



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution

St Thomas College, Kozhencherry

- Name of the Head of the institution **Dr George K. Alex**
- Designation **Principal**
- 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**

2. Institutional status

- 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

3.Website address (Web link of the AQAR (Previous Academic Year)) <https://www.stthomascollege.info/includes/AQAR%202022-23.pdf>

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

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.stthomascollege.info/catepanel/uploads/principaling/ACADEMIC%20CALENDAR%202023-2024.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A++	3.67	2023	24/06/2023	23/06/2028

6.Date of Establishment of IQAC **25/06/1999**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	RUSA	Kerala State Project Directorate	2022-2024 (2 years, 2 months)	4649841

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

- Upload latest notification of formation of IQAC [View File](#)

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

The College gets reaccredited with A++ with CGPA of 3.67 (Fourth cycle) in June 2023.

A meeting of the faculty members and retired teaching staff was organized by IQAC under an academic initiative titled 'OPPAM' (Organize People to Promote Academic Movement) on September 13, 2023, to develop a master plan for the future of the institution.

Organized an Orientation Programme on Implementation of the Four-Year Undergraduate Programme in association with The Kerala State Higher Education Council on December 1, 2023.

IQAC conducted a One-day Hands-on Citizen Science Program named "One Million Galaxies" in association with Pune Knowledge Cluster on February 21, 2024.

The Annual Faculty Development Programme was conducted on April 11-12, 2024, based on OBE and the Structure and Curriculum Framework of MGU-UGP.

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

Plan of Action	Achievements/Outcomes
NAAC Reaccreditation Process to be completed	Reaccredited with A++ with CGPA of 3.67 (Fourth cycle) in June 2023.
Faculty Training should be conducted before the commencement of Four-Year Honours Programme in Kerala	Training Programmes were conducted on December 1, 2023 in association with The Kerala State Higher Education Council. Also Annual Faculty Development Programme was conducted on April 11-12, 2024
A brainstorming session with the stakeholders to develop a strategic plan for the future of the college	A meeting of the faculty members and retired teaching staff was organized named 'OPPAM' on September 13, 2023, to develop a master plan for the institution.
Participation in NIRF and AISHE	Participated in NIRF and submitted the report to AISHE
Organize a workshop on Research Methodology	Conducted a workshop on Research Methodology February 27, 2024.
Conduct an Annual Faculty Development Programme	Annual Faculty Development Programme was conducted on April 11-12, 2024, based on OBE and the Structure and Curriculum Framework of MGU-UGP.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	05/12/2024

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.stthomascollege.info/catepanel/uploads/principaling/ACADEMIC%20CALENDAR%202023-2024.pdf				
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	05/12/2024
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2022-23	19/03/2024

15. Multidisciplinary / interdisciplinary

As an academic community, we know that knowledge always transcends its boundaries and cannot be confined to a single discipline; a comprehensive approach for integrating various disciplines was always adopted by our institution. With the inclusion of various streams of complementary courses along with the study of language and literature as part of the Undergraduate Programmes, we offer a multidisciplinary approach for each and every student. As an affiliated institution of Mahatma Gandhi University, Open Courses based on Environmental Studies and Human Rights in the fifth semester of undergraduate programmes will sensitize students towards modern-day issues and enlighten them as responsible citizens. Add-on and Certificate Courses provided by the college and university help the students to improve their skills and employability. The institution encourages students to enroll in a variety of courses as registered member of SWAYAM NPTEL. The seminars and workshops organized aim to inculcate a multidisciplinary approach to dissertation and doctoral studies. REYONO: The 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, a digital database that contains information on the credits a student has accrued throughout their academic career, is an essential part of National Education Policy 2020. It gives every student the chance to learn in a flexible setting by giving them access to a variety of courses from different universities and institutions. The College is not registered with the Academic Bank of Credits because the current programmes of the affiliating university do not provide the flexibility to students to have multiple entry and exits during the chosen programme. The College is getting ready for the requirements and registration of NAD DigiLocker, and it intends to register with Academic Bank of Credits from the next academic year (2023-24) onwards.

17. Skill development:

Our college always tries to impart skill development initiatives to all its students. In the era of information technology, our college, located in a rural area, always takes conscious effort

to achieve digital literacy for all the first-year undergraduate students through the Common Computer Facility. Soft skills training, especially communication skills, was provided with the help of the Language Lab. Employability gaps are recognized, and steps were taken to help students get past their obstacles. Training on various computer languages and programs as part of the certificate programs was provided by various departments. Practical training to build the professional and leadership skills necessary for employment was ensured through various clubs, forums, and associations. Students are encouraged to have internships, on-the-job training, hands-on experience, and industry visits through various collaborations.

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

The college always believes in bilingual methods to deliver knowledge in the teaching-learning process in all subjects. The most effective way in lecture class is to integrate vernacular language as a medium of instruction along with English. The institution uses the Citizen Research Program to gather and preserve indigenous knowledge and expertise in a variety of domains, including the arts, agriculture, and more. As part of the curriculum and through other initiatives, the institution consistently strives to appropriately incorporate the traditional knowledge system. Traditional arts like Kathakali and Vanchipattu are taught on campus. International Yoga Day is observed on the campus, which helps to raise awareness of the traditional knowledge of Yoga . The classical languages, including Malayalam and Sanskrit, as well as cultural diversity are taught as part of the curriculum.

