



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		ST. THOMAS COLLEGE, PALAI
Name of the head of the Institution		Rev. Dr. James John
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04822212317
Mobile no.		9447140859
Registered Email		principal.stc@gmail.com
Alternate Email		principal@stcp.ac.in
Address		ARUNAPURAM P. O., PALAI
City/Town		KOTTAYAM
State/UT		Kerala
Pincode		686574
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Sunil C Mathew
Phone no/Alternate Phone no.	04822232416
Mobile no.	9495109316
Registered Email	sunilcmathew@gmail.com
Alternate Email	iqac1stcp@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.stcp.ac.in/admin/downloadcenter/admindownloaditem2188AQAR%202017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.stcp.ac.in/downloads.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A	3.3	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC	22-Mar-2004
---	-------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Submission of AISHE-DCF	22-Feb-2019 1	3044

State Level Two Day Training Programme on PFMS-EAT & DBT Module	16-May-2019 2	23
IQAC Meeting	07-May-2019 1	14
Three day National Workshop on	26-Mar-2019 3	198
Teacher Evaluation by Students	05-Mar-2019 18	151
Two day NAAC sponsored National Seminar on	07-Feb-2019 2	173
Open House	28-Jan-2019 18	3044
IQAC Meeting	16-Jan-2019 1	14
Administrative Audit	27-Dec-2018 1	32
Two day Refresher Programme	20-Dec-2018 2	79
External Academic Audit	01-Dec-2018 1	151
Participation in NIRF	28-Nov-2018 1	3025
IQAC Meeting	26-Oct-2018 1	14
Submission of AQAR	29-Sep-2018 1	3006
Internal Academic Audit	26-Sep-2018 1	148
IQAC Meeting	03-Aug-2018 1	14
One day National Workshop on	21-Jul-2018 1	184
IQAC Meeting	22-Jun-2018 1	14
No Files Uploaded !!!		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
K K Jose (Faculty)	Major Project	UGC	2018 1095	16465
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	100000
Year	2018

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

1. Conducted One Day Workshop on New Methodology of NAAC Accreditation on 21 July, 2018, Two Day National Seminar on Teaching, Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics on 7 8 February, 2019, Three Day National Workshop on Intellectual Property Rights and IndustryAcademia Interface on 26, 27 28 March, 2019 and a State Level Two Day Training Programme for PFMSEAT and DBT Module on 16 17 May, 2019. 2. Conducted an Internal Academic Audit on 26 September, 2018, an External Academic Audit on 1 December, 2018 and an Administrative Audit on 27 December, 2018. 3. Participated in NIRF Atal Rankings and Unnat Bharath Abhiyan(UBA) Programme of MHRD, New Delhi. 4. On the recommendations of IQAC, a new B. Voc Programme in Printing Technology was started in the College and introduced new 8 ValueAdded Courses, 23 Vocational Education and Training (VET) and 10 Addon Programmes. 5. Online student attendance marking system is implemented. Through close monitoring the result of the College immensely improved and the number of University ranks also increased.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Making attendance marking system fully online. Enhancing Student participation in Sports and Games. Enhancing Student participation in Arts and Literary Activities. Renovation of Science	Online attendance marking system has been implemented. One of our student participated in the International Level competition. He represented India in the Junior Asian Volleyball

Laboratories, Museums, Auditorium and a Language Lab. Making more classrooms smart. Apply for Autonomous Status to the College. Apply for more institutional assessment and ranking of various agencies. Submit AQAR 201718 by October 2018. Construct a Seminar Hall in the Indoor Stadium Complex. Conduct a workshop on New Methodology of NAAC Accreditation Organize a Seminar on the NAAC Criterion Teaching, Learning and Evaluation. Conduct a workshop on Intellectual Property Rights. Conduct Internal and External Academic Audits. Starting new B. Voc. Programmes. Introduce new Valueadded Courses, Vocational Education and Training (VET) and Addon Programmes Construct a new MultiMedia Executive Seminar Hall. Celebrating days of National/International Importance. Conduct an Administrative Audit. Organize a Training Programme for Administrative staff. Conduct a Refresher Programme for staff. Purchase new books to the library. Strengthen Socially Useful Productive Activities. Encourage more students to apply for scholarships. Conduct more campus placement drives. Institute a Best Published Research Paper Award for the Faculty. Constructing New Toilet Complex. Encourage Faculty and Students to publish more research papers in peerreviewed journals. Installation of a lightning sensor in the campus as the college locality is identified extremely prone to lightning related activities (by NASA). Constructing a new building comprising a computer lab and 5 classrooms under RUSA Phase II.

Championship held at Bahrain from 21 July, 2018. 20 Students were selected to represent Mahatma Gandhi University, Kottayam in All India InterUniversity Competitions. College Volleyball, Swimming, Waterpolo, Weightlifting, Tennis and Badminton Team won Prizes at University Level. 53 students participated in the Mahatma Gandhi University Youth Festival Alathalam 2019 and our college secured 8th position in the University level. Renovated 8 Science Laboratories, 2 Science Museums, Auditorium and a Language Lab. 14 classrooms were made ICT enabled newly by installing LCD Projectors. Applied for Autonomy on 14 March, 2019. Participated in the National Institutional Ranking Framework (NIRF) 2019 (MHRD) and placed in the 150200 band. Also participated in Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2019 (MHRD). Submitted AQAR 201718 on 29 September, 2018. Constructed a new air conditioned and well furnished Seminar Hall with seating capacity 1800. Conducted a One day National Workshop on New Methodology of NAAC Accreditation on 21 July, 2018. Organized a Two Day NAAC sponsored National Seminar on Teaching Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics on 7 8 February 2019. Conducted a Three day National Workshop on Intellectual Property Rights and IndustryAcademia Interface on 26, 27 28 March, 2019. Conducted an Internal Audit on 26 September, 2018 and external Audit on 1 December, 2018. Got the approval of B. Voc. Programme in Printing Technology on 1 August, 2018 and the classes started on 19 November, 2018. 8 Valueadded Courses, 10 Addon Programmes and 23 VET programmes were newly introduced. St. Josephs Hall, a Multipurpose Seminar Hall with a seating capacity of 183 was constructed in the BBlock and inaugurated on 4 October, 2018. Celebrated days of National/International importance such as World Environment Day, Ozone day, Independence Day, Republic Day, Hindi Day, National Science Day, Yoga Day. Conducted an Administrative Audit on 27 December, 2018. Conducted a State Level Two Day Training Programme on PFMSEAT

DBT Module on 16 17 May 2019. Conducted the Refresher Programme PsychoMoral Renovation for staff on 20 21 December, 2018. Purchased 1310 new books and subscribed two new Journals to the College Library. Participated in the Unnat Bharath Abhiyan (UBA) Programme of MHRD. Flood affected villages were cleaned and they were helped by our students and alumni. As part of the social commitment, our teachers and students constructed a new house for a student who lost her house in floods. 1126 students secured noninstitutional scholarships and 174 students secured institutional scholarships. 13 firms conducted campus recruitment drives and 33 students got placement. Instituted St. Thomas

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
The College Council	01-Oct-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

22-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

St. Thomas College, Palai owns a web portal exclusively for the smooth functioning of the Management Information System. It has the following modules in the operational stage: 1. Admission Management System: The admission management module aims at providing one platform for the details of students admitted every year. All the information and details regarding the students are maintained. This module includes personal information,

educational qualification details, category of admission and financial status of each student. It generates the student UID number and the ID card printing is linked to this module. It also generates the fee receipts of the students.

2. Attendance Management System: This module manages the attendance marking system fully online. It provides the real time attendance of each student and the students can verify it online. This module contains the menus, mark attendance, view marked, attendance dashboard, batchwise list, student leave, apply leave, student list and terminated students list. The provision of sending SMS to the parents of the absentees is also incorporated.

3. Grievance Redress Management System: It allows the staff and students to register their complaints online and seek for the rectification of them.

4. Assignments/ Seminars Management System: This module facilitates the allotment of the topics of assignment and seminars to students. The students can submit the assignments in pdf format, teachers can evaluate them and the students can verify their marks online.

5. Feedback Management System: This module collects feedback from students, alumni, teachers, parents and employers online and analyses the inputs received. Item wise, overall and individual outputs can be generated.

6. Library Management System: Online Public Access Catalogue (OPAC) is available under this module. Remote access to library resources is available. Library accounts are maintained through the students UID. Barcode reader is used to enter book details and borrower details.

7. Academic Management System: Details regarding programmes offered, duration, syllabus, programme outcomes, programme specific outcomes, course outcomes, teachers engaging courses, student strength, departments, faculty and academic calendar can be obtained here.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• An academic calendar is prepared at the beginning of every academic year which includes all the academic activities of the college. The syllabus divided among teachers is published in the department and the time-bound completion of which is ensured by the respective HoDs. Teachers deliver the curriculum in accordance with the teaching plan and the effectiveness is ensured through various evaluation procedures. • Students are made aware of the POs, PSOs and COs. Students are also given directions regarding curricular and co-curricular activities too. • Two internal examinations are held for every batch in each semester. The valued answer papers are promptly returned to the students with proper guidance for improvement. • UG/PG students are given seminars/assignments under the guidance of faculty members. • Grievances from staff and students concerning curriculum delivery are resolved in a three tier mechanism. • The 20 science labs, 8 computer labs and a language lab are used in an optimum way for the effective curriculum delivery. • Subject related workshops/seminars are organized for the benefit of teachers as well as students. They are encouraged to attend such programmes outside the campus too. • Students' feedback is collected through open houses, mentoring and tutorial sessions. The feedback from students is discussed in Department staff meetings and corrective steps are taken. • Demonstrative softwares are used in certain classes for better understanding of the curriculum content. • Project done by each student under a supervisor as part of the curriculum enables him/her to get a deep insight into the subject content. • Study tours are conducted for UG and PG students in which they visit places and institutions of academic value. • Students and teachers are encouraged to take part in seminars, conferences and competitions to update their knowledge in the subject. • Additional Skill Acquisition Programme is implemented for developing the academic skills and for enhancing the performance of the students. • Remedial coaching is given to needy students in which under achievers are given personal attention. • Special classes are also arranged for the timely completion of the curriculum content. • Walk with a Scholar (WWS) is a project to excel meritorious students, in learning through specialized mentoring programmes, of the UG Programmes to provide guidance to frame their future. • Scholar Support Programme aims to overcome the academic weakness of students who belong to the bottom of the merit hierarchy at the time of admissions. • Paper presentations by faculty and students in Seminars augment the curricular framework. • Regular class-wise PTA meetings monitor the feedback from parents regarding regular completion of syllabus and free and fair evaluation. • Updation of college portal regarding e-resources and college library with new books/journals ensures the active engagement of the college in the advancement of the curriculum. • Published papers by students/researchers/faculty and the diverse publications by Departments are done taking into account the demands of the curriculum. • Grievance redress mechanisms of various sorts are active with proper gender sensitivity and student centric tactics.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
VET Course on Manufacturing and Marketing of Paneer Products		01/11/2018	3	Employability in the baking industry with a focus to Paneer products	Baking skills and marketing skills
VET Course on		01/11/2018	3	Employability in the	Baking skills and

Processing and Marketing of Gulab Jamun			baking industry with a focus to Gulab Jamun	marketing skills
Hindi Translation and Documentation	08/08/2018	12	Hindi Translator, Hindi Officer	Bilingual Proficiency in Hindi and English
English for Life Skills	01/10/2018	6	Focused on the usage of English language in day to day life including getting a job	Helped developing the LSRW skills
Polymer Science, Polymer Processing Rubber Technology	06/08/2018	36	The students get a thorough knowledge in Polymer Chemistry with special reference to Polymer processing and Rubber Technology	This course will enable the student to understand the basic concept of Polymer Science and Rubbers Technology.
Statistical Computing and Data Analysis	11/06/2018	12	Focusing on the employability, as a Statistician, Data/Business Analyst	Acquire the skills for an Analyst, R programmer and expert in MS Excel
Fundamentals of Stock Market	23/10/2018	36	financial analyst, market analyst	To become an expert of financial market analysis
New Food Product Development	02/01/2019	3	To become an Innovative dietician	Skill in preparing new products based on special dietary requirements
Introduction to Garden Design	02/01/2019	3	To become a Garden designer	Acquire skill in Understanding garden sites and gain proficiency

in basic garden design principles.

