



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	St Thomas College, Kozhencherry
• Name of the Head of the institution	Dr George K. Alex
• Designation	Principal in Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04682214566
• Mobile no	9745050981
• Registered e-mail	stthomaskozhy@gmail.com
• Alternate e-mail	iqacstthomas@gmail.com
• Address	St Thomas College
• City/Town	Kozhencherry
• State/UT	Kerala
• Pin Code	689641
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• 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	Shinu Koshy				
• Phone No.	04682214566				
• Alternate phone No.					
• Mobile	9400667669				
• IQAC e-mail address	iqacstthomas@gmail.com				
• Alternate Email address					
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.stthomascollege.info/includes/AQAR%202021-22.pdf">https://www.stthomascollege.info/includes/AQAR%202021-22.pdf</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://www.stthomascollege.info/catepanel/uploads/principaling/Calendar.pdf">https://www.stthomascollege.info/catepanel/uploads/principaling/Calendar.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A++	3.67	2023	24/06/2023	23/06/2028
<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 1	RUSA	Kerala State Project Directorate	2022-23	2531725	
<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>	<b>5</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<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>		
Re-accreditation process completed		
Increased the solar power plant capacity		
Free UPSC/ PSC coaching for students		
<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>		
Plan of Action	Achievements/Outcomes	
Fourth cycle Reaccreditation Process to be completed	SSR submitted on February 2023. SSR was approved by the accrediting agency.	
Participation in NIRF and AISHE	Participated in NIRF and submitted the report to AISHE	
Coaching for our students to attend the competitive exams conducted by UPSC/PSC and other agencies.	Organized a training programme for students free of cost	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
Staff Council	18/12/2023

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

Year	Date of Submission
Yes	15/02/2023

**15. Multidisciplinary / interdisciplinary**

A comprehensive and integrated approach to various disciplines was always fostered from its inception by our institution. The institution believes that an academic community must strive to transcend the boundaries of each discipline. As an affiliated institution of Mahatma Gandhi University, the CBCS programme offers a multidisciplinary approach by including the study of language and literature for every student, irrespective of the programme offered. All undergraduate students have courses based on environmental studies and human rights to sensitize students towards contemporary issues and edify them as responsible citizens. The interdisciplinary learning process is achieved through complementary and open courses offered as part of the curriculum. Projects, study tours, industry visits, etc. will provide experiential learning. Add-on and Certificate Courses provided by the institution and the MOOC on Organic Farming by the University improve the skills and employability of the students. As a registered member of SWAYAM-NPTEL, the institution encourages students to enroll in various courses. The seminars and workshops organized for research scholars and postgraduate students aim to inculcate a multidisciplinary approach to dissertation and doctoral studies. REYONO: Journal of Interdisciplinary Studies, a peer-reviewed journal published by the institution, offers a platform for disseminating intellectual deliberations among academia.

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

The Academic Bank of Credits, which is an essential part of National Education Policy 2020, is a digital bank of students containing information about credits acquired by a scholar throughout their learning tenure. It provides an opportunity for all students to have a flexible learning environment by having access to different courses as part of a programme from various institutions and universities. At present, the institution is not part of the Academic Bank of Credits.

**17.Skill development:**

Skill development initiatives are very crucial for all students to meet the challenges of the modern world. Our institution always tries to impart digital literacy to all first-year undergraduate students through the Common Computer Facility. The Language Lab provides a space for the refinement of communication skills and acts as a centre for learning various foreign languages. A variety of training programmes are arranged for all students through various clubs and associations to imbibe soft skills, life skills, and leadership skills. The lacuna of employability is identified, and initiatives are taken to guide them to overcome such challenges. Various diploma courses and hands-on training by departments are organized to impart skills to all our students. Postgraduate Diploma in Taxation in association with the Gulati Institute of Finance and Taxation, Thiruvananthapuram, the Mushroom Cultivation programme of the Department of Botany, and Ornamental Fish Cultivation and Aquarium Maintenance programmes offered by the Department of Zoology are a few examples of such courses. The Student Leadership Training Programme always tries to develop a positive outlook and leadership qualities in the students.

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

The institution always tries to integrate the traditional knowledge system in an appropriate manner, both as part of the syllabus and through various other initiatives. Cultural diversities and various classical languages, such as Malayalam and Sanskrit, are taught as part of the syllabus. The Citizen Research Programme is implemented by the institution to compile local wisdom and knowledge in different fields such as arts, agriculture, etc. A short-term course on Communicative Sanskrit has gathered a lot of attention among the students. Traditional art forms are taught on campus, such as Vanchipattu, Kathakali, etc. International Yoga Day is celebrated to popularize the traditional knowledge of yoga.

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

Outcome-based education emphasizes the attainment of specific goals by the learner at the end of each semester and programme. Faculty training programmes were conducted to improve the quality of teaching strategies and methods for achieving outstanding learning outcomes. At the time of the Induction Programme, students are clearly informed about the skills and knowledge they are expected to master through the Programmes. The teachers introduce the outcomes at the beginning of each course. The attainment of course outcomes,

program-specific outcomes, and programme outcomes is monitored by the teachers and evaluated at the departmental and college levels.

## 20.Distance education/online education:

Online education is and will be an inevitable part of mastering professional competencies. As a registered member of SWAYAM-NPTEL, the institution encourages students to enroll in various courses. Students have enrolled in the Massive Open Online Course (MOOC) on Organic Farming instituted by Mahatma Gandhi University. The institution provides training for all teachers in the ODL mode of teaching and also provides training for students to learn courses online. G-Siute account is provided to all the teachers and students by the institution to encourage blended learning. Digital classrooms are created for all courses semester-wise, which will enhance the efficiency of the curriculum delivery process. The digital platform helps in the conduct of national and international seminars more easily.

## 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	1711
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	146
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	<b>632</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>108</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>108</b>
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>72</b>
Total number of Classrooms and Seminar halls	
4.2	<b>215.24</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>198</b>
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

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

As affiliated with Mahatma Gandhi University, the institution follows the curriculum of the University for all of its programmes. IQAC prepares an Academic Calendar for the institution by adhering to the University timetable. The planning and implementation of the curriculum delivery are undertaken at the department level to assign courses, distribute workload, prepare a timetable, and develop a curriculum delivery plan based on the Academic Calendar. IQAC ensures the proper documentation of the academic delivery process through Teacher's Work-diary which is monitored by the HODs, IQAC, and Principal.

