

ST. THOMAS COLLEGE PALAI

ARUNAPURAM P. O., KOTTAYAM, KERALA – 686 574

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(Affiliated To Mahatma Gandhi University, Kottayam)



THE ANNUAL QUALITY ASSURANCE REPORT

2012-13

Submitted To

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

31 March 2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Period of Report: June 1, 2012 to May 31, 2013.

PART - A

1. Details of the Institution

1.1	Name of the Institution		ST. THOMAS COLLEGE PALAI			
1.2	Address Line		Arunapuram P. O. Kottayam (Dist.) Kerala, India. PIN - 686574			
	Institution e-mail address		principal.stc@gmail.com			
	Contact Nos.		04822-212317			
	Name of the Head of the Institution		Dr. K. K. Jose Kanichukattu			
	Tel. No. with STD Code		04822-212317			
	Mobile		09446560608			
	Name of the IQAC Co-ordinator		Dr. Sunil C. Mathew			
	Mobile		09495109316			
	IQAC e-mail address		sunilcmathew@gmail.com			
1.3	NAAC Track ID (For ex. MHCOGN 18879)		KLCOGN10058			
1.4	Website address		www.stcp.ac.in			
	Web-link of the AQAR		http://www.stcp.ac.in/downloadsphp#1/AQAR 2012-13			
1.5	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	4 Star		2000	Up to 2007
	2	2 nd Cycle	B++	82.5	2007	Up to 2012
1.6	Date of Establishment of IQAC			22/03/2004		
1.7	AQAR for the year (<i>for example 2010-11</i>)			2012-13		
1.8	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (<i>for example AQAR 2010-11 submitted to NAAC on 12-10-2011</i>)					
	i. AQAR 2008-09 Submitted to NAAC on 18-10-2012					

	ii. AQAR 2009-10 Submitted to NAAC on 18-10-2012										
	iii. AQAR 2010-11 Submitted to NAAC on 30-11-2012										
	iv. AQAR 2011-12 Submitted to NAAC on 20-12-2012										
1.9	Institutional Status										
	University					Not Applicable					
	State		Central		Deemed			Private			
	Affiliated College				Yes	✓	No				
	Constituent College				Yes		No		✓		
	Autonomous college of UGC				Yes		No		✓		
	Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)				Yes		No		✓		
	Type of Institution		Co-education		✓	Men		Women			
			Urban			Rural		✓	Tribal		
	Financial Status		Grant-in-aid			UGC 2(f)		✓	UGC 12B		
			Grant-in-aid + Self Financing			✓	Totally Self-financing		✓		
1.10	Type of Faculty/Programme										
	Arts	✓	Science	✓	Commerce	✓	Law		PEI (Phys Edu)		
	TEI (Edu)		Engineering		Health Science		Management		Others (Specify)		
1.11	Name of the Affiliating University (<i>for the Colleges</i>)					Mahatma Gandhi University, Kottayam					
1.12	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc										
	Autonomy by State/Central Govt. / University										
	University with Potential for Excellence					UGC-CPE			✓		
	DST Star Scheme					UGC-CE					
	UGC-Special Assistance Programme					DST-FIST			✓		
	UGC-Innovative PG programmes				✓	Any other (Minority Status)			✓		
	UGC-COP Programmes					✓					

2. IQAC Composition and Activities

2.1	No. of Teachers				7			
2.2	No. of Administrative/Technical staff				1			
2.3	No. of Students				0			
2.4	No. of Management representatives				2			
2.5	No. of Alumni				1			
2.6	No. of any other stakeholder and community representatives				0			
2.7	No. of Employers/ Industrialists				1			
2.8	No. of other External Experts				0			
2.9	Total No. of members				12			
2.10	No. of IQAC meetings held				10			
2.11	No. of meetings with various stakeholders							
	Faculty	Non- teaching staff	Students	Alumni	Others (Parents)			
	7	5	3	3	3			
2.12	Has IQAC received any funding from UGC during the year?				Yes		No	✓
	If yes, mention the amount							
2.13	Seminars and Conferences (only quality related)							
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC							
	Total Nos.	International	National	State	Institution Level			
	1	Nil	Nil	Nil	1			
	(ii) Themes		Maintenance and sustenance of quality in HEIs					
2.14	Significant activities and contributions made by IQAC							
<p>The IQAC chalked out the activities to be implemented on a priority basis and informed the Principal and the Management for necessary actions. The IQAC suggested arranging the visit of eminent scientists to the campus to motivate the student community which was materialized by the visit of the former President Dr. A. P. J. Abdul Kalam and Dr. C N R Rao. Also the IQAC planned to conduct at least one international seminar in the academic year 2012-13 and this was fulfilled by the Physics and Statistics Departments.</p> <p>Other Significant Activities and contributions made by IQAC include the following:</p>								

	<ul style="list-style-type: none"> ▪ Urged to fill up vacancies of Teaching and Non-teaching staff. ▪ Conducted orientation programmes about the newly introduced CBCSS at UG/PG levels. ▪ Conducted meetings of students to explain the scope and potentials of different Open Courses that offer choice/flexibility to students. ▪ Conducted 'Open House' to collect feedback about teachers, college, library, etc. ▪ Initiated steps to arrange 'Smart Classes' in every department. ▪ Acted as a catalyst in modernizing the classrooms for UG programmes. ▪ Played a major role in improving the performance of the college library. ▪ Conducted Internal Academic Audit and suggestions for improvement of the teaching-learning process are given to departments. ▪ Played a significant role in introducing ICT methods at all levels. 														
2.15	<p>Plan of Action by IQAC/ Outcome</p> <p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *</p> <table border="1" data-bbox="261 1020 1443 1856"> <thead> <tr> <th data-bbox="261 1020 737 1077">Plan of Action</th> <th data-bbox="737 1020 1443 1077">Achievements</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 1077 737 1188">Recruitment of new Staff</td> <td data-bbox="737 1077 1443 1188">19 teachers and 3 non-teaching staff were appointed on regular basis.</td> </tr> <tr> <td data-bbox="261 1188 737 1413">New Programmes of Study</td> <td data-bbox="737 1188 1443 1413">Three new courses viz., B.C.A, B.Com (with CA), B.Sc. (Leisure, Recreation and Sports Studies), under UGC innovative programme, started. Affiliation obtained for M.A. (History).</td> </tr> <tr> <td data-bbox="261 1413 737 1524">Batch wise meet-the-parent programme twice in each semester</td> <td data-bbox="737 1413 1443 1524">Close interaction with parents has resulted in improving discipline and pass percentage.</td> </tr> <tr> <td data-bbox="261 1524 737 1635">Remedial coaching for all weaker students.</td> <td data-bbox="737 1524 1443 1635">Results of SC/ST/OEC students have improved significantly.</td> </tr> <tr> <td data-bbox="261 1635 737 1747">UGC Test coaching for all PG students.</td> <td data-bbox="737 1635 1443 1747">More than 20 students have qualified UGC-CSIR NET/JRF and GATE Exam.</td> </tr> <tr> <td data-bbox="261 1747 737 1856">To organize workshop on film studies and performing arts.</td> <td data-bbox="737 1747 1443 1856">International film festival, Drama workshops etc. held. Two books were published by students.</td> </tr> </tbody> </table>	Plan of Action	Achievements	Recruitment of new Staff	19 teachers and 3 non-teaching staff were appointed on regular basis.	New Programmes of Study	Three new courses viz., B.C.A, B.Com (with CA), B.Sc. (Leisure, Recreation and Sports Studies), under UGC innovative programme, started. Affiliation obtained for M.A. (History).	Batch wise meet-the-parent programme twice in each semester	Close interaction with parents has resulted in improving discipline and pass percentage.	Remedial coaching for all weaker students.	Results of SC/ST/OEC students have improved significantly.	UGC Test coaching for all PG students.	More than 20 students have qualified UGC-CSIR NET/JRF and GATE Exam.	To organize workshop on film studies and performing arts.	International film festival, Drama workshops etc. held. Two books were published by students.
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Interactive sessions and invited talks by eminent scholars and scientists.	Dr. C.N.R. Rao, Dr. A.P.J. Abdul Kalam and many renowned scientists visited and inspired our students, staff, parents and public.
Merit day celebrations to felicitate the UGC-CSIR winners, rank holders, National Toppers in Sports and Games, NCC etc.	Merit day conducted on 5 th 2013 with the Vice Chancellor of M. G. University as chief guest and more than 75 students and 5 staff members were honoured at the meeting with mementos.
To celebrate the National Mathematical year and the International year of Statistics in a befitting manner.	National Seminar on Number theory in memory of Srinivasa Ramanujan and Quiz competition were held. International seminar on Bio-Statistics, K.S.A. Annual conference, Problem solving contests, workshops etc. conducted.
To give orientation on bio diversity conservation and environmental protection.	Students visited many bio diversity centres. Seminar on Environmental awareness and waste management, Debate on Green Politics, environmental quiz etc. held.
To encourage collaborative inter disciplinary research in emerging areas.	More than 15 research papers were published due to collaboration with international experts in Botany, Chemistry, Physics and Statistics.
At least 50 research publications.	More than 70 research papers published.
At least 2 international seminars and 10 National seminars	Statistics and Physics departments conducted Int. seminars. Also 8 national seminars/workshops were held.
Sending at least 5 faculty members to refresher courses	5 faculty members participated in Refresher and Orientation Courses.
Campus placement to at least 50 students.	58 students got campus placement in Banks, MNCs etc.
Sending at least 30% of UG students to respective PG programmes	More than 30% of our UG students went for the respective Post Graduate studies.