Acquire skill in Food Preparation techniques nutritive contribution of different preparations and the way of making them more nutritious

Acquire skill for identifying major disease, symptoms Causal organisms in Plantation spices.

Each student will be able to run a small scale ornamental fish farm. They have developed the expertise to manage food preparation, breeding, identification treatment of common diseases etc. in the commonly available ornamental fishes.

Acquire skills in the area of computer service and networking.

Nutrition and Public Health

28/11/2018

3

Become a private Clinical Nutritionist

Disease Management in Crops

28/11/2018

3

Become an entrepreneur: To start Agriclinics or Consultation Agency

Breeding and Rearing of Aquarium Fishes

06/06/2018

12

The successful completion of the programme will enable the students to individually start and manage ornamental fish rearing and breeding units. This can be used as a self employment method if started as a small scale industry.

Diploma in Hardware Networking Maintenance (Field technician computer

05/11/2018

12

Able to work as a Computer technician in coputer service maintenance

peripherals)				companies	
Diploma in Renewable Energy Energy (Solar panel intallation technician)	05/11/2018	12	Become an authorised Solar Technician in solar companies or able to become an entrepreneur in solar system installation	Acquire skill in designing solar energy systems.	
VET Course on Coconut Climbing	01/11/2018	3	Self Employment or employment through practice in climbing coconut tree for harvesting or pest control	Climbing coconut tree.	
Certificate Course in C	08/08/2018	6	Employability in computer software field.	Improving coding skills, decision making and logical reasoning ability.	
Travel and Heritage Tourism	08/10/2018	6	Tour guide at regional, district and state level and act as a travel agent.	To improve the communication skills, preparation of itinerary, tour management etc.	
Art and Architecture	18/08/2018	6	Tour guide opportunities in heritage monuments. Guiding opportunities in the museums.	Create an awareness about various architectural features of monuments. Identification and description of icon or sculpture.	

VET Course on Rasagula Preparation and Marketing	01/11/2018	3	Employability in the baking industry with a focus to Rasagula	Baking skills and marketing skills
Vocational Training in Statistical Computing using R	02/07/2018	3	Employment in the field of programming and data analysis	Skill of using statistical package of R for data analysis
Horticulture and Nursery Management	01/08/2018	3	Equip students to start nursery as an entrepreneur. The course also provides assistance to students to practice common methods of vegetative propagation.	Understand the propagation and cultural practices of useful vegetables, fruits and garden plants. Inculcate interest in landscaping, gardening and flower and fruit culture. Understand the basic concepts of landscaping and garden designing.
MATLAB Fundamentals	24/10/2018	3	Computer instructor/analyst/Image Processor in a computer firm	Computational and logical skills of the students will be enriched. Students will be able to solve different types of mathematical equations, familiarize with operations on matrices and arrays, plot various graphs and fit them

					using MATLAB software.
VET Course on Screen Play Writing Short Films	01/11/2018	3	Employability in the movie industry	Skill of preparing good screen play for movies, specially short films	
VET Course on Sports First Aid	01/11/2018	3	Employability in the health care area of sports industry	Skill of applying different first aids	
Certificate Course in Business Communication	22/01/2019	3	Effective communication is indispensable in every competitive examination. This certificate course prepares the students to communicate effectively in English and thereby increases employment opportunities	Developing students' communication skills and knowledge in English and building up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation.	
VET Course on Weed Brush Cutter Training	01/11/2018	3	Selfemployment in the field of farming	Skill of using weed brush cutter safely and effectively	
Foundation course on Human Rights Education	03/11/2018	3	This field has opportunities in areas like social justice, juvenile issues, NGOs, educational services, policy analysis etc.	The Course makes the students aware of the fundamental values and with respect to human dignity, human rights, freedom, democracy and equality etc.	

VET Course on Analytical Decision Making	01/11/2018	3	Preparing students to reach higher positions in the Govt. jobs	Analytical aptitude is developed
VET Course on Basic House Wiring Troubleshooting	01/11/2018	3	Selfemployability or employment through knowledge in house wiring and troubles hooting	Skills to do house wiring and troubleshoot it
VET Course on Cooking with OTG	01/11/2018	3	Bakery products preparation and marketing	Baking skills using OTG
VET Course on Elementary Business Analytics	01/11/2018	3	Employability in the field of business analytics and data analysis	Data analysis using statistical packages
VET Course on Financial Reporting using Tally	01/11/2018	3	Employability in the field of accounting and financial reporting	Preparation of accounting reports using Tally
VET Course on Forensic Accounting	01/11/2018	3	Employability in the field of forensic accounting	Techniques in identifying corporate frauds from accounting reports
VET Course on Fundamentals of Practical Accounting	01/11/2018	3	Employability in the field of accounting	Skill of applying accouting techniques in practical life and business
VET Course on Grafting Techniques in Plant Propagation	01/11/2018	3	Employability in the field of plant propagation	Skills for graftig in plant propagation
VET Course on LaTeX for	01/11/2018	3	Employability in the	Skills of using LaTeX

Mathematical Documentation			field of scientific documentation	for scientific documentation
VET Course on Layering	01/11/2018	3	Employability in the field of agricultural research and planting	Skills for layering in plant propagation
VET Course on Medical Laboratory Biochemist	01/11/2018	3	Employability in the field of medical laboratories in the job role of biochemist	Skills for collecting specimens and examining them for identifying biochemical properties
VET Course on MS Excel Spreadsheet Package	01/11/2018	3	Employability in Office Management and data manipulation	Data manipulation and management skills
VET Course on MS PowerPoint Package	01/11/2018	3	Employability in Office Management and business or academic presentations	Presentation skills
VET Course on MS Word Processing	01/11/2018	3	Employability in Office Management	Word processing skills
VET Course on Milk Chocolate Preparation and Marketing	01/11/2018	3	Employability in the baking industry with a focus to Milk Chocolate	Baking skills and marketing skills
VET Course on Mushroom Cultivation	01/11/2018	3	Selfemployability by learning farming of mushroom	Farming and marketing skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Printing Technology	01/08/2018
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	Printing Technology	19/11/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	2032	49

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate in SAS Programming and SPSS for Data Analysis	01/02/2019	94
Certificate Course in Business Communication	27/10/2018	36
Television Anchoring in Malayalam	01/02/2019	23
Certificate Course in Communicative English	27/10/2018	26
Information Technology for Office	27/10/2018	101
Web Technology	27/10/2018	28
Certificate Course in Adobe Photoshop	14/11/2018	34
Simplified Yoga Exercise for Sound Health	26/01/2019	132
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Physics	2
BSc	Recreation, Leisure and Sports Studies	22
MSc	Biostatistics	24
MSc	Applied Microbiology	24
MSc	Biotechnology	1
BA	English Literature and Communication Studies	24
BA	History with Archaeology & Museology	1
BSc	Botany	22
MSc	Botany	3
BVoc	Food Processing Technology	46

MA	History	6
BCom	Commerce	11
MCom	Commerce	7
BA	Politics	16
MA	Politics	6
BA	Economics	14
MA	Economics	24
BSc	Physics	5
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Procedures for collecting, processing and utilizing inputs received from various feedback have been quite strong in the college. Students, teachers, parents, alumni and employers are constantly kept in touch for continuous feedback at different stages. Suggestions from these feedbacks are analysed by the various bodies functioning in our college and the most significant matters are brought to the notice of the College Governing Council. Deliberations in these diverse bodies lead to the implementing of programmes catering to the benefit of all the stakeholders. Feedback Collection: Online Student Satisfaction Surveys are conducted. Feedbacks of students, teachers, parents, alumni and employers are also collected online. Teacher evaluation by students based on various pertinent parameters is done by every batch. Department open houses are annually held where students freely voice their opinions and suggestions. Mentoring and tutorial sessions, classwise PTA meetings, PTA Executive and General Body meetings, Department and College level Alumni Association meetings, Department and General Staff meetings, College Council, IQAC etc. are venues where different stakeholders can air their views and suggestions. Introducing uniform for students to improve campus discipline was a suggestion that emerged in the students' open house, which was later ratified by the PTA General Body. Processing and Analysis: The feedbacks collected are well tabulated. Itemwise summaries are prepared. Analysis of these is methodically done. Stipulated structural format is followed in these procedures to ensure ease, lucidity and transparency. For instance, students' open house feedback is done on criteria like infrastructure, teaching, exams and evaluation, library facilities, students' amenities, career and placement, office services, general discipline and extracurricular/cocurricular activities. These are codified in a fivepoint format. Teacher evaluation by students is likewise done on a twenty criteria schedule with a fivepoint scale. The percentage of students favouring each item in each criterion is taken. Institutional average in these is also taken. This mode of systematic processing enables the apex bodies to easily comprehend the crux and spirit of</p>

the feedbacks obtained. Utilization of the Data: From the separate Departments to the Governing Body, each forum concerned discusses the data processed from the feedbacks. Each suggestion is positively taken and necessary measures are expedited. Right from the daytoday running of the institution to the long standing policy decisions of the college, every activity and norm in the college bears some reflection of the feedbacks received. In addition to this, the feedbacks on curriculum obtained from various stakeholders are handed over to the apex academic bodies of the University such as Board of Studies, Faculties and Academic Council through our faculty members who are members of those bodies for further deliberations and initiating proper actions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English Language & Literature	40	0	39

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2124	576	54	5	92

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
151	126	382	47	5	14

No file uploaded.