Induction programmes for newly admitted students are organized at the institutional and departmental levels. to introduce them to POs, PSOs, COs, CBCSS, and institutional policies.

Bridge Courses are offered to first-year students, followed by ELAT to categorize students into advanced and slow learners. Remedial classes, peer tutoring, and mentoring sessions are provided as student support programmes. Assignments, internal exams, and seminar presentations are conducted for continuous evaluation. The institution utilizes the Digital Learning Management System 'Digicol' as a learning platform.

Seminars, workshops, work readiness programmes, industrial/field visits, and projects contribute to nurturing the delivery of the curriculum. Feedback is collected and assessed to adopt measures to refine the academic process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1z4sXBm_3dNx71KZDFTZdxCrRpwz-vxHj/view?usp=sharing">https://drive.google.com/file/d/1z4sXBm_3dNx71KZDFTZdxCrRpwz-vxHj/view?usp=sharing</a>

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

The institution's Academic Calendar is prepared at the commencement of each academic year by the IQAC and the Staff Council of the College, in accordance with the University Calendar, which is published in the College Handbook and Website. It integrates all the

important academic and non-academic events, the commencement and culmination of each semester, the total number of working days, and the tentative dates of internal and university exams. The institution endeavors to adhere to the academic calendar to complete the Curriculum Delivery and Continuous Evaluation Process on time, organize remedial classes before university exams, and also observe important days and events.

While the departments ensure the timely delivery of curriculum, the Internal Exam Committee conducts two internal exams every semester and ensures that the evaluation and publication of results are completed meticulously. The question papers and mark lists are also documented by the Committee. Supplementary exams were held for students who failed to appear for the tests on valid grounds. Grievances regarding the internal marks are addressed before they are uploaded and forwarded to the University by the Verification and Documentation Committee.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1pBU4t2xhRukamaXidfe8Pg_0-6mRlcft/view?usp=sharing">https://drive.google.com/file/d/1pBU4t2xhRukamaXidfe8Pg_0-6mRlcft/view?usp=sharing</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**

889

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 focuses significantly on integrating issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Various themes embedded in the syllabus of Core, Complementary, Open and Common courses focus on these pertinent issues. The institution implements an added credit course offered by the University called the "MOOC on Organic Farming" to inculcate the life skills of sustainable agricultural practices. The Women's Cell organizes workshops on mental health, and gender-based violence and focuses on imparting new skills to female students through driving classes, the 'Earn While You Learn' Value Added Programme and Confidence-building workshops. Volunteerwork was also undertaken by the female students in poor tribal belts to impart a better perspective of human values.

The college is a Plastic-Free Zone, undertakes green auditing, and observes various environment-related days to foster environmental awareness among the students and staff members. Various activities, such as camps, training programs, orientation programmes, extension activities, seminars, workshops, and competitions, are organized to inculcate values and professional ethics in the students. Gender sensitization, environmental conservation drives, empowerment programmes, campaigns against drugs are organized under the aegis of Departments, Associations and Clubs to promote sustainability and inclusion.

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

25

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>
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

632

File Description	Documents
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>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/file/d/1_Qc6E4RcR6CHb_AxeU5Cv_pz_l0kvD-B/view?usp=sharing">https://drive.google.com/file/d/1_Qc6E4RcR6CHb_AxeU5Cv_pz_l0kvD-B/view?usp=sharing</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<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>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.stthomascollege.info/includes/student_satisfaction_survey2022-23.pdf">https://www.stthomascollege.info/includes/student_satisfaction_survey2022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**512**

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

**146**

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

**In an effort to assess the learning levels of the students, the institution conducts Entry Level Assessment Tests (ELAT) and Bridge**

Courses at the commencement of every academic year for students of the first-year undergraduate programmes. The results of the ELAT enable teachers to identify and categorise students as advanced, average, and slow learners. On the basis of this categorisation, students are provided with the necessary guidance and support to progress and excel in their studies. The Orientation Programmes held at the Institutional and Departmental levels help to motivate and inspire all categories of students. Similarly, mentoring and tutorial sessions allow teachers to interact with students on a personal level, through which advice and counsel can be offered depending on individual needs. Slow learners are given additional assistance through such means as remedial classes and peer tutoring. Advanced learners are encouraged to participate in Seminars, Workshops, Competitive Examinations, Project Works and Research activities offered by the institution or by other institutions or organisations. Career guidance and counselling sessions are conducted for the benefit of average and advanced learners. UPSC/PSC coaching is conducted for interested candidates, and students are motivated to initiate new ventures through the Young Innovators Programme.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1Z56pkDOhEG052PNxJrp07yLzd5m6LDuT/view?usp=drive_link">https://drive.google.com/file/d/1Z56pkDOhEG052PNxJrp07yLzd5m6LDuT/view?usp=drive_link</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
1711	108

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

A number of student-centric initiatives have been incorporated into the traditional teaching framework in order to suit the demands of the altering educational scenario. The students of all departments

are encouraged to participate in various seminars, workshops, debates, discussions, inter-collegiate competitions, project works, industrial visits, and field visits, which enable experiential and participative learning experiences. Students at both the undergraduate and postgraduate levels are required to give seminar presentations in class and are expected to submit assignments and projects as a part of the internal assessment process. Student centric methods are implemented not only in classroom settings but in the activities organized by various clubs and forums as well.

