

ST. THOMAS COLLEGE PALAI

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

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(Affiliated To Mahatma Gandhi University, Kottayam)



THE ANNUAL QUALITY ASSURANCE REPORT

2015-16

Submitted To

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

October 2016

The Annual Quality Assurance Report (AQAR) of the IQAC

Period of Report: June 1, 2015 to May 31, 2016.

PART - A

1. Details of the Institution

1.1	Name of the Institution		ST. THOMAS COLLEGE PALAI			
1.2	Address Line		Arunapuram P. O. Kottayam (Dist.) Kerala, India. PIN – 686574			
	Institution e-mail address		principal.stc@gmail.com			
	Contact Nos.		04822-212317			
	Name of the Head of the Institution		Dr. Sunny Joseph			
	Tel. No. with STD Code		04822-212317			
	Mobile		+919447791456			
	Name of the IQAC Co-ordinator		Dr. Sunil C. Mathew			
	Mobile		+919495109316			
	IQAC e-mail address		sunilcmathew@gmail.com			
1.3	NAAC Track ID (For ex. MHCOGN 18879)		KLCOGN10058			
1.4	Website address		www.stcp.ac.in			
	Web-link of the AQAR		http://www.stcp.ac.in/ Download Center/ IQAC Reports/ AQAR2015-16			
1.5	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	4 Star		2000	Upto 2007
	2	2 nd Cycle	B++	82.5	2007	Upto 2012
	3	3 rd Cycle	A	3.3	2015	Upto 2020
1.6	Date of Establishment of IQAC			22/03/2004		
1.7	AQAR for the year (<i>for example 2010-11</i>)			2015-16		
1.8	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (<i>for example AQAR 2010-11 submitted to NAAC on 12-10-2011</i>)					

(i) AQAR 2014-15 Submitted to NAAC on 10-11 2015										
1.9	Institutional Status									
	University: Not Applicable									
	State		Central		Deemed		Private			
	Affiliated College				Yes	✓	No			
	Constituent College				Yes		No		✓	
	Autonomous college of UGC				Yes		No		✓	
	Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)				Yes		No		✓	
	Type of Institution		Co-education		✓	Men		Women		
			Urban			Rural		✓	Tribal	
	Financial Status		Grant-in-aid			UGC 2(f)		✓	UGC 12B	✓
Grant-in-aid + Self Financing			✓			Totally Self-financing				
1.10	Type of Faculty/Programme									
	Arts	✓	Science	✓	Commerce	✓	Law		PEI (Phys Edu)	✓
	TEI (Edu)		Engineering		Health Science		Management		Others (B. Voc.)	✓
1.11	Name of the Affiliating University (<i>for the Colleges</i>)				Mahatma Gandhi University, Kottayam					
1.12	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc									
Autonomy by State/Central Govt. / University										
University with Potential for Excellence					UGC-CPE		✓			
DST Star Scheme					UGC-CE					
UGC-Special Assistance Programme					DST-FIST		✓			
UGC-Innovative PG programmes					Any other (Minority Status)		✓			
UGC-COP Programmes				✓						

2. IQAC Composition and Activities

2.1	No. of Teachers	9
2.2	No. of Administrative/Technical staff	1
2.3	No. of Students	0
2.4	No. of Management representatives	1

2.5	No. of Alumni				1			
2.6	No. of any other stakeholder and community representatives				0			
2.7	No. of Employers/ Industrialists				1			
2.8	No. of other External Experts				1			
2.9	Total No. of members				14			
2.10	No. of IQAC meetings held				4			
2.11	No. of meetings with various stakeholders							
	Faculty	Non- teaching staff	Students	Alumni	Others (Parents)			
	6	3	4	3	3			
2.12	Has IQAC received any funding from UGC during the year?				Yes		No	✓
	If yes, mention the amount							
2.13	Seminars and Conferences (only quality related)							
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC							
	Total Nos.	International	National	State	Institution Level			
	1	Nil	Nil	Nil	1			
	(ii) Theme		The Effective Use of Technology in Teaching and Evaluation					
2.14	Significant activities and contributions made by IQAC							
<p>The IQAC chalked out the activities to be implemented on a priority basis and conveyed to the Principal and the Management for necessary action. At the behest of the IQAC a group of well-known scientists visited the campus to motivate the student community. The group included Prof. T. V. Paul (McGill university), Dr. Jose Sebastian (Stanford University, USA), Mr. Jijoe Mathew (Latrobe University, Australia), Dr. Mathew Joseph C (Prof. of History, JNU, New Delhi), Dr. Anil C. Mathew (Professor, Biostatistics, PSG Institute of Medical Sciences, Coimbatore), Dr. B. Binukumar (Asst. Professor, NIMHANS, Bangalore), Dr. Tunny Sebastian (Asst. Professor, CMC Vellore). The bench mark of IQAC to conduct an International seminar every year was fulfilled by the Department of Chemistry. Other Significant Activities and contributions made by the IQAC include the following:</p> <ul style="list-style-type: none"> ▪ Workshop on the Effective Use of Technology in Teaching and Evaluation. ▪ Partnership in Additional Skill Acquisition Programme (ASAP). ▪ Use of more solar energy. ▪ More attractive and informative college website. ▪ Encouragement for undertaking more research projects by the faculty members. ▪ Orientation programmes for newcomers at UG/PG levels. ▪ Conduct of student meetings to explain to them the scope and potential of different 								

	<ul style="list-style-type: none"> Open Courses that offer choice/flexibility in their academic pursuits. ▪ Conducted ‘Open House’ to collect feedback about teachers, college, library, etc. ▪ Starting of a Community College. ▪ Advocated strengthening of the departmental Alumni Associations. ▪ Played a significant role in introducing ICT methods at all levels. ▪ Renovation and updation of Science Labs. ▪ An awareness programme on the prospects of LED bulbs. ▪ Training on LED bulb assembling. ▪ Took initiative in installing office automation software. 																		
2.15	Plan of Action by IQAC/Outcome																		
	The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *																		
	<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achievements</th> </tr> </thead> <tbody> <tr> <td>Recruitment of new Staff</td> <td>9 teachers were appointed.</td> </tr> <tr> <td>New Programmes of Study</td> <td>Nil</td> </tr> <tr> <td>Batch wise meet-the-parent programme twice in a semester</td> <td>Close interaction with parents has resulted in improving discipline and pass percentage.</td> </tr> <tr> <td>Remedial coaching for all weaker students.</td> <td>Results of SC/ST/OEC students have improved significantly.</td> </tr> <tr> <td>UGC Test coaching for all PG students.</td> <td>7 JRF qualifiers and 18 NET qualifiers.</td> </tr> <tr> <td>More research projects</td> <td>Submitted 7 research project proposals</td> </tr> <tr> <td>Interactive sessions and invited talks by eminent scholars and scientists.</td> <td>Prof. T. V. Paul(McGill University, Canada), Dr. Jose Sebastian(Stanford University,USA), Mr. Jijoe Mathew (Latrobe University, Australia), Dr. Mathew Joseph C. (Professor, Department of History, JNU, New Delhi), Dr. Anil C. Mathew(Professor, Biostatistics, PSG Institute of Medical Sciences, Coimbatore), Dr. B. Binukumar(Asst. Professor, NIMHANS, Bangalore), Dr. Tunny Sebastian(Asst. Professor, CMC Vellore), Prof. E. Kunhikrishnan (Retd. Head, Department of Zoology, University College, Thiruvananthapuram), Dr. Joseph John(MBPGR, Trichur), Mr. Binil M. George (Senior Programmer, TCS Bangalore), Dr. Mahesh Chandhar, Dr. R. B.Singh, Dr.T.V. Murali Vallabhan interacted with the students of various departments.</td> </tr> <tr> <td>Merit day</td> <td>Department wise Victory Day celebrations were held to felicitate the UGC-CSIR winners, rank holders,</td> </tr> </tbody> </table>	Plan of Action	Achievements	Recruitment of new Staff	9 teachers were appointed.	New Programmes of Study	Nil	Batch wise meet-the-parent programme twice in a semester	Close interaction with parents has resulted in improving discipline and pass percentage.	Remedial coaching for all weaker students.	Results of SC/ST/OEC students have improved significantly.	UGC Test coaching for all PG students.	7 JRF qualifiers and 18 NET qualifiers.	More research projects	Submitted 7 research project proposals	Interactive sessions and invited talks by eminent scholars and scientists.	Prof. T. V. Paul(McGill University, Canada), Dr. Jose Sebastian(Stanford University,USA), Mr. Jijoe Mathew (Latrobe University, Australia), Dr. Mathew Joseph C. (Professor, Department of History, JNU, New Delhi), Dr. Anil C. Mathew(Professor, Biostatistics, PSG Institute of Medical Sciences, Coimbatore), Dr. B. Binukumar(Asst. Professor, NIMHANS, Bangalore), Dr. Tunny Sebastian(Asst. Professor, CMC Vellore), Prof. E. Kunhikrishnan (Retd. Head, Department of Zoology, University College, Thiruvananthapuram), Dr. Joseph John(MBPGR, Trichur), Mr. Binil M. George (Senior Programmer, TCS Bangalore), Dr. Mahesh Chandhar, Dr. R. B.Singh, Dr.T.V. Murali Vallabhan interacted with the students of various departments.	Merit day	Department wise Victory Day celebrations were held to felicitate the UGC-CSIR winners, rank holders,
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	National Toppers in Spots and Games, NCC etc.
Celebration of the National Science Day	The National Science Day was celebrated on 24 February 2016 by the RACS Cell of the college with the financial support of KSCSTE, Govt. of Kerala. An Interdepartmental Science Quiz Competitions for PG students, Essay Writing for UG and PG students and Power point presentation Competitions for UG and PG students were conducted. Also an Invited Talk on the Focal theme for the year, “Make in India: S&T driven Innovations”, was done by Sri. Cyriac Davies, Managing Director, KITCO LTD.
The conduct of a green audit.	A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals were submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. Dr. Sunny Kuriakose, Dept. of Chemistry was in charge of the Green audit.
Call for more research output	39 research papers were published by the faculty members.
More Seminars and workshops	14 departments received financial assistance for the conduct of seminars/ conferences/ workshops. In addition, One day Workshops and Seminars as well as invited talks by reputed experts were organized by various departments
Encouraging faculty members to attend refresher courses.	9 faculty members participated in Refresher and Orientation Courses.
Strengthening Campus placements	During the academic year 17 organizations visited our campus and a total 45 students got placement in these organisations.
Sending at least 40% of UG students to respective PG programmes	Among the UG students, about 50% have opted for PG courses.
Securing more student scholarships	79 students received various scholarships from govt. Agencies and 41 students received various scholarships from College or PTA. About 1030 students received financial support from Govt. Agencies or other sources.
To complete Office Automation	Comprehensive office automation software is installed and has started functioning.

* Academic Calendar is given in Annexure II.						
2.16	Whether the AQAR was placed in statutory body		Yes	✓	No	
	Management	✓	Syndicate		Any other body (College Council)	✓
	Provide the details of the action taken					
<p>The managing board discussed the AQAR in detail and expressed their satisfaction on the progress of the college in academic as well as co-curricular activities. The board suggested to fix a bench mark of 100% pass in all programmes of study. It sought various means to strengthen the remedial coaching and skill development programmes. Besides the placement cell has been advised to take measures to double the number of recruits in the coming year. It was decided to complete all other renovation works at the earliest. The board expressed satisfaction in completing the construction of the Sports Complex. The College Council also discussed and endorsed the action plan.</p>						

Part – B

Criterion – I

1. Curricular Aspects

1.1	Details about Academic Programmes				
	Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
	Ph.D.	10	0	0	0
	PG	15	0	3	0
	UG	17	0	3	0
	PG Diploma	0	0	0	0
	Advanced Diploma	0	0	0	0
	Diploma	10	0	0	10
	Certificate	6	0	0	6
	Training Programmes	0	0	0	0
	Total	58	0	6	16
	Interdisciplinary	0	0	0	0
	Innovative	2	0	0	0
1.2	(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options CBCS/Core/Elective option / Open options are available for all programmes of study.				
	(ii) Pattern of programmes				
	Pattern	Number of programmes			
	Semester	32			
	Trimester	0			
	Annual (Ph.D.)	10			

1.3	Feedback from stakeholders* <i>(On all aspects)</i>								
	Alumni	✓	Parents	✓	Employers	✓	Students	✓	
	Mode of feedback		Online		Manual	✓	Co-operating schools (for PEI)		
	<i>*Analysis of the feedback is given in the Annexure III.</i>								
1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.								
	The Process of revision and updating of the UG and PG curriculum and syllabi was started by the Mahatma Gandhi University and as a part of this process, syllabus revision workshops were conducted for most of the subjects. Many of our teachers actively participated in these workshops as chairman or subject expert.								
1.5	Any new Department/Centre introduced during the year. If yes, give details.								
	No.								