No file uploaded.

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The Mentoring system is functioning very effectively in all Departments. Each teacher has to take very keen interest in the academic and personal wellbeing of a few students (mentees) under his/her care. This system works parallel to the Tutorial system in which one teacher is given charge of a batch of students. The tutor mainly concentrates on the academic needs and progress of the students under his /her care. The number of students assigned to each teacher is less in the Mentoring system. Normally, it is less than fifteen. The MentorMentee list is prepared at the beginning of the academic year and the same is handed over to the Principal's office for reference. A clear guideline is given to all the Mentors regarding the functioning of the system. The HOD of each Department has to coordinate the activities and see that it is moving in the proper direction. There is a mentoring diary in which the details of the interactions with the mentees are entered periodically. In addition to this there is a Mentoring Record for each Mentee in which the details of the Mentee are entered. The mentor maintains very

close touch with each of the mentees. However, objectivity and detachment are the two principles strictly followed in this practice. Absolute care is taken by the Mentor to have no emotional attachment to the mentee so that he/she does not, under any circumstances, become emotionally dependent on the Mentor. There will be frequent interactions between the Mentor and the Mentee. The Mentees will be guaranteed absolute secrecy of the details they reveal to the Mentor. Only the HOD and the Principal are allowed to read the Mentoring record kept by any Mentor. If the Mentor feels the need for talking to the mentee's parents, it is done with the knowledge of the HOD. The interactions are limited within the campus. Maximum care is taken to do it during lunch break and before/after class hours. In MentorMentee interactions, priority is given to solving the study related problems of the mentee. In some cases, the family problems, social issues or some other factors like problems related to learning disability or, rarely, hitherto unnoticed minor or major psychological disorders may come to light. In such cases, the mentor consults the HOD and/the Principal depending on the seriousness of the problem. Students have cooperated with the programme and they have benefited considerably from this. At the end of each academic year the Mentor analyses the record of his/her interactions with the Mentees. A careful study of the effectiveness of the process is done. Remedial steps are planned for the next academic year. If the HOD or Principal feels that a teacher is incompetent for the task he/she is given further instructions to improve his/her performance and is subjected to closer observation as long as necessary. The whole programme is under the strict surveillance and guidance of the Principal.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2700	151	1:18

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
151	151	0	23	55

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Sunny Kuriakose	Vice Principal	Referee/reviewer, Journal of Nanomaterials, Hindawi, USA
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	Biotechnology	4	18/07/2019	02/11/2019
BSc	Recreation Lesisure and Sports Studies	6	28/03/2019	29/04/2019
MSc	Applied Microbiology	4	30/07/2019	03/10/2019
MA	History	4	10/07/2019	10/10/2019

MSc	Biostatstics	4	06/09/2019	25/09/2019
MA	Malayalam	4	17/05/2019	17/10/2019
MCom	Commerce	4	22/05/2019	24/09/2019
MSc	Mathematics	4	21/06/2019	05/10/2019
MA	Economics	4	03/06/2019	10/10/2019
MSc	Physics	4	28/06/2019	04/10/2019
MA	English	4	11/07/2019	10/10/2019
MSc	Chemistry	4	12/07/2019	02/09/2019
MSc	Botany	4	10/05/2019	23/09/2019
MSc	Statistics	4	15/07/2019	06/09/2019
MA	Political Science	4	05/07/2019	04/10/2019
MA	Hindi	4	16/07/2019	22/10/2019
BVoc	Food Processing Technology	6	06/05/2019	29/06/2019
BVoc	Sustainable Agriculture	6	06/05/2019	29/06/2019
BCA	Computer Applications	6	02/04/2019	30/04/2019
BCom	Computer Applications	6	04/04/2019	29/04/2019
BA	History	6	05/04/2019	29/04/2019
BA	English Literature and Communication Studies	6	05/04/2019	29/04/2019
BCom	Finance and Taxation	6	22/03/2019	29/04/2019
BA	English language and Literature	6	02/04/2019	29/04/2019
BA	Malayalam	6	26/03/2019	29/04/2019
BSc	Physics	6	08/04/2019	29/04/2019
BA	Political Science	6	22/03/2019	29/04/2019
BSc	Zoology	6	22/03/2019	29/04/2019
BSc	Chemistry	6	06/04/2019	29/04/2019
BA	Economics	6	22/03/2019	30/04/2019
BSc	Botany	6	22/03/2019	29/04/2019
BSc	Mathematics	6	05/04/2019	29/04/2019
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college academic calendar is in assonance with the university calendar. The university exam is preceded by an internal examination and a model examination

which ensures the timely completion of the syllabus. The timely evaluation of internal, model and other examination papers helps the teachers to maintain a consistent academic track of the students and to provide them an effective feedback. Supplementary tests are conducted to remedy the underperformance of weak students. Class Tests/ Surprise Tests/ Modular assignments conducted after the completion of each module or unit help the teacher to ensure the quality consistency of the students. Seminar presentation are held and effective discussions are formulated under the guide. Student assignments are in the format of a research paper. All the departments in the institution conduct preparatory viva voce under the aegis of an external expert. The college maintains a digital attendance platform with access to the students through a student portal. Monthly shortage list monitored by the tutor or the mentor. Apart from having class tutors the institution follows a systematic mentoring system. A mentor in charge of 10 to 15 students holds intermittent meetings with the mentees and the proceedings are recorded. The College conducts students' Open House every year, feedback on the continuous evaluation system is collected and necessary steps are taken to correct, modify and strengthen the CIE system. The institution conducts customary parents meeting every semester. The class tutor keeps frequent contact with the parents and provides special care to the needy. The problemsolving mechanism maintained by the college is so systematic that it is capable of addressing all the issues faced by the different stake holders. Educational software used by the departments are in tandem with the university requirement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The College Staff Council gives priority to prepare academic and examination calendars in accordance with the University Calendar. In its first meeting of each academic year a teacher is nominated to prepare the calendar in consultation with the Principal, Vice Principal, the IQAC Coordinator and HODs. Each Department is asked to prepare an action plan for the year to be included in the calendar. Meticulous care is taken in the preparation and distribution of the calendar which includes all the important details. Time bound completion of topics is ensured. The Internal Evaluation Cell (IEC) ensures the quality of Internal Examinations and Internal Assessment through continuous and specific methods. Assignments are given to the students on each course before the first and second internal examinations. The Model examination adheres to the university pattern and is held just before the University Examinations. Various steps of the internal assessment component, from the publication of marks to its uploading are supervised by the Principal. There is a Grievance Redress Cell in the college exclusively for Internal Assessment besides having institution and department level coordinators . A three tier system advocated by the University is implemented wherein the grievances are resolved through HOD, Principal and the University. The annual IQAC Academic Audit is done to ensure the smooth functioning of all bodies in the college. The Management maintains an effective corrective mechanism which consists of High Power Committee, College Union Executive, General Redress Cell, Women's Redress Cell, Elected staff Council members, student representatives in the executive committee of various clubs, associations etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stcp.ac.in/POPSOCO.php>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
-----------	-----------	-----------	-----------	-----------	-----------------

Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
BAEN	BA	B.A. English Language and Literature	31	23	74.19
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

www.stcp.co.in/std_admin; username - feedback; password - Fb@12345

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	3	Kerala State Biodiversity Board	1.35	1.35
Minor Projects	12	Indian Council of Social Science Research	2.85	1.71
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Three Day National Workshop on Intellectual Property Rights and Industry Academia Interface	IQAC	26/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	NA	NA	31/05/2019	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Incubation Centre	STC Incubation Centre	'Glowderma'	ANTI-ARTHRITIC OIL	Self	01/07/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	2

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Botany	1
English	3
Politics	3
Malayalam	5
Chemistry	3
Physics	1
Mathematics	1
Hindi	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	5	2.21

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Chemistry	5
Physics	4
English	1
Biostatistics	1
Zoology	1
Hindi	3
Malayalam	14
History	1

No file uploaded.

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Wrapped Lindley Distribution	K. K. Jose and Savitri Joshi	Communications in Statistics: Theory and	2018	9	St. Thomas College, Palai	9

Methods,
47, 5,
1013-1021.

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Reliability Test Plan for Gumbel - Uniform Distribution	K. K. Jose, Jeena Joseph	Stochastics and Quality Control. 33(1): 71-81	2018	16	1	St. Thomas College, Palai

[View File](#)

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	34	30	5
Presented papers	5	4	0	1
Resource persons	2	13	4	6

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Volunteering for the flood relief camp under Village Office, Ayarkunnam	Department of Physical Education	1	23

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swatch Bharat Mission based Cleaning Program	Memento of appreciation	Mutholy Grama Panchayath	115

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students
--------------------	----------------------	----------------------	--------------------	--------------------

	cy/collaborating agency		participated in such activities	participated in such activities
UBA- Elackad Village	Department of Economics	Baseline Household survey	5	115
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Cultural Exchange Programme with the P D And Research Department of EFLU University, Hyderabad	II M A Hindi Students	Self	1
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Field Project	Impact Assessment of flood and landslide on river Periyar	Kerala State Biodiversity Board	01/12/2018	28/02/2019	Dr. Jomy Augustine, Associate Professor, Department of Botany
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
St. Thomas offset press Pala	01/07/2018	Skill development, outcome based trainings, placement, RD services and related services	16
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
--	--

218653

218653

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NISERP	Partially	First	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	79399	23659820	1110	328400	80509	23988220
Reference Books	8640	474123	200	124342	8840	598465
Journals	307	112490	2	1300	309	113790
e-Journals	3828	2000	3828	2900	7656	4900
e-Books	80409	3000	80409	3000	160818	6000
CD & Video	62	0	8	0	70	0
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	NA	NA	31/05/2019
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
------	----------	----------	----------	----------	----------	--------	----------	-----------	--------

	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	245	179	245	24	24	18	42	50	0
Added	61	22	61	8	0	10	22	10	0
Total	306	201	306	32	24	28	64	60	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
17198909	2400000	12457238	162696