Additional learning vistas enabled by ICT are opened up to the students through the various courses offered by the MOOC platform under the NPTEL, SWAYAM and COURSERA portals. Peer Learning, in which advanced learners offer assistance to slow learners, is promoted and encouraged among the students thus developing team spirit, interpersonal skills, and teaching experience. Students are encouraged to engage in self-learning through the availability of E-Resources such as e-PG Pathashala, INFLIBNET, Shodganga and MGU-Thesis, making the learning scenario more participative and experiential.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1d7Yh9cQ03KyQvjBB3PrAOxtfudXhVzAd/view?usp=sharing">https://drive.google.com/file/d/1d7Yh9cQ03KyQvjBB3PrAOxtfudXhVzAd/view?usp=sharing</a>

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

The institution, in tune with the changing technological scenario, has made it a point to incorporate ICT tools into the teaching and learning process. The use of ICT tools along with the traditional teaching method enhances the learning experience, thus making the curricular transaction more engaging and learner-friendly. Teachers are well equipped to handle sessions in class using Power Point presentations. Students at both the undergraduate and postgraduate levels are required to give seminar presentations in class and are encouraged to make use of Power Point presentations in the process. Teaching material is shared with students through such means as YouTube videos, e-notes, and audio lectures. Students are competent in the use of technology for examinations, assignment submissions, seminar presentations, and the sharing and using of learning resources. The courses enabled by ICT, offered under the

NPTEL, SWAYAM, and COURSERA portals, provide students with a wider and more expansive learning venue. The institution also makes use of the Moodle platform for the purpose of online teaching.

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="#">View File</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

49

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

1264

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.

The institution follows a transparent and effective system in the internal assessment process. The internal examination committee is entrusted with the task of publishing the timetable well in advance for the convenience of students, as well as framing the question pattern, printing question papers and arranging venues for the exams. A minimum of two internal examinations are conducted in a semester, which form a component of the internal assessment procedure. The committee ensures that the answer scripts are returned to students for their perusal and that parents are informed of the performance of their wards at PTA meetings held at the department level. A supplementary chance is afforded to students absent for an examination due to valid reasons. Along with the marks of two internal examinations and the marks obtained for attendance, either an assignment/viva/seminar for each course is included as a component of the internal assessment process. These are assigned or conducted individually by the teachers concerned. The valuation of

the same is carried out by the teacher, and the marks obtained are included for the internal assessment process. The internal marks of students are consolidated in standardized formats titled "A" and "B" forms, which are published for student verification.

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=IjQ3_MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3_MSI=</a>

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

The institution in accordance with the directives of the University ensures a time-bound and transparent redressal of any grievance put forward with regard to internal assessment. Grievance Redressal Committees exist at the department, college and university levels to consider the grievances of students. This three-tier mechanism is in place to address any complaints put forward by students about marks obtained in the internal exams, assignments/viva/seminar presentations or the consolidated marks in general. The complaints of students in this regard can be directly conveyed to the teacher concerned, the class teacher, the HoD, Principal, Grievance Redressal Committee or indirectly by placing their complaints in the complaint boxes maintained at each department or in front of the College office. If the complaint fails to be resolved at the department level, the same can be taken up at the college level. If a suitable resolution fails to be obtained from these two options, then the matter can be brought to the attention of the University level committee. The institution tries to ensure that all grievances are redressed in the initial stages itself.

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=IjQ3_MSI=">https://www.stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf?cxv=IjQ3_MSI=</a>

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The institution adheres to the syllabi prescribed by the affiliating University for all courses offered. The syllabi has well-defined objectives giving special emphasis to the skills/concepts/knowledge or graduate level attributes expected to be attained by students on completion of each course as well as programme. Teachers are made aware of the significance of the POs and COs in the teaching-learning process through faculty training programmes organized by IQAC. The institution, through different mechanisms ensures that parents and students are informed of the POs and COs both before and after a student has enrolled for a programme. The POs and COs are published on the college website, making this information readily available to anyone seeking admission to a Programme offered by the institution. Once a student has attained admission to a particular Programme, further explanations and clarifications are offered during the Induction Programmes and department level Orientation Programmes held at the start of the academic year. The POs and COs are also conveyed at the commencement of each course by the teachers concerned. The same are also displayed on department notice boards, listed out in the Handbook of the college and also uploaded in the Moodle-based Learner Management System.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stthomascollege.info/catepanel/uploads/PO,%20PSO%20&amp;%20COs%202022-23.pdf?cxv=IjQ4NCI=">https://www.stthomascollege.info/catepanel/uploads/PO,%20PSO%20&amp;%20COs%202022-23.pdf?cxv=IjQ4NCI=</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Institution has adopted systematic and standardized methods to evaluate the attainment of course and programme outcomes. These include such direct approaches as, centralized internal examinations, assignments, seminar presentations, comprehensive viva-voce for PG courses and project viva-voce for UG courses. Practical examinations, lab assessments and project work also form a part of the evaluation process. The former ensures the attainment of outcomes at the theoretical level while the latter probes into the practical knowledge acquired by a student. Class tests are also

conducted at regular intervals to evaluate competency in the subject at the module level and corresponding course level. All these evaluation techniques are designed in such a way as to assess whether students have acquired the specific knowledge, skills and concepts included in the course and programme outcomes. The institution encourages the utilization of Bloom's Taxonomy in the preparation of internal examination question papers in conformity with the method adopted by the University for the preparation of question papers for the end-semester -examination to appraise whether corresponding COs have been attained.

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

402

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://www.stthomascollege.info/Annual%20Report%202022-23%20Final.pdf">https://www.stthomascollege.info/Annual%20Report%202022-23%20Final.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 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)

[https://www.stthomascollege.info/includes/student\\_satisfaction\\_survey2022-23.pdf](https://www.stthomascollege.info/includes/student_satisfaction_survey2022-23.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****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)****0.917**

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>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****19**

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

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****1**

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://anert.gov.in/">https://anert.gov.in/</a>

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Creating an ecosystem for innovations and fostering initiatives for the creation and transfer of knowledge can significantly contribute to the growth and success of an institution. It not only encourages a culture of continuous learning but also promotes collaboration and the development of new ideas. To promote awareness of the consequences of adulteration of food and the wonders of chemistry among high school students, a programme was organized at St. Thomas Higher Secondary School, Kozhencherry, by the Department of Chemistry. The Department of Physics organized the 'Telescopium: An Eye to the Sky: A Sky Watch program' for the public in association with Break Breakthrough Science Society. This venture provides a unique experience of exploring the stellar wonders and learning more about the Physics of constellations and planets from experts. A programme was organised by the Biodiversity Club in association with the Kerala State Biodiversity Board on the theme 'Sustainable farming' for both academic and non-academic communities. Many farmers participated and shared their experiences. A field visit to Pannivelichira was organised to get an insight into the importance of conserving biodiversity.