Criterion – II

2. Teaching, Learning and Evaluation

2.1	Total No. of permanent faculty									
	Total		Asst. Professors		Associate Professors		Professors		Others	
	93		51		42		0		0	
2.2	No. of permanent faculty with Ph.D.						42			
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year									
	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	9	11	0	0	0	t	0	0	9	11
2.4	No. of Guest faculty			No. of Visiting faculty			No. of Adhoc faculty			
	33			6			11			
2.5	Faculty participation in conferences and symposia									
					No. of Faculty					
					International level		National level		State level	
	Attended Seminars/ Workshops				14		28		6	
	Presented papers				1		2		9	
Resource Persons				1		10		3		
2.6	Innovative processes adopted by the institution in Teaching and Learning					Peer Teaching by research scholars, surprise tests, instant quizzes.				

2.7	Total No. of actual teaching days during this academic year	195							
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Module-wise test papers.							
2.9	No. of faculty members involved in curriculum restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	52							
2.10	Average percentage of attendance of students	92%							
2.11	Course/Programme wise distribution of pass percentage :								
U G Programme : 2013-16 Batch									
	Title of the Programme	No. of students		Grade					Pass %
		Appeared	Passed	A+	A	B	C	D	
	B.A. Economics	46	29	1	9	7	8	1	53.00
	B.A. Politics	39	9	-	2	6	1	-	23.00
	B.A. English	32	21	1	10	8	2	-	65.62
	B.A. Malayalam	41	4	1	2	1	-	-	9.75
	B.A. Voc. History	23	3	-	-	2	1	-	13.00
	B.A. Comm. English	30	15	-	5	5	4	1	50.00
	B. Sc. Mathematics	31	9	5	2	1	1	-	29.00
	B.Sc. Physics	46	23	1	12	8	2	-	50.00
	B. Sc. Chemistry	39	14	2	8	4	-	-	35.89
	B. Sc. Botany	31	9	2	6	1	-	1	29.00

B.Sc. Zoology	24	5	1	4	-	-	-	-	20.83
B.Com	59	47	7	24	16	-	-	-	79.66
B. Com.(SF)	38	19	-	9	7	3	-	-	50.00
B.C.A.	9	3	-	1	2	-	-	-	33.33
P G Programme 2013-15									
Title of the Programme	No. of Students		Grade						Pass %
	Appeared	Passed	A+	A	B+	B	C+	C	
M.A .Economics	28	20	-	2	10	8	-	-	71.43
M.A .Politics	26	20	-	2	5	11	1	1	76.92
M.A. English	30	26	-	2	14	8	1	1	86.67
M.A. Hindi	20	19	-	-	9	10	-	-	95.00
M.A. Malayalam	19	16	-	-	9	7	-	-	84.21
M.Sc. Mathematics	18	15	-	10	3	2	-	-	83.33
M .Sc. Statistics	19	16	-	7	6	3	-	-	84.21
M. Sc. Physics	22	17	-	4	7	6	-	-	77.27
M. Sc. Chemistry	23	14	-	1	10	3	-	-	60.86
M. Sc. Botany	15	10	-	-	3	7	-	-	66.67
M.Sc. Biostatistics	24	23	1	5	9	7	1	-	95.84
M. Sc. Biotechnology	10	6	-	-	4	2	-	-	60.00
M .Sc. Applied Microbiology	24	24	-	1	19	4	-	-	100
M.Com	18	12	-	3	7	2	-	-	66.86

2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes			
	In beginning of the academic year, the IQAC prepares an academic calendar and constantly monitors its effective implementation. Semester-wise assessment is made a part of the evaluation measures and suitable remedial measures are taken. Based on the feedback from the stakeholders, the IQAC conducts SWOC analysis and suitable measures are initiated for compensating the lapses and ensuring excellence in all endeavours.			
2.13	Initiatives undertaken towards faculty development			
	Faculty/ Staff Development Programmes	Number of faculty benefitted		
	Refresher courses	5		
	UGC – Faculty Improvement Programme	Nil		
	HRD programmes	Nil		
	Orientation programmes	3		
	Faculty exchange programme	Nil		
	Staff training conducted by the university	Nil		
	Staff training conducted by other institutions	Nil		
	Summer / Winter schools, Workshops, etc.	Nil		
	Others (Staff Training by the Institution)	Nil		
2.14	Details of Administrative and Technical staff			
	Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year
		Number of positions filled temporarily (adhoc)		
	Administrative Staff	43	6	-
	Technical Staff	2	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution				
	Research Monitoring Cell coordinates all the research activities. Teachers are encouraged to apply for research projects funded by various agencies. Best research output from faculty as well as students are recognized and appreciated. Teachers are allowed to engage in collaborative research with experts in India and abroad. Some of the teachers utilized INSA exchange fellowship to visit foreign countries.				
3.2	Details regarding major projects				
		Completed	Ongoing(Started previously)	Sanctioned	Submitted
	Number	1	2	1	Nil
	Outlay Rs. in lakhs (For the entire project period)	9.9	43.06	15	Nil
3.3	Details regarding minor projects				
		Completed	Ongoing(Started Previously)	Sanctioned	Submitted
	Number	2	5	Nil	Nil
	Outlay in Rs. Lakhs	1.4	9.6	Nil	Nil
3.4	Details on research publications				
		International	National	Others	
	Peer Review Journals	22	5	Nil	
	Non-Peer Review Journals	3	4	7	
	e-Journals	1	Nil	Nil	
	Conference proceedings	1	7	Nil	
3.5	Details on Impact factor of publications				
	Range	Average	H-index (Highest)	Nos. in SCOPUS	
	0.9 – 3.9876	1.98	11	94	

3.6	Research funds sanctioned and received from various funding agencies, industry and other organisations				
	Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received (To date)
	Major projects				
	Dr. K. K. Jose	2014-17	KSCSTE	16 Lakhs	6.00 Lakhs
	Dr. K. K. Jose	2012-15	UGC	9.72 Lakhs	9.02 Lakhs
	Dr. Ginson P. Joseph	2015-18	DST	25.35 Lakhs	21 lakhs
	Dr. Ginson P. Joseph	2015-18	CSIR	17.71 Lakhs	6 lakhs
	Dr. Ison V Vanchipurackal	2012-16	DST	18.04 Lakhs	17.57Lakhs
	Minor Projects				
	Dr. Sunny Kuriakose	2014-16	UGC	1,90,000/-	1,82,000/-
	Dr. Thomas V. Mathew	2014-16	UGC	1,90,000/-	1,82,000/-
	Dr. Sajeev Martin George	2014-16	UGC	1,40,000/-	1,32,000/-
	Sri. Bobby Simon	2014-16	UGC	55,000/-	37,500/-
	Sri. Tejil Thomas	2014-16	UGC	50,000/-	30,000/-
	Sri. Binoy Chacko	2014-16	UGC	85,000/-	67,500/-
	Dr. T. J. Abraham	2014-16	UGC	70,000/-	55,000/-
	Dr. Babu Jose	2014-16	UGC	55,000/-	37,500/-
	Smt. Shilpa Mathew	2015-17	UGC	1,35,000/-	1,12,500/-
	Smt. Soumya Jose	2013-15	UGC	50,000/-	50,000/-
	Sri. Joben K. Antony	2013-15	UGC	1,00,000/-	60,000/-
Sri. Sijo Mathew	2013-15	UGC	1,25,000/-	87,500/-	

	Sri Allan Zacharia	2013-15	UGC	1,00,000/-	60,000/-	
Interdisciplinary Projects						
	To all Science Departments	2012-17	DST	90 Lakhs	46.5 lakhs	
Industry sponsored						
	Dr. Ratheesh	2013-15	Coconut Development Board	20.9 Lakhs	17.86 Lakhs	
	Dr. K.M. Kurian	Three months	Coconut Development Board	55,180/-	55,180/-	
	Projects sponsored by the University/ College	Nil				
	Any other(Specify) (SARD- Physics)	2013-16	KSCSTE	19.75 Lakhs	19 Lakhs	
	Total			231.4718 Lakhs	154.4368 Lakhs	
3.7	No. of books published					
	With ISBN No.	3	Chapters in Edited Books	1	Without ISBN No. 1	
3.8	No. of University Departments receiving funds from: Not Applicable					
	UGC-SAP	CAS	DST-FIST	DPE	DBT Scheme/funds	
3.9	For colleges					
	Autonomy		CPE	✓	DBT Star Scheme	
	INSPIRE	✓	CE		DST-FIST ✓	
3.10	Revenue generated through consultancy			Rs. 52,500/-		
3.11	No. of conferences organized by the Institution					
	Level	International	National	State	University	College
	Number	1	3	4	1	12
	Sponsoring agencies	DST, KSCSTE (KSHEC)	UGC, ISMS	KSCSTE, College, Prof. K. Philip John Academic Foundation	MOSPI	PTA, College

3.12	No. of faculty served as experts, chairpersons or resource persons						23	
3.13	No. of collaborations							
	International	0	National	2	Any other	1		
3.14	No. of linkages created during this year						6	
3.15	Total budget for research for current year in lakhs							
	From Funding		From Management of University/College				Total	
	64.56		5				69.56	
3.16	No. of patents received this year							
	Type of Patent						Number	
	National	Applied						1
		Granted						
	International	Applied						Nil
		Granted						
	Commercialised	Applied						Nil
Granted								
3.17	No. of research awards/ recognitions received by faculty and research fellows of the institute in the year							
	Total	International	National	State	University	District	College	
	3	1	Nil	Nil	2	Nil	Nil	
3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them during 2015-16						27	
							27	
3.19	No. of Ph.D. awarded by faculty from the Institution						8	
3.20	No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)							
	JRF		SRF		Project Fellows		Any other	
	15		-		-		-	
3.21	No. of students Participated in NSS events							
	University level		State level		National level		International level	
	15		6		5		Nil	

3.22	No. of students Participated in NCC events				
	University level	State level	National level	International level	
	16	6	6	1	
3.23	No. of Awards won in NSS				
	University level	State level	National level	International level	
	2	Nil	Nil	Nil	
3.24	No. of Awards won in NCC				
	University level	State level	National level	International level	
	Nil	Nil	3	Nil	
3.25	No. of Extension activities organized				
	University forum	College forum	NCC	NSS	Any other
	Nil	11	13	20	6
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility				
	<ul style="list-style-type: none"> • Under the Miss-a-meal project of Jesus Youth, students donate their noon meal packets to the inmates of Maria Sadanam Orphanage, Palai • Observed Environment Day on June 5, 2015 with tree planting in the campus and the surroundings. • Blood donation camp was organised on 21-07-2015 by NSS. Due to the active participation in blood donation campaign, a second phase of blood donation was organised on 04-08-2015. • Observed World Population day on 12 July and a Malala Solidarity Day for World Peace on 2 August. • Students collected money for the treatment of patients who are financially weak. • Organized a Seven day camp at Kakkannad from 21 to 27 August 2015. During the camp, Onam was celebrated with villagers, accompanied by a cultural extravaganza. • As an effort to save the river Meenachil, NSS, St. Thomas College Palai unit, in association with various organisations organised a gathering on the bank of the River. • NSS unit with the help of Kidney Federation of India organised a kidney disease diagnosis camp. • A group of students attended a nature camp in Vallakkadavu, Periyar Tiger Reserve from 15/09/2015 to 18/09/2015. • Swach Bharat Mission was taken up by the Students on 2nd October 2015. • National Service Scheme adopted Govt. L P School, Kadayam, Palai South. Volunteers actively took part in a mission to clean up the school Compound as a part 				

of Swachh Bharat Mission (SBM).