	At least 10 university ranks among first 3 ranks in PG Programmes.	Our PG students bagged 16 ranks in University Examinations.			
	To organize NSS and NCC camps	NSS has organized 4 camps, 12 one-day community service programmes and NCC conducted two 10-day camps and 40 one-day parades			
	To organize at least 6 moral/religious classes to each UG batch.	Six moral and religious instruction classes were organized for all UG students helping them to uphold values in their life.			
	To build a new student amenity centre with a modern canteen.	A new student amenity centre was constructed with the financial support of staff and management.			
<i>* Academic Calendar is given in Annexure II.</i>					
2.16	Whether the AQAR was placed in statutory body	Yes	✓	No	
	Management	✓	Syndicate	Any other body (College Council)	✓
	Provide the details of the action taken				
<p>The managing board discussed the AQAR in detail and expressed their satisfaction on the progress of the college in academic as well as co-curricular activities. The board suggested to fix a bench mark of 90% pass in all programmes of study. It sought various means to strengthen the remedial coaching and skill development programmes. Also the placement cell has been advised to take measures to double the number of recruits in the coming year. The research activities of the faculty members are appreciated and decided to take measures to depute at least 10% of the faculty members to undergo Ph.D. programmes during XII plan period. It was decided to complete all other renovation works at the earliest. The board suggested seeking public support for completing the construction of Sports Complex. The management allocated Rs. 25 lakhs for building a new chapel for the spiritual wellbeing of the staff and students. The College Council also discussed and endorsed the action plan.</p>					

Part – B

Criterion – I

1. Curricular Aspects

1.1	Details about Academic Programmes							
	Level of the Programme	Number of existing Programmes		Number of programmes added during the year		Number of self-financing programmes		Number of value added / Career Oriented programmes
	Ph.D.	11		0		0		0
	PG	14		0		3		0
	UG	12		0		1		0
	PG Diploma	0		0		0		0
	Advanced Diploma	0		0		0		0
	Diploma	2		0		2		0
	Certificate	7		3		4		3
	Training Programmes	2		0		2		0
	Total	48		3		12		3
	Interdisciplinary	0		0		0		0
	Innovative	0		0		0		0
1.2	(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options CBCS/Core/Elective option / Open options are available for all programmes of study.							
	(ii) Pattern of programmes							
	Pattern				Number of programmes			
	Semester				26			
	Trimester				0			
	Annual (Ph.D.)				11			
1.3	Feedback from stakeholders* <i>(On all aspects)</i>							
	Alumni	✓	Parents	✓	Employers	✓	Students	✓
	Mode of feedback	Online		Manual	✓	Co-operating schools (for PEI)		
	<i>*Analysis of the feedback is given in the Annexure III.</i>							
1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.							
	Yes. All PG programmes were converted to CSS and the syllabi were revised.							
1.5	Any new Department/ Centre introduced during the year. If yes, give details.							Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1	Total No. of permanent faculty										
	Total		Asst. Professors		Associate Professors		Professors		Others		
	99		40		59		0		0		
2.2	No. of permanent faculty with Ph.D.							51			
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year										
	Asst. Professors		Associate Professors		Professors		Others		Total		
	R	V	R	V	R	V	R	V	R	V	
	19	3	0	0	0	0	0	0	19	3	
2.4	No. of Guest and Visiting faculty and Temporary faculty						11		4		25
2.5	Faculty participation in conferences and symposia										
	No. of Faculty				International level		National level		State level		
	Attended Seminars/ Workshops				6		19		17		
	Presented papers				6		10		3		
	Resource Persons				2		7		11		
2.6	Innovative processes adopted by the institution in Teaching and Learning						Peer Teaching by research scholars, surprise tests, instant quizzes.				
2.7	Total No. of actual teaching days during this academic year							196			
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)							Module-wise test papers.			

2.9	No. of faculty members involved in curriculum restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop		18	0	32		
2.10	Average percentage of attendance of students		91%				
2.11	Course/Programme wise distribution of pass percentage :						
	Title of the Programme	Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
	M.A .Economics	22	Nil	86.36	Nil	Nil	86.36
	M.A .Politics	20	Nil	35	10	Nil	45
	M.A. English	24	Nil	75	4.17	16.66	95.83
	M.A. Hindi	19	Nil	42.11	15.79	Nil	57.9
	M.A. Malayalam	12	Nil	83.33	Nil	Nil	83.33
	M.Sc. Mathematics	16	37.5	43.75	Nil	Nil	81.25
	M .Sc. Statistics	14	64.29	28.56	Nil	Nil	92.85
	M. Sc. Physics	16	6.25	81.25	Nil	Nil	87.5
	M. Sc. Chemistry	19	26.32	31.58	Nil	Nil	57.9
	M. Sc. Botany	12	25	58.33	Nil	Nil	83.33
	M.Sc. Bio-Statistics	21	33.33	66.67	Nil	Nil	100
	M. Sc. Bio Technology	5	Nil	40	Nil	Nil	40
	M .Sc. Appl. Microbiology	14	Nil	64.3	Nil	28.6	92.9
	M.Com	18	11.11	66.67	16.66	Nil	94.44

	Title of the Programme	Total no. of students appeared	Grade				
			A %	B %	C %	D %	Pass %
	B.A. Economics	42	4.76	23.81	47.62	0	76.19
	B.A. Politics	38	0	26.32	60.52	0	86.84
	B.A. English	25	16	56	20	0	92
	B.A. Malayalam	15	0	26.67	60	0	86.67
	B.A. Voc. History	20	0	10	40	0	50
	B.A. Comm. English	32	0	46.88	43.75	0	90.63
	B. Sc. Mathematics	20	5	75	10	0	90
	B.Sc. Physics	35	8.57	65.71	20	0	94.28
	B. Sc. Chemistry	31	9.68	61.29	12.9	0	83.87
	B. Sc. Botany	14	0	50	42.86	0	92.86
	B.Sc. Zoology	12	0	16.67	33.33	0	50
	B.Com	58	18.97	67.24	6.89	0	93.10

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

In beginning of the academic year, the IQAC prepares an academic calendar and constantly monitor its effective implementation. Semester-wise assessment is made as part of evaluation measures and suitable remedial measures are taken. Based on the feedback taken from the stakeholders, IQAC conducts SWOT analysis and suitable measures are taken for compensating lapses and ensuring excellence in all endeavours.

2.13	Initiatives undertaken towards faculty development				
	Faculty/ Staff Development Programmes			Number of faculty benefitted	
	Refresher courses			3	
	UGC – Faculty Improvement Programme			Nil	
	HRD programmes			1	
	Orientation programmes			2	
	Faculty exchange programme			1	
	Staff training conducted by the university			2	
	Staff training conducted by other institutions			5	
	Summer / Winter schools, Workshops, etc.			3	
	Others (Staff Training by the Institution)			95	
2.14	Details of Administrative and Technical staff				
	Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
	Administrative Staff	27	1	3	3
Technical Staff	20	1	0	4	

Criterion – III

3. Research, Consultancy and Extension

3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution				
	Research monitoring cell coordinates all the research activities. Teachers are timely informed and motivated to apply for research projects funded by various agencies. Best research outputs from faculty as well as students are acclaimed and appreciated. Teachers are allowed to engage in collaborative research with experts in India and abroad. Some of the teachers utilized INSA exchange fellowship to visit foreign countries.				
3.2	Details regarding major projects				
		Completed	Ongoing (Started previously)	Sanctioned	Submitted
	Number	4	3	3	3
	Outlay in Rs. Lakhs	43.75 (For the entire project period)	32.4 (For the entire project period)	11.48	Nil
3.3	Details regarding minor projects				
		Completed	Ongoing (Started Previously)	Sanctioned	Submitted
	Number	Nil	12	8	7
	Outlay in Rs. Lakhs	Nil	9.08	6.86	Nil
3.4	Details on research publications				
		International	National	Others	
	Peer Review Journals	56	10	11	
	Non-Peer Review Journals	1	1	Nil	
	e-Journals	3	1	Nil	
	Conference proceedings	1	8	Nil	
3.5	Details on Impact factor of publications				
	Range	Average	H-index (Highest)	Nos. in SCOPUS	
	0.502 – 3.63	2.3	13	27	

3.6	Research funds sanctioned and received from various funding agencies, industry and other organisations.				
	Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
	Major projects	2012-14	UGC	9.95 Lakhs	6.31 Lakhs
		2012-13	DST	2.5 Lakhs	2.5 Lakhs
		2010-12	UGC	1.88 Lakhs	1.88 Lakhs
		2012-15	UGC	6.24 Lakhs	2.67 Lakhs
	Minor Projects	2012-14	UGC	9.75 Lakhs	6.86 Lakhs
		2012-13	Coconut Development Board	85000/-	85000/-
	Interdisciplinary Projects	Nil			
	Industry sponsored	Nil			
	Projects sponsored by the University/ College	Nil			
	Students research projects (other than compulsory by the University)	Nil			
Any other (Specify)	Nil				
Total			31.17 Lakhs	21.07 Lakhs	
3.7	No. of books published				
	With ISBN No.	6	Chapters in Edited Books	2	Without ISBN No. 5
3.8	No. of University Departments receiving funds from: Not Applicable				
	UGC-SAP	CAS	DST-FIST	DPE	DBT Scheme/funds
3.9	For colleges				
	Autonomy		CPE	✓	DBT Star Scheme
	INSPIRE	✓	CE		DST-FIST ✓
3.10	Revenue generated through consultancy			3.8 Lakhs	

3.11	No. of conferences organized by the Institution						
	Level	International	National	State	University	College	
	Number	2	10	2	1	12	
	Sponsoring agencies	UGC, DST, KSCSTE, CSIR, MOSPI	UGC, KSCSTE	KSCSTE	M. G. University	PTA, Alumni	
3.12	No. of faculty served as experts, chairpersons or resource persons					21	
3.13	No. of collaborations						
	International	12	National	15	Any other	6	
3.14	No. of linkages created during this year				2		
3.15	Total budget for research for current year in lakhs						
	From Funding agency		From Management of University/College			Total	
	46.5		2.25			48.75	
3.16	No. of patents received this year						
	Type of Patent				Number		
	National		Applied		Nil		
			Granted				
	International		Applied		Nil		
			Granted				
	Commercialised		Applied		Nil		
			Granted				
3.17	No. of research awards/ recognitions received by faculty and research fellows of the institute in the year						
	Total	International	National	State	University	District	College
	1	Nil	1	Nil	Nil	Nil	Nil
3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them				30		
					19		
3.19	No. of Ph.D. awarded by faculty from the Institution				Nil		
3.20	No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)						
	JRF		SRF		Project Fellows	Any other	
	2		1		3	11	

3.21	No. of students Participated in NSS events				
	University level	State level	National level	International level	
	20	1	Nil	Nil	
3.22	No. of students Participated in NCC events				
	University level	State level	National level	International level	
	Nil	12	21	Nil	
3.23	No. of Awards won in NSS				
	University level	State level	National level	International level	
	Nil	Nil	Nil	Nil	
3.24	No. of Awards won in NCC				
	University level	State level	National level	International level	
	Nil	Nil	Nil	Nil	
3.25	No. of Extension activities organized				
	University forum	College forum	NCC	NSS	Any other
	Nil	3	7	3	2
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility				
	<p>(i) Cancer awareness programme for the public in collaboration with Lions Club of Palai.</p> <p>(ii) Free Noon meal service on Fridays at Mariyasadanam Palai, a home for the Mentally Retarded.</p> <p>(iii) The College Union set up a library at St. Joseph's Orphanage School, Monippally.</p> <p>(iv) Distributed uniforms, umbrellas to poor students of Govt. L.P. School Kadayam, Pala.</p> <p>(v) Awareness programme against AIDS was organized by NSS and NCC.</p> <p>(vi) Blood donation campaign was organized by Blood Donor's Forum.</p> <p>(vii) NSS volunteers in collaboration with Palai Municipality tested the quality of drinking water in households in the Municipality.</p> <p>(viii) Constructed Village Roads at Neeloor and Mattathippara as part of NSS camps.</p> <p>(ix) NSS volunteers helped in the construction of a house for a poor family at Neeloor.</p> <p>(x) Our drama club organized street dramas to create awareness against social evils, like alcoholism, drug abuse, ragging and women harassment.</p> <p>(xi) Awareness programme on donating Organs like Eyes, Kidneys etc. by the College Union.</p>				