Vegetos was organised by the Department of Botany to provide a market for homegrown agricultural products.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1KLJhBbubvVb_juiagemfTLQPvY0yicv7/view?usp=sharing">https://drive.google.com/file/d/1KLJhBbubvVb_juiagemfTLQPvY0yicv7/view?usp=sharing</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

10

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>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	<a href="https://www.stthomascollege.info/courses?cxv=IjkwIg==">https://www.stthomascollege.info/courses?cxv=IjkwIg==</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

8

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>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

11

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>

### 3.4 - Extension Activities

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

Extension activities are carried out in the neighbourhood community to sensitize students about social issues for their holistic development. Extension and outreach programmes involve activities that extend beyond the campus to engage with the community as a stakeholder. Numerous initiatives were taken by various clubs and departments in association with government and non-government organisations, well-wishers, and alumni. These efforts aim to foster collaboration, address community needs, and enhance the institution's impact beyond traditional academic settings.

- Department of Commerce has initiated the construction of a toilet for an economically and socially backward family in Ambalappara region in association with Anjappam Charitable Institution
- Ardrum Club initiated a home for the homeless project with the help of Commerce Alumni and Kozhencherry Grama Panchayat.
- Women's Cell and NSS initiated a cake sale and donated the amount to Anjappam Charitable Trust for their Mission Food for the Hungry Project.

- Women's cell visited the tribal families of the Plappally region in association with CARD and provided food and educational kits.
- Biodiversity Club has organized a biodiversity awareness and knowledge enrichment programme for school students on "Sustainable Farming."
- The Department of Hindi and Ardram Club have donated books to set up two libraries for the public.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1pJH6AgTEep_qE-6Ed5d4NjbWZ8tVnI79/view?usp=sharing">https://drive.google.com/file/d/1pJH6AgTEep_qE-6Ed5d4NjbWZ8tVnI79/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

6

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>

### 3.4.3 - 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

#### 3.4.3.1 - 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

14

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 during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

763

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>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

10

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

9

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 college boasts a comprehensive infrastructure, encompassing a library, classrooms, laboratories, seminar halls, computers, auditoriums, and other academic resources to support and elevate the teaching-learning experience in a campus of 16.4 acres. Initiatives for resource upgradation, addition, modification, and replacement are undertaken annually to align with curricular and non-curricular requirements.

With 76 available rooms, 65 of which are utilized for regular classes, including 36 ICT-enabled, the well-ventilated spaces meet program needs. Additionally, there are 7 ICT-enabled seminar halls, 22 laboratories, and separate rooms for HoDs and faculty. All teaching departments feature at least two ICT-enabled spaces. Facilities such as auditoriums, conference halls, examination halls, and internet-equipped departments support academic activities.

The college houses a block for self-financing programs, a newly constructed RUSA block, and a library block with reading and reference areas. The Common Computer Facility Centre (CCF) offers short-term computer programs and houses INFLIBNET. Computer labs are dispersed across various blocks, complemented by a language lab, digital theatre, herbarium, medicinal garden, healing garden, butterfly garden, and a Zoology Museum. CCTV surveillance with night vision ensures campus security.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/16pkufhyh0ipv4R7zdeHFyvZh2AUkhyb0/view?usp=drive_link">https://drive.google.com/file/d/16pkufhyh0ipv4R7zdeHFyvZh2AUkhyb0/view?usp=drive_link</a>

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

The institution provides amenities to support a variety of cultural, sports, and recreational activities. It features a versatile main auditorium, a smaller auditorium, and an open quadrangle with both a fixed and portable microphone and speaker system for hosting cultural events. For sports enthusiasts, the campus boasts an expansive 8500-square-meter football court, a 375-square-meter volleyball court, a 576-square-meter basketball court, and a 150-square-meter indoor badminton court. Additionally, there are provisions for athletics, cricket, throwball, tug of war, and Kabadi. The annual calendar includes not only inter-house events but also hosts various athletic meets and inter-collegiate volleyball tournaments. A well-equipped Gymnasium with facilities like treadmills, barbells, stationary cycles, an inclined bench press stand, and weightlifting equipment caters to fitness enthusiasts. Moreover, a Yoga Centre, led by a trained instructor, is available for those interested in incorporating yoga into their routine.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1hqXQW7sR7IJM1ItHZugeWZIZcvpKiiCq/view?usp=drive_link">https://drive.google.com/file/d/1hqXQW7sR7IJM1ItHZugeWZIZcvpKiiCq/view?usp=drive_link</a>

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

41

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1gZAel4NvK2r1g0XHybbuPIRekvsFYiMU/view?usp=drive_link">https://drive.google.com/file/d/1gZAel4NvK2r1g0XHybbuPIRekvsFYiMU/view?usp=drive_link</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)

86.17

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 St. Thomas College library is housed in a spacious two-story building constructed in 2006, where all library activities are conducted. The library's operations run efficiently within specific sections, supported by the Koha Integrated Library Management Software, known for its high compatibility. The library is fully automated, utilizing Koha software version 21.05.02.000. Initially, library automation began with the SOUL software, and later, the database was transitioned to Koha, an open-source software widely used for library operations. Additionally, a personalized software is employed for the e-gate registration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/file/d/12Uhur11bx4h6IwxCsYPyYMaOj8WXyAf8/view?usp=drive_link">https://drive.google.com/file/d/12Uhur11bx4h6IwxCsYPyYMaOj8WXyAf8/view?usp=drive_link</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)**

**1.36661**

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**

**43**

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

The institution's IT facilities are integral to the efficient administration of academic programs and activities. To adapt to changing academic trends, the college consistently enhances its IT infrastructure, guided by a five-year IT Augmentation Policy. Common Computer Facility Centre (CCF) serves as a central hub with various facilities, offering a basic MS Office Management course for undergraduates. All departments and administrative offices have Wi-Fi connectivity and essential computational resources.

