.pdf</a>

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

#### Cultural Activities

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

#### Sports and Games

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

#### Yoga

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

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

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

34

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

34

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/4.1.3.1.Link.pdf">https://stthomascollege.info/igac/document/4.1.3.1.Link.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

82.36

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

The library was automated in 2007 with SOUL Software designed and developed by the INFLIBNET Centre; we have been using Koha Library Software since 2018. Digital Gate, Automated Card Reader System, and RFID integration are the library's specialities. CCF provides digital library services from INFLIBNET. The library is a member of INFLIBNET Centre, Ahmedabad, an inter-university centre of the University Grants Commission. INFLIBNET Centre

support has improved the quality and relevance of college information services.it provides access to e-journals and e-books. Renewed the INFLIBNET -N List database service for the academic year 2022-23 costs 5900 rupees. The amount is given by the college PTA.

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

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

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

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

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

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

**2.15**

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data**

for online access) (Data for the latest completed academic year)

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

4668

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

### 4.3 - IT Infrastructure

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

- With more than six decades of history, the Institution has always been persistently augmenting its IT facilities to address the changing trends in the academic scenario and to equip faculty and students to efficiently engage in the process of learning.
- The Common Computer Facility Centre (CCF) operates as a hub facilitating the academic and professional requirements. The centre served as a computer training center for UG students. The Centre offers a basic course in MS Office Management and provides facilities like browsing, scanning, printing, photocopying etc. The students make use of the Computer Centre for submission of applications for higher education, career, scholarships etc.
- All the Departments have Wi-Fi connectivity and necessary computational facilities.
- The college administrative office is fully equipped with computers, Wi-fi, and printer-cum-scanner-cum-photocopier.
- Language Lab installed under the Department of English provide an opportunity to students to study languages by the help of software.
- Wi-fi /LAN connections are available in all departments and Seminar Halls and IT Corners.

- The institution provides email id to all students and faculty from college webaddress.
- Students have G-suite access
- Duplex high-speed printer, and photocopier are available for the use of students in the campus and library.
- The institution uses emails and WhatsApp group facility for internal communication.
- Bandwidth of internet connection using BSNL has been enhanced from 10 MBPS to 200 MBPS.
- Additionally, an Asianet internet connection has also been installed.
- Power interruption is compensated to an extent by solar power panels and generators.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/IT%20Policy.pdf">https://stthomascollege.info/IT%20Policy.pdf</a>

#### 4.3.2 - Number of Computers

198

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

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

56.49

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

St. Thomas College Kozhencherry established a system of procedure for maintaining and utilizing physical, academic and support facilities including laboratory, library, sports complex, computers, and classrooms.

- The total number of classrooms is 76, and 34 are ICT-enabled. Classrooms are spacious and well-equipped with sufficient furniture, boards, fan, lights and plug points to connect ICT tools. Internet facilities are available in each classroom.
- The college owned a spacious two-story library building, constructed in 2006, with ICT facilities and Inflibnet. The library is fully automated with Koha 21.05.02.000. The library provides access to over 54,600 books, 6,200 e-journals, and 195,000 e-books through N-LIST, considerable

number of periodicals, research journals, newspapers, dissertations, monographs and 5 computers with internet access for students and researchers.

- The college has volleyball, basketball, football/cricket ground and a well-equipped fitness centre. The director of the Physical Education Department coordinates various coaching sessions and other sports activities of the college. The students and employees of the college can use the facilities in the fitness centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/EnviorReport.pdf">https://stthomascollege.info/igac/document/EnviorReport.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

823

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

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

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

270

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://stthomascollege.info/igac/document/Report1.pdf">https://stthomascollege.info/igac/document/Report1.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