Criterion – IV

4. Infrastructure and Learning Resources

4.1	Details of increase in infrastructure facilities				
	Facilities	Existing	Newly created	Source of Fund	Total
	Campus area	24.58 Acre	Nil	NA	24.58 Acre
	Class rooms	64	5		69
	Laboratories (Including Computer Labs)	16	Nil	NA	16
	Seminar Halls	4	Nil	NA	4
	No. of important equipments purchased (\geq 1.0 lakh) during the current year.	46	7	UGC, DST, KSCSTE	53
	Value of the equipment purchased during the year (Rs. in Lakhs)	180	48	UGC, DST	228
	Others - Auditorium	1	Nil	NA	1
4.2	Computerization of administration and library				
	<p>Office and Library are computerized for effective running. Staff salary and related matters are done online. Admission is under centralized allotment process through the university website. Admission procedures are fully computerized. NLIST/INFLIBNET is available in the college. Each student is given an ID number. He/she can avail the facility in and outside the campus. Information about the library is available from the college website. The library is fully automated. Issue-return and search facilities are automated. Three computers and two printers are available for public access. Our internet band width/speed is 4 MPBS. Online Public Access Catalogue (OPAC) facility is available in the library. Registers related to admission, attendance, examination etc. are also kept in soft form using respective softwares. INFLIBNET facilities are also available at the University Study Centre functioning in our college. The selection of our college library as the Best College Library in the Darsana International Book Fair 2013 at Kottayam was also based on its rich collection of books and journals, neatness and order as well as the digital face.</p>				

4.3	Library services								
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
	Text Books	72666	11432517	2870	927528	75536	12360045		
	Reference Books	7315	124873	613	312386	7928	437259		
	e-Books	N-LIST	5000	N-LIST	5000	N-LIST	5000		
	Journals	298	98715	6	2230	304	100945		
	e-Journals	N-LIST	5000	N-LIST	5000	N-LIST	5000		
	Digital Database	Nil		Nil		Nil			
	CD & Video	147	38000	15	7500	162	45500		
Others (specify)	Nil		Nil		Nil				
4.4	Technology up gradation (overall)								
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
	Existing	162	110	90	40	48	5	15	4
	Added	75	75	75	35	27	5	13	3
Total	237	185	165	75	75	10	28	7	
4.5	Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)								
	<p>All staff members are given proper training in the optimum use of internet resources for teaching and research. Awareness programmes for the better use of internet resources and the precautions to be taken while using the social networks like facebook, twitter etc. were conducted for students and staff. Support staff is provided adequate training in computer usage as well as office automation software including SPARK for preparation of salary bills. They are sent for training programmes organized by KSHEC, DCE and the University. The institution conducts orientation programmes for newly recruited non-teaching staff. It also arranges training on ICT methods and computer applications.</p>								
4.6	Amount spent on maintenance in lakhs								
	ICT	Campus Infrastructure and facilities			Equipments	Others	Total		
	22.5	115			55	14	206.5		

Criterion – V

5. Student Support and Progression

5.1	Contribution of IQAC in enhancing awareness about Student Support Services			
	<p>IQAC has arranged several awareness programmes for students on the facilities and support services offered by the college. Special orientation programmes are given to the newcomers regarding the proper use of library books, journals, magazines, newspapers etc. as well as online facilities like INFLIBNET. Awareness programme for providing information on various scholarships and financial assistance available to students and research scholars is also conducted every year. Sri. Jogy Alex, Associate Professor, Department of Chemistry is in charge of this programme. To nurture and foster leadership qualities and inter-personal skills the college union is organizing variety programmes under the advice of IQAC. Sri. Tommy Cherian, Associate Professor, Department of English is in charge of this programme. To cater to the needs of SC/ ST students, a cell under the leadership of Sri. V. K. Jose, Associate Professor, Department of Mathematics is functioning in the college. On recommendation of the IQAC, the Career Guidance and Placement Cell has organized 3 training camps for students in connection with the Additional Skills Acquisition Programme of the Government of Kerala.</p>			
5.2	Efforts made by the institution for tracking the progression			
	<p>Performance of students in internal and university examinations, attendance, achievements and participation in co-curricular activities etc. are under constant monitoring by the student mentors/ tutors of each batch. Student's performance record is maintained by the mentor and takes necessary corrective steps. Final year UG and PG students are given awareness programmes regarding their future studies. PTA general body meeting is held every year and meet-the-parent programme is held twice in every semester mainly to track and monitor the progress of students in their studies.</p>			
5.3	(a) Total Number of students			
	UG	PG	Ph.D.	Others
	1234	471	200	360 (IGNOU & other streams - Not considered as regular students)
	(b) No. of students outside the state			12

(c) No. of international students				Nil				
During 2012-13		Men		No.	%			
				1355	71.1			
		Women		No	%			
				550	28.9			
Last Year (2011-12)								
General	SC	ST	OBC	Physically Challenged	Total			
1206	151	46	497	Nil	1900			
This Year(2012-13)								
General	SC	ST	OBC	Physically Challenged	Total			
1387	175	54	287	2	1905			
Demand ratio		19:1		Dropout %	1%			
5.4	Details of student support mechanism for coaching for competitive examinations (If any)							
<ul style="list-style-type: none"> ▪ The Career Guidance and Placement Cell offers special coaching programmes promoting clerical aptitude, verbal aptitude, numerical aptitude, general mental ability, etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. and a large number of students got placement. Coaching for Bank Tests, UGC-NET/JRF examinations are also offered at department-level. ▪ The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination. ▪ Training for NET examination is provided by departments. Every year large number of students qualifies NET/JRF examinations. ▪ Intensive coaching is given to shortlisted candidates for appearing for the campus placement drive of scheduled banks. Large number of students got placements in such banks. ▪ Career-fests are organised every year. A number of students got placement in IT sector. ▪ Mock interviews, group discussions and soft-skill development programmes were conducted. ▪ Coaching classes are conducted in many departments to equip the students to appear for various competitive examinations. ▪ Peer teaching system is introduced in many departments to equip students perform well in interviews for the selection of assistant professors in colleges. 								
No. of students beneficiaries				345				
5.5	No. of students qualified in these examinations							
	NET	SET/SLET	GATE	CAT	IAS/IPS etc.	State PSC	UPSC	Others
	55	18	3	2	2	148	15	9

5.6	Details of student counselling and career guidance			
<p>With the active support of the PTA, the Faculty of Religion offers counselling service to students. Rev. Dr. Mathew Panthalanickal, specialized in counselling will be available in the college, three days in a week for counselling service. In addition to this students can meet the following teachers, Dr. P D George, Dr. V V Georgekutty, Dr Benny Kurian, Dr P O Augusthy for counselling service. They have undergone special training in counselling.</p> <p>The college is having the service of four teachers as Career Counsellors. They are, Dr. K V Thomas, Prof. Cherian Vadakkekunnel, Dr. Seemon Thomas and Dr C K James. After attending a 3-week course at the Institute for Career Studies at Luknow, they have been certified as Professional Career Counsellors. They conduct career orientation programmes. Programmes for career guidance and personality development are conducted for all the students batch by batch by the Career Guidance Centre. Coaching for Bank Tests, UGC NET/JRF exam are also offered. Career fests are organized every year.</p>				
No. of students benefitted			650	
5.7	Details of campus placement			
		On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
2	320	52	15	
5.8	Details of gender sensitization programmes			
<p>Under the auspices of the Janamaithri Vanitha Jagratha Samithi and the Women's Forum various sensitization/ empowerment programmes were organized for Lady students. Orientation on Special rules and privileges for safeguarding women, awareness programmes against sexual abuse, harassment, suicidal tendencies etc., classes on adolescent problems etc. were conducted. Special training on Karate, Yoga etc. were provided to lady students. Leadership trainings well as personality development programmes were organized. All students expressed their concern against atrocities on women and pledged to protect women from all evils.</p>				

5.9	Students Activities		
	5.9.1. No. of students participated in Sports, Games and other events		
	State/ University level	National level	International level
	182	20	Nil
	No. of students participated in cultural events		
	State/ University level	National level	International level
	110	Nil	Nil
	5.9.2. No. of medals /awards won by students in Sports, Games and other events		
	Sports		
	State/ University level	National level	International level
	20	2	Nil
	Cultural		
	State/ University level	National level	International level
	4	Nil	Nil
5.10	Scholarships and Financial Support		
		Number of students	Amount
	Financial support from institution	114	2,50,000/-
	Financial support from government	761	14,11,400/-
	Financial support from other sources	255	14,70,000/-
	Number of students who received International/ National recognitions	2	20,00,000/-
5.11	Student organised / initiatives		
	Fairs		
	State/ University level	National level	International level
	2	Nil	Nil
	Exhibition		
	State/ University level	National level	International level
	2	Nil	Nil
5.12	No. of social initiatives undertaken by the students	6	
5.13	Major grievances of students (if any) redressed		
	The main grievances from students were about the inadequacy of toilets and a good canteen. We have redressed these grievances by building new toilets and a spacious modern canteen. Another major grievance was regarding the availability of computers and internet. This has been solved by installing 75 new PCs most of them with browsing facilities.		