A Language Lab, with the software "Orell Talk Language Lab Smart Online Version," provides language learning opportunities. Institutional email IDs and WhatsApp groups facilitate internal communication. Internet bandwidth has increased from 10 MBPS to 200 MBPS, with plans for further expansion to 1 GBPS. Committees, such as Website, Online Class, IT and Network Infrastructure Development, and Library Automation, actively plan and execute IT involved initiatives.

The robust IT infrastructure includes 205 computers, 40 LCD projectors, 7 ICT-enabled seminar/conference halls, and increased surveillance cameras. Regular maintenance of IT facilities is ensured with AMC's. Regular software upgrades align with e-governance and online classes. A Learning Management System based on Moodle, Google Workplace is also present in addition to RFID cards for library access, and Educloud for effective academic administration.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1Ah4KBf5akIsT-XuswhDGj83FBjE3Whp8/view?usp=drive_link">https://drive.google.com/file/d/1Ah4KBf5akIsT-XuswhDGj83FBjE3Whp8/view?usp=drive_link</a>

#### 4.3.2 - Number of Computers

198

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
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)

50.24

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

The college actively encourages the optimal use of its infrastructure facilities by both faculty and students for academic pursuits, research, health and fitness, and community service. Sports facilities, including the physical fitness centre, are available for staff and students. The College has a sports hostel which is supervised by the Physical Education Department.

Laboratories, directly overseen by department heads, ensure timely availability based on the class timetable. Lab maintenance, supported by authorized agencies, ensures the proper functioning of equipment, with technicians managing maintenance under departmental supervision.

The library, following statutory procedures for book procurement and maintenance, offers services to aided sector students. A Common Computer Facility Centre is functional, managed by an appointed instructor and complemented by departmental computer laboratories. Internet access is ensured in all departments, and regular computer maintenance is provided by technicians.

Solar energy serves as a power backup. Classrooms are allocated based on student numbers. Residential facilities for female students are available in two hostels, maintained by Management with support from the hostel warden and a teacher committee. Canteen, reprographic services, toilets, and restrooms are provided, with cleanliness overseen by dedicated staff. Maintenance requirements are properly funded and executed by the Management, utilizing available government funds.

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

676

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

25

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://drive.google.com/file/d/1m-9qbWaPBF04eKj_MVoP4IN21vXYEASv/view?usp=sharing">https://drive.google.com/file/d/1m-9qbWaPBF04eKj_MVoP4IN21vXYEASv/view?usp=sharing</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**

23

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

23

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

**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**

A. All of the above

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**

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<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

166

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
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

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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.**

18

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 Institution ensures student participation and involvement in various administrative, co-curricular, and extra-curricular activities through representation at both the departmental and institutional levels. At the departmental level, students hold different posts and serve in different capacities of the Department Associations. Elections to the College Union are conducted annually in accordance with the regulations and specifications of the University. The College Union comprises of a Chairperson, Vice Chairperson, a General Secretary, two University Union Councillors, two Lady Representatives, Arts Club Secretary, a Magazine Editor and Class Representatives. The Union is in charge of conducting and supervising such activities as Arts Fest, Literary Fest, Intercollegiate competitions, training of students for participation in University Youth Festival, Drama Fest, etc. The Institution also accords student representation to various administrative bodies such as IQAC, Internal Complaints Committee, the Student Grievance Redressal Committee and Cell to Combat Sexual and Mental Harassment. Students are provided with a conducive environment to voice their concerns, opinions, and suggestions with regard to any matters associated with the Institution.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/Academic%20Handbook%202022-23.pdf">https://www.stthomascollege.info/Academic%20Handbook%202022-23.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

52

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

The Alumni Association has contributed in many ways to the development and progress of the Institution throughout the years. The Association is registered under the Charitable Societies Act. No PTM/TC/63/2022. Alumni associations function at the departmental and institutional levels, and annual general body meetings are conducted for both. Significant contributions have been made through financial as well as other support services by the alumni of different departments. The alumni of chemistry department had donated a 10 kW solar power system.

Department of Mathematics, St Thomas College Kozhencherry and Mathematics Alumni jointly organized the ORMACHEPPU ORU GANITHA meeting, SANGAMAM, an alumni meeting on August 15, 2022, at the

College Auditorium, ensuring the participation of all the teachers and students of every batch who have been a part of the department since the inception of the institution. The Postgraduate Department of Commerce and Research Centre dedicated its renovated seminar hall on January 16, 2023, at 2.30 p.m. The hall has been renovated under the CSR activity of Muthoot Group and Mr. George M. George, Deputy Managing Director, Muthoot Group, who is an alumnus of the department. Alumni meetings are hosted annually by all departments for different batches.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1ZZLbRxHLF008c7618i6QB0VptaI7mUWs/view?usp=sharing">https://drive.google.com/file/d/1ZZLbRxHLF008c7618i6QB0VptaI7mUWs/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

A. ? 5Lakhs

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

## 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

St. Thomas College, a minority institution, has a heritage of effectively communicating its vision and mission to students. The college's vision is to cultivate academic excellence, moral integrity, and social commitment in young men and women. Its mission is to mould intellectually well-trained, morally upright, socially committed, and spiritually inspired individuals. The institution is dedicated to addressing contemporary concerns and fostering the holistic development of students and teachers through a nurturing academic environment.

From a governance perspective, the Governing Council plays a pivotal role in ensuring the implementation of the college's vision and mission across academic and non-academic activities. Emphasizing moral considerations, democracy, and transparency, the council oversees administrative decisions related to staff, students,

stakeholders, alumni, and institutional growth.

Strategically, the institution develops visionary plans encompassing academic expansion, research prioritization, infrastructure development, student support services, and community engagement initiatives to achieve long-term goals.