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

The focus of Outcome-based education is to evaluate the attainment of specific goals by the student in each course at the end of each semester and at the end of Programme. As an affiliated institution, our college adheres to the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes in accordance with the curriculum of Mahatma Gandhi University, Kottayam, Kerala. The outcomes are assessed by the university through internal and external examinations and conveyed to the students. IQAC has conducted four Faculty Development Programmes this year to improve the delivery and achievement of learning outcomes. The Programme Outcomes and Programme Specific Outcomes were introduced during the induction programme. The faculty members will introduce the Course outcomes at the

beginning of each course. The attainment of course outcomes, program-specific outcomes, and programme outcomes is monitored by the teachers.

20.Distance education/online education:

As Online education and Distance Education play an important role in education nowadays, the college adopts various strategies to provide sufficient facilities to all the students and faculty members of the institution. Our College was among the 10 college selected to be the part of DigiCol, a Moodle Platform introduced by the Government of Kerala. As a registered member of SWAYAM-NPTEL, the institution encourages students to enroll in various courses. Final-year Undergraduate 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. A G-Suite 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	View File

2.Student

2.1	1392
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	146
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3 Number of outgoing/ final year students during the year		514
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		103
File Description		Documents
Data Template		View File
3.2 Number of sanctioned posts during the year		113
File Description		Documents
Data Template		View File
4.Institution		
4.1 Total number of Classrooms and Seminar halls		76
4.2 Total expenditure excluding salary during the year (INR in lakhs)		203.56
4.3 Total number of computers on campus for academic purposes		198
Part B		
CURRICULAR ASPECTS		

1.1 - Curricular Planning and Implementation

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

The institution, affiliated with Mahatma Gandhi University, strictly adheres to its curriculum and guidelines. Each academic year begins with a Staff Council and General Staff Meeting to frame the institution's Academic Calendar in alignment with the University timetable. The IQAC organizes an Induction Program for newly admitted students, introducing them to Programme Outcomes, Programme Specific Outcomes, the Choice Based Credit and Semester System and institutional policies.

At the departmental level, curriculum delivery is meticulously planned by assigning courses, distributing workloads, preparing timetables, and developing teaching and curriculum delivery plans. Bridge Courses are offered to newly inducted students, followed by the conduct of Entry-Level Aptitude Test to classify learners into Advanced, Average, and Slow categories. Student support programs such as remedial classes and mentoring sessions are provided. Internal evaluations include assignments, internal exams, and seminar presentations.

The institution uses 'Digicol' to upload syllabi, course outcomes, e-content, video lectures, etc. The IQAC ensures systematic documentation through Teacher's Work-Diaries, regularly monitored by HODs, IQAC, and the Principal. Also, seminars, workshops, career guidance, placement programs, industrial/field visits, projects, and co-curricular activities are organized. Curriculum feedback is collected and assessed to refine the academic process effectively.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1E_kEAYCep_-UG4F0lL5qsGXlSVaDFzNq/view?usp=sharing

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 meticulously prepared at the start of each academic year by the IQAC and Staff Council, aligned with the University Calendar. It outlines the key academic

and non-academic events, semester timelines, working days, holidays, international observances, and tentative internal exam dates. This calendar is incorporated into the College Handbook and published on the website for accessibility.

The institution is committed to adhering to the Academic Calendar, ensuring timely curriculum delivery, continuous evaluation, and organizing remedial classes before university exams. Departments are responsible for the systematic execution of the curriculum, while the Internal Exam Committee conducts two internal exams per semester, ensuring precise evaluation and prompt result publication. Question papers and mark-lists are systematically documented. Supplementary exams are arranged for students with valid reasons for missing scheduled tests. The Verification and Documentation Committee addresses grievances before internal marks are finalized and forwarded to the University.

Annual Academic Audits (AAA) (both Internal and External) conducted by the IQAC reinforce quality improvement and promote academic excellence. This structured approach fosters accountability and ensures that both teaching and evaluation processes meet high standards, aligning with the institution's mission of delivering quality and comprehensive education.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.stthomascollege.info/catepanel/uploads/principaling/ACADEMIC%20CALENDAR%202023-2024.pdf

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	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

14

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

808

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution integrates Professional Ethics, Gender Equality, Human Values, Environment, and Sustainability into the curriculum, embedding these themes across Core, Complementary, Open, and Common courses.

The Women's Cell has undertaken impactful initiatives such as the Kanal project, in collaboration with the Kerala Government's Department of Women and Child Development, to combat domestic and dowry abuse, empower women, and raise awareness. Additional activities include driving training for female students, breast cancer awareness sessions, skill development courses in stitching and beautician training in association with CHASS Khadi Gramodyog Vidyalaya, and the Tree of Sharing extension program to support underprivileged tribal communities in Pathanamthitta district.

The institution promotes sustainability through an additional credit course, the MG University-led MOOC on Organic Farming, which imparts life skills in eco-friendly and sustainable agriculture. As a Plastic-Free Zone, the college conducts green audits and observes environment-related days to foster environmental awareness. The college's green initiatives also earned the prestigious 'Vanamitra Award' from the State Government.