Criterion – VI

6. Governance, Leadership and Management

6.1	<p>State the Vision and Mission of the institution</p> <p>Our vision is to create a centre of excellence through the formation of young people empowered to create a bright future for themselves and others, irrespective of caste, creed, religion or language through dissemination of knowledge, skills and noble values.</p> <p>The mission of the College is as follows:</p> <ul style="list-style-type: none">(i) To provide the students with faith in God, love for their fellow men and devotion to the Motherland by imparting moral, religious, intellectual and physical discipline.(ii) To empower the students with deep knowledge and awareness of current developments in their chosen subjects.(iii) To equip the students with skills necessary to succeed at the very highest level in a competitive world.(iv) To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership.(v) To encourage scholarship and research, especially those that are locally relevant yet globally acceptable. These will be achieved through teamwork and innovative methodologies employing opportunities both inside and outside the classroom.
6.2	<p>Does the Institution has a management Information System</p> <p>The admission is done from an online list given by the university under the centralized allotment process. However formal admission to the college is managed by the admission committee in the college with the help of softwares. The internal exam marks, attendance, library usage, fees and scholarships etc. are monitored under an office automation system. Library is managed by the campus network software in which issue of books, return etc. are done using the barcoded identity card. Staff salary and related matters are operated through SPARK online system.</p>

6.3	Quality improvement strategies adopted by the institution for each of the following
	6.3.1 Curriculum Development
	Curriculum development is primarily done by the university through various boards of studies. More than 15 faculty members of our college are members of UG and PG BOs and are directly involved in the curriculum development process. In addition our faculty members actively participate in the workshops and camps for syllabus revision and restructuring. We have fully implemented the recent CBCSS system for UG programmes and CSS system for PG programmes.
	6.3.2 Teaching and Learning
	<p>A general time table for all classes is prepared and is made available to the students at the beginning of the academic year. Departments prepare their own detailed subject-wise time-table based on the general time-table. Individual teachers are assigned work by the Head of the Department. Teachers prepare the teaching plan of the topics allotted to each of them. Teachers keep daily work record which is periodically evaluated by the HOD and the Principal. This practice ensures effective implementation of the academic plan.</p> <p>Allotment of classrooms and recording of students' attendance are monitored at the institutional level. The attendance system is computerized as part of office automation.</p> <p>The heads of departments and the faculty in charge of various curricular and co-curricular activities furnish a detailed schedule to the office at the beginning of every academic year. The College council discusses these programmes and finalizes the College calendar incorporating all such details. Copies of academic calendar are made available to the students and staff. ICT tools are extensively used in classrooms both by the faculty and students. Students and faculty get free access to Internet. E-learning resources such as INFLIBNET, NLIST are available in the campus. The students are also encouraged to use computer software packages like SPSS, SAS, MATLAB etc. for meaningful analysis of the experimental data collected by them.</p>
	6.3.3 Examination and Evaluation
	An evaluation blue print showing the allotment of marks, question numbers, etc. is given on the facing sheet supplied in the examination hall. Details about the pattern/types of questions, number of questions to be answered in each section, weights/marks/credits for

each question, etc. are published in the College Handbook and University website. All the evaluation reforms of the University are usually adopted by the institution. The new CBCSS grading system developed by the university has been fully adopted by the college both at UG and PG levels. Recently, the new system of seven-point grading with marks suggested by the university is also adopted by the college. At the college level two internal examinations are conducted in every semester. Additional internal examinations are conducted for selected courses. Assignments, seminars, project works, etc. are regularly given to students and their performance is evaluated. These are made part of internal assessment. 'Meet the Parents Programme' is conducted in every semester to discuss progress of students. Besides, instant quizzes, objective type tests, etc are also conducted. A senior teacher is appointed as the Controller of Examinations at the college level. The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms. A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time. In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs. Internal evaluation grades/marks of all students are published in the notice board of the concerned department for verification by students before submitting the grades to university. Grievances, if any, will be redressed by the Grievance Redressal Cells at the department level/college level/university level.

6.3.4 Research and Development

A research monitoring committee is constituted with a view to promoting and monitoring research activities in the college. The committee, chaired by the Principal, consists of an external expert, a representative of the management, IQAC Coordinator and five active research guides from different disciplines. Autonomy is accorded to the principal investigator as per rules. Fund is transferred to the account of the principal investigator as and when released by the funding agency based on the request of the principal investigator subject to the condition that audited statement of accounts and utilization certificates are to be produced. All facilities including infrastructure and human resources of the college are extended to the principal investigator. The research guides are given a relaxation of two hours of duty per week as per Govt. regulations. Investigators are given permissible

duty leaves and special recognition also. The college supports investigators in their technology and information needs by making available good library with modern facilities including NLIST online library and free access to internet, etc. The college subscribes to more than 200 national/international journals. The college provides every support in timely auditing and submission of utilization certificate to the funding authorities. All projects are up-to-date in this respect. The college encourages teachers to apply for major and minor research projects of UGC, DST, CSIR and other funding agencies. The college offers various scholarships for promoting research and conducts project presentation competitions for students under the auspices of the Research and Consultancy Services (RACS) Cell and Dr. P. J. Thomas Foundation. Each research scholar in the college has to present his work before a meeting of teachers and students in the college, prior to the submission of his or her Research Thesis to the University. The college publishes two international journals namely; STARS: Int. Journal (Sciences), and STARS: Int. Journal (Humanities) with ISSN numbers. The department of Hindi publishes a national journal called “Shodh Kshitij”. Copies of all journals are distributed to all PG students at a discounted rate. The college subscribes a good number of national/international research journals and online journals. The publications by faculty and research scholars as well as Ph.D. thesis are exhibited in the college library. Individual and group projects are given to students and research facilities in the college are extended to them. Project work of each student is guided and supervised personally by teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Online Public Access Catalogue (OPAC) facility is available in the library. The students themselves can search the books. NLIST/INFLIBNET is available in the college. Each student is given an ID number. He/she can avail the facility in and outside the campus. Information about the library is available from the college website. The library is fully automated. Issue-return and search facilities are automated. Three computers and two printers are available for public access. Our internet band width/speed is 4 MPBS. We share resource networks like INFLIBNET.

Total area of the library-1860 sq. metre.

Total seating capacity- 350 (three floors)

Working hours- 9.00 am to 5.00 pm on all working days.

Separate reading room, reference section, PG & UG Sections are available.

We have a full-fledged and spacious library with over 84000 books, 300 journals, 50 copies of newspapers and over 10000 e-journals under NLIST/INFLIBNET set up in a three-storied building.

Green boards are introduced in all classes. Whiteboards and interactive boards are provided in selected classrooms. Computers with internet connectivity are made available in PG and III year UG classrooms. Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation. Seminar halls are available in all buildings. Tutorial spaces, modern laboratories with the latest equipments are available for all the science departments. All the science departments have received financial assistance from the DST, Government of India for the modernization of the laboratories.

A Botanical garden is maintained by the Post Graduate Department of Botany behind the main building of the college. All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students. There is a central Computer Lab with 100 PCs for staff and students in the G block. Internet use is free for all the students. A full-fledged Study Centre cum Library of MG University is also functioning in the campus.

6.3.6 Human Resource Management

A sound system of selection and recruitment with a view to ensuring transparency and quality is followed by the college. Induction programmes have been organised to identify and nurture the potential of the staff. Staff members are required to attend training programmes, refresher courses, orientation programmes, conferences and seminars. Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes. Faculty members are given proper freedom of operation with regard to academic as well as research activities. Promotions, career advancements, etc. are given without any delay. Research guides are given special facilities including research labs.

A participative system of managing is adopted. Committees are constituted to implement developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc. Internet, Computer labs, etc.

are made available to staff at free of cost. Involvement of staff in the institutional process is highlighted and appreciated in various public meetings. Achievements and involvement of staff in the institutional process is duly acknowledged and published in the News Letter of the college. Mementos/prizes are given on Merit Day to staff for their significant achievements. Staff meetings are held and every member of teaching and non-teaching staff get sufficient opportunity to express their ideas and to participate in the decision making process. Important decisions are taken after dialogues and consultations with all stakeholders. A committee system is adopted for the implementation of all developmental projects as well as academic and extra-curricular activities. Efforts have been taken by the management to make sure that everyone is involved in some or other aspects of the administration and the tasks are devolved through various committees to increase the efficiency.

The Management helps identify and nurture leadership among faculty by entrusting them with the overall charge of academic and non-academic activities such as NSS, NCC, IQAC, Arts Club, Music Club, Anti-ragging cell, Grievance Redress Cell, etc. The Principal plays the key role in planning and mobilization of the human resource of the college. HODs are entrusted with coordinating activities at department level. To develop leadership qualities among students, college union elections are held and executive committee is constituted for organizing co-curricular and extra-curricular activities. Student leaders of subject associations organize various competitions and fests. Leadership training and personality development programmes are organized for students. Staff meetings and meetings of IQAC, Staff Council, College Union, etc are conducted regularly. Usually the administrative and the quality related policies are presented and discussed in the college council before implementation. The college council meetings also serve the purpose of gaining feedback for the management on the various policies. There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff. The teachers are required to submit self-appraisal duly attested by the departmental heads who forward them to the Principal.

6.3.7. Faculty and Staff recruitment

All appointments are based on pure merit and as per Govt./University rules. No capitation fee or donation is accepted by the college for appointments. The college appoints well

qualified teachers from different parts of the State to avoid inbreeding. Candidates with higher degrees such as Ph.D., M. Phil., etc. are given weightage in appointments. During 2012-13, 19 faculty members and 3 non-teaching staff were newly appointed.

6.3.8 Industry Interaction / Collaboration

The college promotes collaboration and interaction for research activities with research laboratories and reputed institutes through exchange programmes, participation in conferences/ seminars/ workshops/ training programmes/ refresher courses/ summer institutes, etc.

Two leading scheduled banks have started campus placement from our college. During the year 2012-13 a total of fifty two students have got placement in these banks from the campus. The collaboration with IISc Bangalore and Dept. of Physics has led to the successful synthesis of high quality PbSe nano particle for the first time in India. The collaboration with MG University library has contributed to online access of many books and journals to our faculty, research scholars and PG students. The collaborations have led to the publication of more than hundred research papers in reputed national/international journals. The Biostatistics PG students are doing their project works at RCC Thiruvananthapuram and CMC Vellore as a result of collaborations.

The collaboration with Coconut Development Board resulted in getting approval of a major project for developing high quality coconut seedlings which in turn would help in the purchase of new equipments in the lab. The MoU signed with Kizhathadiyoor Service Cooperative Bank Ltd., Pala has provision for training and project works for UG and PG students in the Dept. of Commerce. The establishment of the Convergence Scheme of IGNOU has led to the development of a new computer lab in the college. Department-level collaborations are encouraged. Most of the departments have already established collaborative arrangements with universities/organizations.