Teacher participation in decision-making is facilitated through democratic processes within the Governing Council and Staff Council, with various sub-committees, clubs, and forums promoting effective and participatory administration. Academic and administrative responsibilities are delegated to faculty members in consultation with the staff council. Students actively contribute to decision-making processes through committees at both institutional and departmental 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, in accordance with the regulations of the affiliating university, has a decentralised and organised leadership structure comprising the Staff Council, Governing Body, and Governing Council. The Principal, academicians, public servants, and democratically elected staff member make up the Governing Council under the leadership of the Manager. The Principal is the head of the Staff Council, which consists of Heads of the Departments, the College Superintendent, the Librarian, the IQAC Coordinator, and five elected members from among the teaching faculty. Various sub-committees, forums, clubs and department associations, under the guidance of faculty members, are functional in the college to facilitate a range of extracurricular and curricular activities. The Office carries out all administrative duties as directed by the Principal under the supervision of the Superintendent. All academic activities are coordinated by the Heads of the Departments in consultation with the faculty of the respective departments. Student participation is ensured in IQAC, RUSA and Students Coordination Committee. College Union serves as a vital link between the student body and the governing authorities.

File Description	Documents
Paste link for additional information	<a href="https://stthomascollege.info/igac/document/STC%20GL20230411.pdf">https://stthomascollege.info/igac/document/STC%20GL20230411.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 employs an efficient method to oversee the delivery of the curriculum by faculty members. To facilitate this monitoring process, the college makes use of "Cognito forms." In this system, each teacher is required to submit their monthly teaching plan in a specified format through an online platform. Following each class, teachers are obligated to submit details such as the portions covered and attendance through the Cognito forms.

Upon submission, a copy of the information provided by each faculty member is automatically sent via email to both the respective Head of the Department and the Principal. These details, aligned with the Curriculum Delivery System, undergo processing in the office and are subsequently published centrally. Additionally, student attendance for each class is managed through a dedicated software program called EduCloud 360, which operates within the College Office.

To ensure a systematic approach to internal evaluation, the institution has implemented a centralized internal examination system. This system is administered by an internal examination committee, which is constituted by the staff council of the college. The committee conducts periodic examinations, contributing to the effective monitoring and implementation of the internal evaluation system.

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 functions within a clearly defined organizational structure and hierarchical framework, abiding by University statutes and relevant regulations. Established by the Malanka Mar Thoma Syrian Church, the institution is supervised by the Manager with backing from the Governing Council. Comprising twelve members, this Council includes the Principal, a faculty representative, distinguished academic administrators, and public functionaries. The Council is responsible for appointing the College Treasurer and plays a pivotal role in shaping institutional policies.

As the central academic and administrative authority, the Principal is supported by the Staff Council and the Internal Quality Assurance Cell (IQAC). These bodies collaborate to propose initiatives for enhancing quality, developing infrastructure, and ensuring student welfare. Actively seeking feedback from stakeholders ensures a comprehensive decision-making approach. The institution's recruitment and promotional policies adhere to established procedures outlined by the University Grants Commission (UGC), the University, and the State Government, emphasizing a commitment to maintaining high standards and regulatory compliance.

Departmental management is effectively handled by the Heads of the Department with support from the faculty, while class teachers play a pivotal role in monitoring students' academic performance. The administrative office operates under the supervision of the Administrative Assistant.

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 consistently prioritizes cultivating a friendly and innovative environment for all its staff members. The implementation of effective welfare measures is pivotal in fostering a positive work atmosphere and ensuring the well-being of employees.

Welfare measures for both teaching and non-teaching staff encompass various aspects:

Under the Education category, initiatives include promoting FIP/UGC research scholarships, utilizing computerized digital labs for virtual platforms, and utilizing DIGICOL—an online education platform—to enhance academic activities. Recognizing and rewarding excellence is achieved through Best Research Paper Awards and the liberty to organize national and international conferences and

workshops.

Financial assistance is provided through the staff-cooperative organization, offering loans and monetary aid, along with merit scholarships for the children of members excelling in board exams. Additional benefits include discounted stationery materials, accessibility to government welfare programs, salary advances, and financial aid during emergencies.

Other benefits and facilities encompass a well-equipped gymnasium, sports activities, a college canteen, recognition of retiring staff, counselling services, paternity and maternity benefits, free Internet access, hostel facilities for female employees, post-office services, and festive celebrations. Additional facilities include a separate parking lot for employee vehicles, free medical checkups on campus, regular general staff meetings, and annual alumni gatherings.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/18Haq31FsNcP_533YiA3PaXEQeZmqtXOL/view?usp=sharing">https://drive.google.com/file/d/18Haq31FsNcP_533YiA3PaXEQeZmqtXOL/view?usp=sharing</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 year

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

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 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**

0

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	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**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.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

39

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**

The institution acknowledges the importance of a well-structured Performance Appraisal System in bolstering overall organizational effectiveness.

1. **Self-Performance Metrics:** The IQAC prepares a Self-Appraisal form with measurable performance metrics that assess the staff's roles and responsibilities.

2. **Implementation of Teachers' Working Diary:** Provided at the start of each academic year, the diary tracks monthly syllabus plans, unit tests, assignments, seminars, projects, field visits, mentoring, tutoring, remedial classes, and attendance. The recorded logs are verified by the Heads of respective Departments and the IQAC, with continuous analysis by the Head of the Department and staff council to ensure timely syllabus completion.

3. **Regular Performance Review:** Scheduled performance reviews from students create a continuous feedback loop, enabling timely recognition of accomplishments and identification of areas for improvement.

4. **General Bodies:** General staff and PTA meetings serve as platforms for revising and ensuring the institution's quality, evaluating teaching-learning mechanisms, administrative setup, infrastructure requirements, and addressing concerns for development.

5. **Fairness and Transparency:** Clear communication, standardized evaluation criteria, and impartial reviews between managerial officials, faculty, and non-teaching staff contribute to the system's overall credibility. This process helps address weaknesses, seize opportunities, and tackle challenges.

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 has an efficient system in effect with regard to financial resources, which demands accountability and integrity. All government funds are audited by duly designated chartered accountants. The auditors promptly submit the audit report and utilization certificate to the appropriate authorities. The Deputy

Directorate of Collegiate Education, the Directorate of Collegiate Education, and the Accountant General Office, Kerala, at designated intervals, verify all financial accounts pertaining to public funds. Usually, the audit of the Deputy Directorate of Collegiate Education takes place before the Principal or Office Superintendent retires. Corrections and clarifications, if any, are handled right away.