1720

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

1720

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

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

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

## 5.2 - Student Progression

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

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

17

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

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

160

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

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

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

**12**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **5.3 - Student Participation and Activities**

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

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

**89**

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

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

The activities of the College Union for the academic year 2021-2022 commenced with the oath-taking ceremony of the office bearers on 21 March 2022. The college's joint inauguration of the College Union and Arts Club was held on 25 March 2022, with renowned cine artist Sri. Irshad Ali as the chief guest. The College Youth Festival was held on 23 and 26 March 2022, with the literary events being held on the 23rd and the cultural events on the 26th. The competitions witnessed many students turning up to showcase their talents and skills. The first prize winners of each event had the opportunity to participate in the Mahatma Gandhi University Youth Festival, "Wake-Up Call 2022", held in Pathanamthitta from 1-5 April. Sixty students represented the college in 45 events at the Youth Festival. Jins Jose, a Research Scholar of the Department of English, won the 2nd prize for Short Story Writing-Malayalam and 11 students secured "A" grades in their respective events. As a part of the Anti-Drug Movement, the College Union organised a march against drugs campaign on 30th September and a flash mob in the college on 20th October 2022.

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

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

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

73

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

#### 5.4 - Alumni Engagement

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

Alumni Association for the College is registered under the charitable societies act. No PTM/TC/63/2022. The Annual General Body meeting of the College Alumni was held on 19/03/2022. Rev George Mathew was inaugurated, and Principal Dr Roy George K. presided over the meeting. 67 Alumni participated. An executive meeting of the Botany Dept. Alumni (Ficus) was conducted on July 21, 2021, to present the status of Diamond Jubilee projects. Dr Annie J. Mathew, an alumna, gave two sets of Flora of the Presidency of Madras to the department library. The alumni meet of Economics 1985-88 batch was conducted on 27/12/2021. The Economics Alumni Association also organised Bibi P Varghese Commemoration and Memorial Award function on 6/10/2021. An Annual General Body Meeting was organised by Commerce Alumni Association on 11/03/2022. The Department of Mathematics, in association with the Mathematics Alumni Association, organised a condolence meeting for Prof T. G. Subrahmanyam Potti, an eminent personality who went into his heavenly abode on 2 January 2022. The Department of Mathematics, in association with the Mathematics Alumni Association, organised an online condolence meeting of Prof. P.S. Thomas on 12 February 2022. The Physics batch of 2003-06 contributed an amount of Rs 5000 toward the scholarship fund.

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

**VISION:** To foster academic excellence, moral integrity, and social commitment in young men and women.

**MISSION:** To mould intellectually well-trained young men and women through quality higher education to the rural population of central Travancore in Kerala by providing conducive academic environment. We also promote holistic development of the faculty and students to meet the challenges of modern trends in educational field by encouraging research and development, based on studies and extension programmes beneficial to the community.

The institution always adheres to the vision and mission of our founders to excel in all academic activities and transform the society into an inclusive and non-discriminatory one. We believe in a concerted effort of all the stakeholders for our consistent progress, based on our Motto " Ad Majorem Dei Gloriam". Various strategies for the future enhancements are always developed by the Management in consultation with Students, Teachers, Alumni and Parents. The Governing Council and Staff Council have teacher representatives included through a democratic process. The academic and administrative responsibilities are delegated to the faculty members by the Principal in consultation with the Staff Council. Students are always the part of decision making process through various committees at the institution and

department levels.

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

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

The institution has a stratified and decentralised leadership structure in accordance with the statute of the affiliating University such as Staff Council, Governing Council and Governing Body. The Governing Council consists of educational experts, public functionaries, and democratically elected representatives from the staff. The Staff Council, headed by the Principal, is a statutory body consisting of five elected staff representatives, Heads of the Departments, IQAC Coordinator, Librarian, and Superintendent of the college. The Staff Council creates numerous Sub-Committees, Forums, Clubs, and Organisations to coordinate various curricular and co-curricular activities. Various clubs and associations actively involve in the management of academic matters. Faculty members will act as conveners or coordinators of these committees. Academic coordinators of the department are responsible for ensuring the quality of the department in various aspects. The Office delivers all administrative functions under the supervision of the Superintendent as per the directions of the Principal. The Heads of the Departments coordinate all academic activities in consultation with the department staff council. Students participation is ensured in IQAC, RUSA and Students Coordination Committee. The College Union, an elected body of students, actively acts as the bridge between the students and the administrative bodies.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/iqac/document/STC_GL20230411.pdf">https://stthomascollege.info/iqac/document/STC_GL20230411.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Curriculum Delivery Management System