Collaborative researches are promoted. Teachers in the departments of Statistics, Chemistry, English, Botany, Physics, etc. are currently doing collaborative research works. Space and necessary infrastructural facilities are provided to researchers to establish labs and fields under collaborative projects. Faculty members with good research potential are given study leave/duty leave in concurrence with Govt. policies. The college has established a Research Monitoring Cell to coordinate research activities. The college

has executed an MoU with KELTRON, Govt. of Kerala for offering training programmes in computer networking and software development. Collaborations have been established with Cognizant Technology Solutions, NOVARTIS International, Kizhathadiyoor Service Cooperative Bank, etc. Our students visit industries, banks, security markets, hospitals, medical colleges, etc. The college has instituted an award of Rs. One lakh for the Best Ethical Businessman to promote ethical business practices. Consultancy services are offered to industries by departments of Statistics, Chemistry, Botany, etc.

6.3.9 Admission of Students

Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college. Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota. There is no provision to conduct entrance test for admission in to conventional programmes in affiliated colleges. However, admission to UGC sponsored B.Sc. Sports Studies is done based on a merit list prepared after conducting an entrance test conducted at the college level under the supervision of an expert from the university.

For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university. The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category. The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redressal Cell functioning in the College and University.

The high entry level marks show that our college is a dream destination of students for their higher studies. Students are free to point out any number of options regarding their choice of colleges at the time of applying for courses through the Common Admission Process of the university. It is learnt that for most of the programmes our college was the first choice for majority of applicants. Moreover, it is evident from the admission data that St. Thomas College was the first choice of most of the students admitted into the various programmes of the college.

	<p>The college adopts UGC, Govt., and University regulations and norms for admitting students. The admission process is subject to the verification/audit by the university and Govt. Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered by the college with great enthusiasm with a view to ensuring justice and transparency in the admission process. For Management Quota and Community Quota admissions students are required to submit separate applications with the College. Merit list of students under these categories is published in the college notice board and intimation letters are sent to the candidates</p> <p>Meetings of HODs and department level staff coordinators of admissions are convened to assess the progress of the admission process. Dr. V. K. Jose, Associate Professor of Mathematics serves as the college level coordinator of admissions. When the process is complete meeting of coordinators and HODs is held to review the process of admission.</p>
6.4	<p>Welfare schemes for Teaching, Non-teaching, Students</p> <p>There is St. Thomas College Staff Co-operative Society Ltd. No. K. 434 for mobilizing the savings of teachers and non-teaching staff of the college as well as to give loans for purposes such as housing, purchase of cars, domestic needs, Cash Credit to meet contingencies, etc. The Society has 212 members and a working capital of Rs. 9.75 crores. The Society also conducts Group Deposit Credit Schemes for the benefit of members. The Society is capable to meet almost all financial requirements of the staff. It gives loans at a low rate of 11% interest.</p> <p>St. Thomas College Staff Co-operative Society Ltd. No. K. 434 has instituted Scholarships for the benefit of the meritorious children of members of staff. Drinking water, rest room, financial assistance for critical deceases, etc. as well as training in the use of computers are also provided to staff. Besides, there is a well-furnished student centre and canteen under the management and administration of St. Thomas College Cooperative Society Ltd No. K. 4175. Meals and other refreshments, books and stationery, cosmetics, Photostat services, etc are available to staff also at reasonable prices. Principal is the President of the Society. St. Philips Hostel for staff and Staff Quarters are available in the campus. The college has hosted a branch of The South Indian Bank also in the</p>

campus. Parking facility, library, reading room, meditation hall, health club, etc. are also made available to all teaching and non-teaching staff of the college.

The playground of the college and other facilities for sports and games are also made available to staff as well as students. Tug of War, Cricket matches, Football, Volleyball, Chess competitions, etc. are conducted as friendly matches between teams of staff as well as between staff and students. All statutory welfare schemes such as provident fund, pension scheme, earned leaves and other leaves, group insurance, family benefit scheme, state life insurance, etc. have been implemented. Residence facility for staff from distant places is provided in the campus. The Management promotes team work, mutual respect, care for each other as well as a style of participative management. Staff meetings, Annual Get Together of Staff, etc. are conducted to hear staff.

A sound mechanism for grievance redress is established in the college. The Manager of the college spends two full days a year here in the campus and heard all members of staff individually. Their suggestions are recorded and complaints are taken care of. The college respects all rights and privileges of the staff and not even a single right is denied. Promotions and increments are given as per rules without any administrative delay. Refresher courses, training programmes, and other facilities for career advancement are provided to staff. Research labs, research library, spacious staff rooms, smart class rooms, seminar halls, canteen facilities, advanced software and Internet facilities are made available.

The following is a list of welfare facilities for students available in the college:

- Endowments and scholarships
- Financial support schemes: Scholarships by PTA, Alumni, Well Wishers
- St. Thomas Society for Science and Religion
- Catholic Students Movement (C.S.M.) & Jesus Youth
- Women's Forum & Vanitha Jagratha Samithi
- Poor Students Fund
- Free Meals Programme
- Career Counselling and Guidance
- JRF/NET Coaching

- Bank Test Coaching
- Career Guidance and Placement Cell
- Organizing coaching classes for competitive exams
- College Cooperative Store for staff and students
- Subsidized Meals for students from College Canteen
- Grievance Redress Cell
- SC/ST Monitoring Cell
- Purified drinking water facilities and water coolers
- English Speaking Corner, English Quest
- Commerce and Management Fest
- Economic Fest
- Subject Associations for each department
- Soft skill training and personality development programmes
- Entrepreneurship Development (ED) Club
- Personal and Psychosocial Counselling Service
- Most Ethical Business Man Award instituted by Alumni
- Value education classes, Life orientation programmes and annual retreat
- Health Club and Multi-gym
- Multipurpose Indoor Stadium
- Sports hostel and special diet for the sports persons
- Miss a Meal Programme for Orphanages
- Civil Service Institute
- Blood Donors Club (Red Ribbon Club)

The institution is working towards ensuring social justice through the various students' welfare schemes. The induction program clearly presents the welfare schemes available to the students. There are various welfare schemes such as SC/ST welfare fund, KPCR Commission Fee Concession, Welfare fund for Sportspersons, etc. In addition, the Poor Students Fund, Free Meals Programme etc. are instituted by the college for the benefit of poor students. The college Cooperative Store gives discounts to students in the purchase of books and stationery. The college canteen gives meals and other items at reduced rates

	to the students. Students get technical help from the college office to avail themselves of educational loans from the nationalized banks.			
	The following welfare schemes are made available to the students:			
	<ul style="list-style-type: none"> ▪ Scholarships and Freeships ▪ Career Counselling and Guidance ▪ The college assists all students in opening an account with a zero balance ▪ Medical Assistance to students: health insurance/ Group Personal Accident Claim worth Rs. 100,000/- ▪ Subsidized meals from the College Canteen ▪ Students' Self Support Scheme of the Department of Commerce ▪ Grievance Redressal Cell ▪ Women's Forum & Vanitha Jagratha Samithi ▪ Poor Students Aid Fund ▪ Free Meals Programme 			
6.5	Total corpus fund generated	Rs. 1.06 Crores		
6.6	Whether annual financial audit has been done	Yes	✓	No
6.7	Whether Academic and Administrative Audit (AAA) has been done?			
	Audit Type	External		Internal
		Yes/No	Agency	Yes/No Authority
	Academic	Yes	M.G. University	Yes IQAC
	Administrative	Yes	CAG Office	Yes Managing board
6.8	Does the University/ Autonomous College declare results within 30 days?			
	For UG Programmes	Yes		No ✓
	For PG Programmes	Yes		No ✓
6.9	What efforts are made by the University/ Autonomous College for Examination Reforms?			
	The university is conducting end semester examinations as part of Credit Semester System for UG and PG. The university has made facilities for uploading internal marks in the university web portal. The exam hall tickets can be downloaded from the university website. The results are being published in the university website.			

6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
	The university is in a process of making amendments to the statutes to allow autonomy to affiliated colleges. However, no college has been granted autonomy so far.
6.11	Activities and support from the Alumni Association
	<p>The college has a registered alumni association. All students who pass out from this college are given membership in the association. St. Thomas College Alumni Association is an active organisation which aims at the inculcation of intimate fellowship and promotion of frequent interaction among the former students of the College. Besides this, each department has its own Alumni Forum. The College Alumni Association has organised a wide variety of programmes. Its activities include organizing Seminars, Memorial Lectures, Conferences, Quiz programmes and assisting the college to conduct various academic programmes, assisting the sports students and getting actively involved in the infrastructure development of the college.</p> <p>Alumni Day was celebrated on 6th September 2012 and Dr. A.P.J. Abdul Kalam, former President of India was the Chief Guest. The Alumni serve as resource persons for various enrichment programmes. The Alumni Debate Forum meets every month on first Saturdays and discusses current issues and organises debates at HRD Centre, Pala. It has instituted an Endowment fund to gratefully acknowledge the services of the Founder Fathers namely, late Bishop Mar Sebastian Vayalil, the founder-Patron of the college, Late Msgr. Joseph Kureethadom, former Principal and Late Prof. V.J. Joseph, the first Vice-Principal of the college. The Alumni Association is having different chapters abroad, such as PASTCOS - Kuwait, Bahrin, Doha, Dubai, USA, etc. Sri. George Thomas Kottukapally Trust in association with the Alumni Association has instituted an award worth Rupees One Lakh for the “Best Ethical Business Man of Kerala” in memory of Sri. George Thomas Kottukapally M.P who was instrumental in the starting of the college. A corpus sum of Rs. Eleven lakhs has been paid by Kottukapally family.</p> <p>Besides, most of the departments are having their own alumni associations. St. Thomas College Commerce Alumni Association (STCCAA), English Alumni Association, Botany Alumni Association, etc. are examples. The Commerce Alumni Association has sponsored the renovation work of two classrooms for M.Com students at</p>

	cost of over 4 lakhs. Statistics Alumni Association sponsors Prof. Ramakrishna Pillai Statistics Quiz Competition.
6.12	<p>Activities and support from the Parent – Teacher Association</p> <p>PTA meetings are conducted at least once in every semester and score sheets are given to parents and their suggestions are used to improve the system. The PTA gives proficiency prizes to top scorers in the internal examinations. PTA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers. The PTA of the college also extends financial support for the needy sports person and has instituted scholarship for the excellence in sports. The PTA is playing an active role in providing additional funds for the development of the college. Merit Days are held every year under the auspices of the PTA to encourage and felicitate the rank holders and winners of various competitive exams.</p>
6.13	<p>Development programmes for support staff</p> <p>Support staff is provided adequate training in computer usage as well as office automation software. They are sent for training programmes organized by KSHEC, DCE and the University. The institution conducts orientation programmes for newly recruited non-teaching staff. It also arranges Human Resource Development Programmes and training on ICT methods and computer applications. The performance of non-teaching staff is monitored and appraised by the Administrative Assistant. Spiritual renewal and value education classes were organised exclusively for the support staff.</p>
6.14	<p>Initiatives taken by the institution to make the campus eco-friendly</p> <p>A full time gardener is appointed for the maintenance of the college garden as well as plants and trees in the campus. Planting of trees will take place every year under the auspices of NSS volunteers. An effective waste management system is prevailing in the campus. To help the activities of keeping the campus eco-friendly, the students and staff spend at least two afternoons in every semester for cleaning the campus. Bhoomithra Sena, an organization for protecting the earth for the future generations, is organizing various awareness programmes for keeping the campus eco-friendly. The ‘Nature Club’ also conducts environmental awareness programmes. The Department of Botany has assessed the environmental impact of the institution by conducting a survey in the campus with the involvement of students.</p>