Every financial year, the college's annual revenue and expense accounts are audited by officially designated auditors and forwarded to the Governing Council. If necessary, corrections are included. In addition to being published in the annual report book and on the Mar Thoma Syrian Church website, the financial audited statement is handed over to the Mar Thoma Sabha Mandalam.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1CSNEgTPxSe5vvR4XlD8L3LPaW-AQnrGl/view?usp=sharing">https://drive.google.com/file/d/1CSNEgTPxSe5vvR4XlD8L3LPaW-AQnrGl/view?usp=sharing</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)

24.98

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 Governing Council monitors financial management to guarantee transparency and accountability in the utilization of the institution's resources. The institution has an annual plan for ensuring the optimal utilization of resources.

Apart from the grant-in-aid received from the government as the salary of the aided stream, PD accounts, and other purposes, the institution's financial resources include the tuition fees collected from the self-financing departments. The maintenance and development needs of the institution are met by the management, or from PTA/alumni funds and other contributions. Former faculty members and benefactors contribute to various scholarships, endowments, and sponsorships. The management provides funding for the construction of buildings and other infrastructure improvements, as well as salaries for self-financing employees and scholarships for deserving students. Every department receives PTA funding for conducting association events, seminars, and digital device maintenance.

Additional resources required are acquired through grants received from UGC, RUSA, and the Sports Council. Government funds are available for NSS and ASAP (Additional Skill Acquisition Program). The Planning Board, Purchase Committee, RUSA Committee, and IQAC effectively carry out their resource management responsibilities.

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 is committed to establishing a framework that ensures deliberate, consistent, and stimulating improvements across various aspects, recognizing that quality enhancement is an ongoing process. IQAC ensures the quality of teaching-learning processes, extracurricular activities, career orientation programmes, research, infrastructure, and student support programmes.

To ensure the quality of the teaching-learning process, the institution employs Teachers' Work Diaries and Cognito Forms precisely and strategically. Programs focusing on tutoring, counseling, remedial, and mentoring aim to help students explore contemporary opportunities and address real-world challenges.

Several committees and forums guarantee students' access to diverse extracurricular opportunities. The IQAC-created academic calendar outlines semester classes, internal exams, final exams, and other

events.

The implementation of outcome-based education aims to enhance collaborative performance in the teaching-learning environment. IQAC utilizes feedback from students and stakeholders to improve the teaching and learning processes.

IQAC oversees the departments' execution of certificate courses and organizes induction programs, including department-level curricular induction workshops and institutional orientation, for first-year undergraduate students.

In collaboration with various forums, IQAC actively promotes a gender equality program, health initiatives, and environmentally sustainable practices. Distinguished academicians conduct external and internal academic audits to assess the strengths and weaknesses of each endeavor.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/Annual%20Report%202022-23%20Final.pdf">https://www.stthomascollege.info/Annual%20Report%202022-23%20Final.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

As part of the IQAC's mandate, the institution regularly assesses its instructional strategies, operational procedures, and learning outcomes. During the induction program, first-year undergraduate students receive information about the course, examination dates, and assessment structure. Each department conducts a bridge course to academically acclimatize students at the first-year undergraduate level. Entry-level exams precede enrollment in the bridge course, categorizing students as weak or strong based on evaluation test results afterward. Subsequent academic sections offer remedial and advanced-level lessons, respectively, for each category. Student progress is evaluated through PTA meetings and feedback. Curriculum transactions and evaluations are reviewed by the Principal, Heads of Departments, IQAC, and the Staff Council.

Departments offer various certificate programs to help students acquire advanced skills beyond the mandatory syllabus. The IQAC

monitors the continuous evaluation process. Semester result analysis leads to corrective actions to enhance the learning process.

Under the IQAC's guidance, academic enrichment programs like ASAP and the ED Club are initiated for meaningful student development. PSC/UPSC training programs are organized by IQAC. The institution is selected by the Government of Kerala for the statewide deployment of the "DIGICOL" digital learning platform. Annual academic audits are conducted.

File Description	Documents
Paste link for additional information	<a href="https://www.stthomascollege.info/includes/Annual%20Audit%202022-23%20Final.pdf">https://www.stthomascollege.info/includes/Annual%20Audit%202022-23%20Final.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)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1cR6JYv3PaO7XcR9bSWHhp2u-uhdANOBl/view?usp=sharing">https://drive.google.com/file/d/1cR6JYv3PaO7XcR9bSWHhp2u-uhdANOBl/view?usp=sharing</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 initiated a 360-degree approach to fostering gender equity and a friendly working atmosphere. Equal opportunities are available to all individuals, irrespective of gender, caste, creed, language, national or social origin, property, birth, or other status. The institute arranges special programs, especially on International Women's Day, wherein female students and staff take part. Associations like Women's Cell have been established to provide training to female students, to develop their talents, and to highlight issues of concern to women students. The NSS, NCC, Subject Associations and PTA have also taken a keen interest in conducting special programmes on gender awareness. The college has opted for "Gender in Indian Perspectives" as an elective paper for the B.A. History Programme. IQAC of the college has also published a book titled Gender History to develop gender awareness among the students. The College provides hostel facilities for female students. As a part of safety measures CCTVs have been installed to ensure 24X7 surveillance and ID cards are issued to students and staff to prevent the entry of outsiders into the college premises. The institution has employed sufficient security staff, including a female security staff for the safety and well-being of those on the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1sODj8n85rn3Bjk3ydHytYHts-MUfVzp6/view?usp=sharing">https://drive.google.com/file/d/1sODj8n85rn3Bjk3ydHytYHts-MUfVzp6/view?usp=sharing</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://drive.google.com/file/d/1fXYscEF9l96vPgCkKjL-cQkvqy3FWoDo/view?usp=sharing">https://drive.google.com/file/d/1fXYscEF9l96vPgCkKjL-cQkvqy3FWoDo/view?usp=sharing</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	<a href="#">View File</a>

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 college is very conscious of trying to generate minimum amount of waste and the options available for its recycling and reusage. The college has segregated waste into Solid Waste, Liquid Waste and Hazardous Lab Waste. Solid Waste, generated by all sorts of routine activities carried out in the college, that include paper, plastics, glass, metals, foods, etc. are collected from the designated places, segregated, recycled/reused if possible, and disposed of if not possible. Compostable food waste is a significant solid waste comprising less than 10 kg daily on working days. The campus has been declared a plastic-free campus and if used, plastic waste is collected separately in waste bins provided for this purpose. A separate biogas plant has also been placed near the girls' hostel to process food waste.