- Under the leadership of NSS Volunteers, the students collected a large amount for the programme Snehapoorvam Sahapadikku, a Kerala Government initiated programme intended for making a fund for the construction of houses for orphaned children.
- A poster design competition on the topic 'drug abuse' was conducted under the auspices of NSS. A resource person from the Police Department visited the college and interacted with students on the topic 'Drug abuse and Youth'.
- As part of the AIDS day observation on December 4, an Awareness Seminar and rally, a Blood Group Testing and a Blood Donation camp were organized in collaboration with District Medical Office, Hospitals, Nursing Schools and NGOs.
- The students of the college collected an amount for the flood stricken Chennai.
- Conducted a Seminar on Positive Thinking.
- A First Aid and Road Safety seminar was organized.
- Conducted a class on Organic Farming on 14-01-2016.
- An awareness programme on the prospects of LED bulbs and training on LED bulb assembling were done in association with IQAC of the college on 11 March 2016 by the Department of Physics. As part of the programme, LED bulbs were supplied at subsidized rates to staff and students of the college.
- X-ray study of about 280 samples from other colleges was done by the Physics department.
- About 25 students from other colleges have carried out their M.Sc. projects at different research laboratories of the Physics department.
- NSS unit organized an awareness programme on Organ donation.
- National service Scheme, St. Thomas College Pala associated with Kerala Fire and Rescue Service to perform a mock drill in the campus on fire hazard and a demonstration of various life saving skills by the trained professionals in the squad
- Analyzing portability of drinking water samples from public
- An awareness class on the topic 'Road safety' was organised by NSS.
- The department of Commerce had an Industrial Visit by I M.Com Students – KMCL Kollam
- Field Survey and trekking at Pazhukkakanam, Moonnilavu Grama Panchayath-Ward no. IV (A tribal hamlet) on 3 September 2015 by the department of Economics
- "ST. THOMAS - PURA Project "- Instituted a library at Panchayat community hall at Pazhukkakanam, Moonnilavu Grama Panchayath - Ward no.4 on 16 December 2015 by the department of Economics.
- Hindi week celebration in connection with our nearby schools and colleges by the department of Hindi.
- Conducted summer coaching camp for children in the games of football, basketball, cricket, badminton, tennis and swimming in which around 200 students participated, by the department of physical education.
- Students from I M A Politics participated in Election Survey- Kerala Legislative Assembly 2016. Collaboration with Centre of Election Studies – Trivandrum.
- Department of Statistics conducted All Kerala Problem Solving Contest for Undergraduate Students on 9 March 2016.

- A seminar on 'What after +2' was organized by the Career and Placement Cell of the college for the students from various schools and their parents on 12 April 2016.
- To inculcate deep love and social concern among our students, a very active blood donors' forum (in addition to the blood donation activity of the NSS) is working in our college.
- Science Popularization Mission: As part of this venture of the college, our faculty members visit nearby schools and colleges and deliver talks on topics related to science.
- Many of the faculty members have authored articles of general interest with a view to familiarizing the young with current areas of Science and new discoveries.
- The college acts as a live wire when it comes to important social issues. The Learned Articles published by its faculty in periodicals and newspapers and Expert Talks through Radio and TV broadcasts have great magnitude both in size and impact.

Criterion – IV

4. Infrastructure and Learning Resources

4.1	Details of increase in infrastructure facilities				
	Facilities	Existing	Newly created	Source of Fund	Total
	Campus area	28.58 Acre	Nil	NA	28.58 Acre
	Class rooms	72	2	Management	74
	Laboratories (Including Computer Labs)	17	3	Management	20
	Seminar Halls	4	Nil	NA	4
	No. of important equipment purchased (\geq 1.0 lakh) during the current year.	55	2	Management	57
	Value of the equipment purchased during the year (Rs. in Lakhs)	339.5	4.5	Management	344
	Others - Auditorium	1	Nil	NA	1
	Swimming Pool	Nil	1	UGC, Management & Staff	1
	Indoor Stadium	Nil	1	UGC, Management & Staff	1
	Canteen	Nil	1	Management & Staff	1
4.2	Computerization of administration and library				
	<ul style="list-style-type: none"> • Office and Library are automated. • Staff salary and related matters are done online. • Admission is under centralized allotment process through the university website. • Admission procedures are fully computerized. • Registers related to admission, attendance, examination etc. are also kept in soft form. • Online Public Access Catalogue (OPAC) facility is available in the library. • The students themselves can search the books. 				

	<ul style="list-style-type: none"> NLIST/INFLIBNET facility is provided to all members of the staff and students so that they can avail of this facility in and outside the campus. Information about the library is available in the college website. Issue-return and search facilities are automated. Three computers with OPAC facility are made available for the users. INFLIBNET facilities are also available at the University Study Centre functioning in our college. The selection of our college library as the Best College Library by the Darsana International Book Fair 2013 at Kottayam was also based on its rich collection of books and journals, neatness and order as well as the digital face. 								
4.3	Library services								
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
	Text Books	77043	2,30,85,436/-	2138	4,54,050/-	79181	2,35,39,486/-		
	Reference Books	8425	3,58,351/-	25	10,129/-	8450	3,68,480/-		
	e-Books	-	5,000/-	-	-	-	5,000/-		
	Journals/Periodicals	299	1,02,690/-	-	-	299	1,02,690/-		
	e-Journals		5,000/-	-	-	-	5,000/-		
	Digital Database	-	-	-	-	-	-		
	CD & Video	62	-	-	-	62	-		
	Others (specify)	-	-	-	-	-	-		
4.4	Technology upgradation (overall)								
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
	Existing	237	185	177	79	79	13	28	Nil
	Added	5	Nil	8	5	5	Nil	Nil	Nil
	Total	242	185	185	84	84	13	28	Nil
4.5	Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)								
	<ul style="list-style-type: none"> Wi-Fi facility was extended to cover most of the campus. Video conferencing facility has been instituted in the Library seminar hall. This will help augment input from advanced centres of learning. IP Camera Surveillance system is put in place to help access anytime and everywhere the activities in the college. 								

	<ul style="list-style-type: none"> • The Facility in the Language lab has been enriched by meeting the requirements of 60 students at a time. Besides, the software for the same has been upgraded to the international standards. • All staff members are given proper training in the optimum use of internet resources for teaching and research. • Awareness programmes for better use of internet resources and the precautions to be taken while using social networks like facebook, twitter etc. were conducted for students and staff. • Support staff is provided adequate training in computer usage as well as office automation software including SPARK for preparation of salary bills. • They are sent for training programmes organized by KSHEC, DCE and the University. • The institution conducts orientation programmes for newly recruited non-teaching staff. It also arranges training on ICT methods and computer applications. 				
4.6	Amount spent on maintenance in lakhs				
ICT	Campus Infrastructure and facilities	Equipment	Others	Total	
7	5	6	2	20	

Criterion – V

5. Student Support and Progression

5.1	<p data-bbox="272 390 1442 422">Contribution of IQAC in enhancing awareness about Student Support Services</p> <ul data-bbox="321 453 1442 1339" style="list-style-type: none"><li data-bbox="321 453 1442 520">• The IQAC has arranged several awareness programmes for students on the facilities and support services offered by the college.<li data-bbox="321 527 1442 594">• Value Orientation seminar for UG students by Sri. Jijo Chittady, Director, KENSHU Foundation, was conducted.<li data-bbox="321 600 1442 709">• Special orientation programmes are given to the newcomers regarding the proper use of library books, journals, magazines, newspapers etc. as well as online facilities like INFLIBNET.<li data-bbox="321 716 1442 856">• Awareness programme for providing information on various scholarships and financial assistance available to students and research scholars is also conducted every year. Sri. Jogy Alex, Associate Professor, Department of Chemistry was in charge of this programme.<li data-bbox="321 863 1442 972">• To nurture and foster leadership qualities and inter-personal skills the college union organizes a variety of programmes at the behest of IQAC. Dr. Thomas V Mathew, Associate Professor, Department of Chemistry was in charge of this programme.<li data-bbox="321 978 1442 1087">• To cater to the needs of SC/ ST students, a cell under the leadership of Dr. V. K. Jose, Associate Professor, Department of Mathematics and Sri. Jogy Alex, Associate Professor, department of Chemistry, is functioning in the college.<li data-bbox="321 1094 1442 1192">• Under the auspices of the IQAC, the Career Guidance and Placement Cell has organized 3 training camps for students in connection with the Additional Skills Acquisition Programme of the Government of Kerala.<li data-bbox="321 1199 1442 1266">• Feedback is collected from students by the IQAC and the suggestions are taken care of for implementation.<li data-bbox="321 1272 1442 1339">• The IQAC with the help of tutors ensures that each student is an active member of NCC/NSS/Clubs/Forums functioning in the college.
5.2	<p data-bbox="272 1346 1442 1377">Efforts made by the institution for tracking the progression</p> <ul data-bbox="321 1398 1442 1877" style="list-style-type: none"><li data-bbox="321 1398 1442 1581">• The College has continued the Scholar Support Programme (SSP) for the UG students under the auspices of the DCE, Govt. Of Kerala, in 2015-16 also. This envisages the provision of additional and personalized assistance to academically weak students. Sri. Tomy Thomas, Department of Mathematics, was the college level co-ordinator for 2015-16.<li data-bbox="321 1587 1442 1801">• Another initiative by the Department of Collegiate Education, Government of Kerala is “Walk With A Scholar Programme” which started in the college in this academic year. This aims at giving necessary orientation to needy students, to give them proper guidance, motivation and mental support to identify appropriate areas of higher study and to prepare them for employment. Dr. Jose K. Xavier, Department of Chemistry, was in charge of the programme.<li data-bbox="321 1808 1442 1877">• Performance of students in internal and university examinations, their attendance, achievements and participation in co-curricular activities etc. are constantly

	<p>monitored by the student mentors/ tutors of each batch. A Student's performance record maintained by the tutor comes in handy for necessary corrective steps.</p> <ul style="list-style-type: none"> The final year UG and PG students are given awareness programmes regarding avenues open to them. The PTA general body meeting is held every year and meet-the-parent programme is held twice a semester mainly to track and monitor the progress of students in their studies. 					
5.3	(a) Total Number of students					
	UG	PG	Ph.D.	Others		
	1868	532	214	--		
	(b) No. of students outside the state				Nil	
	(c) No. of international students				Nil	
	During 2015-16	Men		Number	%	
				2056	78.65	
		Women		Number	%	
				558	21.35	
	Last Year (2014-15)					
	General	SC	ST	OBC	Physically Challenged	Total
	1639	343	45	402	5	2434
	This Year(2015-16)					
	General	SC	ST	OBC	Physically Challenged	Total
	1844	293	65	410	2	2614
	Demand Ratio	1:9			Dropout %	0.23
5.4	Details of student support mechanism for coaching for competitive examinations (If any)					
	<ul style="list-style-type: none"> The Career Guidance and Placement Cell offers special coaching programmes with a view to promoting verbal aptitude, numerical aptitude, general mental ability, clerical aptitude etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. and a large number of students get placement. Coaching for Bank Tests, UGC-NET/JRF examinations are also offered at the department-level. The Civil Service Institute functioning in the campus offers coaching for the students for the Civil Services Examination. Training for NET examination is provided by the departments. Every year a large number of students qualify NET/JRF examinations. Intensive coaching is given to shortlisted candidates for appearing for the campus placement drive of scheduled banks. A large number of students got placements in such banks. Career-fests are organised every year, which provide ample opportunities for students to secure placement, especially in IT related areas. 					