Criterion – VII

7. Innovations and Best Practices

7.1	Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
	Talent Search and Nurture Programme for UG and PG students was introduced in every department. Under this programme the talents and ambitions of each one were identified and personalized training and monitoring was made. As part of this students were also given intensified coaching in their respective areas of study. As a result of this, 100% pass was obtained in 7 UG and 9 PG Programmes. In addition, students won 42 University Ranks and 55 students passed NET/JRF/GATE Exams. 52 students got placement in various banks.
7.2	Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.
	The plan of action prepared by IQAC, was discussed at various levels of administration such as the Managing Board, College Council and Staff Meetings for the effective implementation. Various committees were formed to monitor the progress of implementation of the activities. The Co-ordinators were directed to submit the reports at the end. IQAC regularly met and assessed the progress.
7.3	Give two Best Practices of the institution (<i>please see the format in the NAAC Self-study Manuals</i>)
	<p>1. Intensive Value Education Programme</p> <p>The college has a Faculty of Religion and Moral Studies to conduct value education programmes. The Faculty is a voluntary association of teachers. At present there are 50 teachers as members. It aims at moulding a community that is intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed. The faculty spearheads a chain of activities in fulfillment of this aim and with the express intent of giving a better formation to students than is provided by an exclusively secular curriculum.</p> <p>2. Skill Enhancement and Career Orientation Programme.</p> <p>There are five UGC sponsored career oriented programmes offered by the college. In</p>

	<p>addition to this, five value added programmes are offered by various departments. Departmental associations also help students to develop their talents and enable them to develop creative and organising skills through intradepartmental, Inter-Departmental and Inter Collegiate programmes. The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination.</p> <p><i>*Details of the Best Practices are given in Annexure IV.</i></p>			
7.4	Contribution to environmental awareness / protection			
	<p>The open courses offered by departments of Botany, Zoology, and Chemistry have thrusts on issues like environmental issues, Ecology and Biodiversity, Pollution Control and Climate Change. Bhoomithra Sena is an initiative by the NSS to save the earth from all sorts of pollutions. The college campus is kept as ‘smoke free’, and ‘ever green’. Ours is a lush green, eco-friendly campus full of trees. NSS volunteers take the leadership of planting trees. A medicinal garden is also maintained in the campus. The botanical names are displayed on all trees.</p> <p>A mega project for rain water harvesting is in progress. The project aims at supplying water to the college canteen at free of cost. The college has a system of collecting and disposing plastic and non-plastic waste separately without causing any pollution to the environment. Solar systems and lamps are fitted in the campus. All security lamps in the campus are solar powered.</p> <p>Environment Day is observed by the college by organizing special programmes. Environmental activists are invited to the campus for interacting with our students. The World Environment Day was observed on 5th June 2012 with cleaning of campus premises and planting of tree saplings in and around the campus. Van Mahotsav Week celebrations with planting of tree saplings in and around the college campus enlightened our own students regarding the importance of environment. Campus cleaning by students is done once in three months.</p>			
7.5	Whether environmental audit was conducted?	Yes	✓	No
7.6	Any other relevant information the institution wishes to add. (for example SWOT Analysis)			
	The management of the college organizes internal as well as external auditing of the campus regularly. The audit team is constituted by experts in different fields in and			

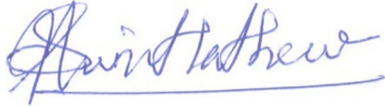
outside. In their audit report, they provide detailed SWOT analysis. In addition to this, the IQAC of the college conduct a number of brainstorming sessions with teaching and non-teaching faculty, students and their parents, alumni of our college, those alumni working in reputed institutions in India and abroad and getting opinion from large number of experts in different fields visiting the college from in and abroad, and from the feedbacks, IQAC also makes SWOT analysis. On the basis of these SWOT analysis exercises, we have formulated a 'VISION-2025' document which envisages what we should be by the year 2025. With a view to recognize and acknowledge the achievements of the students and staff as well as each department we publish a Newsletter every year.

8. Plans of institution for next year

1. College Chapel renovation
2. New Toilets for Students
3. Swimming Pool construction.
4. Indoor Stadium construction.
5. B-building roofing by aluminum sheet.
6. AC Seminar Hall in B-building – Shifting University Library Centre to Library Hall.
7. Recreation room for staff
8. Room for Vice Principal.
9. Increase of Drinking water Facilities
10. Watcher at Western Gate.
11. Campus beautification and Waste Disposal unit.
12. Website updating and renovation
13. Community college formation
14. Research Centre for Fundamental Sciences.
15. Connecting A, B, G and Library and C block.
16. Hostel Library and Internet.
17. Digital Library.
18. Media Centre

19. Auditorium stage renovation.
20. Tiling of Varandha and classrooms
21. NAAC reaccreditation
22. Autonomous Status to the college

Name: Dr. Sunil C Mathew



Signature of the Coordinator, IQAC

Name: Dr. K. K. Jose Kanichukattu



Signature of the Chairperson, IQAC
(Principal)



ANNEXURE I

Abbreviations:

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

ANNEXURE II**ACADEMIC CALENDAR FOR THE YEAR 2012-13****JUNE 2012**

1	Fri	Blessing of College Building	
2	Sat		
3	Sun	Holiday	
4	Mon	College re-opens. Degree S ₃ ,S ₅ and PG S ₃ classes begin	1
5	Tue	HRD training for faculty members	2
6	Wed	College council meeting	3
7	Thu		4
8	Fri	IQAC Meeting	5
9	Sat	Second Saturday	
10	Sun	Holiday	
11	Mon	International Conference on Material Sciences [ICMS 2012]-Inaugurated by Dr.C.N.R. Rao	6
12	Tue	International Conference on Material Sciences [ICMS 2012]	7
13	Wed	International Conference on Material Sciences[ICMS 2012]	8
14	Thu	International Conference on Material Science[ICMS 2012]	9
15	Fri		10
16	Sat		
17	Sun	Holiday	
18	Mon	Library- Readers Week Celebrations Start	11
19	Tue		12
20	Wed	Talk by Dr. J. C. Pivin (France), Professor of Physics	13
21	Thu	Talk by Dr. Sabu De Mathew	14
22	Fri	Talk by Dr.Siby James	15
23	Sat	Reception to Civil Service Exam 2011 winners	
24	Sun	Holiday	
25	Mon	Library week valedictory and Quiz	16
26	Tue	Staff meeting, Internal Academic Audit Report released.	17
27	Wed	UG - S ₁ classes begin	18
28	Thu	Releasing of college magazine 2011-2012	19
29	Fri	National Statistics Day Celebrations	20
30	Sat	Interview for Teaching Staff	

JULY 2012

1	Sun	Holiday	
2	Mon	Interview for Teaching Staff	21
3	Tue	Local Holiday- St Thomas Day	
4	Wed	College Council Meeting	22
5	Thu		23
6	Fri	IQAC Meeting.	24
7	Sat		
8	Sun	Holiday	
9	Mon	PG S ₂ University exam begin, Retreat for I DC	25
10	Tue	19 newly selected teachers joined service, Retreat for II DC	26
11	Wed	Retreat for III DC	27
12	Thu	PTA Executive meeting.	28
13	Fri		29
14	Sat	Second Saturday, Interview for non- teaching staff	
15	Sun	Holiday	
16	Mon	Civil Service Orientation Program –Sri Rahul Nath IAS	30
17	Tue		31
18	Wed	P.H.- Karkkidaka Vavu	32
19	Thu		33
20	Fri	UGC Career Oriented Programs begin	34
21	Sat		
22	Sun	Holiday	35
23	Mon		36
24	Tue		37
25	Wed		38
26	Thu		39
27	Fri	Managing Board Meeting.	
28	Sat	Local Holiday- St. Alphonsa Feast	
29	Sun	Holiday	40
30	Mon		41
31	Tue		

AUGUST 2012

1	Wed	IQAC Meeting	42
2	Thu		43
3	Fri	College council Meeting	44
4	Sat	Orientation Programme for New Teachers – ‘Moulders of Tomorrow’	
5	Sun	Holiday-Orientation Programme for New Teachers	
6	Mon	1 st Internal Exam for UG- S ₃ and S ₅	45
7	Tue	1 st Internal Exam for UG-S ₃ and S ₅	46
8	Wed	1 st Internal Exam for UG –S ₃ and S ₅	47
9	Thu	Intercollegiate seminar for staff and students -Xavier Board of Higher Edn.	48
10	Fri	UGC Career Oriented Programs,	49
11	Sat	Second Saturday, Commerce Alumni Meet.	
12	Sun	Holiday	
13	Mon	Inauguration of renovated B.Com Classes	50
14	Tue	Zoology Dept. - Photo Exhibition	51
15	Wed	P.H. Independence day – NCC Programmes	
16	Thu	Biostatics and Epidemiology International Conference	52
17	Fri	Biostatics and Epidemiology International Conference, Alumini Quiz and Entrepreneur Club Inauguration	53
18	Sat	Biostatics and Epidemiology International Conference, Malayalam Drama Training	
19	Sun	Holiday	
20	Mon	PH Ramzan	
21	Tue	College council meeting	54
22	Wed	Inauguration of IGNOU students forum	55
23	Thu	Onam Celebrations, College closes for Onam Holidays	56
24	Fri	Onam Holidays	
25	Sat	7 days NSS Camp started at Neeloor.	
26	Sun	Holiday	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri		