Liquid waste generated by the college are of sewage waste, hostel and canteen effluent waste and are filtered through soakage pits. In the case hazardous lab & other waste disposal, a standard operating procedure is being followed.

E-waste generated is recycled properly. The e-waste generated from hardware which cannot be reused or recycled is being disposed of mainly through government-authorized vendors.

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="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

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**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<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

<p><b>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</b></p>	<p>A. Any 4 or all of the above</p>
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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	<a href="#">View File</a>
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).

The college organizes programmes to promote constitutional values, rights, duties, and responsibilities of citizens. Curriculum and extracurricular activities aim at edifying personal and institutional commitments to function as responsible citizens, respecting human dignity, and preserving national unity. 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. The institution conducts Student Union Elections every year democratically. Likewise, elections of the registered associations of non-teaching staff, officers and teachers are also held as per their constitution, further promoting democratic values.

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Different sports and cultural activities organized inside the college promote harmony amongst students and faculty.

The college celebrates Independence Day and encourages the conduct of special 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, Yoga day, Cancer day, AIDS day, regional festivals, cleaning drives, helping the needy etc., to establish positive interaction among people of different social and cultural backgrounds.

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 takes pride in the fact that, apart from preparing a sound academic foundation for the student community, the college constantly works to develop them as good citizens of the country. In this view, the institute inculcates a sense of belonging among the student community through various activities, practices, and programmes. Activities are organised that not only initiate but also motivate the students to adopt various practices that promote the concept of "Unity in Diversity" of our nation.

The college has strived in earnest to increase the level of awareness and initiate appropriate practices among students in developing a sense of constitutional obligation. The College has taken direct and indirect initiatives to promote awareness among

students about different National Identities and Symbols. Various academic and co-curricular activities have been organised for the propagation of the Fundamental Duties and Rights of Indian citizens. Interdepartmental and intercollegiate student-centric activities like poster and essay competitions have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/119q8AGADNGRar2NsdtKcXH3v43seoRbl/view?usp=sharing">https://drive.google.com/file/d/119q8AGADNGRar2NsdtKcXH3v43seoRbl/view?usp=sharing</a>
Any other relevant information	Nil

**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

A. All 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

To inculcate and nurture principles like dedication, devotion, struggle, equality, nationality, brotherhood, and humanity, the college organizes a number of programmes. Celebrations of National

days such as Independence Day and Republic Day imbibe principles such as sacrifice, patriotism, and oneness among students. Such activities inspire the minds of the youth and also create awareness in them according to the changing global scenario as well.

World Environment Day Celebration, World Nature Conservation Day Observation, National Scientific Temper Day, World Photography Day, National Sports Day, Onam Celebration, Hindi Day Celebration, NSS Day, World Heart Day, Malayalam Day Observation (Mother Tongue Day), International Week of Science and Peace, Children's Day Celebrations, National Library Week, International Day for the Elimination of Violence Against Women, Christmas Celebration, National Girl Child Day Celebration, Language Day Celebrations, National Girl Child Day celebrations, National Science Day, and Pi-Day are some of the major days/festivals observed. The NSS volunteers play a major role in these activities. Every year, college celebrate the birth and death anniversaries of epoch-making personalities such as Mahatma Gandhi, Dr. Babasaheb Ambedkar, Pandit Jawaharlal Nehru, Dr. Radhakrishnan (Teachers Day), Indira Gandhi, Sardar Vallabhbhai Patel, Dr. A.P.J. Abdul Kalam, and others.

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	<a href="#">View File</a>
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.

1. **Academic Delivery and Monitoring System** Academic Monitoring System entails ensuring the delivery of quality education. It aims to create micro-level documentation to record daily academic activities, which will in turn help to plan and reorganize the classes. It helps to track academic activity regularly and efficiently to make the teachers more focused and duty-bound and to measure the programme outcome attainment. It records all teachers' activities performed. It ensures to streamline teaching-learning process more meaningfully and effectively to ensure academic excellence.

2. Environmental Sustainability Programme (ESP) ESP is designed to bridge the socio-economic and environmental issues that influence communities. Students will develop expertise, skills, and knowledge in sustainable community and business development by participating in theory and practice in the field, with a focus on the current needs and trends of sustainable societies, communities, and organizations. The programme aims at achieving 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, and transforming the institution into a "negative carbon emission campus" for a healthy, hygienic, and hazard-free environment.

File Description	Documents
Best practices in the Institutional website	<a href="https://drive.google.com/file/d/liTcrG4ECUSSYtmiIMiWabMhSSbEBXNRz/view?usp=sharing">https://drive.google.com/file/d/liTcrG4ECUSSYtmiIMiWabMhSSbEBXNRz/view?usp=sharing</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1BDyvX4I1gSjYIaH6vEXe3xAvdb7YckkE/view?usp=sharing">https://drive.google.com/file/d/1BDyvX4I1gSjYIaH6vEXe3xAvdb7YckkE/view?usp=sharing</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

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, and 'Anpu-Oppamundu St Thomas. The "Ardram" 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, a 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 pillars of support for

the general growth of the institution and its students.

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

### 7.3.2 - Plan of action for the next academic year

St. Thomas College strives for excellence through meticulous planning and well-thought-out plan of actions. Important academic and administrative goals set for the academic year 2023-24 are listed below:

1. Upgrade the college to Autonomous status
2. Organization of online and off-line professional and administrative training programmes for faculty.
3. Introduction of skill-based value-added courses as part of NEP and FYUGP.
4. Sign more MoUs, tie-ups, exchange programmes and potential sharing with reputed institutions and universities.
5. Establish a Centralized Instrumentation Laboratory facility in the college for research scholars and the general public.
6. Transforming the college to a Carbon-Neutral Campus
7. Encourage researchers to attain more patents
8. Inculcate entrepreneurial abilities in students to face the challenges of the corporate world.