	<ul style="list-style-type: none"> ▪ Mock interviews, group discussions and soft-skill development programmes have been conducted. ▪ Besides, coaching classes are conducted in many departments to equip the students to appear for various competitive examinations. ▪ Peer teaching system is introduced in many departments to equip the students to perform well in the interviews for the selection of Assistant Professors in colleges. 							
	No. of student beneficiaries						452	
5.5	No. of students qualified in these examinations							
	NET	SET/SLET	GATE	CAT	IAS/IPS etc.	State PSC	UPSC	Others
	25	Nil	Nil	Nil	Nil	1	Nil	Nil
5.6	Details of student counselling and career guidance							
	<ul style="list-style-type: none"> • With the active support of the PTA, the Faculty of Religion offers counselling service to students. • Rev. Dr. Mathew Panthalanickal, specialized in counselling will be available in the college three days a week for counselling service. • In addition to this, students can meet teachers like, Dr. P. D. George, Dr. V. V. Georgekutty, Dr. Benny Kurian and Dr. P. O. Augusthy for counselling. These teachers have undergone special training in counselling. • The college is having the service of two teachers as Career Counsellors. They are Dr. Seemon Thomas and Dr. C. K. James. After attending a 3-week course at the Institute for Career Studies at Luknow, they have been certified as Professional Career Counsellors. They conduct career orientation programmes. • Programmes for career guidance and personality development are conducted for all the students batch by batch by the Career Guidance Centre. • Coaching for Bank Tests, UGC NET/JRF exam are also offered. • Career fests are organized every year. • Finishing School programmes were organized for UG and PG students and proper career guidance is given to them. • Career orientation programme for III DC students was conducted on 15 December 2015. • Career Profile Mapping programme for III DC students was conducted on 21 January 2016. • A class on Motivational Training was conducted on 2, 4, 8, 9 and 23 February 2016 for different groups of students. • A class on Resume Preparation was conducted on 27 February 2016. • A seminar on personality and soft skill development was conducted for III DC students on 2 March 2016. • Classes on numerical ability and Corporate Expectations were conducted on 5 March 2016 for the students of UG and PG. • A seminar on ‘What after +2’ was conducted for the students from various schools and their parents on 12 April 2016. • Department of Statistics organized Preparatory course for “Base SAS 							

	<p>Certification” conducted on five Saturdays and five Sundays during April and May 2016.</p> <ul style="list-style-type: none"> • Conducted Workshop on R and SAS Programming. • Conducted Workshop on Career Opportunities in Biostatistics. • Department of Statistics organized Orientation class for getting into Indian Statistical Service on 8 January 2016. 		
	No. of students benefitted	1050	
5.7	Details of campus placement		
	On campus		Off Campus
	Number of Organizations Visited	Number of Students Participated	Number of Students Placed
	17	198	45
			Nil
5.8	Details of gender sensitization programmes		
	<ul style="list-style-type: none"> • Under the auspices of the Janamaithri Vanitha Jagratha Samithi and the Women’s Forum, various sensitization/ empowerment programmes were organized for Lady Students. • Orientation on Special rules and privileges for the safeguarding of women, awareness programmes against sexual abuse, harassment, suicidal tendencies, classes on adolescent problems etc. were conducted. • Special training in Karate, Yoga etc. were provided to lady students. Leadership trainings, as well as personality development programmes were organized. • All students expressed their concern about atrocities against women and pledged to protect women from such evils. • Arranged cultural competitions at the department level to showcase their talents. • Arranged classes for girls in home management, cooking, etc • Women’s Forum conducted several meetings of lady students of the College. It intended to address the various issues faced by them. The students are given counselling facilities if they needed. • A motivational talk was conducted on January 15, 2016. Ms. Deepthi John of Deva Matha College, Kuravilangadu was the resource person. • Many competitions were conducted for the students such as Poster Designing Competition, Caption Writing, Ms. St. Thomas etc. for the development of extracurricular activities. 		
5.9	Students Activities		
	5.9.1. No. of students participated in Sports and Games.		
	State/ University level	National level	International level
	98	23	Nil
	No. of students participated in cultural events		
	State/ University level	National level	International level
	36	Nil	Nil

	5.9.2. No. of medals /awards won by students in Sports, Games and Cultural events			
	Sports			
	State/ University level	National level		International level
	40	4		Nil
	Cultural			
	State/ University level	National level		International level
	6	Nil		Nil
5.10	Scholarships and Financial Support			
		Number of Students		Amount
	Financial support from institution	41		30,00,000/-
	Scholarship from government	79		24,46,000/-
	Financial support from govt./ other sources	1030		-
	Number of students who received International/ National recognitions	Nil		Nil
5.11	Student organised / initiatives			
	Fairs			
	College level	State/ University level	National level	International level
	2	3	1	Nil
	Exhibition			
	State/ University level	National level		International level
	Nil	Nil		Nil
5.12	No. of social initiatives undertaken by the students			4
5.13	Major grievances of students (if any) redressed			
	<p>The main grievances from students were about the inadequacy of water coolers and taps. These issues have been addressed by installing new water coolers and providing more taps for students in the campus. Another major grievance was that the support given to cultural and arts events was not sufficient. This has been solved by making the Arts Club more vibrant and dynamic. The complaints regarding bus travel concession were solved with the help of Janamaithry Police under the leadership of the High-power committee. The working hours of the Office has been made more students friendly.</p>			

Criterion – VI

6. Governance, Leadership and Management

6.1	State the Vision and Mission of the institution
	<p>Our vision is to create a centre of excellence through the formation of young people empowered to create a bright future for themselves and others, irrespective of caste, creed, religion or language through dissemination of knowledge, skills and noble values.</p> <p>The mission of the College is as follows:</p> <ol style="list-style-type: none">To provide the students with faith in God, love for their fellow men and devotion to the Motherland by imparting moral, religious, intellectual and physical discipline.To empower the students with deep knowledge and awareness of current developments in their chosen subjects.To equip the students with skills necessary to succeed at the very highest level in a competitive world.To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership.To encourage scholarship and research, especially those that are locally relevant yet globally acceptable. These will be achieved through teamwork and innovative methodologies making use of opportunities available both inside and outside the classroom.
6.2	Does the Institution have a management Information System
	<ul style="list-style-type: none">• There is no formal Management Information System, but most services are done online.• The admission is done from an online list given by the university under the centralized allotment process. However formal admission to the college is managed by the admission committee in the college with the help of software.• The internal exam marks, attendance, library usage, fees and scholarships etc. are monitored by an office automation system.• Library is managed by the campus network software in which issue of books, return etc. are done using the bar-coded identity card.• Staff salary and related matters are operated through SPARK online system.
6.3	Quality improvement strategies adopted by the institution for each of the following:
	6.3.1 Curriculum Development
	<ul style="list-style-type: none">• Curriculum development is primarily done by the university through various boards of studies.• 16 faculty members of our college are members of UG/PG Boards of Studies or in both and are directly involved in the curriculum development process.

- In addition our faculty members actively participate in the workshops and camps for syllabus revision and restructuring. Last year 52 of our faculty members participated in curriculum restructuring workshops for UG and PG.

6.3.2 Teaching and Learning

- A general time table for all classes is prepared and is made available to the students at the beginning of the academic year.
- Departments prepare their own detailed subject-wise time-table based on the general time-table. Individual teachers are assigned work by the Head of the Department.
- Teachers prepare the teaching plan of the topics allotted to each of them.
- Teachers keep daily work record which is periodically evaluated by the HOD and the Principal. This practice ensures effective implementation of the academic plan.
- Allotment of classrooms and recording of students' attendance are monitored at the institutional level.
- The attendance system is computerized as part of office automation.
- The heads of the departments and the faculty in charge of various curricular and co-curricular activities furnish a detailed schedule to the office at the beginning of every academic year.
- The College council discusses these programmes and finalizes the College calendar incorporating all such details.
- Copies of academic calendar are made available to the students and staff. ICT tools are extensively used in classrooms both by the faculty and students.
- Students and faculty get free access to Internet.
- E-learning resources such as INFLIBNET, NLIST are available in the campus.
- The students are also encouraged to use computer software packages like SPSS, SAS, MATLAB etc. for meaningful analysis of the experimental data collected by them.

6.3.3 Examination and Evaluation

- An evaluation blue print showing the allotment of marks, question numbers, etc. is given on the facing sheet supplied in the examination hall.
- Details about the pattern/types of questions, number of questions to be answered in each section, weights/marks/credits for each question, etc. are published in the College Handbook and University website.
- All the evaluation reforms of the University are adopted by the college in toto.
- The new CBCSS grading system developed by the university has been fully adopted by the college both at UG and PG levels.
- Recently, the new system of seven-point grading with marks suggested by the university is also adopted by the college.
- At the college level two internal examinations are conducted every semester. Additional internal examinations are conducted for selected courses.
- Assignments, seminars, project works, etc. are regularly given to students and their performance is evaluated. These are made part of the internal assessment. Besides,

instant quizzes, objective type tests, etc. are also conducted.

- ‘Meet the Parents Programme’ is conducted in every semester to discuss the progress of students.
- A senior teacher is appointed as the Controller of Examinations at the college level. The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms.
- A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time.
- In every department there is a coordinator for monitoring the internal evaluation process. The grade sheets are verified and countersigned by HODs.
- Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.
- Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.

6.3.4 Research and Development

- A research monitoring committee is constituted with a view to promoting and monitoring research activities in the college. The committee, chaired by the Principal, consists of an external expert, a representative of the management, IQAC Coordinator and five active research guides from different disciplines.
- Autonomy is accorded to the principal investigator as per rules. Fund is transferred to the account of the principal investigator as and when released by the funding agency based on the request of the principal investigator subject to the condition that audited statement of accounts and utilization certificates are to be produced.
- All facilities including infrastructure and human resources of the college are extended to the principal investigator. Investigators are given permissible duty leaves and special recognition also. The college supports investigators in their technology and information needs by making available good library with modern facilities including NLIST online library and free access to internet, etc.
- The college subscribes to more than 200 national/international journals.
- The college provides support in timely auditing and submission of utilization certificate to the funding authorities. All projects are up-to-date in this respect.
- The college encourages teachers to apply for major and minor research projects of UGC, DST, CSIR and other funding agencies. The college offers various scholarships for promoting research and conducts project presentation competitions for students under the auspices of the Research and Consultancy Services (RACS) Cell and Dr. P. J. Thomas Foundation.
- Each research scholar in the college has to present his work before a meeting of teachers and students in the college, prior to the submission of his or her Research Thesis to the University.
- The college publishes two international journals namely; STARS: Int. Journal (Sciences), and STARS: Int. Journal (Humanities) with ISSN numbers.
- The department of Hindi publishes a national journal called “ShodhKshitij”.

- Copies of the above journals are distributed to all PG students at a discounted rate.
- The publications by faculty and research scholars as well as Ph.D. theses are exhibited in the college library.
- Individual and group projects are given to students and research facilities in the college are extended to them. Project work of each student is guided and supervised personally by teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- We have a full-fledged and spacious library with over 87721 books, 299 journals/periodicals, 27 copies of newspapers and over 10000 e-journals under NLIST/INFLIBNET set up in a three-storied building.
- Issue-return and search facilities are automated.
- Total area of the library-1860 sq. metres.
- Total seating capacity- 250 (three floors)
- Working hours- 8.00 am to 6.00 pm on all working days.
- Separate reading room, reference section, PG & UG Sections are available.
- Online Public Access Catalogue (OPAC) facility is available in the library. The students themselves can search the books.
- Green boards are introduced in select classes.
- Whiteboards and interactive boards are provided in select classrooms.
- Computers with internet connectivity are made available in select classrooms.
- Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Seminar halls are available in all buildings.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.
- All the science departments have received financial assistance from the DST, Government of India for the modernization of the laboratories.
- All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students.
- There is a central Computer Lab with 100 PCs for staff and students in the G block. Internet use is free for all the students.
- A full-fledged Study Centre cum Library of MG University is also functioning in the campus.