The institution has an efficient way to monitor the curriculum delivery by the faculty members. The college utilises "Cognito forms" for the monitoring system. Each teacher has to submit the teaching plan for each month in a prescribed format through the online mode. After each class, the teachers must submit the details of covered portions, attendance, etc., through the Cognito forms.

A copy of the information submitted by each faculty member will be emailed to the relevant Head of the Department and the Principal. The details are furnished based on the Curriculum Delivery System, which is processed in the Office and published centrally. Students' attendance in each class is processed using a software program, Edu Cloud 360, at the College Office.

A centralized internal examination system ensures proper monitoring and implementation of an internal evaluation system. An internal examination committee constituted by the staff council of the college conducts examinations periodically.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://stthomascollege.info/layout.php?cxv=Ijgi">https://stthomascollege.info/layout.php?cxv=Ijgi</a>
Upload any additional information	<a href="#">View File</a>

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

The institution is administered by the Manager, based on the Vision and Mission of the College, with the support of Governing Council. Based on the objectives and mission, the Council articulates various policies and takes decisions on administrative matters. The Principal, the Academic and

Administrative head, is assisted by the Staff Council and IQAC in ensuring quality of education, augmenting and constructing the infrastructure, and promoting the welfare of students and staff, after evaluating feedback from all stakeholders. The institution adheres to all norms and guidelines established by UGC, University and Government while appointing the faculty. Reputable academic credentials are the primary consideration when selecting the best candidates. HoDs manage the respective departments in consultation with faculty members. The teacher-in-charge keeps a keen eye on the students' academic progress and encourages their co-curricular achievements. The Superintendent is in charge of managing the administrative functions of the office. The teachers and students collaboratively manage various clubs and forums for extracurricular initiatives. To ensure a friendly and secure academic atmosphere, mandatory committees such as Internal Complaints Committee, Anti-Ragging Cell, Ethics and Discipline Committee, Grievance Redressal Cell, Minority Cell, Committee for the Differently Abled, etc. are functioning in the campus.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf">https://stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://stthomascollege.info/igac/document/Organogram.pdf">https://stthomascollege.info/igac/document/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The institution is always dedicated in providing a pleasant and conducive atmosphere for all staff members of the college. It supports the faculty members in accomplishing excellence in career and academics. Our institution provides ample facilities and services inside the campus to all teaching and non-teaching staff of our campus:

1. The St. Thomas College Staff Co-operative Society offers loans and financial services to all staff members.
2. St. Thomas College Cooperative Store provides stationery items at a reduced price.
3. A well-maintained gymnasium for physical fitness.
4. Free connectivity and Wi-Fi facilities.
5. Post Office.
6. Staff Association.
7. Best Research Paper Award for enhancing the research output.

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

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

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

<b>year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded
<b>6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year</b>	
<b>6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year</b>	
2	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>
<b>6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)</b>	
<b>6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year</b>	
45	

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

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

Our College has a performance appraisal system to evaluate the capability and dedication of the staff, prompted by the institution's unwavering commitment for performance enhancement. The institutional culture encompasses a self-evaluation system for staff to review their service, for which the IQAC has designed a self-appraisal form. The teacher's work diary, continuously evaluated by the Heads of the Department and IQAC, makes it easier to prepare effectively and complete the curriculum within the given time frame. The Principal and the Staff Council periodically review the efficacy of the curriculum delivery mechanism by gathering information from the students' evaluations, PTA meetings, academic audits, etc. Discussions about the advantages, disadvantages, opportunities and challenges faced by all the academic and administrative wings are made, and evaluations are used for catering to holistic improvement whenever necessary.