SEPTEMBER 2012

1	Sat		
2	Sun	Holiday	
3	Mon	College re-opens aftr Onam Holidays, S ₁ I st Internal Exam	57
4	Tue	S ₁ I st Internal Exam, College Council Meeting	58
5	Wed	S ₁ I st Internal Exam	59
6	Thu	College Foundation Day Celebration Dr. A. P. J. Abdul Kalam visits the College and Alumni Meet	60
7	Fri	NSS Pre-Republic Day Camp, IQAC meeting	61
8	Sat	Second Saturday	
9	Sun	Holiday	
10	Mon	I PG classes begin	62
11	Tue	Moral/Catechism classes begin for II DC	63
12	Wed	do	64
13	Thu	do	65
14	Fri	do	66
15	Sat	UGC-CSIR Test Coaching	
16	Sun	Holiday	
17	Mon	Bishop Vayalil All Kerala Volleyball Tournament begins	67
18	Tue	Chess Club inauguration	68
19	Wed	Dr. P. J. Thomas Foundation Workshop	69
20	Thu	Commerce Fest 2012	70
21	Fri	UGC-CSIR Test Coaching, PH – S.N. Guru Samadhi	
22	Sat	Career Guidance – Bank Test Coaching	
23	Sun	Holiday	
24	Mon	2 nd Internal Exam for UG S ₃ and S ₅ begin	71
25	Tue	do	72
26	Wed	do	73
27	Thu	do	74
28	Fri	do	75
29	Sat	NCC Pre-Republic Day Camp begins	
30	Sun	Holiday	

OCTOBER 2012

1	Mon	October devotion and Rosary starts	76
2	Tue	P.H. – Gandhi Jayanthi	
3	Wed	College Council Meeting	77
4	Thu		78
5	Fri	IQAC meeting	
6	Sat		
7	Sun	Holiday	
8	Mon	Seminar on Financial Sector Reforms	80
9	Tue	Alumni Award presentation	81
10	Wed		82
11	Thu		83
12	Fri	College Union Elections held.	84
13	Sat	Second Saturday	
14	Sun	Holiday	
15	Mon	2 nd Internal Exam for UG S ₁ begin	85
16	Tue	University Exam for S ₃ , S ₅	86
17	Wed		87
18	Thu		88
19	Fri		89
20	Sat	P.H.	
21	Sun	Holiday	
22	Mon		90
23	Tue	P.H. - Mahanavami	
24	Wed	P.H. - Vijayadasami	
25	Thu		91
26	Fri	P.H.	
27	Sat		
28	Sun	Holiday	
29	Mon		92
30	Tue		93
31	Wed	College closes for semester break	94

NOVEMBER 2012

1	Thu	Kasturba Gandhi Quiz – IGNOU, Semester break – College closed.	
2	Fri	IQAC meeting	
3	Sat	UGC-CSIR Test Coaching	
4	Sun	Holiday	
5	Mon		
6	Tue	Semester I UG – University Exam begins	
7	Wed		
8	Thu		
9	Fri		
10	Sat	Second Saturday, UGC-CSIR Test Coaching	
11	Sun	Holiday	
12	Mon		
13	Tue	P.H., UGC-CSIR Test Coaching	
14	Wed		
15	Thu		
16	Fri	UGC-Career Oriented programmes	
17	Sat		
18	Sun	Holiday	
19	Mon		
20	Tue	Career Oriented programmes	
21	Wed		
22	Thu		
23	Fri		
24	Sat	P.H., UGC-CSIR Test Coaching	
25	Sun	Holiday	
26	Mon		
27	Tue		
28	Wed		
29	Thu	Submission of AQAR to NAAC	
30	Fri	Semester break ends	

DECEMBER 2012

1	Sat	UGC-CSIR Test Coaching	
2	Sun	Holiday	
3	Mon	College re-opens for the new semester classes	1
4	Tue	College Council Meeting	2
5	Wed	IQAC meeting, Retreat for PG	3
6	Thu	College Union inauguration.	4
7	Fri	Women's Forum inauguration	5
8	Sat	Second Saturday, UGC-CSIR Test Coaching	
9	Sun	Holiday	
10	Mon	College Youth Festival	6
11	Tue	Semester III PG Exam begins	7
12	Wed	Commerce Fest Com Arena	8
13	Thu	Ramanujan Year celebrations in Maths, Book Lover's club inaugurated	9
14	Fri	PTA Executive	10
15	Sat	UGC-CSIR Test Coaching	
16	Sun	Holiday	
17	Mon	Traffic Awareness Programme – CI of Police	11
18	Tue	Legal Awareness Programme – NSS.	12
19	Wed		13
20	Thu		14
21	Fri	College closes for Christmas holidays	15
22	Sat	UGC-CSIR Test Coaching	
23	Sun	Holiday	
24	Mon		
25	Tue	P.H. - Christmas	
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun	Holiday	
31	Mon	College re-opens after Christmas holidays	

JANUARY 2013

1	Tue	College Council Meeting	16
2	Wed		17
3	Thu	IQAC meeting	18
4	Fri	International year of Statistics inauguration	19
5	Sat	Career Guidance and Bank Test Coaching	
6	Sun	Holiday	
7	Mon	Semester I – P.G. University exam begins	20
8	Tue	Champions League Volleyball Tournament starts	21
9	Wed		22
10	Thu	Talk by Mamas Chandran, Film Director – Arts Club	23
11	Fri	SIB – Campus Interview	24
12	Sat	Second Saturday, Career Guidance classes	
13	Sun	Holiday	
14	Mon	Moral/Catechism classes for I DC begins	25
15	Tue	BIOMICS 2013 – Bio-technology Seminar	26
16	Wed		27
17	Thu	College Youth Festival	28
18	Fri	College Youth Festival	29
19	Sat	Career Guidance and Bank Test Coaching	
20	Sun	Holiday	
21	Mon		30
22	Tue		31
23	Wed		32
24	Thu		33
25	Fri		34
26	Sat	P.H. – Republic Day, NCC Programmes.	
27	Sun	Holiday	
28	Mon	Workshop on SPSS and SAS	35
29	Tue		36
30	Wed		37
31	Thu	Media Fest - Dept. Comm. English	38

FEBRUARY 2013

1	Fri	IQAC meeting	39
2	Sat	Career Guidance classes	
3	Sun	Holiday	
4	Mon	College Council Meeting	40
5	Tue		41
6	Wed		42
7	Thu		43
8	Fri		44
9	Sat	Second Saturday, Bank Test Coaching classes	
10	Sun	Holiday	
11	Mon	First internal exam for S ₂ , S ₄ , and S ₆ - UG	45
12	Tue		46
13	Wed	Staff Meeting	47
14	Thu	'Poru' Campaign by KCBC Madya Virudha Samithi, Palai Diocese	48
15	Fri	Seminar on 'Media and its Role'	49
16	Sat	Career Guidance classes	
17	Sun	Holiday	
18	Mon	Short Film Festival and Competition.	50
19	Tue		51
20	Wed		52
21	Thu	Manager interacts with staff	53
22	Fri	do	54
23	Sat	Bank Test Coaching classes	
24	Sun	Holiday	
25	Mon		55
26	Tue	ASAP registration and Interview	56
27	Wed	National Science Day Competition	57
28	Thu	National Science Day Celebrations	58

MARCH 2013

1	Fri	IQAC meeting	59
2	Sat	Career Guidance classes	
3	Sun	Holiday	
4	Mon	College Council Meeting	60
5	Tue	Managing Board Meeting	61
6	Wed	Annual Sports Meet	62
7	Thu	Budget Analysis – Dept. of Economics	63
8	Fri	Valedictory of Commerce Association	64
9	Sat	Second Saturday	
10	Sun	Holiday	
11	Mon		65
12	Tue		66
13	Wed		67
14	Thu	Annual General Body Meeting of PTA	68
15	Fri	College Day Celebrations	69
16	Sat		
17	Sun	Holiday	
18	Mon	Second internal exam for S ₄ , and S ₆ - UG	70
19	Tue		71
20	Wed	Internal Academic Audit	72
21	Thu		73
22	Fri		74
23	Sat	Intercollegiate Zoology Project Competition	
24	Sun	Holiday	
25	Mon	Second internal exam for S ₂ UG	75
26	Tue	Intercollegiate English Fest	76
27	Wed	Staff Retreat	77
28	Thu	Moundy Thursday	
29	Fri	Good Friday	
30	Sat		
31	Sun	Holiday - Easter	

APRIL 2013

1	Mon	Model exam for S ₁ and M ₄ starts	78
2	Tue		79
3	Wed		80
4	Thu	University exam for S ₄ , and S ₆ – UG begins	81
5	Fri		82
6	Sat		
7	Sun	Holiday	
8	Mon		83
9	Tue		84
10	Wed		85
11	Thu		86
12	Fri		87
13	Sat	Second Saturday	
14	Sun	Holiday	
15	Mon		88
16	Tue		89
17	Wed	Annual Get- together	90
18	Thu		91
19	Fri		92
20	Sat		
21	Sun	Holiday	
22	Mon	University exam for S ₄ - PG begins	93
23	Tue	Internal Academic Audit	94
24	Wed	do	95
25	Thu	do	96
26	Fri	University exam for S ₂ - UG	97
27	Sat		
28	Sun	Holiday	
29	Mon		98
30	Tue	College closes for semester break	99

MAY 2013

1	Wed	Semester break – College closed	
2	Thu		
3	Fri		
4	Sat		
5	Sun	Holiday	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	Second Saturday	
12	Sun	Holiday	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun	Holiday	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	Holiday	
27	Mon		
28	Tue		
29	Wed		
30	Thu		
31	Fri	Semester break ends	

ANNEXURE III

ANALYSIS OF THE FEEDBACK

Every year the IQAC conducts Internal Academic Audit which serves as a platform for evaluation and assessment of the performance of each department as well as the college as a whole. Based on the feedback collected from the various stakeholders we conducted a SWOT analysis and its outcome is the following:

STRENGTHS

- Able and active Management
- Well qualified, skilled and devoted faculty (more than 50% with Ph.D.)
- Well qualified service minded supporting staff.
- CPE status for the college.
- FIST (DST) and SARD (KSCSTE) supported science departments.
- Wide, Calm, clean, eco-friendly, green and peaceful campus.
- Academically motivated students with very good examination results.
- Commendable track record of placements.
- Active departmental associations.
- Student representations from all sections of the society (SC+ST+OBC >30%) and all regions of the state.
- Admitting all applicants belonging to SC/ST/OBC.
- Practically no dropouts
- Student training is value based.
- CBCSS (UG) and CSS (PG) are implemented.
- A large number of our students are getting scholarships under different schemes.
- We are conducting different career oriented add on courses and soft skill development training.
- Regular remedial and support to weaker students.
- Active alumni associations
- Ten departments engaging active research and producing over 20 Ph. Ds. per year.
- Executing large number of Major and Minor projects of state and central agencies.