6.3.6 Human Resource Management

- A sound system of selection and recruitment with a view to ensuring transparency and quality is followed by the college.
- Induction programmes have been organised to identify and nurture the potential of the staff. Staff members are required to attend training programmes, refresher courses, orientation programmes, conferences and seminars.
- Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes.
- Faculty members are given proper freedom of operation with regard to academic

as well as research activities.

- Promotions, career advancements, etc. are given without any delay.
- Research guides are given special facilities including research labs.
- A participative system of managing is adopted.
- Committees are constituted to implement developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc. Internet, Computer labs, etc. are made available to staff at free of cost.
- Involvement of staff in the institutional process is highlighted and appreciated in various public meetings.
- Achievements and involvement of staff in the institutional process is duly acknowledged and published in the News Letter of the college.
- Mementos/prizes are given on Merit Day to staff for their significant achievements.
- Staff meetings are held and every member of teaching and non-teaching staff get sufficient opportunity to express their ideas and to participate in the decision making process. Important decisions are taken after dialogues and consultations with all stakeholders.
- A committee system is adopted for the implementation of all developmental projects as well as academic and extra-curricular activities.
- Efforts have been taken by the management to make sure that everyone is involved in some or other aspects of the administration and the tasks are devolved through various committees to increase the efficiency.
- The Management helps identify and nurture leadership among faculty by entrusting them with the overall charge of academic and non- academic activities such as NSS, NCC, IQAC, Arts Club, Music Club, Anti-ragging cell, Grievance Redress Cell, etc.
- The Principal plays the key role in planning and mobilization of the human resource of the college.
- HODs are entrusted with coordinating activities at department level.
- To develop leadership qualities among students, college union elections are held and executive committee is constituted for organizing co-curricular and extra-curricular activities.
- Student leaders of subject associations organize various competitions and fests. Leadership training and personality development programmes are organized for students.
- Staff meetings and meetings of IQAC, Staff Council, College Union, etc. are conducted regularly.
- Usually the administrative and the quality related policies are presented and discussed in the college council before implementation. The college council meetings also serve the purpose of gaining feedback for the management on the various policies.
- There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff. The teachers are required to submit self-appraisal duly attested by the departmental heads who forward them to the Principal.

6.3.7. Faculty and Staff recruitment

- All appointments are based on pure merit and as per Govt. /University rules.
- The college appoints well qualified teachers from different parts of the State to avoid inbreeding.
- Candidates with higher degrees such as Ph.D., M. Phil., etc. are given weightage in appointments.
- During 2015-16, 5 faculty members and 30 Guest Lectures were newly appointed.

6.3.8 Industry Interaction / Collaboration

- The Research and Monitoring Cell (RMC) and The Research and Consultancy Service (RACS) cell take initiative in establishing collaborations with eminent researchers at national and international level.
- One leading scheduled banks have started campus placement from our college. During the year 2015-16 a total of 12 students have got placement in these banks from the campus.
- The collaborations have led to the publication of a good number of research papers in reputed national/international journals.
- The Biostatistics PG students are doing their project works at RCC Thiruvananthapuram and CMC Vellore as a result of collaborations.
- The college has signed an MOU with the Coconut Development Board, Govt. of India in connection with the major research project “Value added formulation of Ayurvedic drug Ksheerabala by using Virgin Coconut Oil and its Therapeutic effects on Arthritis”. As part of this a biochemistry lab with cell-culture room has been set up.
- The MOU signed with Kizhathadiyoor Service Cooperative Bank Ltd., Pala has provision for training and project works for UG and PG students in the Dept. of Commerce.
- Department-level collaborations are encouraged. Most of the departments have already established collaborative arrangements with universities/organizations.
- Faculty members with good research potential are given study leave/duty leave in concurrence with Govt. policies. Collaborations have been established with Cognizant Technology Solutions, NOVARTIS International, Kizhathadiyoor Service Cooperative Bank, etc.
- Our students visit industries, banks, security markets, hospitals, medical colleges, etc.
- The Alumni Association together with Sri. George Thomas Kottukapally Trust has instituted an award worth Rupees One Lakh for the “Best Ethical Business Man of Kerala” in memory of Sri. George Thomas Kottukapally, former M.P. who was instrumental in the starting of the college.
- Consultancy services are offered to industries by departments of Statistics, Chemistry, Botany, etc.
- The college has entered into an MOU with the Department of Higher Education, Govt. of Kerala for offering skill development programmes under the Additional Skill Acquisition Programme (ASAP).

	<p>6.3.9 Admission of Students</p>
	<ul style="list-style-type: none"> • Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college. • Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota. • There is no provision to conduct entrance test for admission into conventional programmes in affiliated colleges. However, admission to UGC sponsored B.Sc. Sports Studies is done based on a merit list prepared after conducting an entrance test conducted at the college level under the supervision of an expert from the university. • For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university. • The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category. • The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redress Cell functioning in the College and University. • The high entry level marks show that our college is a dream destination of students for their higher studies. Students are free to point out any number of options regarding their choice of colleges at the time of applying for courses through the Common Admission Process of the university. It is learnt that for most of the programmes our college was the first choice for the majority of applicants. • Moreover, it is evident from the admission data that St. Thomas College was the first choice of most of the students admitted into the various programmes of the college. • Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered to by the college with great enthusiasm with a view to ensuring justice and transparency in the admission process. • Meetings of HODs and department level staff coordinators of admissions are convened to assess the progress of the admission process. Dr. V. K. Jose, Associate Professor of Mathematics, serves as the college level coordinator of admissions. • When the process is complete, a meeting of the coordinators and HODs is held to review the process of admission.
<p>6.4</p>	<p>Welfare schemes for Teaching, Non-teaching, Students</p> <ul style="list-style-type: none"> ▪ A govt. approved financial institution called the St. Thomas College Staff Co-operative Society Ltd. No. K. 434 caters to the financial well-being of the members of the staff. It mobilizes the savings of teachers and non-teaching staff of the college as well as gives loans for purposes such as housing, purchase of cars, domestic needs, Cash Credit to meet contingencies, etc. The Society has 212 members with a working capital of Rs. 9.75 crores. The Society also conducts

Group Deposit Credit Schemes for the benefit of members. The Society is capable of meeting almost all the financial requirements of the staff. It gives loans at a low interest rate of 11% per annum and has instituted Scholarships for the benefit of the children of the members of the staff.

- Drinking water, rest room, financial assistance for critical diseases, etc. as well as training in the use of computers are also provided to the staff.
- Besides, there is a well-furnished student amenity centre and canteen under the management and administration of St. Thomas College Cooperative Society (STCCS) Ltd No. K. 4175. Meals and other refreshments, books and stationery, cosmetics, Photostat services, etc are available to staff and students at reasonable rates. The Principal is the President of the Society.
- Two sections of quarters, viz. St. Philips Hostel and Staff Quarters are available in the campus, for the staff residential requirements.
- The college has hosted a branch of The South Indian Bank also in the campus.
- Parking facility, library, reading room, meditation hall, health club, etc are also made available to all teaching and non-teaching staff of the college.
- The playground of the college and other facilities for sports and games are also made available to the staff. Tug of War, Cricket matches; Football, Volleyball, Chess competitions, etc. are conducted as friendly matches between teams among the staff as well as between the staff and the students.
- All statutory welfare schemes such as provident fund, pension scheme, earned leaves and other leaves, group insurance, family benefit scheme, state life insurance, etc. have been implemented.

The institution is working towards ensuring social justice through the various student welfare schemes. The induction program clearly presents the welfare schemes available to the students. There are various welfare schemes such as SC/ST welfare fund, KPCR Commission Fee Concession, Welfare fund for Sportspersons, etc. In addition, the Poor Students Fund, Free Meals Programme etc. are instituted by the college for the benefit of poor students. The college Cooperative Store gives discounts to students in the purchase of books and stationery. The college canteen gives meals and other items at reduced rates to the students. Students get technical help from the college office to avail themselves of educational loans from the nationalized banks. The playground of the college and other facilities for sports and games are made available to the entire student community.

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

- Endowments, Freeships and Scholarships
- St. Thomas Society for Science and Religion
- Catholic Students Movement (C.S.M.) & Jesus Youth
- Women's Forum & Vanitha Jagratha Samithi
- Poor Students Fund
- Free Meals Programme
- Career Counselling and Guidance
- JRF/NET Coaching
- Bank Test Coaching
- Career Guidance and Placement Cell
- Organizing coaching classes for competitive exams

	<ul style="list-style-type: none"> • College Cooperative Store for staff and students • Subsidized Meals for students from College Canteen • Grievance Redress Cell • SC/ST Monitoring Cell • Purified drinking water facilities and water coolers • English Speaking Corner, English Quest • Commerce and Management Fest • Economic Fest • Subject Associations for each department • Soft skill training and personality development programmes • Entrepreneurship Development (ED) Club • Personal and Psychosocial Counselling Service • Most Ethical Business Man Award instituted by Alumni • Value education classes, Life orientation programmes and annual retreat • Health Club and Multi-gym • Multipurpose Indoor Stadium • Sports hostel and special diet for the sports persons • Miss a Meal Programme for Orphanages • Civil Service Institute • Blood Donors Club (Red Ribbon Club) • Legal Aid Service • Opening Bank account with zero balance 			
6.5	Total corpus fund generated	Rs. 139.10 Lakhs		
6.6	Whether annual financial audit has been done	Yes	✓	No
6.7	Whether Academic and Administrative Audit (AAA) has been done?			
	Audit Type	External		Internal
		Yes/No	Agency	Yes/No Authority
	Academic	Yes	M.G. University	Yes IQAC
	Administrative	Yes	CAG Office	Yes Managing Board
6.8	Does the University/ Autonomous College declare results within 30 days?			
	For UG Programmes	Yes	No	✓
	For PG Programmes	Yes	No	✓
6.9	What efforts are made by the University/ Autonomous College for Examination Reforms?			

	<ul style="list-style-type: none"> • The Principal acts as the Chief Superintendent of University examinations. • A senior teacher is appointed as the Controller of Examinations at the college level. • The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms. • A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time. • In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs. • Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university. • Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level. • The university is conducting end semester examinations as part of Credit Semester System for UG and PG. • The university has made facilities for uploading internal marks in the university web portal. • The exam hall tickets can be downloaded from the university website. • The results are being published in the university website.
6.10	<p>What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?</p> <ul style="list-style-type: none"> ▪ During the year 2007-08 the college applied for autonomous status and UGC shortlisted the college for granting autonomy. But MG University refused to give NOC as other Govt. policy regulations stood in the way. ▪ The Govt. of Kerala has taken a policy decision to grant autonomy to selected Arts and Science Colleges in the State only very recently. ▪ The Management of the college is currently conducting discussions with various stakeholders on applying for autonomy.
6.11	<p>Activities and support from the Alumni Association</p> <ul style="list-style-type: none"> ▪ The college has a registered alumni association with Reg. No. KTM/13/2013. All students who pass out from this college are given membership in the association. ▪ St. Thomas College Alumni Association is an active organisation which aims at the inculcation of intimate fellowship and promotion of frequent interaction among the former students of the College. ▪ The Alumni Association is having different chapters abroad, such as PASTCOS - Kuwait, Bahrain, Doha, Dubai, USA, etc. ▪ Besides this, each department has its own Alumni Association. ▪ The College Alumni Association organises a rich variety of programmes aimed at the integral growth of the college. Its activities include organizing Seminars,

Memorial Lectures, Conferences, Quiz Programmes, Debates and Discussions etc.