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

### 6.4 - Financial Management and Resource Mobilization

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

The institution believes in transparency and accountability in managing all financial resources and has a competent mechanism for envisaging it. Duly appointed Chartered Accountants audit all Governments funds, and the audit report and utilization certificate are submitted to appropriate agencies in due time. The Directorate of Collegiate Education, Government of Kerala and Accountants General Office, Kerala audit Grant-in-aid funds regularly. Clarifications and corrections, if any, are addressed with immediate effect. The College's annual income and expenditure statements are audited every financial year by duly appointed auditors and submitted before the Governing Council. Necessary corrections, if required, are incorporated. The final audited statement is submitted to the Mar Thoma Sabha Mandalam and is published in the annual report book and on the website of Mar Thoma Syrian Church.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/Mandalam-2021-22.pdf">https://stthomascollege.info/igac/document/Mandalam-2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

**1,74,746**

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

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

The Management always monitors all financial aspects of the institution to keep all its resources transparent and accountable. The institution receives grant-in-aid, PD accounts, etc., from the Government. The institution also has an annual financial plan for ensuring the optimal utilization of resources. The Management funds all infrastructure development and augmentation with the support of PTA, Alumni, philanthropists, well-wishers, etc. The Management and PTA fund all departments to conduct seminars and association activities. Additional resources required are raised as grants received from UGC, RUSA and Sports Council. Faculty members are encouraged to submit proposals for research grants. Endowments, scholarships, and sponsorships are mobilised from Alumni and well-wishers. The Planning Board, Purchase Committee, RUSA Committee, and IQAC efficaciously render their roles in resource management.

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

## 6.5 - Internal Quality Assurance System

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

The institution always upholds the idea of quality enhancement consciously. The IQAC meticulously works on this process with the support of its seven subcommittees to ensure the quality of the teaching-learning process, research activities, extra-curricular activities, career orientation and progression of students, and the development of infrastructure facilities. Mentoring and tutorial programmes were institutionalised to ensure that the students are equipped to face the challenges and opportunities of the modern world. The curriculum delivery process is monitored and reviewed with the help of teachers' work diaries through Cognito forms. Various committees and forums ensure the extracurricular prospects of students. Counselling services help students to face psychological challenges in a fast-growing world. Extension activities are organized among students to develop a sensitivity towards society and to make them better citizens. The IQAC encourages gender-equity programmes, environment-friendly practices, and

wellness initiatives by collaborating with students' forums. To find out the strengths and weaknesses of all initiatives, a committee of eminent academicians does external and internal academic audits.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/document/IOAC%20ANNUAL%20REPORT%202021-22.pdf">https://stthomascollege.info/document/IOAC%20ANNUAL%20REPORT%202021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The institution organises an induction programme for first-year students to provide an overview of 'programmespecific outcome'. Course outcome is circulated at the beginning of each semester. Copies of programme specific outcome and course outcome are published in the college website. Bridge courses have been conducted for students based on their entry-level test performance.

Curriculum transaction and evaluation were appraised by the Heads of the Departments, IQAC and Staff Council. Students' feed back and PTA meetings are done at regular intervals to analyse the academic progress of students. Internal examinations are conducted twice in every semester to evaluate the progress of curriculum transaction mechanism. Remedial classes are provided for the students, if required.

The college is incorporating infrastructure for a paradigm shift from traditional classroom to digital platform. The Government of Kerala has selected our college into the list of ten institutions State-wide for implementing the State-owned digital platform named "Digicol". Teachers are provided relevant training before deploying various LMS for effective transaction of knowledge.