Activities like camps, training, seminars, workshops, and competitions instill values and professional ethics. Gender sensitization, conservation drives, empowerment programs, and research ethics sessions, organized by NSS, NCC, Women's Cell, UNAI-ASPIRE, IQAC, and various departments, foster sustainability, inclusion, and ethical growth.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

523

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	www.stthomascollege.info/includes/student_satisfaction_survey2023-24.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.stthomascollege.info/includes/student_satisfaction_survey2023-24.pdf
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	
478	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
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	

127	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

The Institution ensures that learning assistance is provided to students belonging to different levels. The learning levels of students enrolled at the institution is assessed through the conduct of an Entry Level Assessment Test (ELAT) that is administered to all first-year undergraduate students at the commencement of the academic year. The results of these tests allow teachers to identify and categorise students as advanced, average, and slow learners and necessary guidance and support is afforded to the students based on their requirements. Initiatives in this regard include, Orientation Programme conducted at the institutional and departmental levels, as well as mentoring and tutorial sessions that provide one-on- one interaction with students. These personal interactive sessions allow teachers to offer advice and counsel based 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 and driven candidates.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1TTWVTphfIXuScvv4-niTDBZ1yeD_oK6Y/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
1392	103

File Description	Documents
Any additional information	View File

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

Student centric initiatives are an innate part of the curriculum delivery process of the institution and students are encouraged to take advantage of such opportunities both within and outside the campus. Experiential and participative learning initiatives are offered through participation in workshops, seminars, debates, inter-collegiate competitions, industrial visits, project works conducted by the institution as well as other academic organisations. In a classroom scenario, students are required to make seminar presentations, prepare and submit individual assignments, participate in viva-voce examinations, undertake project works and take up leadership positions. Beyond the classroom setting, various clubs and forums afford students with an opportunity to involve in different activities and events, making the learning process participative and inclusive. Students are also encouraged to take advantage of the academic insight available online through courses offered by the NPTEL, SWAYAM and COURSERA platforms. Self-learning is enabled through the availability of such EResources as INFLIBNET, Shodganga, MGU Thesis etc. Peer tutoring allows advanced learners to give academic assistance and input to slow learners, thereby encouraging team spirit, developing interpersonal skills and teaching experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/16sP7lAu-OHBpmRPyjTB-3pKsUYHcMiyZ/view?usp=sharing

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

The use of ICT tools in the curriculum delivery process is encouraged within the institution, and facilities have been made available for this purpose. All departments are equipped with at least one smart classroom. Teachers and students are encouraged to make use of these facilities for effective curriculum delivery, as the use of ICT tools along with the traditional teaching method improves the quality and effectiveness of the teaching process. It also renders curriculum transaction more engaging and learner-friendly. Students at both the undergraduate and postgraduate levels are required to give seminar presentations in class and are encouraged to make use of PowerPoint presentations in the process. YouTube videos, e-notes, and audio lectures also form a part of the curriculum delivery process. Students are competent in the use of technology for examinations, assignment submissions, seminar presentations, and the sharing and using of learning resources. ICT enabled courses offered by NPTEL, SWAYAM, and COURSERA portals, provide students with a wider and more expansive learning venue. The institution is also one among a few in Kerala that was eligible for Digicol access with a Digital Learning Management System, an initiative of the Kerala State Higher Education Council and Kerala University of Digital Sciences and Technology.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

103

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
103	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File
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	
41	
File Description	Documents
Any additional information	View File
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)	View File
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	
1083	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 internal assessment process of the institution is an effective and transparent mechanism. The internal examination committee is in charge of the conduct of the internal examinations, and ensures the proper conduct of internal examinations. The committee carries out such tasks as setting and publishing of timetables, deciding the question pattern, printing exam-related material, arrangement of venues and collection of answer scripts. At least two internal examinations are conducted in a semester, which form a component of the internal assessment procedure. The committee ensures that 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. Students absent due to valid reasons are granted permission to attend a retest on written request. 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. The valuation of the same is carried out by the teacher, and the marks obtained are included for the internal assessment process. Students are able to verify the marks for the different components, consolidated in Forms "A" and "B".

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

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

Redressal of grievances with regard to internal assessment is carried out in an effective, time-bound and transparent manner, according to the norms and regulations prescribed by the affiliated University. A three-tier grievance redressal mechanism ensures that any complaints put forth by students is dealt with fairly and properly. The three-tier mechanism comprises of the department, college and university levels to address any complaints given 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 authorities 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.

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

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 follows the syllabi prescribed by the affiliating University for courses offered. The syllabi designed by the University committees has well-defined objectives, with emphasis on imparting the skills/concepts/knowledge or graduate level attributes, to be attained by students on completion of each course and programme. Faculty training programmes organized by the IQAC provide teachers with insight into the significance of the POs and COs. Parents and students are informed of the POs and COs relevant to each course, both before and after a student has enrolled for a programme through different means adopted by the institution. The POs and COs are available for perusal on the college website, making this information readily available to anyone seeking admission to a Programme offered by the institution. After attaining admission to a Programme, Induction Programmes and department level Orientation Programmes help students to acquire further clarifications about the programme and course outcomes. Additional information on programme and course outcomes are conveyed by teachers to the students at the commencement of each course. 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	View File
Paste link for Additional information	https://www.stthomascollege.info/catepanel/uploads/PO,%20PSO%20&%20COs%202022-23.pdf?cxv=IjQ4NCI=
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Institution ensures methodical and consistent methods to evaluate the achievement of course and programme outcomes. Centralized internal examinations, assignments, seminar presentations, comprehensive viva voce for PG courses and project viva-voce for UG courses are some of the direct approaches implemented by the institution for outcome evaluation, ensuring the attainment of outcomes at the theoretical level. Outcomes at the practical level are evaluated through such means as practical examinations, lab assessments, and project work. 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	View File
Paste link for Additional information	https://drive.google.com/file/d/1mh0gPqUkh-1CrOZsXbYSliH2CuXrIiU/view?usp=sharing

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

331

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.stthomascollege.info/Annual%20IQAC%20Report%202023-24.pdf

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_survey2023-24.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)

0.91

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

22

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://anert.gov.in/

3.2 - Innovation Ecosystem

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

An innovation ecosystem for creating and transferring knowledge involves a dynamic network fostering collaboration, innovation, and economic growth. At St. Thomas College, Kozhencherry, the ecosystem is evolving, with notable strides in various domains.