- It also assists the college in conducting various academic programmes as well as sports activities utilizing the expertise of the members. They are actively involved in the infrastructure development of the college.
- The Alumni Association extended financial support of more than Rs. 25 Lakhs for the construction of the Golden Jubilee Memorial Library Building.
- They celebrate the Alumni Day on 7 August, being the day of the foundation of the college.
- The Alumni serve as resource persons for various enrichment programmes.
- The Alumni Debate Forum meets every month on first Saturdays and discusses current issues and organises debates at HRD Centre, Pala.
- It has instituted an Endowment fund with corpus amount Rs. 7.50 Lakhs to gratefully acknowledge the services of the Founder Fathers namely, Late Bishop Mar Sebastian Vayalil, the founder-Patron of the college, Late Msgr. Joseph Kureethadam, former Principal and Late Prof. V.J. Joseph, the first Vice-Principal of the college.
- The Founding Fathers Trust of the Alumni Association has instituted awards for those excelling in various fields such as Education, Science & Technology, Social Service, Agriculture, Literature and Administration.
- The Alumni Association together with Sri. George Thomas Kottukapally Trust has instituted an award worth Rupees One Lakh for the “Best Ethical Business Man of Kerala” in memory of Sri. George Thomas Kottukapally, former M.P. who was instrumental in the starting of the college. A corpus sum of Rs. 11 lakhs has been paid by Kottukapally family.
- The Commerce Alumni Association has sponsored the renovation work of two classrooms for M.Com students at cost of 2.37 lakhs.
- Statistics Alumni Association sponsors Prof. Ramakrishna Pillai Statistics Quiz Competition.
- The Alumni Association of Bio statistics department had instituted Scholarships for meritorious poor students.
- Alumni meeting is held annually and their responses are collected and as far as possible changes are made in the Biotechnology and Microbiology departments.
- Departmental Alumni Meeting of Chemistry Department was held on 14 March 2016
- Jom Jacob (1982-84), Deputy Director, Statistics and Planning Division, Rubber Board of India delivered a talk on Understanding Commodity market Dynamics on 21 January 2016.
- Saji George I.S.S.(1996-1998), Sidhil Sasi I.S.S. (1998-2000) , Vishnuraj I.S.S. (2006-2008) and Cyriac George I.S.S. (2001-2003) interacted with M.Sc. students respectively on 10 June 2015, 22 June 2015, 8 January 2016 and 27 January 2016.
- Rajesh Joseph (2003-2005), Manager, Biostatistics and Programming Division, Novonordisk, Bengaluru interacted with students on 1 January 2016.

6.12	<p data-bbox="272 216 1057 247">Activities and support from the Parent – Teacher Association</p> <ul data-bbox="321 279 1437 947" style="list-style-type: none"> • PTA meetings are conducted at least once in a semester and score sheets are given to parents and their suggestions are used to improve the system. • Complaints are collected; necessary changes are made as per their demands. • The PTA gives proficiency prizes to top scorers in the internal examinations. • The PTA also has instituted a number of scholarships for students on merit cum means basis. • The PTA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers. • The PTA of the college also extends financial support for the needy sports personnel and has instituted scholarship for the excellence in sports. • The PTA is playing an active role in providing additional funds for the development of the college. • Merit Days are held every year under the auspices of the PTA to encourage and felicitate the rank holders and winners of various competitive exams. <ul data-bbox="321 804 1437 947" style="list-style-type: none"> ▪ Attractive prizes are given by the PTA to students who excel in social service activities. ▪ The PTA of Economics Dept extends financial support for conducting the annual conference organised by the Dr. P.J. Thomas Centre for Social Sciences Research.
6.13	<p data-bbox="272 1003 829 1035">Development programmes for support staff</p> <ul data-bbox="321 1066 1437 1539" style="list-style-type: none"> ▪ Refresher courses for teaching and non teaching staff are organized. ▪ Support staff is provided adequate training in computer usage as well as office automation software. ▪ They are sent for training programmes organized by KSHEC, DCE and the University. ▪ The institution conducts orientation programmes for newly recruited non-teaching staff. ▪ It also arranges Human Resource Development Programmes and training on ICT methods and computer applications. ▪ The performance of non-teaching staff is monitored and appraised by the Administrative Assistant. ▪ Spiritual renewal and value education classes are organised exclusively for the support staff.
6.14	<p data-bbox="272 1598 1130 1629">Initiatives taken by the institution to make the campus eco-friendly</p> <ul data-bbox="321 1661 1437 1877" style="list-style-type: none"> ▪ Environment day is celebrated on every June 5 by planting more trees and plants in the campus. ▪ A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments.

- The Herbal Garden was renovated and beautified.
- Energy Conservation: The College has installed solar powered lamps in the campus. With the construction of new rain water harvesting tank, free flow of water to the college canteen, toilets and auditorium is ensured.
- Solar panels have been installed in the college. Electricity generated through this is used for the functioning of the entire B building of the college.
- Use of Renewable Energy: A bio-gas plant is constructed in the college hostel. The college canteen also boasts of a bio-gas plant and a waste disposal unit.
- Water Harvesting: A water harvesting tank with a capacity of 1 lakh litres is completed. The college has a well and a pond with pure water for drinking. The college maintains the topography of the campus in order to ensure proper water bed.
- Check Dam Construction: Every year during January/February, the NSS unit in collaboration with the local people and the Pala Municipality constructs temporary check dams in the Meenachil River at Palakkayam near the College Hostel. The check dam helps to maintain the water level in the wells and ponds of the locality.
- Plantation: The college campus is filled with plants and trees such as Mahogany, Teak, Mango trees, Coconut plants, etc. Medicinal plants and rare plants are also grown in the campus. Besides, we have a rubber plantation of more than 10 acres in the campus.
- The college has a well maintained beautiful garden with a rich variety of flowers and decorative plants.
- A full time gardener is appointed for the maintenance of the college garden as well as the plants and trees in the campus.
- Planting of trees will take place every year under the auspices of NSS volunteers.
- Hazardous Waste Management: The wastes from the Chemistry and other science labs are disposed of/ managed properly.
- E-waste Management: E-waste is collected and stored separately and disposed every year.
- To help the activities of keeping the campus eco-friendly, the students and staff spend at least two afternoons in every semester for cleaning the campus.
- Bhoomithra Sena, an organization for protecting the earth for the future generations, is organizing various awareness programmes for keeping the campus eco-friendly.
- The 'Nature Club' also conducts environmental awareness programmes.

Criterion – VII

7. Innovations and Best Practices

7.1	Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
	<ul style="list-style-type: none">▪ More Add-on Programmes and other value oriented certificate programmes.▪ Extensive use of ICT methods in teaching-learning process.▪ Additional Skill Acquisition Programmes (ASAP) in collaboration with Govt. of Kerala was intensified.▪ Online registration for examination and transmission of internal marks▪ Research Monitoring Cell to mobilize and monitor research projects and grants.▪ Office automation and networking.▪ Library automation and networking for issue and return of books.▪ INFLBNET/NLIST online subscription for books and journals.▪ Interaction with national/international experts in different fields.▪ Collaborations and exchange visits to national/international institutions.▪ Alumni Association sponsored developmental projects.▪ Infrastructure development with the support of staff and parents.▪ Renovated laboratories with modern equipment.▪ Expansion of the IGNOU Study Centre under the Convergence Scheme.▪ Modern Computer labs with advanced software.▪ Community College with Vocational Diploma Courses▪ Innovative Programme in Sports Studies▪ UGC sponsored B. Voc. Programmes▪ Installation of Solar Energy Panels.▪ Transformer and Generators for uninterrupted power supply▪ High speed Internet Broadband connection with optical fibres.
7.2	Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year. <ul style="list-style-type: none">▪ The plan of action prepared by the IQAC was discussed at various levels of administration such as the Managing Board, College Council and Staff Meetings for effective implementation.▪ Various committees were formed to monitor the progress of implementation of the activities.▪ The Co-ordinators were directed to submit the reports at the end.▪ IQAC regularly met and assessed the progress.

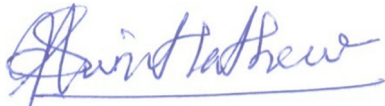
7.3	<p>Give two Best Practices of the institution (<i>please see the format in the NAAC Self-study Manuals</i>)*</p> <p>1. Intensive Value Education Programme The college has a Faculty of Religion and Moral Studies to conduct value education programmes. The Faculty is a voluntary association of teachers. At present there are 50 teachers as members. It aims at moulding a community that is intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed. The faculty spearheads a chain of activities in fulfilment of this aim and with the express intent of supplementing the limitation, if any, of an exclusively secular curriculum.</p> <p>2. Skill Enhancement and Career Orientation Programme. There are five UGC sponsored career oriented programmes offered by the college. In addition to this, five value added programmes are offered by various departments. Departmental associations also help students develop their talents and enable them to develop creative and organising skills through intradepartmental, Inter-Departmental and Inter Collegiate programmes. The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination. <i>*Details of the Best Practices are given in Annexure IV.</i></p>
7.4	<p>Contribution to environmental awareness / protection</p> <ul style="list-style-type: none"> ▪ A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. Dr. Sunny Kuriakose, Dept. of Chemistry, was in charge of the Green audit. ▪ That ours is a green campus well kept and maintained is a matter of modest pride for us. ▪ Under the leadership of the Study Group on Environment functioning in the college, a Herbal Garden is maintained in the campus. ▪ The college is committed to protect the environment and inculcate an environment consciousness among our students and other stakeholders. ▪ The college campus is known for its natural beauty and diversity of plants and trees. ▪ That all the trees and plants are enumerated and labelled with botanical names, only adds to its richness. ▪ The NSS volunteers and Bhoomithra Sena celebrate ‘Vanamahotsav’ every year and plant trees in the campus as well as public places including road sides. ▪ In collaboration with the Malayala Manorama and the Department of Forest the college distributes seedlings and saplings to students and staff periodically. ▪ NCC cadets also organize various awareness programmes for protecting plants and preventing deforestation. ▪ Dr. Jommy Augustine, HOD of Botany, is a noted environmentalist who has conducted extensive bio-diversity studies in the ‘Sahyadris’. ▪ The ‘Nature Club’ also conducts environmental awareness programmes. ▪ The college has produced a CD on the rich variety of flowers in the campus.