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institution is keen on maintaining the academic and support facilities with funds procured from various agencies, Management and PTA. The college has its own plumber, electrician, gardener and security guards. The college has two automatic switch over generators. The power requirement is partially met through the solar power plant installed in the College which generates 17 KW energy. Lightning predictors and arresters are installed atop every block. The college also maintains a 250 KW HT transformer within the campus. An IGNOU Study Centre functions in the College with separate staff and a faculty coordinator. Statutory maintenance and utilization of library resources are ensured. There are individual departments libraries with proper stock and issue register. There is a University Study Centre in the Library Block which is taken care of by the MG University staff. The campus is also home to a Civil Service Institute. The Computer Centre offers Certificate courses like Financial Accounting and Diploma in Computer Applications for Communicative English, PGDCA and ADC. The college website and the portal are maintained by a System Administrator. The campus is provided with one internet connection of 50 Mbps and four internet connections of 10 Mbps each. The executive class, fully air conditioned seminar hall with a seating capacity of 180 is taken care of by a technician who looks after its audio visual, Lecture Capturing and video recording facilities. The college provides a well furnished and maintained hostel for boys and two for the staff on the campus. The female students are provided accommodation by three ladies hostels outside the campus. The college has a wellfurnished canteen, the maintenance of which is undertaken by an elected body. Besides having three reprographic centres across the campus the college has an exclusive Printing Unit attached to the B. Voc Printing Technology programme which is maintained by the department. Apart from having three separate toilet complexes for boys and girls, the college has washrooms/ rest rooms in each block. The college has established three reservoirs adding

to a capacity of 3,00,000 litres and ensures its hygiene and maintenance. The college has installed water purifiers in every block regularly attended by the plumbing staff. The spiritual needs of the stakeholders are met by a meditation centre on the campus. The overall maintenance of the Sports Complex (with public access through membership) and its various facilities is the responsibility of the Physical Education department. There is also an open Gym in the campus. The Pool with a capacity of 18 lakh litres is regularly purified by sand filters and the pH level is maintained between 7.2 and 7.5 It has a Manager along with a swimming instructor and adequate number of cleaning staff. The Complex also houses a fully airconditioned auditorium spanning 15000 square feet area with a capacity of 2000 conducive for conferences and seminars. The overall cleanliness of the institution is ensured by the support staff with the collective effort wholeheartedly extended by members of the faculty, students, alumni and all the stakeholders.

<https://www.stcp.ac.in/Resources/Infrastructure.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Talent Scholarship	6	10000
Financial Support from Other Sources			
a) National	Post Metric Scholarship	1082	3246000
b) International	Indian Jeevakarunya Scholarship	15	30000

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Orientation and online test practice for SIB clerical tests	08/06/2018	132	Career and placement cell, St Thomas College, Palai

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Orientation and online test practice for SIB clerical	132	0	34	34

tests

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Syngene International,	8	2	The Federal Bank Ltd.	25	4

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	BSc Botany	Botany	St. Thomas College Palai	MSc Botany

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	69
GATE	5
Any Other	7
SET	1

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
MG university intercollegiate shuttle badminton south zone championship	University	28

[View File](#)

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the	National/	Number of	Number of	Student ID	Name of the
------	-------------	-----------	-----------	-----------	------------	-------------

	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
2019	Gold	National	1	0	17177	Tigin T G
2019	Bronze	National	1	0	17177	Tigin T G
2018	First	National	0	1	18730	Ramdas K S
2019	Second	National	0	1	18730	Ramdas K S
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution ensures the active participation of students in the effective governance of the College through the Students' Union, various other associations, clubs and forums. Each academic year, the Students' Union, generally called the College Union is formed by election held in parliamentary mode in accordance with the guidelines of Lyngdoh Committee, Government of Kerala and Mahatma Gandhi University. The College Union Executive Committee is composed of Chairman, ViceChairperson (reserved for women), General Secretary, two University Union Councilors, Arts Club Secretary, College Magazine Editor and two Lady Representatives. The Union organizes various extra and cocurricular activities for students like Kalamela (Youth Festival) for art, music, theater, literature etc. and Kayikamela (Sports Fest) which includes events in athletics, cricket, football, volleyball, swimming etc. Intelligence quotient of the students are regularly tested and challenged through quiz programmes and other activities. The College Union represents over 2000 students and their specific needs if any are highlighted by the Union which are addressed by the Principal or the College Council. Students are also given direct access to the Principal to represent their specific concerns and needs for speedy resolution. All the activities of the College Union and their interactions with the Principal, the College Council or the Management are carried out in proper democratic spirit. Regular meetings of Students' Union Executive members, class representatives and departmental association incharges from students are held to chart the programmes to be organized. Staff advisors guide and facilitate such activities. Each Department of the College has an Association to coordinate various student activities. A member of the faculty is given charge of the association. A President and a Secretary with an Executive Committee to assist them are elected for organizing the activities of each association. Independence Day, Republic Day, Road Safety Week, National Science Day, Women's Day, Gandhi Jayanti, World Environment Day, Blood Donor's Day, Teacher's Day, Hindi Divas, Human Rights Day etc. are observed and celebrated by the Union and/or various Departmental Associations. National and religious festivals like Onam, Christmas etc are celebrated with a spirit of unity and amity. The NCC (Army and Navy wing), the NSS and other national level voluntary organizations function very effectively in the College. Students at all levels are eligible to join these organizations engaged in grooming the youth of the country into disciplined, socially oriented and patriotic citizens. Apart from the NCC and NSS, student associations such as Women's Forum, Blood Donor's Forum, Jesus Youth, CSM Career Club, Anti Narcotic Club, Cycling and Nature Club, Music Club, Quiz Club, Science Forum, Chess Club, Sports Club, Entrepreneurship Development Club, Readers Forum, Road Safety Development Club, Debate and Oratory Club, Drama Club, Spoken English Club etc. also organize various programmes for the benefit of students with active student participation. A staff advisor is assigned to each of the Clubs/Forums. The IQAC, Canteen Committee, Antiragging Committee etc. also function with the active support and participation of the student community through their representatives.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

St. Thomas College Alumni Association is registered under society's Act as an active organization 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. Founded on 11th November 1999, the College Alumni Association has organized a wide variety of programmes. It has instituted an endowment fund to gratefully acknowledge the services of the founder fathers, Mar Sebastian Vayalil, the Founder Patron of the College, Msgr. Joseph Kureethadom, former Principal and Prof. V. J. Joseph, the first Vice Principal of the College. The Alumni Debate Forum organizes debates every month at HRD Centre, Pala. The Association has different chapters abroad such as Pastcos, Kuwait, Bahrain Alumni Association, Doha Alumni Association etc. Sri. Dijo Kappen serves as the President of the Association and Sri. Alex C. Menampambil is the Secretary. The Joint Secretary is Prof. Franci Mathew. Dr. P. D. George acts as the College Coordinator. Dr. Sojan Pullattu is the Treasurer of the Association and Dr. Stany Thomas is an Executive Member. The year 2018 '19 also witnessed activities from the part of the Alumni Association. The Alumni Day was celebrated on 4th October 2018. The occasion was presided over by Sri. Ravi Pala. The Auxiliary Bishop of Palai and the Manager of the College Mar Jacob Muricken blessed the ceremony with his holy presence. Alumni of the College and Chief Secretary to the Government of Kerala Sri. Tom Jose IAS was honoured and he received the award instituted in the name of Prof. V. J. Joseph Kandoth. The George Thomas Kottukappally Award was won by Sri. John Kuriakose Puthenpurayil, Founding Chairman and MD, Muvattupuzha Dent Care Dental Lab Private Limited. The alumni of 1968 batch along with their teachers and the non teaching staff were honoured in the gathering. As usual the association proceeded with distribution of awards and scholarships. The Kottukapally Trust amassed an amount and selected the best entrepreneur of the year. The Founding Fathers' Trust collected over 14 lakh rupees. The trust founded by Dr. K. T. Augusthy had at its forefront eminent figures like Sri. K. J. Paily, Adv. K. T. Joseph and Sri. Joseph Poondikulam. The association also gave away the Good Samaritan Award instituted by Kunnathedom Family in memory of Sri. Augusthy Thomas Kunnathedom. An Inter collegiate quiz competition was held on 15th December 2018. Over fifty teams participated in the competition which was held in the College Hall. The event was inaugurated by the College Principal, Rev. Dr. James John Mangalath. The First prize was won by Mar Ivanios College, Trivandrum, Newman College, Thodupuzha bagged the Second prize and Government Law College, Ernakulam came third.

5.4.2 – No. of enrolled Alumni:

870

5.4.3 – Alumni contribution during the year (in Rupees) :

364837

5.4.4 – Meetings/activities organized by Alumni Association :

1. Alumni day on 5/10/2018 2. Scholarship Distribution on 7/8/2018 3. Talent Hunt Writing Competition on 6/2/2019 4. Flood relief fund distribution on 28/10/2018 5. Intercollegiate quiz competition on 13/12/2018

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

St. Thomas College, Palai, instituted and run by the catholic diocese of Palai is a minority institution fully adhering to the democratic ethos of decentralisation and participative management. Along with its primary aim of academic empowerment, these institutional principles vividly cater to the multifaceted development of all its stakeholders. These principles are actually inbuilt in the basic schema of its administrative modality and operational structurality. Having achieved better standards of teaching and research by harnessing human and physical resources in innovative ways, our institution has been identified as a College with Potential for Excellence (CPE) thereby becoming eligible to the funds allocated to the institutions thus entitled. A college level committee was formed under the leadership of the Vice Principal to coordinate the CPE fund mobilisation process. The committee identified the thrust areas through a highly democratic process. The process involved a multitiered discussions and deliberations with different bodies involving all the stake holders. A number of meetings were held involving the PTA and Student Associations. Department wise Open Houses in the presence of the Principal/ Vice Principal were convened. Students were able to provide verbal and written feedback which was codified and categorised by the class tutors. These were followed by department level meetings where the student feedback and the suggestions by the teachers were codified and department level priorities set. The suggestions and priorities from all the department were discussed in detail at the Council meetings. The Council thus identified the college level priorities taking into consideration the department infrastructural necessities. The broader institutional schema of infrastructural development thus identified was submitted to the CPE Committee in concurrence with the college IQAC. After much deliberation and departmental visits the CPE Committee forwarded the proposal to the funding agency. The funds thus allocated were distributed among the departments in accordance with the proposals already submitted. The details of department level fund allotment are attached. Immediately after the last NAAC visit in 2015 the Management in consultation with the IQAC Coordinator started its preparation for the next cycle scheduled to be held in 2020. A common staff meeting was convened and respective committees were formed in accordance with the criteria requirement. A Chairman and a Convenor were selected to lead the criterion committees. The committees thus constituted have been calling frequent meetings and evaluating their progress ever since. The smooth functioning of the committees was ensured through the participation of the students who were always ready to work hand in hand with the teachers and other stakeholders. As the institution came to the threshold of the NAAC visit the committees intensified their collaborative work. Metric wise sub committees were formed to bolster the criterion committees. Frequent meetings were convened at the institutional level and the department level involving all the stakeholders. This process of decentralisation has substantially alleviated the work of the IQAC Coordinator. The decentralised NAAC team work testifies to the institutional ethos of democracy and participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The teachers are encouraged to participate and take a leading role in

the curriculum development/review processes of the University. Many of the teachers in the college are members of faculties and chairpersons/members in various boards of studies of different disciplines. The new ideas evolved feedback collection, academic discussions and Open Houses are taken into consideration by these experts while revising/ restructuring the syllabi and curriculum. We also hosted syllabus revision workshops of Mahatma Gandhi University in our college. Open Courses are judiciously chosen and Choice Based Courses in UG programmes are followed. Elective courses are offered in PG programmes. High quality research projects are produced in PG programmes and they usually win prizes in project competitions. The college library is updated regularly to make the teachers aware of the recent developments in their subject area.