The science departments promote student exchange programs and facilitate undergraduate and postgraduate project work, enriching students' academic perspectives. Internships are encouraged across departments, with mandatory submission of reports and certificates. To inspire scientific curiosity among school students, the college organized lab experiment exhibitions, along with seminars and telescope observation sessions for the public.

Commerce students benefit from industrial and educational visits, broadening their knowledge base. The college hosts five research

centers with 55 research scholars and 19 research guides, including external experts. Research achievements are recognized, and progress presentations ensure consistent monitoring. This has led to an increase in Ph.D. graduates and research scholar admissions.

Workshops and seminars by eminent personalities across disciplines further enrich the ecosystem. Additionally, the Skill Development Centre and departmental collaborations offer skill development and certificate courses, enhancing student employability and confidence.

The college's innovation ecosystem is gradually fostering knowledge creation and transfer, reflected in the growing academic and entrepreneurial accomplishments of its students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

7

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

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

14

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

29

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

The institution, through the efforts of the NSS and other collaborating bodies, organized various extension and outreach

programs during the year, benefiting different communities and fostering social responsibility. Activities such as post office cleaning under the "Swachhata Hi Seva" scheme and the cleaning of Kozhencherry Private Bus Stand showcased environmental stewardship. Community engagement initiatives like "A Day with the Inhabitants" at Ayroor Carmel Mandiram, District Ayurveda Hospital, and MCRD Navajyothi School, along with donations of books, beds, and biriyani kits, exemplified compassion and resource sharing. Educational programs such as career guidance classes, spoken English sessions, and activity-oriented workshops under the school adoption project empowered students. Major events like the District Level Neighbourhood Youth Parliament 2024, supported by Nehru Yuva Kendra, attracted significant participation, enhancing civic awareness. Collaborative efforts with Christian Agency for Rural Development (CARD) focused on supporting tribal women and children through initiatives like "Tree of Sharing" and "Live, Learn, Light Up." Additionally, blood donation drives, Sabarimala duty for pilgrims, and environmental initiatives under "Malinya Muktha Nava Keralam" further illustrated the institution's commitment to social welfare. These diverse activities, conducted with active student participation, significantly impacted the community while fostering leadership and service-oriented values among students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

9

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

22

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

792

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

102

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

10

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

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 has a well-developed infrastructure. The 16.4-acre campus is home to a library, classrooms, labs, seminar halls, computers, auditoriums, and other academic tools that support and enhance the teaching-learning process. To meet curricular and extracurricular needs, yearly efforts are made to upgrade, add, modify, and replace resources. The College has 76 well-ventilated rooms, of which 65 are used for regular classes, including 42 that are ICT-enabled to meet program needs. 22 laboratories, 7 ICT-enabled seminar halls, and separate rooms for professors and HoDs are also available. At least two ICT-enabled spaces are present in every instructional department. Academic activities are supported by facilities such as departments with internet access, meeting

rooms, exam rooms, and auditoriums. The College has a library building with reading and reference spaces, a block for the self-financing program, and a RUSA block that houses a conference room, ICT Seminar hall, and IQAC room along with classrooms. Along with INFLIBNET, the Common Computer Facility Centre provides short-term computer programs. The College also had a language lab, a digital theatre, a herbarium, a medicinal garden, a healing garden, a butterfly garden, a zoology museum, and numerous computer laboratories.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1aVGFDC5Ni5hXP36DW9mWn-Z2BPlvCg4n/view?usp=sharing

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

The institution offers facilities to promote a range of athletic and cultural pursuits. For organizing cultural events, it has an open quadrangle with a fixed and portable microphone and speaker system, a smaller auditorium, and a configurable main auditorium. A large 8500-square-meter football field, a 375-square-meter volleyball court, a 576-square-meter basketball court, are available on campus for sports enthusiasts. There are also facilities for various other sports, including cricket, throw ball, tug of war, and athletics. In addition to inter-house competitions, the annual calendar also features several sporting meets and volleyball competitions. Fitness lovers are served with a well-equipped gym that includes weightlifting equipment, stationary cycles, barbells, treadmills, and an inclined bench press stand. Also, a yoga center run by a qualified instructor is accessible.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1zJD-F3iAS0kiWikktqMPbCTxA2VtMUd/view?usp=sharing

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

42

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1wMYxNAjpeU899hlSOD5luJo3JGJ4qLjV/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

69.27

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 the Golden Jubilee Library Block, a spacious two-storey building put up in 2006. The college library is fully automated with an Integrated Library Management System (ILMS). Koha Integrated Library Management Software is used to run library operations. The library is fully automated with Koha software version 21.05.02.000. At the start, library automation began with the SOUL software, and later, the database was transitioned to Koha, an open-source software widely used for library operations. Accessibility of Wi-Fi and a fully

computerised facility, which helps for easy accessibility for students. The library is a member of the INFLIBNET Centre, Ahmedabad, an Interuniversity Centre of the University Grants Commission. INFLIBNET support has improved the quality and relevance of college information services. It provides access to e-journals and e-books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1b4jaw3xpwXjZoKY_GUKFgrd_aU-Bqnm/view?usp=sharing

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.281

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

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

41

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Under the direction of a five-year IT Augmentation Policy, the College continuously improves its IT infrastructure to accommodate shifting academic trends. Undergraduates can take a basic MS Office Management course at the Common Computer Facility Center (CCF), which acts as a central hub with a variety of facilities. Essential computational tools and Wi-Fi connectivity are available in all departments and administrative offices. With the help of the program "Orell Talk Language Lab Smart Online Version," the language lab offers options for language study. At present, the internet bandwidth ranges from 200 to 800 MBPS. IT-related undertakings are actively planned and carried out by various committees assigned for Website maintenance, Online Classes, IT and Network Infrastructure Development, and Library Automation. 198 computers, 42 LCD projectors, 7 ICT-enabled seminar/conference rooms, and more surveillance cameras are all part of the strong IT infrastructure. With AMCs, regular maintenance of IT facilities is guaranteed. Frequent software updates complement online education and e-governance. There are RFID cards for library access, "Educloud" software for efficient academic administration, and a learning management system built on Moodle and Google Workplace.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/16c491SrKnKxhpeOd0XLRUhL5tpV8V8W1/view?usp=sharing