Eminent academicians from other institutions are invited to evaluate all quality/standards maintained.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/2021-22%20External%20AuditReport.pdf">https://stthomascollege.info/igac/document/2021-22%20External%20AuditReport.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://stthomascollege.info/catepanel/uploads/principaling/NIRF%202022.pdf?cxv=IjQ3MiI=">https://stthomascollege.info/catepanel/uploads/principaling/NIRF%202022.pdf?cxv=IjQ3MiI=</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

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

The college has promoted gender awareness programmes under the wings of Women's Cell and Centre for Women Studies mainly.

A list of programmes organised during 2021-22 is below.

1. Online seminar on Women empowerment on 30th October 2021.

2. A Driving Training Programme for Girls was organised during the academic year. Forty-nine students registered for the course.
3. On 16 December 2021, a workshop on Legal Rights and Ethical Responsibilities was conducted.
4. A debate on Gender Neutral Dress codes in educational institutions on 24th January 2022.
5. The Women's Cell and Equal Opportunity Cell jointly organised a Gender Awareness Campaign in virtual mode on 19 Feb. 2022.
6. Centre for Women's Studies organised Gender Sensitization and Leadership Workshop on 2 March 2022 at St Thomas College—Deputy Editor of THE HINDU newspaper Smt. Saraswathy Nagarajan delivered the Keynote address.
7. The college provides residential facilities for women students. Presently there are two separate hostels for ladies, one for PG students and Research scholars and the other for UG students.
8. Premarital Counselling for hostel residents was organised for four days by the women's hostel in collaboration with the Minority Coaching Centre, Pathanamthitta.

File Description	Documents
Annual gender sensitization action plan	<a href="https://stthomascollege.info/igac/document/GenderSensePLan.pdf">https://stthomascollege.info/igac/document/GenderSensePLan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://stthomascollege.info/igac/document/GSP2021-22.pdf">https://stthomascollege.info/igac/document/GSP2021-22.pdf</a>

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution primarily focuses on solid waste management. Three categories of solid waste are collected from the campus. They are

1. Food waste, 2. Plastic waste, 3. Paper waste.

Compostable food waste is a significant solid waste category comprising less than 10 kg daily on working days. This food waste is collected separately and transformed into vermicompost.

- The campus has been declared a plastic-free campus and insists that students deposit plastic waste separately in waste bins provided for this purpose.
- Plastic cups and bottles were minimised per the college authorities' directions.
- The Green Protocol is strictly observed throughout the campus.

Biogas plants were placed in the college in the year 2013. The plant is used to process food waste. The management of the college annually maintains the biogas plants. A separate biogas plant has also been placed near the girls' hostel to process food waste there.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://stthomascollege.info/igac/document/WastePPTGeoTag.pdf">https://stthomascollege.info/igac/document/WastePPTGeoTag.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water**

A. Any 4 or all of the above

**harvesting Bore well /Open well recharge  
Construction of tanks and bunds Waste  
water recycling Maintenance of water  
bodies and distribution system in the  
campus**

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

### **7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

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

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

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

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

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

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

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

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

**Our college is founded on the noble vision of imparting quality education in an equitable, rational, fair and inspiring environment for students to achieve their full potential. The college administration and teaching staff make it a point to**

motivate students to imbibe the tenets of inclusive growth fully. The college provides admission to students from various parts of the state and those hailing from outside of Kerala, irrespective of caste, creed, religion etc. Considering the administrative realm of the institution, the college management gives much importance to promoting people from various communities to academic and non-academic posts based on the merits and skills of the person. The institution opens its positions to all communities irrespective of caste, creed and religion. Christian, Hindu and Muslim community members are accommodated among the college staff. The institution offers its student support programmes to all students without considering their cultural, linguistic or social status. Through NSS and NCC activities, students are made aware of social work and imbibe the values of togetherness, amity and teamwork. The respective differences are removed while working together in different group tasks. Thus, our college functions with a profound sense of harmony, and the faculty and administration collaborate with the students to foster an environment that promotes inclusive growth for everyone.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