- More than 70 international peer reviewed journal publications per year.
- Organizing large number of international and national conferences and workshops.
- INFLIBNET and broadband connectivity to staff and students.
- Student training and regular campus recruitments under Career Guidance and Placement cell.
- Large number of JRF/NET, GATE and other competitive exam winners.
- Spacious library with around 82000 books and a number of journals.
- Hostel facilities for boys and girls.
- Modern Student Amenity Centre catering diverse needs of the students.
- Wide playgrounds and training facilities.

WEAKNESSES

- The working space availability is insufficient on considering the number of researchers.
- The college being in a rural agricultural area, industrial collaboration is limited.
- Lack of a proper finishing school facility is affecting the employability of our students.
- Absence of an instrumentation maintenance centre with trained staff.
- Management Information system is inadequate.
- Total office automation is to be addressed.
- Lack of enough smart class rooms to carry out classes using ICT.
- Non- conventional energy utilization and Rain water harvesting are to be enhanced.
- Modern waste management system has to be installed.
- Existing class rooms are to be modernized and more class rooms are to be added.
- Toilet facilities are to be improved.
- Networking and Computer facilities are to be upgraded.
- Library is to be digitalized.
- Online journal subscription is to be started.

OPPORTUNITIES

- Now a days Central and State governments are giving much importance to Basic Science education and research, and we hope that our college can contribute a lot to it.
- Inter disciplinary research is the current trend and with added resources, we can do better.
- By upgrading infrastructure facilities, we can collaborate with industries and Research Institutes of repute.
- By collaborating with industries, we can train our students according to their needs and this will also enhance the employability of our students.
- By collaborating with premier institutes in and abroad, with provision for student and faculty exchange, we can reach up to the international standards.
- By instituting a finishing school, we can improve the employability of our students.
- By instituting instrumentation maintenance center with trained staff, we can keep the lab equipments in good condition. In this center, people from other institutions may also be trained.
- Dependency on external energy sources can be minimized by shifting to alternative energy sources.
- Higher Education Centers like, Sreenivasa Ramanujan Institute for Basic Sciences, Science City, IIIT etc. are being developed around the college and this will definitely open opportunities for collaborative work.
- Regional concern with environmental issues can be addressed at a larger scale.

THREATS:

- Due to so many Hartals and Strikes, the number of working days is shrinking.
- Increase in the running cost of the Institution every year.
- Delayed publication of exam results by University is a threat to the future of the students.
- Disposal of electronic and chemical waste is a serious issue.
- Continued budget reductions by govt. agencies.

ANNEXURE IV

BEST PRACTICES OF THE INSTITUTION

1. INTENSIVE VALUE EDUCATION PROGRAMME

The college has a Faculty of Religion and Moral Studies to conduct value education programmes. The Faculty is a voluntary association of teachers. At present there are 50 teachers as members. It aims at moulding a community that is intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed. The faculty spearheads a chain of activities in fulfilment of this aim and with the express intent of giving a better formation to students than is provided by an exclusively secular curriculum.

Objectives

- ❖ To promote a habit of reading books on humanity, patriotism and other values among staff and students.
- ❖ Moulding students intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed.
- ❖ To institute scholarships and awards for encouraging moral and religion studies.
- ❖ To conduct moral/religion classes in a systematic manner.
- ❖ To conduct examinations on moral studies and religion studies.
- ❖ To prepare students for Diocese level scholarship examinations.
- ❖ To provide them training in personality development, responsible citizenship, emotional and spiritual maturity etc.
- ❖ To organize renewal programmes and retreats for staff and students.

The Context

The curricula designed by the University for Various Programmes do not contain any course on value education. The younger generation is exposed to many perils such as alcoholism, drug addiction, sexual abuse, gender discrimination, mental stress and hypertension, etc. causing frustration and anxiety. Even though the college had good representation in university academic and administrative bodies we were unable to incorporate value education as a part of curriculum. Hence, the Faculty of Religion was formed to supplement the university curriculum by courses on value education.

The Practice

The Faculty of Religion has an Executive Committee consisting of the Patron, Vice-Patron, Dean, President, Director, Secretary and Treasurer. The committee meets at least three times a year to chalk out plan of action and evaluate performances. One hour a week is earmarked for value education programmes. Separate curriculum has been developed for moral and religion studies. A text book developed by a team under the leadership of the Patron of the college as well as reputed books such as 'YOUCAT', etc. have been utilized to impart moral and religious values. Religion and moral classes are conducted based on a predetermined schedule. Examinations are conducted at college level and top-scorers are given cash awards and other prizes. Selected students for diocese level scholarship examinations as well as intercollegiate residential orientation programmes.

Evidence of Success

- ❖ On an average more than 90% students attend the classroom programmes and examinations.
- ❖ Spiritual renewal programmes are regularly conducted with the participation of almost all students and has received warm appreciation.
- ❖ Our students have brought laurels to the college by winning overall championship in value education.
- ❖ Not even a single case of suicide attempt, drug addiction, sexual abuse, ragging, etc. has been reported from among the students so far.
- ❖ Better stress management skills for students leading to high results and placements.
- ❖ Better team spirit among students resulting in a tension-free peaceful campus.
- ❖ Better relations between staff and students and among the students.
- ❖ Active participation of staff and students in community activities, charity projects, Independence Day celebrations, campus cleaning, tree planting, waste disposal, etc.

Problems Encountered and Resources Required

- ❖ It is difficult to allocate sufficient time for proper conduct of value education programmes.
- ❖ Even though the University and Govt. realize the need for value education, the college is not getting support from any external agencies.
- ❖ Participation of students in the value education programmes is not considered for internal

or external evaluation.

- ❖ Teachers are not given any weightage in calculating the API Score.
- ❖ The resources required are internally raised by the Management of the College.

Contact Details

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2. SKILL ENHANCEMENT AND CAREER ORIENTATION PROGRAMME.

The College is running an intensive skill enhancement and career orientation programme under the leadership of the Career Guidance and Placement Cell. Within the framework of the affiliating system, we conduct Certificate and Diploma courses, regular career counselling and training programmes and skill development sessions to equip the students to meet the challenges of modern job market. Our college is already a recognized centre for Additional Skill Acquisition Program (ASAP) of the Govt. of Kerala.

Objectives

- (i) To equip the students with skills necessary to succeed at the very highest level in the competitive modern world.
- (ii) To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership.
- (iii) To inculcate Core Skills – Awareness of Industry Requirements, New Age Work-place Environment, Job-specific Knowledge and Skills, IT Skills etc.
- (iv) To develop Soft Skills – Communication, English Fluency, Body Language, Presentation, People Management, Team Work, Decision Making, Problem Solving, Creativity, Public Speaking etc.
- (v) To nurture Personal Skills – Ethics, Values, Manners etc.
- (vi) Obtain educational and occupational information to aid students' career and educational

planning and to develop their understanding of the world of work.

The Context

In this modern era one should learn the appropriate skills to get and keep a job. Most of our students are from rural background and they seldom get the chance to train and nurture their skills leading to the selection of a good job. Many of them have no preparation to go to a work. As a result, the youth potential is not developed to the fullest, causing a waste of time and intelligence. Despite the urgent needs for advice and information in order to decide the right future careers among students, there has been a lack of proper orientation from family also. Therefore, many students end up picking up careers based on feelings rather than reasons. Moreover, there are still a great number of college students who are still unsure about their career choices due to the lack of information and orientation. Many of them end up quitting college, becoming intimidated by academic works and finding it difficult to find a job after graduation. Thus, the present scenario is most students are well educated but not employable.

The Practice

There are five UGC sponsored career oriented programmes namely; Certificate in Communicative English, Certificate in Latex Software for Documentation for Scientific Journalism, Diploma in Financial Accounting using Tally, Statistical Data Analysis and Research Methodology, and Hindi Translation and Documentation using Computers are offered by the college. In addition to this the following value added programmes are offered by various departments on self-financing basis:-

- Diploma in Computer Applications
- Market Research and Sample Surveys
- Diploma in R-programming
- Certificate Course in Apiary Management
- Bio-informatics & Biotechnology
- Under the auspices of the Govt. of Kerala, a new programme known through the acronym, ASAP (Additional Skill Acquisition Programme) for students is underway, and in which 15 of our teachers serve as facilitators. Notably enough the number of students (78) selected for the programme by the Govt. in the scheme is the highest in the state of Kerala.
- The college computer centre and IGNOU centre offers Diploma in Computer

Applications for the development of ICT skills of students.

- Training in Statistical Softwares for computation and data analysis is offered for the development of computational and analytical skills.
- Group discussions, mock-interviews, Spoken English, personality development programmes etc. are offered by the Career Guidance and Placement Cell for the development of soft skills.
- The Career Guidance and Placement Cell offers special coaching programmes promoting clerical aptitude, verbal aptitude, numerical aptitude, general mental ability, etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. and a large number of students got placement.
- With a view to promoting skills in teaching and research UGC/CSIR NET/JRF test coaching is offered to students.
- Career guidance cell provides the students with career awareness and soft skill development sessions.
- Entrepreneurial Development Club organizes programmes for promoting innovations and entrepreneurial abilities. Efforts are being made to establish an incubation centre in consultation with industries, engineering colleges and Department of Science and Technology.
- Students were given opportunity to interact with representatives of major industries and alumni with industry experience on Industry-Academy collaborations. This would help in moulding the students to cater to the needs of the employment market.
- The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination.

Evidence of Success

This program builds one's confidence and gives a foundation to build from to reach other goals and even go to further education. Students appear to be more confident at viva-voce and interviews. During 2012-13, the Civil Service Institute had marvellous results with 25 selections including I, II and IV ranks at all India level. During 2012-13, more than 55 students qualified UGC-CSIR exams. In the ASAP training our College was ranked as the First among all the 196 colleges all over Kerala. In addition to this, our student was the top scorer in the test conducted

by the British Council. As a result the percentage of pass in all UG and PG programmes increased significantly. More than 52 students got selection in Banks under Campus Recruitment also.

Problems Encountered and Resources Required

Under the semester system, students and teachers are not getting sufficient time for co-curricular activities. Since exams are not conducted in time as per schedule, programmes cannot be pre-planned and implemented effectively. Adequate funds are to be generated through PTA, Alumni, well-wishers etc.

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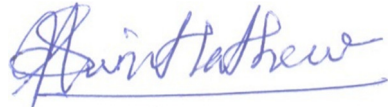
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Signature of the Coordinator, IQAC

Name: Dr. K. K. Jose Kanichukattu



**Signature of the Chairperson, IQAC
(Principal)**



Palai
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