4.3.2 - Number of Computers

198

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

66.89

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 encourages its students and faculties to use its resources in various areas such as research, academics, sports, health, and fitness based on our policies. The facilities, such as the laboratory, library, gymnasium, computers, classrooms etc., are monitored and managed by the Principal and Management with the support of various committees at the college and department level. The Heads of the departments monitor the effective functioning and

maintenance of all the physical facilities including the laboratories and allot it to the students as per the timetable. The Physical Education Department is in charge of the sports hostel and gymnasium. The library follows the guidelines of the government and UGC for the acquisition and upkeep of books. All departments have computers and IT facilities. A Common Computer Facility is operational for all the students and is run by a designated staff. Classrooms are assigned based on the number of students. Ladies Hostels are run by management with assistance from a committee comprising of teachers and the hostel warden. The Management uses its own funds along with the available government funds to carry out maintenance requirements of all the facilities appropriately.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stthomascollege.info/policy.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

606

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

242

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

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	https://drive.google.com/file/d/1jN20OgcRa-a-asnpy0pSnj5udaHSOjVcz/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1680

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

1680

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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
57

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

226

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

37

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

86

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

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 fosters vibrant student participation and representation in administrative, co-curricular, and extra-curricular activities through well-structured committees at both departmental and institutional levels. The College Union, the democratically elected body of students, plays a pivotal role in organizing the co-curricular and extra-curricular activities of the college. This year, the College Union organized diverse activities such as Kerala Piravi celebrations with a mega Thiruvathira, Malayali Manka, and Kerala Sreeman competitions; a two-day theatre workshop; and a youth festival. The "Snehampoorvam Lunch Box" initiative and events like "Santa at Aavanippara-Tribal Colony" reflected on charity. The college band was launched on December 22, 2023. St. Thomas College Cultural and Literary Festival SCLF-2024, organized by College Union on Feb 19-21, introduced a versatile platform for interacting with eminent personalities in culture, literature, and politics., and the College Day and Valedictory on March 21, 2024. Students also serve as Secretary of Department Associations and members of committees, including the IQAC, Student Grievance Redressal Cell, RUSA Project Monitoring Committee, Library Committee, and Hostel Committee. Additionally, they participate in the Empowerment Cell for Differently Abled, Internal Complaint Committee (ICC), Women's Cell, Election Literacy Club (ELC), and Student Coordination

Council, NSS, and NCC.

File Description	Documents
Paste link for additional information	https://stthomascollege.info/5.3.2-a-Website-Files.pdf
Upload any additional information	View File

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****129**

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 is registered under the Charitable Societies Act. No PTM/TC/63/2022. Alumni associations function at the departmental and institutional levels. This year, two general meetings of Alumni were organised. First one, as part of the NAAC visit (June 13, 2024), and the second one for honoring our Alumnus, Rt. Rev. Dr. Joseph Mar Ivanios Episcopa (February 21, 2024). The Alumni at the institution and Department level contributed significantly to infrastructural development of the college, along with philanthropical support for students and their families in the hour of their need and for introducing cash awards and endowments. The Alumni of Commerce Department contributed to establish a Digital Library for the department and also provided financial

assistance in the eye surgery of its student's mother. The Alumni of the Mathematics department take initiative for the installation of an interactive smart board. Economics department alumni sponsored an electric wheelchair for our student. They also supported the house construction initiatives and instituted memorial awards. Chemistry Alumni members commemorated the memories of its former HoD, Prof. P.T. Daniel, with a memorial lecture. Zoology department alumni contributed their support for departmental improvements and memorial endowments.

File Description	Documents
Paste link for additional information	https://stthomascollege.info/5.4.1%20a%20Alumni%20Registration%20.pdf?cxv=IjQ4OSI=
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

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

Our institution's governance is powerfully intertwined with our vision and mission, ensuring that we not only uphold our values but also drive meaningful progress. Our vision statement emphasizes fostering academic excellence, moral integrity, and social commitment in young men and women. We strive to cultivate intellectually well-trained individuals by providing high-quality higher education to the rural population of central Travancore in Kerala. Our initiatives focus on impactful research and extension programs that directly benefit the community.

The institution's motto, "Ad Majorem Dei Gloria" (For the greater glory of God), powerfully reflects the founder's unwavering commitment to intellectual and moral excellence from the very beginning. The College is decisively governed by a strong Governing Council established by the Mar Thoma Sabha Council of

the Mar Thoma Syrian Church of Malabar. We are firmly committed to inclusivity and transparency, ensuring that all stakeholders play an active role in decision-making. With the strong leadership of the Principal and the unwavering support of the Internal Quality Assurance Cell (IQAC), we effectively uphold high standards of equity and equality in all our operations. Collaboration among the Governing Body, College Council, and IQAC integrates stakeholder feedback, fostering participatory governance to effectively pursue our values and goals.