St Thomas College organizes programs to promote the Constitutional values, rights, duties, and responsibilities of citizens. The curricular and extra-curricular activities aim at edifying the students and staff about their personal and institutional commitments to function as responsible citizens, respecting human dignity and preserving national unity. The college celebrates Independence Day on the 15th of August every year. In addition to this, special programs were organized by NSS volunteers to brief students about the freedom struggle. The institution also organizes several programs that are aimed at the promotion of various constitutional rights, duties, and responsibilities of citizens such as Blood Donation Camp, Women's Day, World Environment Day, cleaning drive, helping the needy etc. The curriculum comprises topics like Introduction to

the Indian Constitution, Gandhian thoughts, human rights, gender equity etc. All UG programmes offer a course on Environmental Studies and Human Rights. Hence, in this way, our college ensures that citizens' constitutional values, rights, duties, and responsibilities are promoted and served. Institution also facilitates Student Union's Election every year. Likewise, Elections of the registered associations of non-teaching staff, officers and teachers are also held as per their constitution, which is helpful in the promotion of democratic values in the university.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

and festivals

India is renowned for its celebrations, cultural variety, and racial harmony. By educating students about the value of safeguarding, preserving, and promoting Indian culture, the college enables them to connect with their cultural history and roots. The institution takes great pride in celebrating national festivals and observing the birth and death anniversaries of eminent Indian personalities with great enthusiasm. These foster a sense of inspiration and patriotism in the hearts of young college students. Our organisation is working to improve India by eradicating caste and religious barriers. The college organizes talks, memorial meeting or other activities on these days of national importance to commemorate the events or pay tribute to the contributions of our leaders and to instil moral and ethical behaviour in students' personal and professional life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice -I

**Title: Academic Delivery and Monitoring System**

#### Objectives

- To create micro-level documentation for individual teachers to record the daily academic activities in the college.
- To track academic activity regularly and efficiently to make the teachers more focused and duty-bound and to measure the program outcomes' attainment.
- To monitor course delivery continuously during the semester's progress for the smooth and timely completion

of the syllabus.

- To record all activities teachers performed as duties beyond their stipulated teaching hours.
- To streamline the teaching-learning process more meaningfully and effectively to ensure academic excellence.

Full Text

Best Practice: II

Title: Environmental Sustainability Programme (ESP)

Objectives: The institution has launched an Environmental Sustainability Programme (ESP) to uphold its vision of a "sustainable campus" focused on integrating sustainability into its environment, economy, and society. The programme aims at achieving several objectives, which include contributing meaningfully to fulfilling the Millennium Development Goals proposed by UNDP, creating awareness of the challenges of ecology, understanding measures to prevent ecological degradation, building an ecologically sensitive generation, being conscious of eco-ethics and eco-justice, transforming the institution into a "negative carbon emission campus" and converting organic waste into manure for a healthy, hygienic and hazard-free environment.

Full Text

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

### 7.3 - Institutional Distinctiveness

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

TITLE: STUDENT SUPPORT SERVICES (SSS)

A sublime venture was realised in 1953 with the founding of St. Thomas College on the lush, hilly terrain of the Kozhencherry region, with the noble vision to foster academic excellence, moral integrity, and social commitment in young men and women. In keeping with this vision statement, the college has an

effective Student Support System (SSS). As a part of the system, our college has started programmes on campus and in the community to support students. The institution is dedicated to extending its noble idea of student support services through forums like NSS, NCC, Women's Cell, Environment Initiative Clubs, 'Anpu-Oppamundu' St Thomas and the "Ar dram" project is yet another unique initiative of the college to promote social responsibility among students. The Institution has instituted merit-cum means scholarships, Personal and group counselling services, Mentoring system, and Remedial classes. The Noon Meal Scheme is intended to ensure that no student of St Thomas College remains without a noon meal on any working day due to financial constraints. The Alumni Association and the Management are the key pillar of support for the general growth of the institution and its students.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

ISO Certification for the College

NAAC Reaccreditation

Auditorium Renovation

Start initiatives to begin 4-year UG Programmes