	<ul style="list-style-type: none"> ▪ The open courses offered by the Departments of Botany, Zoology, and Chemistry have thrust areas on issues like Environment, Ecology and Biodiversity, Pollution Control and Climate Change. ▪ Bhoomithra Sena is an initiative by the NSS to save the earth from all sorts of pollution. ▪ The college campus is kept as ‘smoke free’, and ‘ever green’. ▪ A water harvesting tank with a capacity of 1 lakh litres is completed. ▪ The college has a system of collecting and disposing plastic and non-plastic waste separately without causing any pollution to the environment. ▪ Solar systems and lamps are fitted in the campus. All security lamps in the campus are solar powered. ▪ Environment Day is observed by the college by organizing special programmes. Environmental activists are invited to the campus for interacting with our students. ▪ Campus cleaning by students is done once in three months. 				
7.5	Whether environmental audit was conducted?	Yes	✓	No	
7.6	Any other relevant information the institution wishes to add. (for example SWOC Analysis)				
	<p>With a view to recognizing and acknowledging the achievements of the students and staff as well as each department we publish a Newsletter every year. The management of the college organizes internal as well as external auditing of the campus regularly. The audit team consists of experts in different fields in and outside. In their audit report, they provide detailed SWOC analysis. In addition to this, the IQAC of the college conducts a number of brainstorming sessions with teaching and non-teaching faculty, students and their parents, and the alumni of our college. Special attention is accorded to the views of those alumni working in reputed institutions in India and abroad and the opinions of experts in different fields visiting the college from India and abroad. The college makes a SWOC analysis based on the feedback. On the basis of this SWOC analysis, we have formulated a ‘VISION-2025’ document which envisages the shape of the college by the year 2025.</p>				

8. Plans of the institution for the next year

1. AC Seminar Hall in B-building – Shifting University Library Centre to Library Hall.
2. Recreation room for staff
3. Room for Vice Principal.
4. Increase of Drinking water Facilities
5. Campus beautification and Waste Disposal unit.
6. Website updating and renovation
7. Connecting A, B, G and Library and C block.
8. Hostel Library and Internet.
9. Digital Library.
10. Media Centre
11. Auditorium stage renovation.
12. Construction of a Research Block
13. Autonomous Status to the College

Name: Dr. Sunil C Mathew



Signature of the Coordinator, IQAC

Name: Dr. Sunny Joseph



Signature of the Chairperson, IQAC

(Principal)



ANNEXURE I

Abbreviations:

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

ANNEXURE II**ACADEMIC CALENDAR FOR THE YEAR 2015-16****JUNE 2015**

1	Mon	College Re-opens – Classes started	1
2	Tue		2
3	Wed		3
4	Thu		4
5	Fri	Zoology – Environment Day celebrations	5
6	Sat	UGC Coaching(Humanities) – Inauguration	
7	Sun	Holiday	
8	Mon		6
9	Tue	English- Invited Talk	7
10	Wed	Commerce – Inauguration of activities of Commerce Forum, ED Club, Quiz club and CASR	8
11	Thu		9
12	Fri		10
13	Sat	Second Saturday	
14	Sun	Holiday	
15	Mon		11
16	Tue	Commerce – Invited Talk	12
17	Wed		13
18	Thu		14
19	Fri	English – Association Inauguration	15
20	Sat		
21	Sun	Holiday	
22	Mon	IQAC Meeting, Reading Week starts.	16
23	Tue	Economics - Association Inauguration	17
24	Wed	Research Committee meeting.	18
25	Thu		19
26	Fri		20
27	Sat		
28	Sun	Holiday	
29	Mon		21
30	Tue	Statistics – Statistics Day Celebration	22

JULY 2015

1	Wed		23
2	Thu	Commerce Forum Activity.	24
3	Fri	St. Thomas Day	
4	Sat	College Council Meeting	25
5	Sun	Holiday	
6	Mon		26
7	Tue	World Population Day , Zoology Association Inauguration	27
8	Wed	Malayalam - Association Inauguration	28
9	Thu	Physics - Association Inauguration, IQAC meeting	29
10	Fri	English – Invited Talk, Research Guides’ meeting.	30
11	Sat	Second Saturday	
12	Sun	Holiday	
13	Mon		31
14	Tue	English – Book Lover’s club Inauguration	32
15	Wed	History - Association Inauguration	33
16	Thu	Commerce – Invited Talk, Value/moral education for II DC students	34
17	Fri	Value education for II DC students	35
18	Sat	Holiday - Idul Fitr (Ramadan)	
19	Sun	Holiday	
20	Mon	Career Club Inauguration	36
21	Tue	Chemistry – Association Inauguration, Planning Board meeting	37
22	Wed	IQAC Meeting, Blood donation camp	38
23	Thu	Chemistry – Invited Talk	39
24	Fri		40
25	Sat	Commerce – Inter-Collegiate workshop on Research Methodology	
26	Sun	Holiday	
27	Mon		41
28	Tue	Event Management Club Inauguration	42
29	Wed	Politics - Association Inauguration, Oratory and Debate club programme.	43
30	Thu		44
31	Fri		45

AUGUST 2015

1	Sat		
2	Sun	Holiday	
3	Mon	Biostatistics Seminar, Smart Kottayam Project Presentation	44
4	Tue	Blood Donation camp, College Council Meeting	45
5	Wed		46
6	Thu	Campus recruitment	47
7	Fri	Com Areena organized by Commerce Department	48
8	Sat	Second Saturday, Commerce Com Arena 9.0	
9	Sun	Holiday	
10	Mon		49
11	Tue	Biotechnology & Microbiology - Association Inauguration	50
12	Wed		51
13	Thu	Youth Day program.	52
14	Fri	Holiday – Karkidaka Vavu, Politics – Independence Day Celebrations	
15	Sat	Holiday - Independence Day	
16	Sun	Holiday	
17	Mon	Botany - Association Inauguration, PTA executive meeting	53
18	Tue		54
19	Wed		55
20	Thu	Computer Software presentation	56
21	Fri	IQAC Meeting, Workshop conducted by Department of Statistics	57
22	Sat	Onam Holidays started	
23	Sun	4 day Adventure camp organized by Department of Physical Education starts.	
24	Mon		
25	Tue		
26	Wed		
27	Thu	Holiday – First Onam	
28	Fri	Holiday – Thiruvonam	
29	Sat	Holiday – Third Onam	
30	Sun	Holiday – Fourth Onam, Sree Narayana Guru Jayanthi	
31	Mon	College opens after Onam Holidays	58

SEPTEMBER 2015

1	Tue	Economics Association meeting.	59
2	Wed		60
3	Thu	Mathematics – Association Inuguration	61
4	Fri	Building Committee meeting	62
5	Sat	Holiday – Teacher’s Day, Sreekrishna Jayanthi	
6	Sun	Holiday	
7	Mon		66
8	Tue		67
9	Wed		68
10	Thu	Readers Forum meeting.	69
11	Fri		70
12	Sat	Second Saturday.	
13	Sun	Holiday	
14	Mon	Hindi - National Hindi Day Celebrations, Hindi Week Celebrations Began	71
15	Tue		72
16	Wed	3 day UGC sponsored workshop conducted by Department of Commerce	73
17	Thu		74
18	Fri		75
19	Sat		
20	Sun	Holiday	
21	Mon	Holiday - Sree Narayana Guru Samadhi	
22	Tue	IQAC Meeting	76
23	Wed	Commerce – ED Club Seminar, Hindi Fortnight programme	77
24	Thu	Holiday – Idul Juha (Bakrid)	
25	Fri	“Stars of St. Thomas” – Inaguration	78
26	Sat		
27	Sun	Holiday	
28	Mon	Green Consumer Day	79
29	Tue		80
30	Wed		81

OCTOBER 2015

1	Thu		82
2	Fri	Holiday –Gandhi Jayanthi, World Habitat Day, World Reading Day	
3	Sat		
4	Sun	Holiday	
5	Mon		83
6	Tue		84
7	Wed		85
8	Thu		86
9	Fri	Meeting of Women’s Forum	87
10	Sat	Second Saturday	
11	Sun	NCC camp begins.	
12	Mon		89
13	Tue	Late Rev. Dr. Mathew Maleparambil lecture	90
14	Wed		91
15	Thu		92
16	Fri		93
17	Sat		
18	Sun	Holiday	
19	Mon	Chemistry – Debate Competition, College Council meeting	94
20	Tue	Building Committee meeting	95
21	Wed	IQAC Meeting	96
22	Thu	Holiday – Mahanavami	
23	Fri	Holiday – Vijayadasami	
24	Sat	Holiday – Muharam	
25	Sun	Holiday	
26	Mon		97
27	Tue		98
28	Wed	English – Drama fest	99
29	Thu		100
30	Fri	Readers’ Forum	101
31	Sat		

NOVEMBER 2015

1	Sun	Holiday, Kerala Piravy Day	
2	Mon		103
3	Tue	Hindi – Invited Talk	104
4	Wed		105
5	Thu		106
6	Fri		107
7	Sat	Second Saturday.	
8	Sun	Holiday	
9	Mon		108
10	Tue	Holiday – Deepavali, International Science Day	
11	Wed		109
12	Thu	Hindi – One day Seminar	110
13	Fri		111
14	Sat	Second Saturday	
15	Sun	Holiday	
16	Mon		112
17	Tue		113
18	Wed		114
19	Thu	Building Committee meeting	115
20	Fri		116
21	Sat		
22	Sun	Holiday	
23	Mon	PTA executive meeting, Anti-narcotic awareness camp,	117
24	Tue	IQAC Meeting,	118
25	Wed	Zoology – Inter Collegiate “ZOO fest” competitions	119
26	Thu		120
27	Fri		121
28	Sat		
29	Sun	Holiday	
30	Mon		122

DECEMBER 2015

1	Tue	World AIDS Day	123
2	Wed	Blood donation camp	124
3	Thu		125
4	Fri		126
5	Sat		
6	Sun	Holiday	
7	Mon		127
8	Tue		128
9	Wed	Commerce – Invited Talk	129
10	Thu	Politics – Human Rights Day Celebrations, Alumni Executive meeting	130
11	Fri	Mathematics – Ramanujan Day celebrations	131
12	Sat	Holiday - Second Saturday	
13	Sun	Holiday	
14	Mon		132
15	Tue		133
16	Wed	Hindi – Invited Talk	134
17	Thu		135
18	Fri	Christmas Celebrations	136
19	Sat	Christmas Vacation starts	
20	Sun	Holiday	
21	Mon		
22	Tue	IQAC Meeting	
23	Wed	Farmer’s day	
24	Thu	Holiday – Milad –un – Nabi (Nabidinam)	
25	Fri	Holiday – Christmas	
26	Sat		
27	Sun	Holiday	
28	Mon	College Re-opens after Christmas Vacation	137
29	Tue		138
30	Wed		139
31	Thu		140

JANUARY 2016

1	Fri	New Year, Building Committee Meeting	141
2	Sat		
3	Sun	Holiday	
4	Mon	Commerce – ComAvid 2.0 – Inauguration	142
5	Tue	Zoology- Invited Talks	143
6	Wed	Mathematics – Prof. Mathew T. Mathekal Trophy Inter Collegiate Quiz	144
7	Thu	Chemistry – “Scientia 2016” Inter Collegiate Quiz Competition	145
8	Fri		146
9	Sat	Second Saturday	
10	Sun	Holiday	
11	Mon		147
12	Tue		148
13	Wed		149
14	Thu	Campus recruitment	150
15	Fri	IQAC meeting	151
16	Sat		
17	Sun	Holiday	
18	Mon	Internal Audit, 2 day Workshop conducted by Malayalam Department.	152
19	Tue	Internal Audit, 2 day Workshop conducted by Commerce Department.	153
20	Wed		154
21	Thu	Commerce – Invited Talk	155
22	Fri	IQAC Meeting, 5 day Workshop conducted by Physics Department	156
23	Sat		
24	Sun	Holiday	
25	Mon	Prof. Mathew T. Matheikal Quiz conducted by Maths department.	157
26	Tue	Holiday – Republic Day	
27	Wed	College Council meeting	158
28	Thu	Philip John Foundation–competition conducted by Dept. of Commerce	159
29	Fri		160
30	Sat	Walk with a Scholar programme	
31	Sun	Holiday	

FEBRUARY 2016

1	Mon		161
2	Tue		162
3	Wed		163
4	Thu		164
5	Fri		165
6	Sat	Second Saturday, Workshop on Film making	
7	Sun	Holiday	
8	Mon		166
9	Tue	Walk with a Scholar programme	167
10	Wed	Chemistry – Invited Talk	168
11	Thu	Eco-Fiesta conducted by the Department of Economics.	169
12	Fri	Commerce – Com Nox, Campus recruitment	170
13	Sat	Holiday - Second Saturday	
14	Sun	Holiday	
15	Mon	Prof. A.V. Varkey Memorial Intercollegiate Quiz competition.	171
16	Tue	Intercollegiate Quiz competition conducted by the Department Physics.	172
17	Wed		173
18	Thu	Physics – Association Valedictory Function	174
19	Fri	Commerce – Valedictory – Inauguration of activities of Commerce Form, ED	175
20	Sat	World Harmony Day	
21	Sun	Holiday	
22	Mon	IQAC Meeting, Essay writing competition.	176
23	Tue	Politics – M T Tharian Lecture	177
24	Wed	History – Association Valedictory Function	178
25	Thu	Mathematics – Association Valedictory Function	179
26	Fri	College Youth Festival begins.	
27	Sat	3 day Workshop conducted by Chemistry Department ends.	
28	Sun	Holiday – National Science Day	
29	Mon		180