File Description	Documents
Paste link for additional information	https://www.stthomascollege.info/about?cxv=Ijgi
Upload any additional information	View File

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

The college has consistently demonstrated effective leadership by embracing participative management techniques and decentralization over the past seven decades. The College constitution is regularly revised to confidently ensure transparent and effective administration. While maintaining a hierarchical structure, the institution confidently seeks and values feedback from faculty, staff, alumni, and students, demonstrating a strong commitment to inclusivity and responsiveness. These strategies have established a strong environment that empowers faculty, staff, and students to actively engage in decision-making processes. The Governing Council and Governing Body, featuring faculty representatives, decisively implement participatory governance at the highest level. The College Staff Council, as a key statutory body, plays a crucial role in shaping the college's direction. By making informed decisions that align with our core principles, the Council ensures the institution remains strong and focused on its mission. The College IQAC operates within a decentralized framework that includes faculty, students, alumni, and staff representatives. The college's daily activities are managed by committees that include teachers, non-teaching staff, and students, ensuring transparency and efficiency in academic, administrative, and co-curricular tasks. The Student's Union advocates unequivocally for the voices of students and cultivates a dynamic, supportive academic community that is accessible to all.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/19gFy6lEZ-8nqkOSh5jAHq1VHIZWkejs2/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

St. Thomas College, Kozhencherry, has developed a comprehensive strategic plan to address emerging challenges and align with global education trends. Effective deployment of an institutional Strategic or Perspective Plan is an ongoing process requiring consistent commitment, regular assessment, and a flexible approach. The plan appears well-aligned with the institution's goals and is structured for effective deployment, emphasizing inclusive growth, stakeholder involvement, and continuous assessment. The emphasis on infrastructure enhancement, academic and administrative reforms, and research expansion shows a commitment to improving educational standards and community service. Faculty actively engaged in online training, workshops, and Faculty Development Programs to effectively meet the evolving demands of pedagogical practices. The College's Research Advisory Committee (RAC) is a vital force in establishing a robust research culture and empowering research mentors to excel in their scientific endeavours. The college fosters partnerships with industry and academia through MoUs at state and national levels, facilitating student exchanges, seminars, and workshops. Remedial coaching is essential for supporting slow learners, and consistent monitoring of attendance is a priority. However, full effectiveness will depend on consistent evaluation, resource allocation, and overcoming specific challenges like funding, infrastructure, and faculty development.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.stthomascollege.info/catepanel/uploads/principaling/Strategic%20Planning.pdf?cxv=IjQ3MSI=
Upload any additional information	View File

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 institutional bodies at St. Thomas College, Kozhencherry, operate within a clearly defined framework, ensuring the effective planning and implementation of policies and programs. The institution, founded by the Malanka Mar Thoma Syrian Church, is decisively led by a Manager, reinforced by a powerful Governing Council. The Principal serves as the key leader for both academic and administrative matters, with support from the Staff Council and the Internal Quality Assurance Cell (IQAC). These bodies actively work together to propose and implement initiatives aimed at improving quality, advancing infrastructure, and enhancing student welfare. The institution strictly adheres to all norms and guidelines established by the UGC, University, and Government in the appointment of faculty members. The selection, promotion, and appraisal of unaided staff are conducted in alignment with the college's HR policies, guaranteeing that management practices are both equitable and consistent for all. Heads of Departments (HoDs) oversee their departments in collaboration with faculty members. The college has set up a number of statutory and non-statutory committees to support efficient governance and power delegation at all levels, including the SC/ST/OBC Monitoring Cell, Minority Cell, Women's Cell, PTA, NCC, NSS, Anti-Ragging Committee, and Grievance Redressal Cell.

File Description	Documents
Paste link for additional information	https://stthomascollege.info/catepanel/uploads/principaling/Policy%20Document.pdf
Link to Organogram of the institution webpage	https://www.stthomascollege.info/organogram.php?cxv=Ij03MyI=
Upload any additional information	View File

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	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution has established an extensive array of welfare measures for both teaching and non-teaching staff, aimed at improving their professional development, health, and overall well-being.

Key Welfare Measures:

1. **Financial Support:** St. Thomas College Co-operative Society offers various loan options, including long-term and short-term loans, salary advances, and emergency financial assistance for both teaching and non-teaching staff.

2. **Professional Development:** Regular training programs, workshops, and seminars are conducted to enhance the skills of both teaching

and non-teaching staff.

3. Health and Wellness Initiatives: The National Service Unit of the College offers free annual health check-ups for all staff. Counselling sessions, yoga classes, and gym facilities also support their physical and mental well-being.

4. Work-Life Balance: Comprehensive leave policies, including maternity, paternity, casual, duty, and earned leave, help our staff balance their personal and professional commitments. The institution also organizes annual outings and celebrations of festivals to foster camaraderie among staff members.

5. Recognition and Appreciation: Outstanding research performance is recognized through Best Paper Research awards and appreciation letters.

6. Grievance Redressal: A dedicated Internal Complaint Committee (ICC) ensures that any issues faced by staff are addressed promptly, promoting an open communication culture within the institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1wTqd5H0QCrgN6tL3bYQvKx1X34KZ-ifN/view?usp=sharing
Upload any additional information	View File

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**

6

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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**

37

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

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

The institution implements a robust Performance Appraisal System for both teaching and non-teaching staff, which is essential for upholding and improving quality standards. By adopting a 360-degree feedback approach, we ensure that input from all stakeholders is valued and included in the evaluation process.

All the teaching staff members are requested to fill out and submit the PBAS proforma with details regarding:

- Teaching, Learning, and Evaluation Activities
- Co-Curricular, Extension, and Professional Development Activities
- Research Publications and Academic Contributions

The completed forms are submitted to the Principal at the end of the year. The reports presented by the faculty are reviewed by the Principal and then submitted to the Manager, who provides suggestions for improvement. The teacher's work diary, consistently evaluated by the Heads of the Department and the Internal Quality Assurance Cell (IQAC), is instrumental in ensuring effective preparation and timely completion of the curriculum. The Principal and the Staff Council evaluate curriculum effectiveness by analyzing feedback from student evaluations, PTA meetings, academic audits, and other sources.