Teaching and Learning

Apart from the syllabus based teaching and learning processes, the college offers several other learning platforms like vocational education training, add on programmes, certificate courses, value added programmes, Additional Skills Acquisition Programme etc. to equip the students with life skills and foster their soft skills. The institution ensures timely completion of the syllabus. Slow learners and fast learners are duly taken care of. The institution provides the students with internships, field visits, laboratory visits, museum visits, factory visits etc. Teachers make use of ICT and Language Lab. Seminars and conferences are regularly conducted. The college provides online courses like MOOC.

Examination and Evaluation

In addition to the University examination, the college conducts a minimum of one internal and model examination for each course. The knowledge/understanding level of a students is constantly gauged through assignments, seminars, surprise tests, problem solving sessions and viva voce. The college strictly adheres to the university exam system. The institution has an exam calendar for internal exams. There is an Internal Exam Cell under a coordinator. The college makes sure strict evaluation of answer sheets, timely publication of results

and maintenance of a successful redress mechanism. Students are encouraged to publish research papers in journals of international and national repute.

Research and Development

The institution honours teachers with best research papers from Arts and Science every academic year. Teachers are encouraged to participate in seminars, conferences and workshops within and outside the country and the institution never hesitates to grant duty leave for the same. Members of the faculty are promptly informed of the various research projects offered by different agencies. Many of our teachers have availed themselves of such opportunities. There is a research monitoring cell in the college that coordinates researches in all disciplines. Theses produced by the research scholars of our institution are collected in the Library. Departments occasionally conduct national and international seminars.

Library, ICT and Physical Infrastructure / Instrumentation

The college library is updated periodically with the recent volumes. Research guides and experts from different department give the guidelines in this regard. New ICT tools are purchased and installed in all the departments to make the teaching and learning process more effective. A new laboratory is constructed for vocational education programmes. New equipments are added to all the laboratories. New LCD projectors, computers, laptops and audio visual equipment were procured and installed in classrooms, seminar halls, laboratories and library. Language Lab has timely been updated with new software. The classrooms are modified in keeping with the needs of the students.

Human Resource Management

The college is run on the democratic principle of participative management. Hence the institutional duties are shared among the stakeholders in correspondence with their respective competence. The stake holders are given liberty to take responsibilities in various capacities. The human resource of the institution is duly absorbed into bodies like IQAC, College Council, PTA, Alumni Association and the different clubs and organisations. The management of the institution is well

	<p>organised through an administrative tier system hierarchically starting with the Principal and ending with the mentor. The academic needs of the students are addressed in a method starting with the mentor and going through the tutor and HOD and culminates with the Principal.</p>
Industry Interaction / Collaboration	<p>The institution promotes the involvement of teachers in industry oriented projects. The college always encourages collaborative research and other research projects of the faculty.</p> <p>Pivoting on the institutional ecological consciousness, the college always encourages teachers to abide by green protocol. Some of the members of the faculty engage in researches of value added natural products. E.g. Coconut based research, Nano carbon based research etc. The institution has successfully developed innovative and cost saving LED indigenously designed.</p> <p>The institution also conducts researches on Lightning Studies in view of the precarious and unpredictable weather.</p>
Admission of Students	<p>The college follows the centralized admission procedure of the University.</p> <p>The performance of the college in recent years is decisive in students opting the college for their studies.</p> <p>The admission procedures are conducted/led by a team of four members of the faculty supported by the administrative staff. All the procedural formalities maintained by the institution in student admission are on par with the university process. Merit/ quality is strictly maintained in admission to Management Quota. Transparency is maintained throughout the admission processes. The Principal conducts personal meeting with the parents of admitted students.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>Planning and Project Monitoring Committees, Project Monitoring Units(PMU), Board of Governors(BOG) etc are operational for implementing the projects funded by the government or government agencies. Project proposals are prepared and circulated among the members in electronic forms. Suggestions and feedback are collected</p>

online. Teleconferences are arranged wherever necessary. Frequent contact with the stakeholders, consultants and experts is maintained through online communication system.

Administration

A hierarchy is followed in institutional administration. Principal is the academic and administrative head of the institution. The administrative responsibility is borne in the following order: Vice Principal Bursar College Council IQAC Coordinator IQAC HODs Tutors Mentors Teachers Supporting Staff. Top down and bottom up communications through College Portal, WhatsApp groups, emails, bulk message posting systems etc are maintained. Periodic administrative auditing is done and frequent feedback is collected from all the stakeholders through College Portal, electronic media, social media etc. The institution makes effective utilisation of social media for academic and administrative purpose.

Finance and Accounts

The institutional finance management is fully transparent. The college depends on online money transfer mechanism for fee collection, remittance to university and state government. The financial accounts of the college are kept in the form of e files. The college ensures periodical financial auditing by authorised agencies. The institution prepares financial statements annually.

Student Admission and Support

Admission is purely merit based through University CAP mechanism. Selection is fully transparent and open to all Indian citizens. The admission procedure is 100 paperless. Admissions to Community and Management quota are fully transparent and merit based. Anomalies if any are rectified through CAP mechanism. Fee collection is made easier through e banking. The institution is flexible enough in keeping options until admission process is completed. All details regarding the admission process and the students admitted are uploaded in the website or portal.

Examination

All the steps followed by the institution in the examination process are lucid. Submission of application, fee remittance, collection of hall

tickets, generation of question papers, submission of attendance and internal marks to the University are done through the examination portal and they are 100 paper free. The institution follows a three tier mechanism for grievance redressal mechanism in internal examination process through electronic platforms. Results are published online and data of results are collected and processed for feedback and further action.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	James Varghese	Five Day national Level Workshop on Econometric Tools for Business Research during 02 - 06 July 2018	NA	3000
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NAAC sponsored National Seminar on Teaching, Learning and Evalua tion: Shifting Protocols in Pedagog ical Dynamics	NA	07/02/2019	08/02/2019	51	0
2019	Three Day National Workshop	NA	26/03/2019	28/03/2019	30	0

	on Intellectual Property Rights and Industry-Academia Interface					
2019	NA	Two Day State level Workshop on PFMS-EAT and DBT Module	16/05/2019	17/05/2019	3	2
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Refresher Course in Hindi Calicut University	1	31/10/2018	19/11/2018	20
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	25	0	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The Management is ever ready to provide optimum facility to the faculty, as a result their accommodation needs are taken care of. The campus has two staff hostels offering lodging at a subsidized rate. An Amenity Centre run by the Cooperative Society managed by elected members of the staff functions inside the campus offering textbooks and other stationery items at subsidized rate. Quality leisure time is	Equal access to the infrastructural facilities on par with the teachers is never denied to the non teaching staff. Members of the non teaching staff are also privileged to enjoy all the services offered by the Staff Cooperative Society. The Amenity Centre with all its facilities is open to them too. The college offers a number of facilities to maintain and improve the health of its stakeholders. The	The Student Amenity Centre is primarily designed to meet the various needs of the students on the campus itself. Students are provided lunch at subsidized price and free meals are offered to the economically challenged, identified by the institution. Hostel facility is provided for boys on the campus and the female students are accommodated in the hostels run by sisters in the vicinity. Besides

spent by reading periodicals and newspapers made available at the staff corner and by watching news presentations. The financial necessities of the staff are met by a Cooperative Society which offers schemes like Short term and Long term loans, Over Draft facility, Home Loan, Salary Advance etc.

Profit share of the Society is distributed among its members. The Society has gained widespread popularity among the teachers because of the ease of processing, low interest rates and viable terms and conditions. Features like Term Deposit, Fixed Deposit, SB Account etc. are available for family members of the staff too.

The college offers a number of facilities to maintain and improve the health of its stakeholders. The

cynosure of all it is the Sports Complex, housing an Olympic standard swimming pool and a multi purpose indoor stadium.

The indoor stadium is suitable for a wide array of indoor games like Badminton, Volleyball etc. Besides these, to ensure healthy living the college provides facilities like Health Club, Open Gym, Walkers Lane etc. The college conducts regular health check up campaigns for its faculty in association with major medical institutions. Other than these camps seminars led by wellknown medical practitioners, pivoting on the need for holistic living are conducted on a regular

cynosure of all it is the Sports Complex, housing an Olympic standard swimming pool and a multi purpose indoor stadium.

The indoor stadium is suitable for a wide array of indoor games like Badminton, Volleyball etc. Besides these, to ensure healthy living the college provides facilities like Health Club, Open Gym, Walkers Lane etc. The college conducts regular health checkup campaigns in association with major medical institutions. Other than these camps seminars led by experienced doctors, pivoting on the need for holistic living are conducted on a regular basis. Yoga classes and meditation sessions are provided to attain balance of body and mind. Psycho somatic wellness classes featuring seminars and academic retreats are conducted.

Members of the nonteaching staff are sent off with due respect at their retirement. At the annual gathering conducted towards the close of the academic year the Manager of the institution gratefully recognizes their commitment and dedication and their colleagues accompany them to their respective houses. They are provided ample parking spaces to conveniently park their vehicles. The college maintains a pack of dogs for round the clock security along with CCTV cameras installed at vantage points. The Management with the help of the teachers extends

helping the students avail themselves of various scholarships, the institution takes necessary steps to support the financially backward students even by initiating financial collections. The institution with the aid of its staff even takes initiative to build houses for financially backward students.

Adequate number of washrooms for both boys and girls are provided with easy access at various places on the campus. Drinking water facilities accessible during intervals are provided near the respective departments in each block. There are sick rooms/ restrooms to meet occasional infirmity and doctors are available on call if necessary. The college offers a number of facilities to maintain and improve the health of its stakeholders. The cynosure of all it is the Sports Complex, housing an Olympic standard swimming pool and a multi purpose indoor stadium.

The indoor stadium is suitable for a wide array of indoor games like Badminton, Volleyball etc. Besides these, to ensure healthy living the college provides facilities like Health Club, Open Gym, Walkers Lane etc. Yoga classes and meditation sessions are provided to attain balance of body and mind. Psycho somatic wellness classes featuring seminars and academic retreats are conducted. In the light of the court verdict the institution has provided the students

basis. Yoga classes and meditation sessions are provided to attain balance of body and mind. Psycho somatic wellness classes featuring seminars and academic retreats are organized. To maintain a conducive professional atmosphere department wise staff tours are conducted, personal as well as departmental achievements are lauded and celebrated. Our retired teachers are sent off with due regard. At the annual gathering conducted towards the close of the academic year, the Manager of the institution gratefully recognizes their yeomanship and their colleagues accompany them to their respective houses. Teachers are provided parking space near their respective departments at various blocks that lie across the ample greenery which houses our institution. The college maintains a pack of dogs for round the clock security along with CCTV cameras installed at vantage points.

financial support to them during contingency.

ample parking space outside the campus without disrupting the public and their conveyance. The college maintains a pack of dogs for round the clock security along with CCTV cameras installed at vantage points.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is an external financial audit of all the activities of the college by the Directorate of Collegiate Education, Government of Kerala every year. Defects, if any are rectified in time. The receipts, payment statements and the utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis. The external audit is conducted at three levels by the Deputy DCE, Kottayam by the DCE and the Accountant's General's Office, Trivandrum. The audit by the Deputy DCE for the period 2014 '15 was conducted during 23/11/2015 to 25/11/2015 and the following items were found to be intact remittance of Government Fees, Library Accession Register, Service details of the staff, PD Account and Financial Account. The audit of 2015'16 by the Deputy DCE, Kottayam was conducted from 22/09/2016 to 24/09/2016 and no audit objections were found. During 06/12/2017 to 08/12/2017 the institution underwent the audit of the Deputy DCE for the academic year 2016'17. The audit

for the year 2017 '18 was done from 29/08/2018 to 31/08/2018. The DCE audit from the academic years 01/06/2012 to 31/05/2014 was conducted from 22/08/2014 to 28/08/2014. The Accountant's General's audit for the period 2015'16 was done from 07/03/2017 to 10/03/2017. The college has an internal financial audit mechanism too for a preliminary audit of all the financial matters. This is taken care of by a team of teachers and administrative staff of the college. The audit team visits each administrative section on the scheduled date. The section officers are asked to prepare their files up to date with the help of their colleagues to undergo internal financial audit. Objections if any are asked to be rectified within the stipulated time. The internal audit is deemed as a preparatory exercise for the external audit.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Lions Club of Palai	6000	For conducting Intercollegiate Patriotic Song Competition.
View File		

6.4.3 – Total corpus fund generated

30484683

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		Yes	IQAC
Administrative	Yes		Yes	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Three Executive Meetings were held this year (08/08/2018, 28/02/2019 and 08/03/2019). Issues like students' attendance shortage, wearing ID cards, uniform, abuse of mobile phone, and College Union election in parliamentary mode were discussed in the three meetings and the PTA extended its support to all the relevant decisions taken by the College authorities in these matters. The tenure of the PTA was fixed as one year instead of the existing 2 years according to the directives issued by the Director of Collegiate Education. College Principal will be the President of the PTA and an elected representative of the parents will be the Vice President from this academic year onwards. The PTA will have a 15 member Executive Committee. The PTA decided to hold classwise PTA meetings twice a year. The PTA honours meritorious students every year. 146 students, including rank holders, proficiency prize winners, endowment awardees etc. were given prizes this year. According to the balance sheet for the calendar year 2018 (January December), the total income amounted to Rs, 20,35,540/ under five heads and the expenditure incurred was Rs. 19,15,988/. There is a balance amount of Rs. 1,19,552/.

6.5.3 – Development programmes for support staff (at least three)

1. Training Programmes like PFMSDBT and EAT Module have been conducted. 2. Trainings were arranged on Scholarships and various schemes of financial aids (from Central Government and State Government agencies). 3. Training was

conducted to acquaint the staff with GAINPF, Government of Kerala. 4. Computer training was also arranged for the supporting staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. We have established an online platform for Online Attendance System. 2. Public Address System has been installed. 3. A new B. Voc Programme in Printing Technology has been introduced. 4. The college has successfully completed its dream project of Integrated Sports Complex with Olympic standard Swimming Pool. 5. Two new air conditioned executive seminar halls have been established in addition to the existing seminar halls. 6. All the Science Laboratories of the college have been renovated. 7. In consonance with its continuing academic legacy a new M A Programme in History has been introduced. 8. The construction of a new computer centre and classroom cluster is successfully underway. 9. Having fulfilled the necessary criteria, the institution has applied for NIRF and ATAL ranking. 10. The institution has been functionally reconstituting itself to imbibe the spirit of our healthy practice namely PsychoSomatic wellness. As part of the initiative yoga classes, swimming coaching and camps were organised services of Open Gym and Walker's Lane have been made available. 11. Two new laboratories for B. Voc Programmes have been started. 12. Applied for Autonomous status to the College. 13. Granted fund under CPE Phase II scheme.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	IQAC Meeting	22/06/2018	22/06/2018	22/06/2018	14
2018	One day National Workshop on New Methodology of NAAC Accreditation	21/07/2018	21/07/2018	21/07/2018	184
2018	IQAC Meeting	03/08/2018	03/08/2018	03/08/2018	14
2018	Internal Academic Audit	26/09/2018	26/09/2018	26/09/2018	148
2018	Submission of AQAR	29/09/2018	29/09/2018	29/09/2018	3006
2018	IQAC Meeting	26/10/2018	26/10/2018	26/10/2018	14
2018	Participation in NIRF	28/11/2018	28/11/2018	28/11/2018	3025
2018	External Academic Audit	01/12/2018	01/12/2018	01/12/2018	151
2018	Two day	20/12/2018	20/12/2018	21/12/2018	79

	Refresher Programme PsychoMoral Renovation.				
2018	Administrative Audit	27/12/2018	27/12/2018	27/12/2018	32
2019	IQAC Meeting	16/01/2019	16/01/2019	16/01/2019	14
2019	Open House	28/01/2019	28/01/2019	27/03/2019	3044
2019	Two day NAAC sponsored National Seminar on Teaching Learning and Evaluation: Shifting Protocols in Pedagogical Dynamics	07/02/2019	07/02/2019	08/02/2019	173
2019	Teacher Evaluation by Students	05/03/2019	05/03/2019	30/03/2019	2700
2019	Three day National Workshop on Intellectual Property Rights and IndustryAcademia Interface	26/03/2019	26/03/2019	28/03/2019	198
2019	IQAC Meeting	07/05/2019	07/05/2019	07/05/2019	14
2019	State Level Two Day Training Programme on PFMSEAT DBT Module	16/05/2019	16/05/2019	17/05/2019	23
2019	Submission of AISHEDCF	22/02/2019	22/02/2019	22/02/2019	3044
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Feminist Research	22/03/2019	22/03/2019	150	80

Methodology				
MISS ST.THOMAS Contest	25/03/2019	25/03/2019	28	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institution functions on its basic principles of ecological consciousness and sustainability, two values which have become imperative, ethical standards of the present century. The campus is plastic free. Plastic items, especially banners are prohibited on the campus. The college insists the students on bringing steel tiffin boxes to avoid the heaping up of plastic waste. The college undertakes a novel ecofriendly venture, Restone, a project of promoting cloth bags made of used shirts. Stake holders are instructed to replace plastic carry bags with cloth bags. By promoting these bags outside, the institution affirms its social accountability. As a result cloth bags and paper files are distributed to the resource persons and delegates during seminars, conferences, invited talks etc. to abide by the principle of green protocol. . The students are encouraged to take the institutional values of eco consciousness to their larger living environment. The college is situated in an ecofriendly environment on the banks of the river Meenachil which supplies the institution with its water needs. In addition to this the college has established different reservoirs adding to a total capacity of 3,00,000 litres for rain water harvesting. A green army operates in the campus to regulate the use and timely mending of electric equipment, usage of water etc. The power requirement is partially met through the solar power plant installed in the College which generates 17 KW energy. The power requirement of A and B blocks of the college is met by the same and the excess electricity is pooled into the Kerala State Electricity Board Grid. The college has been consistently trying to turn the campus into a paper free one. Maximum communication to departments and students is made through mails and other electronic media to spread awareness about the same. By using public address and public display systems the college abides by the tenets of the green protocol. Paper waste generated is immediately sent for recycling. Blessed with a variety of trees and plants including rare species, this campus is one of the best ones in Kerala. We have a well maintained lawn and garden. An exclusive herbarium is maintained under the care of the Department of Botany. Many of our students are active members of Bhoomitra Sena, an idea conceived by Directorate of Environment Climate Change under Department of Environment and Climate Change. The college offers an under graduate vocational programme in Sustainable Agriculture where students cultivate vegetables on their own, the water requirement being met by the rain water reservoir.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	0
Ramp/Rails	Yes	18
Braille Software/facilities	Yes	0
Rest Rooms	No	0
Scribes for examination	Yes	17
Special skill development for differently abled students	No	0

Physical facilities	Yes	4
---------------------	-----	---

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/10/2018	1	Swachh Bharath Mission Clean Pala Project	Lack of hygiene on road and river premises	82
2018	1	1	26/12/2018	1	Campaign for plastic free village in Konnat hady Grama Pan chayath	Rural cleanliness	104
2018	1	1	26/12/2018	1	Awareness of waste management at Konnat hady Grama Pan chayath	Careless littering of waste	102
2018	1	1	26/12/2018	1	Awareness rally towards Panickandy town and Muniyara town	Lack of ecofriendly living	102
2018	1	1	26/12/2018	1	Distribution of leaflets to various houses in ward VI of Konnat hady Grama Pan chayath	Lack of green practices among home makers	104
2018	1	1	26/12/2018	1	Cleaning of Kattadippara	Degradation of natural t	102

					tourist spot	tranquillity by tourists	
2019	1	1	06/02/2019	1	National Road Safety Week celebration by NSS	Unhealthy road culture	200
2018	1	1	05/10/2018	1	On farm VAM production	Unhealthy use of chemical fertilizers	27
2018	1	1	01/06/2018	1	Blood Donation camp through Blood Donors forum	Donor insufficiency	408
2019	1	1	30/08/2019	1	Flood Relief Activities by NCC Army Wing	Lack of primary needs	51
2018	1	1	20/11/2018	1	The road safety awareness campaign a motor cycle rally by NCC Navy Wing	Unhealthy road culture	31
2018	1	1	15/12/2018	1	Impact assessment of flood 2018 on Periyar River	Ecological imbalance	23
2018	1	1	29/09/2018	1	Swatch Bharat Mission based Cleaning Programme in Mutholy Grama Pan chayath	Lack of cleanliness	116
2018	1	1	22/12/2018	1	Maintenance of roads damaged	Damage to roads caused by flood	103

					in Konnat hady Grama Pan chayath		
2018	1	1	23/12/2018	1	Renovatio n of houses affected by landslide in Konnat hady Grama Pan chayath	Aftermath of flood	104
2018	1	1	26/12/2018	1	Distribut ion of leaflets to the merchants at Panick ankudy and Muniyara town	Waste gen eration at source	104
2018	1	1	24/12/2018	1	Preparati on of the land for the const ruction of a house in Konnathad y Grama P anchayath	Steep land at house site	102
2018	1	1	09/10/2018	1	Installat ion Lightning Detector	Inclement weather and frequent lightning	11
2019	1	1	10/01/2019	2	Socio Eco nomic Heal th survey	Lack of s anitation facility, drinking water, power failures, high incidence of lifestyle diseases	115
2019	1	1	10/01/2019	8	UBA Elackad Village	Identifyi ng hindra nces to inclusive developme	120

						nt	
2019	1	1	10/01/2019	8	UBA Puliyannoor Village	Identifying hindrances to inclusive development	57
2019	1	1	10/01/2019	8	UBA Kidangoor Village	Identifying hindrances to inclusive development	52
2019	1	1	10/01/2019	8	UBA Lalam Village	Identifying hindrances to inclusive development	112
2019	1	1	10/01/2019	8	UBA Vallichira Village	Identifying hindrances to inclusive development	61
2018	1	1	16/10/2018	110	Rice Cultivation by BVoc Students	Lack of exposure to practical farming as well as unmechanized means of cultivation.	104
2018	1	1	21/12/2018	7	Flood relief activities in Konnathady Grama Panchayath	Disaster caused by flood	104
2018	1	1	01/06/2018	1	Xray Diffractometer	Equipment insufficiency at the vicinity for characterization of samples	933
2018	1	1	20/07/2018	1	Volunteering for the flood	Insufficiency of Clothes,	24

					relief camp under the Village Office, A yarkunnam	Psychological Distress	
2018	1	1	20/07/2018	1	Cloth Collection for flood relief camp at A yarkunnam , Kottayam	Insufficiency of Clothes	23
2018	1	1	19/08/2018	23	Collection of essential materials for Flood Relief Camp	Lack of basic necessities	83
2018	1	1	15/08/2018	1	Cleaned the Shops and houses in Pala Municipality under Clean Pala Project	Plastic Waste and Hygiene	82
2018	1	1	23/08/2018	1	Chief Minister's Distress Relief Fund Collection by NSS	Insufficient relief fund	2852
2018	1	1	01/08/2018	365	Teachers Contribution to Chief Minister's Distress Relief Fund	Insufficient relief fund	116
2018	1	1	03/09/2018	1	Book Collection Campaign 'Kuttikku oru Kutti' (student for a student) for	Loss of Study materials	2852

					students who lost their books during flood		
2019	1	1	31/01/2019	1	Outreach Programme workforce for the construction of the school building by NSS	Infrastructural in sufficiency	82
2019	1	1	25/01/2019	1	Traffic Awareness Programme by NCC Army Wing	Unhealthy road culture	77
2019	1	1	23/03/2019	1	Swachatha Abhiyan (Cleaning Mission) road cleaning by NCC Army Wing	Lack of cleanliness	157
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	03/05/2018	The code of conduct is published in the website and handbook so as to ensure its wide and effective circulation. The principal and class tutors hold sessions with different batches of students not only to disseminate its content but also to contextualize and explain crucial provisions. Whenever a disciplinary action is initiated the relevant numbers of the code are consulted and cited. The Discipline Committee of the college is entrusted with the task of updating the code which is done at the beginning of every academic year. Students are encouraged to read

		the codes applicable to other categories of stakeholders.
Code of conduct for Teachers	03/05/2018	<p>The code of conduct is published in the website so as to ensure its wide and effective circulation among the teachers. During the induction programme for new recruits a session is exclusively dedicated to familiarize them with the code. Besides, a compliance undertaking is sought from all new teachers. Whenever a disciplinary action is initiated the relevant numbers of the code are consulted and cited. The Discipline Committee of the college is entrusted with the task of updating the code which is done at the beginning of every academic year. Teachers are encouraged to read the codes applicable to other categories of stakeholders.</p>
Code of Conduct for Administrative Staff	03/05/2018	<p>The code of conduct is published in the website so as to ensure its wide and effective circulation among the administrative staff. A printed copy of the code is displayed at a prominent place in the office. An oath of secrecy, meant to safeguard the privacy of students and teachers, is taken by the administrative staff. Whenever a disciplinary action is initiated the relevant numbers of the code are consulted and cited. The Discipline Committee of the college is entrusted with the task of updating the code which is done at the beginning of every academic year. Administrative staff are</p>

		encouraged to read the codes applicable to other categories of stakeholders.
Code of Conduct for Principal	03/05/2018	The administrative control of the whole campus rests with the principal and as such he/she is answerable to all the stakeholders. It is his/her responsibility to ensure that everybody adheres to their respective codes in both letter and spirit. The governing body makes sure that the principal receives expert advice in financial and legal matters. Whenever possible the principal acts on the advice of the college council. While discharging his/her duties, the principal is bound to respect the due process of law and the principles of subsidiarity and dialogue.
Code of Conduct for Governing Body	03/05/2018	The governing body of the college is the apex decision making body of the college. Its code of conduct reflects and helps to realize the vision and mission of the college. Its noble ideals take their immediate inspiration from the higher education policy of the Diocese of Palai. The governing body functions like a watchdog to ensure that unethical practices like demanding bribery in recruitment and capitation fees in student admissions are meticulously excluded. Whistleblower mechanisms are inbuilt into the functioning of the governing body. The governing body maintains close contacts with management associations

		of Catholic educational institutions and other private educational agencies in order to set up the right benchmark.
Code of Conduct for Parents	03/05/2018	The code of conduct is published in the website so as to ensure its wide and effective circulation. At the time of admission, all students along with their parents meet the principal. During this meeting the rights and duties of the parents are clearly spelt out. They are expressly told that they are always welcome to visit the campus. The parents are kept informed of the progress of their wards. All significant decisions affecting their wards shall be taken in consultation with the parents. During PTA meetings the modalities and avenues for interacting with other stakeholders are outlined. The Discipline Committee of the college is entrusted with the task of updating the code which is done at the beginning of every academic year.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Training to students and people in the Panickankudy village to make paper pen, bag and file in at Konnathady Grama Panchayath	26/12/2018	26/12/2018	102
Awareness of waste management at Konnathady Grama Panchayath	26/12/2018	26/12/2018	102
Awareness rally towards Panickankudy town	26/12/2018	26/12/2018	102

and Muniyara town			
Distribution of leaflets to various houses in ward VI of Konnathady Grama Panchayath	26/12/2018	26/12/2018	104
Cleaning of Kattadippara tourist spot	26/12/2018	26/12/2018	102
National Road Safety Week celebration by NSS	06/02/2019	06/02/2019	200
On farm VAM production	05/10/2018	05/10/2018	27
Blood Donation camp through Blood Donors forum	01/06/2018	01/06/2018	408
NCC Day Run as part of NCC day celebration	25/11/2018	25/11/2018	134
Moral Classes	03/12/2018	17/12/2018	1505
Rice Cultivation by BVoc Students	16/10/2018	19/02/2019	103
Volunteering for the flood relief camp under the Village Office, Ayarkunnam	20/07/2018	20/07/2018	24
Cloth Collection for flood relief camp at Ayarkunnam, Kottayam	20/07/2018	20/07/2018	23
Collection of essential materials for Flood Relief Camp	19/08/2018	10/09/2018	83
Cleaned the Shops and houses in Pala Municipality under Clean Pala Project	15/08/2018	15/08/2018	82
Distribution of relief kit to flood affected people at Udayanapuram in Vaikom Taluk	24/08/2018	24/08/2018	17
Book Collection Campaign 'Kuttikku oru Kutti' (student for a student) for students who lost their books during flood	03/09/2018	03/09/2018	2852

Traffic Awareness Programme by NCC Army Wing	25/01/2019	25/01/2019	77
Swachatha Abhiyan (Cleaning Mission) road cleaning by NCC Army Wing	23/03/2019	23/03/2019	157
Flood Relief Activities by NCC Army Wing	30/08/2019	30/08/2019	51
Blood Donation camp by NCC Navy Wing	05/09/2019	05/09/2019	37
The road safety awareness campaign a motor cycle rally by NCC Navy Wing	20/11/2018	20/11/2018	31
Impact assessment of flood 2018 on Periyar River	15/12/2018	15/12/2018	23
Swatch Bharat Mission based Cleaning Programme in Mutholy Grama Panchayath	29/09/2018	29/09/2018	116
Swachh Bharath Mission Clean Pala Project	02/10/2018	02/10/2018	82
Campaign for plastic free village in Konnathady Grama Panchayath	26/12/2018	26/12/2018	104
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Green Protocol The green vision institutionally framed and fused into its constitution by the founding fathers of the college seven decades ago has been intensified and integrated into all its activities at the wake of the ecological disasters which have started to get aggravated in correspondence with the tempo of material development. Hence the college has adopted Green Protocol as its most fundamental ethical pivot of its functioning. 2. The college has established a 17 KW solar power plant to meet the power requirements of A and B blocks which occupy and span two third of the total establishment. 3. The college has been successful in establishing and maintaining two rain water harvesting plants adding to a capacity of 2 lakh litres. 4. The college has installed an incinerator with adequate capacity to handle the solid waste generated by the institution. 5. The college hostel is self sufficient in managing its bio waste through ecofriendly methods. 6. The initial greenery of the college is kept intact and new saplings are planted every year to sustain its bio diversity. 7. Plastic free campus: The institution has been consistently taking steps to achieve its plastic free principle. The college has completely discarded disposable plates and cups and replaced those with stainless steel items in the institution and its premises. Students and teachers wholeheartedly support this green policy by bringing

steel tiffin boxes. 8. Green protocol is strictly followed in Science labs and experiments conducted therein.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1

1. Title of the Practice Promotion of Psychosomatic Health

2. Objectives of the Practice

- Promotion of psychosomatic health for all is a need of the time. People must be given proper awareness regarding the importance of maintaining spiritual, emotional and mental balance.
- A comprehensive health programme targeting not only the staff and students of our college but also the local residents who can benefit from the programme.
- Inculcate ecofriendly habits and a healthy lifestyle among staff, students and the public
- Maintain the permanent vegetative cover of the campus at an optimal level.
- Keep the campus free from plastic and other toxic wastes by implementing a scientific waste management protocol.

3. The Context

The aim can be reached effectively through various stages including counselling for staff and students, regular health checkups and training for various sports. The college grounds, integrated sports complex, health club and open gymnasium can be properly utilised to meet the objectives of our programme. These can provide a welcome relief from the hectic and tiresome academic schedule while allowing everyone to remain fit in both mind and body. The walkers lane in the campus is fully lighted and is accessible for the public as well. As an educational institution with 3000 students, a large volume waste, including plastic and ewaste, is generated in the campus. It is a tremendous task to train the students to adopt ecofriendly lifestyle changes. Awareness raising must include intellectual, moral and spiritual dimensions. Lot of hazardous chemicals are daily handled in different laboratories in connection with research and practical of UG and PG students. The disposal of these byproducts is a big challenge.

4. The Practice

Indian higher education system, being prominently classroom centred, faces great challenges in moulding the students into physically, mentally and emotionally healthy persons. So, these practices enable the students as well as the teachers to come out of their busy classroom schedule and allow them to spend time for relaxation and peace of mind. The main challenge during the implementation of the programme is to find enough time for these activities along with the densely packed academic schedule. Specialized and general health camps are organized by the college on a regular basis. Mentoring and counselling opportunities are made available to the students. Some of our staff are passionate and specially trained in Yoga. They integrate yogic skills with academics. Spiritual guidance is offered by Catholic priests who reside in the campus. The chapel in the campus is a space for experiencing peace and solace. A host of activities are organized under the aegis of the Integrated Sports Complex. Summer coaching camps and training sessions are conducted in swimming, shuttle badminton and football. Health awareness programmes and competitions in various sports and games are arranged with huge public participation. Students are given basic training in swimming as part of "lifesaving skill acquisition" programme. Differently abled students are taught movement exercises suitable for each category. Efforts are also made to promote and popularize adventure sports. We endeavour to maintain our campus free from plastic and other nonbiodegradable wastes. At the institutional level there is a total ban on the use of Styrofoam/single use cups and plates. Teachers are regularly encouraging the students for the minimal and effective use of chemicals in their practical sessions. We provide water purifiers and filters of the highest standard to ensure the quality of potable water. The campus is blessed with a variety of trees and plants including rare species. We have a wellmaintained lawn and a garden. We keep on planting new trees every year. We are planning to grow a garden exclusively for medicinal plants.

5. Evidence of Success

Notwithstanding the flood ravages, we have succeeded in

maintaining a green and healthy environment, rich in biodiversity. This has proved to be crucial for the psychosomatic health of our community. Students take active part in cleaning drives on and off the campus. They have grown to become health conscious and some of them have turned into campaigners for healthy life choices. As a result of motivation by teachers, many students have stopped using disposable lunch packets and started using reusable stainlesssteel lunch boxes. Gardening initiative by students is also a sign of the realization of our objectives. Students of vocational education streams involve themselves in biofarming activities. They are also in the forefront to raise awareness against junk foods and to promote a healthy food culture. In total disregard of the financial implications, our canteen scrupulously avoids all types of junk foods. The sports complex is utilised effectively and consistently by a good number of staff (both teaching and nonteaching) and students. A green audit is in place to monitor the activities associated with the sports complex.

Problems Encountered and Resources Required

- Difficulty in sensitizing the students to the concept
- Lack of adequate support from the local government
- Natural calamities affecting the flora
- The polluted state of the Meenachil river.

BEST PRACTICE 2

1. Title of the Practice: Value Education and Career Development
2. Objectives of the Practice
 - Inculcate moral and ethical values into the life of all students by imparting moral and value education classes throughout the academic year
 - Provide students different opportunities to practice the social values they acquire from the value education classes
 - Make students aware of the career opportunities available for them after the current as well as higher education in their respective fields
 - Provide students of all classes ample opportunity to develop employability skills, so that they will be suitable for different positions in various industries
3. The Context Our academic community is a cross section of the entire society. The college, from its inception, is keen on imparting values to the students. The current scenario is characterized by a quest to redefine the value system. Only an institution with a profound cultural ethos and decades long experience can impart a value system suitable to our times without disrespecting the moral principles followed by the past generations. The current job market is defined by the corporates in such a way that only those candidates who possess a specific set of skills and who can achieve a given target are selected, while others are sidelined. It is thus necessary to prepare the students to acquire these employability skills. The entrepreneurial skills of the students must also be fostered.
4. The Practice: As part of value education, moral and religious instruction are conducted every year. The faculty for value education, drawn from the teaching staff, are known for their exemplary moral insight and acumen. Moral education classes are imparted by the faculty, in a clearly set apart time schedule, following a wellstructured syllabus. Examinations are also conducted based on the classes and prizes are distributed to the top scorers. Students are asked to bring one additional lunch on every Friday, which is collected and handed over to 'Mariasadan', a rehabilitation centre for persons with mental disabilities. This practice gives the students a practical lesson on different social and ethical values they study from the classes. For career development of the students, a career and placement cell has been established in the college. The cell periodically conducts career orientation classes, employability skill development training and soft skill development programmes. The teachers from all the departments of the college is actively involved in the programmes of the cell and conducts training programmes with a special focus on their respective fields of study. Different placement drives are also conducted by the cell, in association with different employers. In order to promote the entrepreneurial skills of the students, an entrepreneurship development club has been instituted in the college in association with Industries Department of the Govt. of Kerala. The club is actively organizing different training programmes to inculcate the entrepreneurial spirit among the students. An

incubation centre is also being initiated in the College, to help the students to generate and experiment with innovative ideas. 5. Evidence of Success The current students as well as the alumni of the college are actively involving in social issues of all kinds without compromising the value system. Students are actively participating in all such initiatives proposed by their departments. Every Friday, the College is able to supply sufficient number of lunch packets for the 300 inmates of 'Mariasadan', a rehabilitation centre for the mentally challenged. Our graduates have proved themselves to be highly employable, having all the requisite skills. A good number of students are placed in different organizations every year, through incampus and offcampus placement programmes. Many recently passed out students run successful businesses in different parts of the state. 6. Problems Encountered and Resources Required: Since career development and value education are not part of the formal syllabus and curriculum of any programme, it is hard to find a time slot for conducting career development training programmes and value education classes. Currently these classes and training sessions are conducted outside the regular working hours of the college. 7. Notes: Nil.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.stcp.ac.in/NAAC.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

When the college was established in 1950 on the banks of the River Meenachil with the collective effort of the agrarian population of central Kerala, its visionary founders dreamt of making it a cultural centre of learning and holistic living. Being the first centre of higher education among the neighbouring taluks and by virtue of its geographical advantage, the college opened its doors of erudition to knowledge seekers in the vicinity as well as those from the hostile high ranges of Idukki district. This tree of knowledge has now grown into a pioneering institution offering 18 under graduate programmes, 15 post graduate programmes and 10 research programmes. The college gradually proved to be a centre of excellence worthy of emulation. The infrastructural might of St. Thomas with its well stocked and regularly updating library and an adjoining University Study Centre, stateoftheart laboratories, integrated sports complex, Olympic standard swimming pool and building blocks with cuttingedge amenities is absolutely unmatched. Our alumni function as technocrats, teachers across Kerala scientists, administrators, Vice Chancellors, Chief Secretaries, Bhatnagar Awardees, Ministers, Members of Legislative Assemblies and so on in different parts of the world. Dignitaries like Supreme Court Former Chief Justice Mr. K. G. Balakrishnan and Former Governor Mr. K.M. Chandy were moulded by this institution. The cultural heritage of the college was attested by the visit of personalities like Jawaharlal Nehru, Indira Gandhi and Dr. A.P.J. Abdul Kalam. The Institution remains unmatched in the number of annual university rank holders and winners in competitive/ qualifying exams like NET/ JRF/ GATE. Our research centres which consistently produce quality PhDs are blessed with resourceful guides who also act as resource persons in seminars and conferences. Well qualified guides succeed the retiring ones. Our extracurricular merit is worth mentioning too. We frequently contribute Volley ball players to University and National teams. The college hosts many national level meets and sport events, Bishop Vayalil Volley ball Tournament is a prestigious annual sports fiesta commemorating the founding father. Members of the faculty play vital roles as chairman and members of various Boards of Studies, Subject Experts in faculty selection interviews, Screening committee experts, Expert Committees, panels of question

paper setters, examination boards, syllabus revision and restructuring committees. Syllabus revision workshops are hosted by the institution. By bringing aggressive campus politics to a legal closure, the institution set a model for others to copy. The college has proudly produced many leaders of the association of managers, principals, teachers and ministerial staff. We provide service as a mentoring institution for helping NAAC non accredited institutions under the scheme "Paramarsh", where we assist five colleges in the neighbourhood enabling them to undergo NAAC accreditation process. A renowned Civil Service Institute on the campus attracts desirous students across Kerala who can simultaneously pursue their graduation and UPSC training. St. Thomas College Palai through seventy years of its pledged commitment to the society in general and the academic world in particular has rendered valuable services to several generations without diluting its primary vision.

Provide the weblink of the institution

<https://www.stcp.ac.in>

8.Future Plans of Actions for Next Academic Year

The Institution has been unfalteringly adapting itself to imbibe the new paradigms of higher education and cultural shift without compromising its social and ethical fabric envisioned by its founding fathers. Having successfully completed three cycles of NAAC accreditations, the college has been positively striding towards its fourth cycle of accreditation process scheduled in February/March 2020. Having fulfilled most of the quality criteria prescribed by the UGC, the college is hopefully preparing to get the final nod from the NAAC to embrace autonomous status. The college has applied for NIRF and ATAL ranking to consolidate its academic testimonial and has started the preliminary works as a mentor institution under the scheme 'PARAMARSH'. The college has been fostering a healthy mentoring system which acts as an interactive platform. In order to address the changing cultural milieu and the students therefrom, the college is redefining and strengthening the system. To respond to the ethos of inclusive learning, the institution has been taking steps for uplifting socially and physically challenged students. The college does not tolerate any discrimination based on gender, religion and cast. The Anti Ragging Cell of the college is very active to prevent any incidence. The college encourages deserving students and takes steps to make them avail themselves of the different scholarships by various agencies. The college plans to conduct more seminars/ conferences to address and deliberate the dynamics in respective fields of learning. Each department is advised to take up socially useful extension activities in concurrence with the National Education Policy. In order to popularise, Psycho Somatic wellness, the best practice of the college, the institution has been taking up different activities. The overall wellness facilities of the college have been upgraded. Health camps/ Seminars are conducted. Measures are taken to popularise yoga and meditation. The college has been augmenting its infrastructural facilities to equip itself with a view of accommodating contemporary curricular needs. Scaling up the existing solar harvesting facility to 15kw is under the consideration of the institution. This eco friendly energy harvesting method will make the institution sufficiently independent in its energy needs. The Management has already decided to speed up the civil work of a new academic block that can house a number of classrooms there by making the institution spacious enough to accommodate more programmes in the future. Construction of an additional computer centre is under consideration, besides which steps have been taken to enhance the number of smart classrooms. The Institution intends to upgrade the departments to keep pace with technological advancements and curricular changes. Digitalisation of office and Library is underway to cater to the needs of the technologically advanced generation of upcoming students. In consonance with the institutional imperative of eco consciousness, the institution plans to make the office paperless and fully

automated.