MARCH 2016

1	Tue	Economics - Association Valedictory function, IQAC meeting	181
2	Wed	Chemistry - Association Valedictory function	182
3	Thu	Zoology - Association Valedictory function	183
4	Fri	2 day Commerce workshop ends.	184
5	Sat	Career Guidance Seminar	
6	Sun	Holiday	
7	Mon		185
8	Tue	International Women's Day, International Literacy Day	186
9	Wed	Botany - Association Valedictory function	187
10	Thu	English – Association Valedictory function,	188
11	Fri	LED training program organized by IQAC, Merit Day	189
12	Sat	ASAP Program.	
13	Sun	Holiday	
14	Mon	Chemistry Alumni Association Program.	190
15	Tue		191
16	Wed		192
17	Thu		193
18	Fri		194
19	Sat		
20	Sun	Holiday	
21	Mon		195
22	Tue	IQAC Meeting	196
23	Wed	One day Women's Forum Program	197
24	Thu	Holiday – Maundy Thursday	
25	Fri	Holiday – Good Friday	
26	Sat	Holy Saturday	
27	Sun	Holiday – Easter	
28	Mon		198
29	Tue	Parent Teacher Association meeting	199
30	Wed		200
31	Thu	College Closes for mid-summer vacation	201

APRIL 2016

1	Fri	Building Committee Meeting	
2	Sat		
3	Sun	Walk with a Scholar programme	
4	Mon		
5	Tue		
6	Wed		
7	Thu	World Health Day	
8	Fri		
9	Sat	Second Saturday	
10	Sun	Holiday	
11	Mon		
12	Tue	Career Guidance Program	
13	Wed		
14	Thu	Holiday – Ambedkar Jayanthi	
15	Fri	Holiday – Vishu	
16	Sat		
17	Sun	Holiday	
18	Mon		
19	Tue		
20	Wed		
21	Thu	Astronomy Day	
22	Fri	IQAC Meeting	
23	Sat		
24	Sun	Holiday	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		

MAY 2016

1	Sun	Holiday – May Day, World Labour Day	
2	Mon		
3	Tue		
4	Wed	Budha Purnima day	
5	Thu		
6	Fri		
7	Sat		
8	Sun	Holiday – World Red Cross Day	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	Holiday - Second Saturday	
15	Sun	Holiday, World Family Day	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri	IQAC Meeting	
21	Sat		
22	Sun	Holiday	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	Holiday	
30			
31			

ANNEXURE III

ANALYSIS OF THE FEEDBACK

The Management of the college organizes internal as well as external auditing of the campus regularly. The audit team is constituted by incorporating experts in different fields in and outside. In their audit report, they provide detailed SWOC analysis. In addition to this, the IQAC of the college conducts a number of brainstorming sessions with teaching and non-teaching faculty, students, parents, alumni working in reputed institutions in India and abroad. We also get opinions from a large number of experts in different fields visiting the college from India and abroad, the public, press personnel and the peers. The IQAC makes SWOC analysis based on these feedbacks. On the basis of these SWOC analysis exercises, we have formulated a 'Vision-2025' document which envisages what we should be by the year 2025.

STRENGTHS

- Able and active Management.
- Well qualified, skilled and sincere faculty.
- Service minded supporting staff.
- Very good updated infrastructure facility.
- CPE status for the college.
- FIST (DST) and SARD (KSCSTE) supported science departments.
- Support from all funding agencies like UGC, DST, KSCSTE, CSIR etc.
- Wide, Calm, clean, eco-friendly and peaceful campus.
- Academically motivated students with very good examination results.
- Commendable track record of placements.
- Active departmental associations.
- Student representations from all sections of the society (SC+ST+OBC >30%) and all regions of the state.
- Admitting all applicants belonging to SC/ST/OBC.
- Practically no dropouts.
- Student training is value based.
- CBCSS (UG) and CSS (PG) are implemented.
- A large number of our students are getting scholarships under different schemes.
- Career oriented add on courses and soft skill development programmes.
- Regular remedial support to weak students.
- Active alumni associations and PTA.
- Ten research departments engaged in vigorous research
- A large number of Major and Minor projects of state and central agencies.
- More than 50 international peer reviewed journal publications per year.
- Organizing a large number of international and national conferences and workshops.
- INFLIBNET/NLIST and High speed broadband connectivity to staff and students.
- Active Career Guidance and Placement cell.
- Large number of JRF/NET, GATE and other competitive exam winners.
- Spacious library with more than 84000 books and 300 journals/periodicals.
- Separate hostel facilities for boys and girls.
- Student Amenity Center catering to the diverse needs of the students.

- Wide playgrounds and training facilities.
- Wi-Fi enabled campus.

WEAKNESSES

- We are in need of separate research blocks for research students of science, social science and humanities.
- Lack of modern sophisticated research facilities within the campus
- The working space availability for researchers is insufficient.
- Being a rural area, industrial collaboration is limited.
- Lack of a proper finishing school facility.
- Absence of an instrumentation maintenance centre with trained staff.
- Lack of a Central Management Information System.
- Library is to be fully digitalized.

OPPORTUNITIES

- Emerging priority to Basic Science education and research.
- Inter disciplinary research is the current trend and with added resources, we can do better by utilizing the expertise of our faculty members who are doing excellent research by collaborating with internationally reputed institutions.
- Vocational programmes for industrial collaboration.
- ASAP for enhancing the employability of our students.
- Availability of faculty exchange programmes.
- Implementation of RUSA Scheme.
- Starting of new Centres like, Srinivasa Ramanujan Institute for Basic Sciences, Science City, IIT, etc.
- Regional concern with environmental issues.
- Opportunity for autonomy
- Scholar Support Programme (SSP) for academically weak students.
- Walk With the Scholar (WWS) programme for gifted students.

CHALLENGES

- Politically motivated Hartals, Bandhs and Strikes in Kerala.
- Ever increasing running cost of the institution.
- Delayed conduct of university examinations and publication of exam results.
- Disposal of electronic and chemical waste is a serious issue.
- Continued budget reductions by govt. agencies for education.

ANNEXURE IV

BEST PRACTICES OF THE INSTITUTION

1. INTENSIVE VALUE EDUCATION PROGRAMME

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

Goal

- 'Information, Formation and Transformation' of staff and students.
- Moulding intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed students.
- To conduct moral/spiritual classes in a systematic manner.
- To provide them training in personality development, responsible citizenship, emotional and spiritual maturity etc.
- To organize renewal programmes and retreats for staff and students.
- To instill love towards the poor and the marginalized.
- To conserve the environment and biodiversity.
- To promote patriotism and other values among staff and students.

The Context

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

The Practice

The Faculty of Religion and Moral Studies has an Executive Committee consisting of the Patron, Chancellor, Dean, President, Director, Secretary and Treasurer. The committee meets at least three times a year to chalk out the plan of action and evaluate the performances. One hour a week is earmarked for value education programmes. Separate curriculum has been developed for moral and spiritual studies. A text book developed by a team under the leadership of the Patron of the college and some well known books on spirituality have been utilized to impart moral and spiritual values. Spiritual and moral classes are conducted based on a predetermined schedule. Examinations are conducted at college level and top-scorers are given cash awards and other prizes.

These initiatives from the college show its impact as students visit orphanages, destitute homes, old age homes, hospitals etc to interact and help the inmates. Every Friday, under the

leadership of the Jesus Youth, students collect food packets and distribute them to the inmates of the Mariyan Sadanam Orphanage Pala. In addition, students of various classes visit orphanages, special schools etc during festival seasons like Onam, Christmas etc, distribute sweets, dress etc. and organise cultural programmes for them.

Evidence of Success

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

Problems Encountered and Resources Required

- It is difficult to allocate sufficient time for proper conduct of value education programmes.
- Even though the University and Govt. realize the need for value education, the college is not getting support from any external agencies.
- Participation of students in the value education programmes is not considered for internal or external evaluation.
- Teachers are not given any weightage for value education programmes in API Score computation.
- The resources required are internally raised by the Management of the College.

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2. SKILL ENHANCEMENT AND CAREER ORIENTATION PROGRAMME.

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

Goal

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

The Context

In this modern era one should learn the appropriate skills to get and keep a job. Most of our students are from rural background and they seldom get the chance to train and nurture their skills leading to the selection of a good job. Moreover, there are still a great number of college students who are still unsure about their career choices due to the lack of information and orientation. Many of them end up quitting college, becoming intimidated by academic works and finding it difficult to find a job after graduation. The college, being well aware of a serious lacuna in the educational system that does not always make its graduates employable, makes a concerted attempt to address the issue of employability.

The Practice

Five UGC sponsored career oriented add-on programmes namely; Diploma in Communicative English, Certificate in Latex Type Setting and Scientific Journalism, Certificate in Financial Accounting using Tally, Certificate in Statistical Computing and Data Analysis and Diploma in Hindi Translation and Documentation are offered by the college. In addition to this the following value added programmes are offered by various departments on a self-financing basis:-

- Diploma in Computer Applications
- Market Research and Sample Surveys
- Diploma in R-programming
- Certificate Course in Apiary Management
- Bio-informatics & Biotechnology

○ Computational Training using MATLAB

- St.Thomas College, Palai has been selected as a partner institution of ASAP. In 2014 our college came first with 85 students in providing the maximum number of students to undergo training to become SDEs (Skill Development Executives). In March 2015 our college was granted a regular ASAP batch. Degree students are now undergoing training. They have Communication Skill Classes at 8.45 pm in our college every day. After the successful completion of the Programme they will be given certificates by ASAP.
- ASAP offers our Degree students a vista of opportunities to enhance all their soft skills. It also equips them with an additional ability which will stand them in good stead in future
- The college computer centre and IGNOU centre offer Diploma in Computer Applications for the development of ICT skills of students.
- Training in Statistical Softwares for computation and data analysis is offered for the development of computational and analytical skills.
- Group discussions, mock-interviews, Spoken English, personality development programmes etc. are offered by the Career Guidance and Placement Cell for the development of soft skills.
- The Career Guidance and Placement Cell offers special coaching programmes to promote clerical aptitude, verbal ability, numerical aptitude, general mental ability, etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. A large number of students got placement through these initiatives.
- With a view to promoting skills in teaching and research UGC/CSIR NET/JRF test coaching is offered to students.
- Career guidance cell provides the students with career awareness and soft skill development sessions.
- Entrepreneurial Development Club organizes programmes for promoting innovations and entrepreneurial abilities. Efforts are being made to establish an incubation centre in consultation with industries, engineering colleges and the Department of Science and Technology.
- Students were given opportunity to interact with representatives of major industries and alumni with industry experience on Industry-Academy collaborations. This would help in moulding the students to prepare themselves for the employment market.
- The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination.

Evidence of Success

This programme builds one's confidence and gives a foundation to build from to reach other goals and even go to further education. Students appear to be more confident at viva-voce and interviews. During 2015-16 also the Civil Service Institute had marvellous results with a number of selections including topmost ranks at All India level. During 2014-15, 25 students qualified UGC-CSIR exams and in 2015-16, 18 students qualified in NET, 7 got JRF. In the ASAP training our College was ranked as the First among all the 196 colleges all over Kerala. In addition to this, our student was the top scorer in the test conducted by the British Council. As a result the percentage of pass in all UG and PG programmes increased significantly. As many as 45 students got selection under Campus Recruitment in 2015-16.

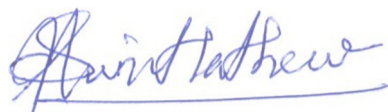
Problems Encountered and Resources Required

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

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Signature of the Coordinator, IQAC

Name: Dr. Sunny Joseph



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



Palai
27-10-2016