Non-teaching staff evaluations focus on punctuality, efficiency, service orientation, timely delivery, work completion, and training attendance. Promotions require passing departmental tests

and meeting service year requirements.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bdTbHCpxzkbjKwBtY0PbFMcSG3l_11BA/view?usp=sharing
Upload any additional information	View File

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 performs regular internal and external financial audits to ensure transparency and accountability in using funds from management, the PTA, alumni, and government sources. At the end of each financial year, a duly appointed Chartered Accountant reviews all grants and funds sanctioned by the Government and other funding agencies, providing an audit report along with utilization certificates. The Deputy Directorate of Collegiate Education, the Directorate of Collegiate Education, and the Accountant General's Office in Kerala regularly verify financial accounts related to public funds. Audit objection settlement mechanisms are effectively implemented, addressing concerns promptly to uphold financial integrity and meet accreditation standards. The college's annual income and expenditure statements are audited every financial year by appointed auditors and then submitted to the Governing Council. The final audited statement is submitted to the Mar Thoma Sabha Mandalam and published in the annual report book as well as on the website of the Mar Thoma Syrian Church.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1HzekiOrotDollYjuX4Ck1f7-BLNEhDQa/view?usp=sharing
Upload any additional information	View File

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)

16.89

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

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

St. Thomas College, Kozhencherry, implements a decisive strategy to effectively mobilize funds in support of its diverse strategic goals, guaranteeing the optimal use of resources from multiple sources. For optimal utilization of resources, institutions must focus on efficient budget management and strategic allocation of funds to priority areas. The college management actively oversees the allocation and utilization of funds to ensure alignment with the institution's core vision and mission. In addition to government grant-in-aid for the aided stream and PD accounts, the institution's financial resources include tuition fees, contributions from the Parent-Teacher Association, government grants such as RUSA, philanthropic donations, and alumni contributions. These funds are judiciously allocated to key academic and extension initiatives, including seminars, workshops, faculty development programs, and scholarships for deserving students. These resources will significantly enhance our infrastructure by adding new facilities, maintaining our current ones, acquiring advanced equipment, and upgrading our ICT systems. The Planning Board, Purchase Committee, RUSA Committee, and IQAC are making significant strides in effectively managing their resources, contributing to improved efficiency and outcomes.

File Description	Documents
Paste link for additional information	https://stthomascollege.info/policy.php#
Upload any additional information	View File

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 IQAC of St. Thomas College, Kozhencherry, is pivotal in establishing and enforcing quality assurance strategies and processes within the institution. The IQAC's primary objective is to systematically enhance academic and administrative standards by implementing rigorous monitoring and evaluation practices. IQAC has implemented a thorough academic audit and feedback system to consistently monitor and improve the academic performance of departments as well as faculty. The IQAC is instrumental in organizing workshops, seminars, and training programs that effectively enhance staff capacity and assertively promote awareness of best practices in education and administration. Faculty members participated in a series of workshops designed to equip them for the implementation of the new curriculum for the four-year undergraduate program. The IQAC has undertaken a proactive initiative to enhance administrative performance by organizing a series of comprehensive training programs, both in-person and virtual, utilizing the EMBASE Pro Suite for all faculty and staff members. Additionally, the IQAC performs regular academic and administrative audits, supported by the annual Performance-Based Appraisal System (PBAS) for faculty members, which ensures accountability and promotes a culture of excellence. Various committees provide access to extracurricular activities, while the academic calendar created by the IQAC outlines classes, internal exams, and key events.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KlgLU59-DcYQvGwDrRzfrRefPlzazwp5/view?usp=sharing
Upload any additional information	View File

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

The institution's approach to reviewing its teaching-learning processes, operational structures, and learning outcomes is systematically managed through the Internal Quality Assurance Cell (IQAC). This structured approach not only ensures compliance with educational norms but also fosters an environment of continuous improvement aimed at achieving optimal learning outcomes for all

students. First-year undergraduate students receive important information about courses, examination dates, and assessment structures during the induction program. Each department offers a bridge course to help students adapt academically, following entry-level exams that categorize them as weak or strong. Remedial lessons are provided for weaker students, while advanced lessons are offered for stronger ones.

The IQAC successfully organized a series of Faculty Development Programs (FDPs) aimed at empowering faculty members with the necessary skills and knowledge to effectively implement the new curriculum of the Four-Year Undergraduate Programme (FYUGP) in line with the Mahatma Gandhi University Undergraduate Programmes (Honours) Regulations, 2024. A comprehensive feedback system is established where students assess their teachers on various criteria, including teaching methods, course presentation, and overall effectiveness. This data-driven approach not only tracks progress over time but also facilitates essential changes that elevate educational quality, ensuring a better learning experience for all.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KlgLU59-DcYQvGwDrRzfrRefPlzazwp5/view?usp=sharing
Upload any additional information	View File

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	https://www.stthomascollege.info/Annual%20IQAC%20Report%202023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

College has initiated a 360-degree approach to gender equity and a friendly working atmosphere. Equal opportunities are to all individuals irrespective of gender, race, caste, color, creed, language, religion, national or social origin, property, birth or other status. The institute arranges special programs, especially during International Women's Day, wherein female students and staff take part. Associations like Women Cell provides training to female students, developing their talents, and also for highlighting issues of concern to women students. The NSS, NCC, DepartmentAssociations and PTA have also taken a keen interest in conducting special programmes on gender awareness. 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 on Gender history in Malayalam to develop gender awareness among the students. Internal Complaints Committee, which resolves any issues within the campus. College provides hostel facilities for women 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.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1nBuTxa6-11zk04QqiFuPDLALfvJfyLaN/view?usp=sharing
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	https://drive.google.com/file/d/1VNOocXKFUY2ZjYVbStVhrJCZQwNEDjUH/view?usp=sharing

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	View File
Any other relevant information	View File

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

College is very conscious of generating less waste and recycling it, to have very little impact on the environment. The college has segregated waste into Solid Waste, Liquid Waste and Hazardous Lab Waste. Solid Waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, glass, metals, foods, etc. are collected from the designated place, segregating them, recycling them, and disposing of them. Compostable food waste is a significant solid waste category comprising less than 10 kg daily on working days. The college has been declared a plastic-free campus and insists that students deposit plastic waste separately in waste bins provided for this purpose. A separate biogas plant has also been placed near the girls' hostel to process food waste there.

Liquid waste generated by the College is sewage waste, hostel and canteen effluent waste, and is filtered through soakage pits. For hazardous lab waste disposal, a Standard Operating Procedure has

been followed.

E-Waste generated by electronic equipment such as Computers, Printers and Photocopy machines is recycled properly. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through government authorized vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	View File

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	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
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).

College organizes programs to promote the Constitutional values, rights, duties, and responsibilities of citizens. Curricular and extra-curricular activities aim at edifying the 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. Institution also facilitates Student Union's Election every year.

Institution provide an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other.

College celebrates Independence Day, 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, a legal awareness seminar, regional festivals, a cleaning drive, helping the needy, etc., are celebrated to establish positive interaction among people of different racial and cultural backgrounds.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

College takes pride in the fact that, apart from preparing a sound academic foundation for the student community to develop them as good citizens of the country. In this view, the institute, apart from imparting formal education, inculcates a sense of belonging among the student community through various activities, practices, and programs that promote the "Unity in Diversity" of our nation. The college strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

1. National Identities and Symbols: College celebrates Independence Day, Constitution Day, & Republic Day with great pomp and vigour to the spreading of Constitutional values and ideals.

2. Fundamental Duties and Rights of Indian Citizens: Various departments have organized academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of Indian citizens. The students have eagerly participated in various programs like Seminars, Conferences, poster making, drawing, elocution, and legal awareness camps, etc., which have enriched the awareness about these aspects.

3. Constitutional Obligations: College organized interdepartmental and intercollegiate student-centric activities, which 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	https://drive.google.com/file/d/1PN-smwNWLwvUafh3wNiWVoEI22CBCSXR/view?usp=sharing
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
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File Description	Documents
Code of ethics policy document	View File
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	View File
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 the principles like Sacrifice, Dedication, Devotion, Struggle, Patriotism, Equality, Nationality, Brotherhood, Humanity, the college organizes a number of programs in college. Celebration of National festivals Independence Day and Republic Day imbibe these principles 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 Musical Day, National Sports Day, Onam Celebration, Hindi Day Celebration, NSS Day, Malayalam Day Observation (Mother Tongue Day), International Week of Science and Peace, Children's Day Celebrations, Christmas Celebration, Language Day Celebrations, National Science Day and Pi-Day. The NSS volunteers and plays a major role in these activities. Every year, college celebrates birth and death anniversaries of epoch-making personalities 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. These celebrations help to inspire our students and also to make public awareness through social issues.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

I: Academic Delivery and Monitoring System (ADMS)

ADMS, entails ensuring the delivery of quality education and allied processes. It leverages technologies to solve problems in the existing review and monitoring system. It aims to create micro-level documentation to record daily academic activities, which will help to plan and reorganize the classes, track academic activity regularly and efficiently to make the teachers more focused and duty-bound, and measure the OBE. It records all teachers' activities performed as duties beyond their stipulated teaching hours. It ensures to streamline the teaching-learning process more meaningfully and effectively to ensure academic excellence.

II: Environmental Sustainability Programme (ESP)

ESP is designed to bridge socio-economic-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 of UNDP, creating awareness 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	https://drive.google.com/file/d/1KDaATCwjWRiNcneZ_aH4XxCy-3WZL4Se/view?usp=sharing
Any other relevant information	Nil

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

In keeping with the vision of the college, an effective Student Support Service is a cluster of facilities and activities that are provided to make the learning process easier and interesting. SSS serves as the interface between the institution and the learners. As a part of the system, the 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, etc. The college also instituted scholarships, personal and group counselling services, a mentoring system, and remedial classes. The Alumni Association and the Management are the key pillars of support for the general growth of the institution and its students. This service gives students advice on academics, ensuring enhanced quality on curricular and co-curricular activities. Trained counsellors give confidential advice to students struggling with their studies, relationships, or problems at home. This practice is yielding good results in a greater number of placements and higher studies, and the evidence of success is in the form of feedback, which is positive and

encouraging.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR

- To upgrade the college to Autonomous College
- To Introduce Job-oriented and skill-based courses
- To Holistic and multidisciplinary education
- To initiate more scholarships to reward the students for various achievements.
- To give additional thrust to Campus Placements Initiatives
- To enhance the green initiatives on campus & components for the Environment Audit
- Identify talent among students for various sports & cultural activities;
- To enter into MOU's with Corporates and Industry Associations to promote Academia - Industry Linkages, to enable placements, internship, training, etc. for the students
- Focus on Sustainable Development
- To foster and strengthen relationship of Alumni with the Institution
- To encourage faculty to Organise Faculty Improvement Programmes, National and International Conferences
- To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues