SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

ST. THOMAS COLLEGE

ARUNAPURAM P O, PALAI, KOTTAYAM

686574

www.stcp.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Thomas College, Palai, a Catholic Minority educational institution approved by the National Commission for Minority Educational Institutions, was founded on 7 August 1950 by Bishop Mar Sebastian Vayalil, the Bishop of the Diocese of Palai. Eminent national leaders like Pandit Jawaharlal Nehru, Smt. Indira Gandhi, Sri. V. V. Giri and Dr. A. P. J. Abdul Kalam visited the campus on different occasions.

The college was initially affiliated to the University of Kerala. Since 1982 it has been affiliated to Mahatma Gandhi University, Kottayam as a Special Grade college. It is included in section 2(f) and 12B of UGC Act 1956. UGC identified it as a College with Potential for Excellence in 2010 and was chosen for the CPE Phase II in 2017.

The departments of Statistics, Botany and Chemistry have received DST-FIST support, and in 2012, DST selected the college as a DST-FIST sponsored college. Recently the college is selected as a mentor college under the PARAMARSH scheme of UGC and MHRD has approved RUSA grant for the college.

The colege has undergone three cycles of NAAC accreditation: accredited with 4 star (I cycle of accreditation in 2000); B++ grade (82.5% score in II cycle in 2007); A Grade (CGPA: 3.30 in III cycle in 2015).

The College offers 15 Postgraduate and 18 Undergraduate programmes, and 10 of the departments are approved research centres for pursuing doctoral research programmes. The college offers 41 Diploma/Certificate programmes. There are 2806 students in the academic year 2019-20, of whom 118 are full-time research scholars. The library system provides over one lakh books subscribing 71 academic journals, 132 periodicals, N-LIST and INFLIBNET. The campus is supported with 4 independent high speed internet connections.

Located on the banks of River Meenachil, the campus comprises 40 acres of land, well protected ecosystem, multi-storeyed academic buildings, sports complex, walkers' lane, swimming pool, gymnasiums, incinerator, and camera surveillance providing a conducive ambience for learning and research. Committed to the national unity and integrity, the college is on the path of emerging as a centre of Excellence.

Vision

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.

Mission

To inculcate 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 development in their chosen

subjects.

To equip the students with skills necessary to succeed at very highest levels in a competitive world.

To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect of labour and proactive leadership.

To encourage scholarship and research, especially those that are locally relevant yet globally acceptable.

This will be achieved through teamwork and innovative methodologies employing opportunities both inside and outside the class room.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Meritorious track record of 70 years of glorious contribution in the higher educational sector.
- Efficient, effective and committed Management.
- Well qualified, skilled and sincere faculty.
- Service minded supporting staff.
- Modernized infrastructure.
- CPE status for the college.
- FIST (DST) and SARD (KSCSTE) supported science departments.
- Support from all funding agencies like UGC, DST, KSCSTE, CSIR, etc.
- Clean, eco-friendly and peaceful campus giving a perfect ambience for learning and research.
- Academically motivated students with outstanding results in examinations.
- Commendable track record of placements.
- Active departmental associations.
- Student representations from all sections of the society 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.
- Large number of students get scholarships under different schemes.
- Career oriented add-on courses and soft skill development programmes.
- Remedial support to weak students.
- Active and supportive Alumni and Parent Teacher Association.
- Ten research departments engaging vigorous researches.
- Large number of Major/Minor projects of state and central agencies.
- More than 50 international peer reviewed journal publications per year.
- Organizing a large number of international/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.
- Well-stocked, automated, spacious library and University Study Centre with more than 100000 books and 300 journals/periodicals.
- Separate hostel facility for boys and girls.

- Student Amenity Centre caters to the diverse needs of the students.
- Spacious playgrounds and training facilities.
- Wifi enabled campus.
- State-of-the-art AC Conference halls.
- A variety of Invited Talks by eminent scholars.
- Use of technology and innovative practices in teaching and learning.
- A good number of Value-added Courses, Add-on-Programmes and Vocational Education and Training.
- Well placed and eminent Alumni in the field of Politics, Academics and Administration.
- An effective system for collecting feedback.
- Effective mentoring and tutorial system.
- Scholar Support Programme (SSP) for weak students.
- Walk With a Scholar (WWS) programme for gifted students.
- Mentoring and formation
- Community Interaction
- Guidance, counselling and value based education.
- Integrated Sports Complex
- Vocational Programmes
- Very active award winning NSS/NCC units

Institutional Weakness

- We are in need of a research block.
- Situated in a semi-urban milieu, 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.
- Some aspects of digitalization is pending with Library.
- Govt. restrictions on filling regular staff positions.
- Hectic semester schedule limits students' opportunity for co/extra-curricular activities.
- The affiliating University does not adhere to its own academic calendar causing frequent delays.
- Being an affiliated college, there is lack of effective academic autonomy.

Institutional Opportunity

- Emerging priority to basic science and research.
- Inter disciplinary research and collaboration among the faculty.
- Vocational programmes as part of industry-acdemia interface.
- ASAP for enhancing the employability of our students.
- Availability of faculty exchange programmes
- Implementation of RUSA Scheme.
- Proximity to Excellent Academic Centres like, Srinivasa Ramanujan Institute for Basic Sciences at Pampady, Science City at Kuravilangad, IIIT at Valavoor etc.
- Unique post graduate programmes like Statistics, Biostatistics, Biotechnology, Applied Microbiology and B.Voc. Programmes in three different streams.
- Sanctioned Rs. 2 crore under RUSA funding to the college.
- Increased interest among the students for fundamental and social sciences, literature, commerce etc.

- Collaborations with international educational institutions and Universities.
- Campus placement opportunities.
- Internships at industries and field visits.
- Presence of Civil Service Exam Coaching Institute in the campus.
- An integrated sports complex with indoor stadium and swimming pool.

Institutional Challenge

- 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.
- Covering Syllabus in limited semester schedule.
- Documentation supersedes pedagogy.
- Loss of working days due to natural calamities like floods.
- The knowledge level of the intake students is not proportional to the grades/marks secured in their qualifying examination.
- Commencement of new semester before the completion of previous semester examinations.
- University Examinations are not taking place in stipulated time.
- Inadequate time alloted to complete the syllabus.
- Mobilization of adequate fund to organise various co-curricular events.
- Formation of the New Gen students.
- Deterioration of moral and cultural values.
- Politicization of the Campus.
- Our students who mostly come from remote villages are often diffident and they lack proper communication skills.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

As an institution of higher learning affiliated to Mahatma Gandhi University, Kottayam we do follow the curricula and syllabi prescribed by the University for all the 18 UG Programmes, 15 PG Programmes and 10 Research Programmes being offered. In all these programmes, we follow CBCS/ elective course system and in addition to this, we enhance the employability of our students through the introduction of enrichment programmes like Value Added Courses, Vocational Education and Training, Add-on Programmes and Open Courses. As an initiative to ensure academic flexibility, we have offered 55 such certificate courses during the last five years. In 2018-19 academic year more than 90% of our students enrolled for at least one of these courses.

There are 118 courses which address cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability across all programmes in our Curriculum. All students carry out a project work/field work/internship as part of their programme curriculum of which 35%, on an average, undergo experiential learning.

Our faculty have 176 memberships in the UG/PG Boards of Studies of the affiliating and other Universities and autonomous colleges of Kerala for designing/updating of curriculum during the assessment period. B. Voc. Programmes in Printing Technology, Sustainable Agriculture and Food Processing Technology and MA Programme in History were introduced during this period.

Feedbacks from various stakeholders like teachers, students, alumni, parents and employers are collected, analysed and the reports are made available in the institutional website. Most of the UG programmes offered are multi-disciplinary in nature.

At the outset of the academic year planning sessions are held to ensure effective curriculum delivery. Through a documented process the HoDs ensure its implementation. Value/Moral classes are integrated with undergraduate programmes and it is well received by the students.

The UGC sponsored Community College and the IGNOU Study Centre functioning in our college offer continuing education for those who can't attend regular colleges. Currently the IGNOU Centre offers 15 programmes and there are 73 qualified academic counsellors to provide contact classes. 960 academic sessions of two-hour duration were arranged during the years 2014 to 2019.

Teaching-learning and Evaluation

The Teaching-Learning and Evaluation systems have been designed to suit the objectives of the college, to equip the students to succeed in a competitive technology-driven world, encourage scholarship and research and at the same time uphold moral values.

The admission process is based on the regulations prescribed by the Government under the Centralized Allotment Process of the affiliating University. The college prepares academic and examination calendars and are made available to the stakeholders. There are well established systems for evaluating the attainment of Programme Outcomes/Programmes Specific Outcomes/Course Outcomes which are stated and displayed on institutional website and communicated to teachers and students.

As part of continuous assessment, test papers/assignments/seminars are conducted and 20% marks are earmarked for internal assessment in a transparent manner. There are effective grievance redress systems at the college level. The external evaluation is conducted by the University through end-semester examinations/practical examinations/viva-voce/project evaluation, etc.

Learning levels of the students are being assessed and special programmes are organised for advanced learners and slow learners. Programmes like, Walk With a Scholar (WWS), Scholar Support Programme (SSP), Bridge Courses, Remedial Coaching, etc. are at work. Student centric methods and ICT tools are used for enhancing learning experiences. Class room teaching is complemented through invited talks, and e-learning resources. Library/University Study Centre/Laboratory facilities are well utilized by students. Adequate number of computers with internet facility are made available to students.

Average enrolment percentage for the last 5 years is 90.51 and Student-Teacher ratio for the academic year 2018-19 is 18.72 whereas the Mentor-Mentee ratio is 19.36. For the last 5 years the average pass percentage for UG is 78.6 and that for PG is 85.71. During 2014-19, 138 students have qualified UGC-CSIR NET/JRF Examinations. During 2018-19, the number of faculty with PhD was 53**.**

Teachers and students are encouraged to attend/organize national and international Seminars, Conferences and Workshops. Many eminent persons/experts including three Nobel laureates have visited the institution and interacted with our staff/students during the last five years. Our former teachers include Governor, Minister, Member of National Commission for Minority Education and Vice-Chancellors.

Research, Innovations and Extension

The College has strengthened research, innovations and extension activities monitored by the Research and Consultancy Service (RACS) Cell and the Research Monitoring Cell. Thanks to the generous support by UGC/DST/KSCSTE, necessary infrastructure and laboratory facilities could be developed. Twelve departments engage in research and 10 are recognized by the University as research centres. In addition to the 24 research guides on our faculty, 26 from other institutions work as research guides here. Our faculty work as research guides in other centres too. During the assessment period, we have carried out 32 research projects with a sanctioned amount of 283.21 lakhs.

The college has initiated an incubation centre to encourage entrepreneurship/start-ups and it has already developed 4 innovative products.

There are two awards offered exclusively to our faculty for their research contributions. In the last five years, our faculty have published 44 books, 231 papers in reputed national/ international journals and 39 papers in conference proceedings. Among the 52 Ph.Ds. awarded from our research centres during the last five years, 44 are guided by our teachers.

Some departments have established linkages/collaborations with leading institutions/organizations. We are being consulted by Coconut Development Board, Govt. of India for Ksheerabala project/survey; Department of Higher Education, Kerala for ASAP; Glowderma Lab, Mumbai for Kerabala Project; Kerala State Biodiversity Board for survey, Civil Service Institute Palai for coaching, in addition to the local bodies/schools/ industries and the public for water analysis, soil testing, etc. and medical colleges/nursing colleges/research institutes for statistical analysis. The Archaeological Survey of India has granted license to explore the Meenachil river basin to one of our faculty members.

We have organized National Workshops on IPR in 2014 and 2019 and a number of research oriented seminars/conferences.

Varied and relevant extension activities are carried out under the auspices of NSS/NCC/Clubs/Associations. Our NSS unit was selected as the best in the university in 2017-18. Thirteen NCC cadets have participated in the RD Camp/Parade. One of them got selected for the Youth Exchange Programme in Moscow. The teachers are active in publishing articles in popular science magazines that benefit the public, especially school students.

Infrastructure and Learning Resources

The College is located on a sprawling campus of 40 acres with ten multi-storeyed and over eight single storeyed buildings comprising administrative offices, class rooms, research centres, laboratories, computer centres, language labs, audio-visual centres, seminar and conference halls, parlour, indoor stadium, swimming pool, auditorium, etc. We have 2 staff hostels, 4 girls' hostels and a boys' hostel. We also have a health club, a football/cricket ground, 2 volleyball courts, 1 basketball court, 2 tennis courts, open gymnasium, student

amenity centre and a walkers' lane in our campus.

There are two rain water harvesting units of capacity 2.5 lakh litres in our campus. The incinerator installed in the campus can handle 80 kg of solid waste per day. There is also a waste water treatment plant and a solid food waste compost unit. A solar power plant with 15KW cum parking facility is built near the main block.

The average annual budget of the college is more than Rs. 5 crores. The maintenance of the college is taken care of by technical and other staff appointed by the management. There are six computer labs including a language lab and 306 computers in the College.

There is a Central library with a carpet area of 20,000 sq. ft. and seating capacity for 250 students. The college has over one lakh library books comprising 90268 books in the central library, 7932 books in the University Study Centre functioning in our college and 6300 books in the departmental libraries as on 12-03-2020. In addition to this we have 71 print academic journals and 132 print periodicals. Through N-LIST we have access to 3828 e-journals and 80409 e-books. The University Study Centre gives access to about 10000 e-books and 4000 e-journals through INFLIBNET. During the last 5 years we have purchased books and journals worth Rs. 37 lakhs for the general library. A Civil Service Institute is also functioning in our campus. We have 4 high speed internet connectivity in our campus with a bandwidth of 200mbps, 100mbps, 50mbps and 10mbps. We also have two automatic switch over generators in the campus.

Student Support and Progression

The college is at the forefront in student support and progression activities. At the beginning of the academic year, the College publishes updated prospectus and calendar which include all details relating to the curricular, extra-curricular and co-curricular activities.

On an average 50.05% of the students receive scholarships of Central and State Governments and National agencies and 8.85% avails scholarships and freeships provided by the institution. The College has 55 endowments and 76 proficiency prizes sponsored by PTA. A total of Rs. 2013134/- was given away to the students as institutional scholarships and financial assistance from non-government bodies in the last five years.

About 67.58% of final year students go for higher studies every year.

The College gives special consideration to SC/ ST students by offering remedial classes and computer training, besides providing scholarships. The Placement cell under the leadership of trained faculty takes care of the employment opportunities by conducting campus interviews. Counselling service and Legal Aid are arranged by the college.

In addition, 2279 students were benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years and we were accorded with 425 student placements.

The College has a wide range of sports, games, cultural and extra-curricular activities that are available to the students. There were 949 sports/cultural events participated by 1782 students of our institution during the last five years. Besides providing incentives for sports personnel, the college offers a good number of capacity building and skills enhancement initiatives.

In addition to various support activities, the registered Alumni Association contributed a sum of Rs.12,13,303/-

to the development of the institution. Our alumni include Supreme Court Judges including the Chief Justice of India, 5 former Vice Chancellors, Bhatnagar Award winning scientists, Professors in IISc, IIT, IIM, Central/State Universities in India and abroad, Arjuna Awardees as well as MPs and MLAs .

The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. The Institution ensures the active participation of students in the effective governance of the College through Students' Union/Associations/Clubs/Forums.

Governance, Leadership and Management

The college is governed by a Managing Board consisting of the Patron, the Manager, the Principal, the Bursar and other eminent educationists to formulate the broad policy matters. The College Council consists of the Principal, Vice-Principal, Bursar, Heads of the Departments, Librarian, three elected teacher representatives and the IQAC coordinator as special invitee and with its assistance the Principal runs the day-to-day activities of the college. The Principal acts as a link between the College, the Management, the University, the Government and the public.

A master plan called VISION 2030 has been developed by the College Management in consultation with the academia and other stakeholders. It serves as a guideline for all development projects. Recruitment of faculty is based on merit and in accordance with the rules and regulations of the UGC, University and State Government.

Staff appraisal takes place through Teacher Performance Records and their self-appraisal reports. It is regularly monitored by the HOD and the Principal. Self-appraisal reports are submitted to the HOD and he/she forwards the same to the Principal. Feedback from the students enables teachers to improve their performance. The feedbacks on teacher's performance are collected from the outgoing UG and PG students and processed by the IQAC, the score sheets are provided to the teachers for self-evaluation and to make necessary corrections and modification of the teaching methodology, scholarship, motivating ability, mentoring capacity and time management.

The College established an Internal Quality Assurance Cell in 2004 itself which was reconstituted many times as per NAAC guidelines and the present one started functioning in June 2019 has been constituted with representatives from faculty, alumni, students, employer, parents in order to ensure excellence in all endeavours.

All accounts are audited and utilization certificates are submitted on time. The statutory financial audit is conducted at three levels-by the Deputy DCE, Kottayam, the DCE, Trivandrum and the Accountant's General's Office, Trivandrum. The Management conducts internal financial audit and the IQAC conducts internal as well as external academic audits every year.

Institutional Values and Best Practices

St. Thomas College Palai is keen to uphold its Institutional Values and Social Responsibilities.

The Institution imparts gender sensitivity among students and faculty through various clubs and cells. We have a separate wing for women in the Student Amenity Centre, rest rooms for women attached to every block and a sick room for women. In order to ensure their safety, CCTV cameras are installed and security

guards deployed at relevant points. We also have an effective Grievance Redressal Cell, a Prevention of Sexual Harassment Committee and a Counselling facility.

The Institution has facilities for alternate sources of energy. We adopt energy conservation measures like solar energy, sensor-based energy conservation, use of LED bulbs and power efficient equipment. In consonance with the institutional principle of green protocol, the college maintains a very strict and eco-friendly waste management mechanism.

The water conservation facilities available in the Institution includes, Rain water harvesting, Open well, Tanks and bunds, Waste water treatment, Maintenance of water bodies and distribution system in the campus. We have in place systems for solid and liquid waste management, biomedical and e-waste management, hazardous chemical waste management and waste recycling.

Green campus initiatives include restricted entry of automobiles, use of bicycles, pedestrian friendly pathways, ban on use of plastic, landscaping, environmental promotion activities in and beyond the campus, clean and green campus award for schools. The annual quality audits by the Institution include, Green audit, Energy audit and Environment audit.

The Institution provides disabled-friendly, barrier free environment which includes ramps, disabled-friendly washrooms, Signage, assistive technology for Divyangjan and the service of scribes.

We incorporate democratic values of cultural, regional, linguistic and communal harmony. The college organizes programmes to sensitize students and employees on the constitutional obligations of citizens and has a prescribed code of conduct for every stakeholder. We celebrate national/international commemorative days, events and festivals.

Our institutional best practices are (i) Promotion of Psychosomatic Wellness and (ii) Value Education and Career Development. Ours is a pioneering and trend-setting institution and a model for nearby institutions to emulate.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. THOMAS COLLEGE
Address	ARUNAPURAM P O, PALAI, KOTTAYAM
City	PALAI
State	Kerala
Pin	686574
Website	www.stcp.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	JAMES JOHN	04822-212317	9447140859	04822-216313	principal.stc@gmail.com
IQAC / CIQA coordinator	SUNIL C MATHEW	04822-232416	9495109316	04822-212316	sunilcmathew@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Roman Catholic Syrian Christian
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	07-08-1950

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1956	View Document
12B of UGC	01-01-1956	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	Yes

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	01-04-2017
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	National Institutional Ranking Framework
Date of recognition	01-04-2019

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	ARUNAPURAM P O, PALAI, KOTTAYAM	Urban	40	31898.21

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Plus Two	English	40	39
UG	BA,Malayalam	36	Plus Two	Malayalam	60	53
UG	BSc,Mathematics	36	Plus Two	English	40	36
UG	BSc,Physics	36	Plus Two	English	48	42
UG	BSc,Chemistry	36	Plus Two	English	48	38
UG	BSc,Botany	36	Plus Two	English	48	41
UG	BSc,Zoology	36	Plus Two	English	48	37
UG	BA,Economics	36	Plus Two	English	60	56
UG	BA,Political Science	36	Plus Two	English	60	58
UG	BA,History	36	Plus two	English	30	30
UG	BCom,Commerce	36	Plus two	English	60	60
UG	BSc,Physical Education	36	Plus two	English	1	0
UG	BA,Communicative English Sf	36	Plus two	English	38	33
UG	BCom,Commerce Sf	36	Plus two	English	64	62
UG	BCA,Computer Science Sf	36	Plus two	English	50	47
UG	BVoc,Vocational Education Sf	36	Plus Two	English	50	16
UG	BVoc,Vocational	36	Plus Two	English	56	48

	Education Sf					
UG	BVoc,Vocational Education Sf	36	Plus Two	English	56	56
PG	MA,English	24	Gaduation	English	30	30
PG	MA,Malayalam	24	Graduation	Malayalam	19	18
PG	MA,Hindi	24	Graduation	Hindi	25	21
PG	MSc,Mathematics	24	Graduation	English	18	18
PG	MSc,Statistics	24	Graduation	English	15	15
PG	MSc,Physics	24	Graduation	English	22	22
PG	MSc,Chemistry	24	Graduation	English	20	20
PG	MSc,Botany	24	Graduation	English	12	12
PG	MA,Economics	24	Graduation	English	30	30
PG	MA,Political Science	24	Graduation	English	25	24
PG	MA,History	24	Graduation	English	18	18
PG	MCom,Commerce	24	Graduation	English	18	16
PG	MSc,Biotechnology And Applied Microbiology Sf	24	Graduation	English	26	23
PG	MSc,Biotechnology And Applied Microbiology Sf	24	Graduation	English	20	11
PG	MSc,Biostatistics Sf	24	Graduation	English	24	24
Doctoral (Ph.D)	PhD or DPhil,Englis	60	MA	English	1	1

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Doctoral (Ph.D)	PhD or DPhil,Malayalam	60	MA	Malayalam	1	0
Doctoral (Ph.D)	PhD or DPhil,Hindi	60	MA	Hindi	2	2
Doctoral (Ph.D)	PhD or DPhil,Mathematics	60	MSc	English	7	7
Doctoral (Ph.D)	PhD or DPhil,Statistics	60	MSc	English	2	2
Doctoral (Ph.D)	PhD or DPhil,Physics	60	MSc	English	1	0
Doctoral (Ph.D)	PhD or DPhil,Chemistry	60	MSc	English	1	0
Doctoral (Ph.D)	PhD or DPhil,Botany	60	MSc	English	1	0
Doctoral (Ph.D)	PhD or DPhil,Political Science	60	MA	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Commerce	60	MCom	English	1	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				30				81
Recruited	0	0	0	0	30	0	0	30	58	23	0	81
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				41
Recruited	0	0	0	0	0	0	0	0	15	26	0	41
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				34
Recruited	30	4	0	34
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	6	4	0	10
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	18	0	0	23	4	0	45
M.Phil.	0	0	0	5	0	0	6	1	0	12
PG	0	0	0	7	0	0	21	3	0	31

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	7	3	0	10
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	14	37	0	51

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	33	0	0	0	33
	Female	105	0	0	0	105
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1826	9	0	0	1835
	Female	293	0	0	0	293
	Others	0	0	0	0	0
PG	Male	131	2	0	0	133
	Female	447	0	0	0	447
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	67	77	88	83
	Female	33	30	17	38
	Others	0	0	0	0
ST	Male	24	24	18	29
	Female	3	3	4	8
	Others	0	0	0	0
OBC	Male	139	158	188	121
	Female	94	79	110	74
	Others	0	0	0	0
General	Male	439	445	413	440
	Female	199	193	184	188
	Others	0	0	0	0
Others	Male	48	35	37	37
	Female	21	10	12	9
	Others	0	0	0	0
Total		1067	1054	1071	1027

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
842	800	780	780	780

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
43	42	42	42	42

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2846	2784	2705	2491	2345

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
225	212	216	216	216

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
947	894	852	774	749

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
152	150	146	147	139

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
152	150	146	147	139

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 85

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
192.18	107.70	275.62	635.49	506.00

4.3

Number of Computers

Response: 306

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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

- Regular class-wise PTA meetings monitor the feedback from parents regarding regular completion of syllabus and free and fair evaluation.
- Updation of college portal regarding e-resources and college library with new books/journals/periodicals ensures the active engagement of the college in the advancement of the curriculum.
- Published papers by students/researchers/faculty and diverse publications by Departments are done taking into account the demands of the curriculum.
- Supply of study materials in different forms including e-format, appended with suggested reading lists takes care of the learning needs of students.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The College staff Council gives priority to prepare an academic calendar in keeping with the University Calendar. In the first Staff Council meeting of each academic year a teacher is nominated to prepare the academic calendar for the year. He will do it in time in consultation with the Principal, Vice Principal and the IQAC Coordinator. In some cases he may even consult the HODs of various Departments for clarification on certain details. The teacher entrusted with this task will select a few teachers and a few members of the office staff to support him. Each Department is asked to prepare an action plan for the year and to furnish accurate details about them which will be incorporated into the general academic calendar.

Meticulous care is taken in the preparation of the calendar to include all the important details, to avoid unimportant information and to make the document accurate and precise. The calendar is distributed to the staff and students in time.

There is a Cell (IEC) for ensuring the quality of Internal Examinations and Internal Assessment through Continuous and specific Methods of evaluation. Assignments are given to the students on each course apart from the first and second internal examinations. The Second Internal Examination is strictly in keeping with the pattern of the University Examination and is held just before the University Examinations at the end of each Semester. Publications of the internal marks, forwarding them to the respective Departments, uploading the marks etc. are closely under the guidance and supervision of the Principal. Both at the Department level and at the institutional level a teacher is put in charge of co-ordinating these activities. There is a Grievance Redress System in the college exclusively for Internal Assessment.

The activities of the clubs, cells, associations etc. are planned well in advance and carried out in the most efficient manner. The IQAC Academic Audit is done every year to ensure the faultless functioning of all departments and other bodies in the college. Teachers are given charge of various

activities and the Management keeps the proceedings under strict surveillance. There is a very efficient corrective mechanism in which not only the Management but the entire college fraternity contributes in one way or other. The High Power Committee, College Union Executive, General Redress Cell, Women's Redress Cell, Elected staff Council members, student representatives in the executive committee of various clubs, associations etc. are part of this self regulating mechanism which play pivotal roles in the day to day functioning of the college.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1. **Academic council/BoS of Affiliating university**
    2. **Setting of question papers for UG/PG programs**
    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 43

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 55

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
35	0	2	1	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 24.96

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1050	127	132	81	62

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

1.3 Curriculum Enrichment

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

Response:

The diverse programmes offered in the various disciplines have incorporated the cross cutting issues relevant to gender, environment etc. into the curriculum ensuring a major participation from the Humanities departments.

The various programmes are structured in such a way that students acquire the basic concepts of the cross cutting issues and their multi faceted academic orientation and social application across their academic period spent in the institution.

As per the new UGC regulation, *Environment Studies and Human Rights* has been incorporated into the fifth semester UG syllabus. For both UG and PG programmes there are exclusive courses offered across various semesters sensitizing students in areas like Gender Studies, Feminist Criticism, Queer Literature, Eco Sophy, Renewable Energy, Bioethics, Econometrics, Nationalism and Civic Sense, Human Rights, Environmental Impact Assessment, Ethical Agriculture, Food Technology, Geriatric Ethos, Business Etiquette, Analytical Chemistry, Sports Medicine, Health and Hygiene, Practices of First Aid.

The Institution offers Moral and Value Education to all the students through classes, training programmes and announcements.

PhDs with special focus on cross cutting issues have been produced in the departments of English, Malayalam, Politics, and Economics. Teachers and students have published research papers on cross cutting issues in scholarly journal and popular magazines. Dr. Ratheesh M. of the department of Biochemistry has been awarded Major project by the Coconut Development Board (for the period 2013-2015) for his research on Arthritis.

Energy and Environment Club and Cycling and Nature Club in the college actively function to foster values related to cross cutting issues in the students.

Civil rights activist Irom Sharmila visited the college on 23rd March 2017 and interacted with the students on civic values.

Nature camps and heritage site visits are customarily conducted by the college.

Green protocol is strictly abided by the institution in its labs and research methods. Established variegated plantations in rubber, coconut, mahogany, teak, plantain, tapioca, ginger and various herbal plants in the campus.

The college has adopted effective waste collection and disposal system and landscaped the campus to control water drainage and soil erosion. The college has been successfully maintaining a Rain Harvesting system and has installed Solar Plants.

St. Thomas Society for Science and Religion conducts seminars and debates on topics related to science and religion.

The institution offers counselling service to students.

Dr. P.J.Thomas Center for Social Sciences (a common venture for Departments of Economics, Politics, and Commerce) organizes seminars of national importance.

The NSS units of the college engage in social awareness and cultural programmes: Legal Awareness Programme for U.G students, Traffic Awareness in association with Kerala Police, Awareness on Drug Abuse in association with Kerala Excise etc.

Reminiscence Programme on Stephen Hawkins conducted by the Department of Physics.

The Army and Navy wings of NCC provide training in the ideals of duty and discipline.

Important national days are celebrated in the campus: Independence Day, Republic Day, Hindi Day, National Statistics Day etc.

Onam and Christmas are celebrated department-wise with much gusto.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.24

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
35	27	27	26	22

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 33.27

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 690

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

      1.Feedback collected, analysed and action taken and feedback available on website

2.Feedback collected, analysed and action has been taken

3.Feedback collected and analysed

4.Feedback collected

5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 90.51

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1067	1054	1071	1027	944

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1191	1144	1137	1115	1117

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 95.97

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
212	210	209	212	198

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

To identify slow and advanced learners, each department conducts an entry level test and a personal interview for the newly admitted students and assesses their learning levels by considering three parameters viz. marks of qualifying examinations, marks in the entry level test and the performance in the interview.

Certificate Courses/ Add- on courses

All the major departments conduct interdisciplinary and socially oriented certificate and add-on programmes of varying duration for different batches during off hours.

Counselling

Besides maintaining a regular mentor- mentee interaction the college offers the service of a professional counsellor. A few members of the faculty have undergone comprehensive in counselling at professional institutes.

SSP & WWS

Scholar Support Programme aims at equipping promising students with supplementary knowledge and Walk With the Scholaris a mentoring programme for advanced students.

The Teachers Act as Mentors

Each member of the faculty is assigned mentorship of a fixed number of students from each class – UG and PG – to attend to their emotional well-being.

Special Classes/ Remedial Classes

Special classes and Remedial classes are engaged on Saturdays and on some other holidays in addition to those taught during off hours on working days (9-10 AM and 3.45-4.45 PM). Remedial classes target students who are weak in studies.

Financial Assistance

For deserving students the college offers financial assistance. Hostel facility is provided in the campus on a no-profit basis and free lunch is provided for the needy.

Bridge Courses

Bridge coursesare conducted by various departments before the commencement of post graduate

programmes and for some prospective degree students.

Aptitude and Placement Training

Intensive training sessions are organized for students to hone their skills. A good number of our students have been selected for various positions in banks, MNCs etc. through campus recruitment.

Special attention to sports students and who lose classes due to medical reasons

Study materials pertaining to the days absent are provided to both sports students and medical absentees, special classes on request are taken and peer assistance is provided

Suggestions of Library Books

Students are encouraged to make maximum utilization of facilities available at the library, especially reference amenities. Advanced and relevant books are suggested by the faculty according to their area of expertise.

Peer Teaching

Peer teaching is promoted at undergraduate and post graduate levels. Topics related to subjects on the curriculum and those relevant to human values, eco-awareness, national integration etc. are assigned to perceptive students for peer teaching.

 Assignments and Seminars

Assignments and seminars are done in each semester to train students in presentation skills and to strengthen their research aptitude. Assignments are valued promptly and corrections or improvements are suggested.

Merit Day

Every academic year a grant Merit Day celebration is organized to commend students who win laurels in university examinations, sports events, youth festivals etc., merit events are organized at department and college levels.

Cross Teaching

Cross teaching ensures inter disciplinary knowledge dissemination and a comprehensive viewwhich has been testified by student feedback .

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 19:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

St. Thomas College, Palai, envisages a programme or an activity, the pivotal role of the learner occupies prime consideration. An inventory of some of our student centric learning procedures will bear testimony to this cardinal thrust of ours.

Experiment based empirical methodology is what forms the central core of our pedagogical practice. This has been extended beyond the science departments into even language acquisition aids in the language lab and different trial and error learning methods in sports, leisure and recreation undergraduate classes.

Video lectures have become a salient feature now. Video conferencing is also occasionally done. Students are encouraged to convert their seminar presentations into video lecture format.

Learning aids like charts, diagrams, power points etc. corroborate the conventional lectures. Students are given guidance to prepare and disseminate such material intra-class and into learning groups and academic circles.

Field trips and industrial visits are conducted to complement classroom learning with real life, first hand experiences.

Quiz programmes of diverse sorts cater to the inquisitive minds of the young scholars. Periodic class level, department level and college level programmes are conducted. Students are encouraged to participate in inter-collegiate and inter-university quizzes. The college bags plenty of laurels and accolades through these.

Peer group studies instill in the students the value of collective and collaborative quest. It is heartening to see the enthusiasm with which students conduct peer studies.

Faculty members show intense ardour in fostering case-study based scholarship.

Departments like Chemistry hold innovative programmes like ICT aided book reviews for their First Semester PG students. They also conduct ICT aided Journal reviews for PG Fourth Semester students.

ICT aided assignments and seminar presentations have become a common feature of all the departments.

The English Speaking Corner spearheaded by the students of the English Department is a unique activity inculcating in all the students of the college a passion to acquire fluency in English.

Environmental consciousness has become the need of the day, particularly in contemporary Kerala wrecked by deluge and drought. The college has formulated a green protocol. Environment studies is part of the curriculum. Research is promoted in this area, even in disciplines like English. Seminars and invited talks are also conducted to create an eco-consciousness.

Multifarious leadership training programmes and skill development programmes are conducted. ASAP (Additional Skill Acquisition Programme) is the foremost among them. Arts Festivals, Best Outgoing Student Contest etc. are conducted.

Demonstration classes and exhibitions provide alternative platforms for knowledge generation and proliferation. Diverse fests conducted by the departments also provide platform for a carnival of learning.

Department website is a nonpareil feature providing students opportunity to make public their academic and creative acumen. Various campus journals, magazines, wall magazines, photo exhibitions etc. encourage the students to unravel their latent talents.

The college Blood Forum with a wide student database and easy accessibility provides ample support to patient in nearby hospitals.

To encourage the scientific temper of the students the College conducts Science Day celebrations every year.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution keeps constant vigil to imbibe the changing pulses of the teaching-learning process. The academic community as a whole has been radically evolving ever since the advent of ICT. Teachers today face a generation of students who is technologically well advanced. This compels them to make amends in their traditional teaching methods. The college is keen on making its faculty adapt to the evolving trends. In view of this the college conducts regular orientation programmes for the faculty. The college has a well-furnished Language Lab and Computer Centre. These facilities are used by the students for improving their communication and soft skills. Students also seek these centres for undergoing mock online tests. Online platforms like MOOC and MOODLE are introduced to the students and teachers of the college. The college has a mechanism to harness the activities of these online platforms. The institution has appointed a college level coordinator who works in consultation with the department level coordinators. Some of our teachers have already successfully completed online courses offered through these platforms and students

are encouraged to emulate them. Many of the administrative and academic activities of the college are carried out on online platforms. Our online attendance system was such a platform for achieving technological literacy among the faculty members.

The Wi- Fi enabled campus provides a conducive virtual atmosphere. The newly constructed air conditioned conference hall with a capacity of 177 is fully furnished with state- of- the- art ICT facilities. All the departments possess multiple laptops/ desktops and printers and there are a number of smart classrooms under each department. The interactive boards and projectors in the smart classrooms are made ample use of. These devices help the teachers to arrest the attention of the students who are otherwise distracted by the monotonous methods of knowledge transaction. This make the teaching- learning process interesting and multi- sensory. These teaching methods are smart and more student friendly and they supplement the verbal teaching methods. The students are encouraged to make use of these facilities during their seminar presentations. Along with the Computer Centre, the college Library also offers browsing facilities to the students. The MG University Study Centre on the college campus provides the teachers and students with facilities like INFLIBNET, N LIST etc.

Most of the teachers make use of various types of information and communication technologies which vary from traditional power point presentation to the interactive boards. Senior members of the faculty seek the help of junior members in improving their technological acumen. Teachers possess laptops and other internet enabled devices such as tablets, notebooks, notepads, Kindles, phablets to enhance the process of knowledge transfer.

Departments maintain class wise 'WhatsApp groups' under the guidance of the tutor. These groups act as interactive platforms round the clock. Teachers and students share notes and other study material, immediate announcements inside the departments, short notices of special classes, assignment topics, career counselling etc.

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

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 19:1

2.3.3.1 Number of mentors

Response: 147

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 36.69

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
53	55	54	52	52

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 9.83

2.4.3.1 **Total experience of full-time teachers**

Response: 1494

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Seminars

- Students of Semester V and Semester VI degree batch are asked to prepare different seminar topics, the schedule of which is prepared in advance.
- The seminar presentation is evaluated on the basis of the nature of presentation, selection of the topic and language competence.

Projects

- Topics for the Projects may be given to the students in advance and time limit is given.

- Students are directed to submit Projects duly checked and corrected by the teachers concerned. The projects are advised to be syllabus oriented but relevant topics are acknowledged too.

Online Assignments

- After adequate discussions on assignment topics, students are asked to submit the same online abiding by the green protocol of the college.
- Online submission of assignments is also intended to technically equip the students with the MLA/ APA format.

Slide Presentations

- Other than conventional slide presentation and PPT, students are constantly encouraged to make use of advanced technologies

Complaint boxes

- Complaint boxes placed at convenient junctions of the campus are easily accessible by the students.
- Periodical clearance of the complaint boxes is followed by corresponding remedial measures.

Additional examination

- Students are given fearless approach to solve their problems

Timely valuation

- Timebound evaluation and distribution of answer scripts are ensured by the institution.

Students Grievance Cell

- The institution has constituted a transparent mechanism consisiting of representatives from different levels to address the internal grievances.

Syllabus and Schedule

- The Controller of Examination with the help of the examination committee makes the schedule of the internal examinations in advance and communicates the same to the stake holders through the college website and notice boards.

Attendance Report

- The college follows an online attendance platform with the help of which students and parents can track their attendance and shortage if any. Tutors and mentors take special care of the students with monthly shortage.

Weekly/Monthly Test

- These tests are conducted in addition to the internal examinations to keep a consistent performance record of the students.
- Besides ensuring timely completion of the syllabus, these tests help the teachers to monitor their students accordingly.

Evaluation Process

- For effective understanding of the evaluation process, the faculty members give class-wise/course-wise instructions about unique features of internal/external evaluation of that course.

- Department Staff meetings are conducted periodically to review the evaluation process.

Resubmission of Assignments

- Resubmission of assignments is made necessary if certain students fail to meet the assessment criteria.

Giving information about Internal Evaluation to students

- The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments.
- The College organizes Orientation Programmes to the students to make them acquaint with the rules and regulations of the affiliating university, examinations, evaluation process, extra-curricular activities etc.
- Similarly, every department organizes a semester orientation programme every year.

Re-appearance in seminar presentation

- Students who need improvement are given a second chance to present their seminar.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

St. Thomas College adheres to the academic calendar stipulated by MG University in advance to the academic year, and conducts Internal and Model examinations on time. The college has a transparent mechanism to address examination related grievances. The Grievances Cell of the college, constituted by representatives of the faculty members handles the grievances.

The grievances regarding University examinations are brought into its notice. Most of the grievances are redressed in the teacher level itself. If a complainant wants to remain anonymous, the Complaint box placed near the Principal's office can be made use of.

The college has an Examination Cell headed by a senior teacher who acts as the Controller of Examinations. Taking turns, teachers from all the departments with the assistance of the non- teaching staff, carry out the invigilation duty made known to them by prior notice.

Students who fail to attend the exams on genuine ground are given a second chance with a different set of question paper.

The department Internal Examination Coordinator makes sure that valued answer sheets are returned within a week with necessary feedback. The distribution of answer sheets is followed by peer discussion and class room analysis. Later the coordinator hands over the mark lists to the examination office. Teachers of the Department of Chemistry notify their students with the results through online apps and social websites like WhatsApp and Face book groups.

Exam related grievances which are solved in the college are pertinent to the conduct of examinations. If any grievance arises during or after the discussion of answer scripts, the teacher concerned can redress it. If

it remains unsolved in the first stage, the issue can be brought to the notice of the Head of the Department and redressed then and there. The third stage vests with the Principal and he deals with the matter. Thus the Grievance Redress system is centred on the wellbeing of students.

Results are published in Notice Boards of each department which facilitate each teacher to know the individual marks of each student of UG and PG level in their respective papers, thus helping them for the total assessment of a student and thereby can provide timely aid for the weak students. Students are allowed to have a healthy competition among themselves.

A real-time feedback system is implemented in each department for recognizing the flaws regarding the conduct of any exam and troubles if any, faced by a student. The discussion of question papers helps every student to understand how to answer a question effectively and make it impressive. Thus a proper analysis of each internal exam helps them to become better learners. Collecting feedback from the students creates a sense of belongingness, seriousness and responsibility in their approach towards exams and indispensable measures are taken by the Department and College authorities. All the steps in the examination process are planned to make it as transparent as possible.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

Programme Outcomes (POs), Programmes Specific Outcomes (PSOs) and Course Outcomes (Cos) are the basic array of concepts set for assessing the knowledge and skills acquired by the students on successful completion of a specific course/ programme.

MG University has various faculties and Board of Studies for each programme which are responsible for periodically revising the set of Pos, PSOs and Cos.

The programme Outcome of our college in general is moulding Graduates and Postgraduates with the following attributes:

- To make them at par with global standards
- To acquire both theoretical and experiential learning of international standards
- To satisfy the demands of global markets
- To make them able to work as think tanks for acquiring and processing knowledge for future world
- To create a self- esteemed, a self- sustainable future generation

All information about the College is communicated to the stakeholders through different media like website, prospectus, handbook and calendar, newsletters, newspapers, public display of notice boards and social media.

MG University maintains a website which provides POs, PSOs and Cos of every programme/ course offered by it. They are framed by Board of Studies in consultation with experts and discussed in workshops.

The College website also provides POs, PSOs and Cos of every programme/ course offered by it. They are prepared by IQAC and teachers in consultation with experts.

Prospectus: Every aspiring student of the College will get a prospectus when she/ he takes an application form for a specific programme. It describes POs, PSOs and Cos of all the programmes.

Bridge Courses and Orientation Programmes are conducted by the College as a whole and individually by each department in the beginning of an academic year. This is communicated to the students through notices, e=mails etc.

The College Handbook/ Calendar also delineates the expected level of intellectual attainment at the completion of a programme. A copy of the handbook is given to all the students who have enrolled for a programme.

 A detailed department meeting is held in the beginning of every academic year to allocate subjects and to communicate POs, PSOs and Cos to the faculty members.

Tutors and mentors have to ensure that each student has a fair idea about the syllabus, POs, PSOs and Cos. During the mentor- mentee meetings and PTA meetings, the teachers in charge are supposed to discuss the same with them.

The various assessment tools for measuring Course Outcomes include- mid- semester and end- semester examinations, tutorials, assignments, project works, seminars/ presentations, employer/ alumni feedback etc which are monitored by the IQAC.

The educational objective of the programme is measured through annual employer satisfaction surveys, alumni surveys, placement records and internal and external audits. The College intermittently evaluates these feedbacks and necessary steps are taken under the IQAC to rectify the drawbacks in POs, PSOs and Cos pointed out by the respondents.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

CLASS TESTS

Regular assessment of the programme outcomes is ensured by the institution for gauging the multiple facets of the quality criteria set by the college.

ASSIGNMENTS

Assignments submitted by individuals or groups help teachers in the continuous evaluation process.

PROJECTS

Our students bring fresh thinking and innovative approaches in order to achieve real world outcomes. This can also be an effective way of building your profile on campus and assessing potential employees first hand. Students have access to several faculty advisors.

INTERNAL EXAMINATIONS

Internal exams provide a formative and summative purpose. These exams help teachers in their intermittent assessment of their wards.

SEMINARS

Seminars help the students in their critical evaluation, self- study and resourcefulness. They also help them to make self- advancement in their chosen discipline.

VIVA- VOCE

It forms an integral part of student assessment. It asks for objective and analytical evaluation of the syllabus. The communication skills of students are tested**.**

ANALYSIS OF EXAMINATION

The statistical analysis of examination results leads to the theoretical formation of teaching evaluation, research and reform. By analysing examination results, in one hand, the teachers can get to know how much knowledge students have obtained. For the other hand, it can be a feedback that the quality of examination papers, which is benefit to modify the questions and make the test more standard.

ANALYSIS OF HIGHER EDUCATION AND EMPLOYMENT

Research suggests that increasing the practical aspects of degree programmes, irrespective of the field of study, will reduce the incidence of initial mismatch. Higher education work placements with the potential to develop into permanent posts and the provision of higher education job placement assistance were found to have substantial impacts in reducing the incidence of graduate mismatch.

FEEDBACK COLLECTED FROM PASSING OUT STUDENTS

Students, teachers, parents and alumni play an important role in the evaluation, development and enhancement of the quality of learning experience. Feedback from students helps the college to evaluate its service policies and to make changes as per stakeholders requirements. The Feedback Process has put an emphasis on the need for involvement of students in the quality assurance of higher education. Student involvement requires that students should act as collaborators in, rather than merely passive receivers of, teaching and learning process.

MODEL DISSERTATION VIVA FOR PG

Model Vivas as a preparatory exercise for the original test are held for PG students. Teachers form the panel or at times eminent faculty from other institutions are brought in to lead the viva

MODEL PROJECT VIVA FOR UG

UG students benefit from model project vivas too. It helps them to analyse their preparation and to acknowledge the requirements for participating in such a test.

SYNOPSIS VIVA FOR UG AND PG

A synopsis viva lets the student ascertain the feasibility of the project or the dissertation. A panel of teachers along with the student discuss the various outcome of the topic.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 80.6

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
734	694	667	566	640

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
937	869	825	755	719

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.45

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 283.21

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
18.17	9.19	22.21	48.85	68.63

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 14.47

3.1.2.1 **Number of teachers recognized as research guides**

Response: 22

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 39

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	5	7	8	5

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	20

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Incubation Centre

- The college has initiated an incubation center to encourage entrepreneurship among locals with the college serving as a focal point.
- This eco- friendly platform is a converging point among the different stakeholders.

- **Initiatives of Incubation center/ start up**
    - Eco-friendly **zero waste management project** - 'RESTONE' (Recycle, Reduce & Reuse, Sustainability, Technology, Optimum utilization, Novelty, Eco-friendly), a project of converting used shirts into cloth bags was initiated under the coordination of Dr. Babu Jose, Department of Commerce
    - A natural anti-arthritic oil was formulated by the Department of Bio Chemistry.
    - Neera, the coconut inflorescence sap, is converted into its powder form by scientific methodology, by the Department of Bio Chemistry.
    - Novel hair oil was developed by the Department of Biochemistry under the guidance of Dr. Ratheesh M to prevent premature graying of hair, dandruff, hair fall.
    - Prof. Raju Augustine from the Department of English prepared a traditional Hair oil.

Further scientific studies are going on.

- Dr. Sunny Kuriakose and his research team, Department of Bio Chemistry, have developed a Nano-carbon formulation from natural sources like kitchen soot or chimney soot which could be used as a potential antifungal agent against various fungal species in the form of solution spray, thin layer coating etc.

Collaborations/Linkages

- Department of Bio Chemistry collaborated with few prestigious institutes **like IISc (Bangalore), Drug standardization Unit (Thiruvananthapuram), Govt. Ayurveda College (Thiruvananthapuram)** in the formulation of anti-arthritic oil.
- After the successful presentation the anti-arthritic oil, **Glowderma** a multi-national firm has agreed to proceed with its further clinical trials and signed **an MoU with the Department of Biochemistry** and also sanctioned a project.
- Collaboration of Department of Bio-Chemistry with **akay flavors**, a multinational company has agreed to fund a formulation of Neera and help to obtain its patent.
- Department of Physics in Collaboration with Pala Municipality is coordinating an LED bulb mission for promoting the use of sustainable energy
- Department of Botany in collaboration with **Kerala Forest Department** is conducting a study for the phase wise removal of the old teak plants in Kothamangalam range
- **Kerala State Biodiversity board** entrusted the Department of Botany to assess the plant diversity of Vazhathara Granite Quarry site at Koottikkal, Mundakkayam.
- College conducted a survey under Unnat Bharat Abhiyan in association with MHRD, Government of India.

Entrepreneurship Development

- A seminar *Development; Opportunities and Challenges* was conducted under the Entrepreneur Development Club of the college on 21st February 2018.Resource Person was Mrs. Jolly Joseph (MD, Divine Food Products, Pala)
- Students of Commerce Department procured various household materials in wholesale price and sold them among students and teachers with a margin.
- Department of Commerce in association with Venky's Chicken conducted a food stall thereby promoted the management skills of the students.
- **Emerging Business Person** award is instituted by the Alumni Association.
- The Department of Economics conducts yearly budget analysis.
- The College Library subscribes entrepreneurship related journals and magazines.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 134

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	32	17	15	11

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 5.11

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 58

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)
URL to the research page on HEI website	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.95

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<VIEW Document>
Any additional information	<VIEW Document>

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.08

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

2018-19	2017-18	2016-17	2015-16	2014-15
45	49	15	16	8

File Description	Document
List books and chapters edited volumes/ books published	<VIEW Document>
Any additional information	<VIEW Document>

3.4 Extension Activities

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

Response:

St. Thomas College is actively involved in extension activities in the neighborhood. Apart from contributing to the holistic development of the area, these programmes are geared to sensitize the students on social and economic issues. Some of the activities during the last 5 years are listed below:

- **Tuition classes:** Students of our college offer free and regular tuition classes to school students from low income families. Eligible children are identified and are assigned to the best students of

our college who accompany the former for a full semester. English and Mathematics are the most sought after tuition subjects.

- **Surveys:** A socio-economic survey was conducted by the Department of Economics at Pazhukkakanam, a tribal hamlet in Moonnilavu Panchayat on 3/9/2015. The findings of the survey were consolidated and handed over to the relevant government departments for further action. A baseline household survey was done in the three nearby Panchayats of Puliyannoor, Mutholy, Meenchil by various departments as part of Unnat Bharat Abhiyan in January 2019.

- **St. Thomas PURA project:** In connection with this Project named by Late Dr. A P J Abdul Kalam, a library was set up at Pazhukkakanam on 16/12/2015. The books for the library, numbering around 2000 were careful chosen taking into account the needs of the local population dominated by scheduled tribes. A simplified version of DDC was used to catalogue the books.

- **Visits to care centres for people with special needs:** Every Tuesday our day scholars bring food packets and hand them over to Mariasadanam, a rehabilitation centre that accommodates 200 people. Students of the College under the auspices of various clubs visit the inmates of rehabilitation centers and old age homes, destitute homes to offer voluntary service and to celebrate local and national festivals with them. Students also stage many performances with and for them. A visit to Shalom Special School, Puliyannoor by the faculty and students of Economics on 15/7/2016 was one of those memorable visits. The primary objective of these visits is to inculcate a strong sense of social commitment by providing first hand experiences with the disadvantaged.

- **Rebuild Home Challenge:** The students along with the faculty of Commerce department contributed to the construction of a house at Peroor for a student who lost her house in the flood. More than seven lakh rupees was raised for this purpose. Students also contributed by way of voluntary manual labour in a bid to reduce the cost of construction.

- **Cleanliness Drive:** Post graduate students of the Department of History participated in a cleaning programme on 29/9/2018. The objective was to clean the wayside of SH 32 from Palai to Mutholi. In pursuant to the vision of Swatch Bharath Abhiyan, our students engage in a variety of cleaning activities.

- **Flood Relief 2018:** NSS and NCC members of the college actively involved themselves in alleviating the sufferings of the flood affected. They collected essential commodities and money and distributed them directly to the neediest. They also extended a helping hand to clean/repair the flood devastated dwellings.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 8

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	1	1

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 186

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
40	11	19	25	13

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 78.46

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs**

awareness, Gender issue etc. year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2850	1986	1850	1989	1702

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 119

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
11	0	0	0	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 14

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other**

universities, industries, corporate houses etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	1	4	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Every Department has one ICT enabled class room with LCD projector to integrate technology in teaching with class room practices. The College has a Computer Lab with eighty four systems endowed with licensed software to offer computer literacy and practical sessions. It has a Language Lab supported with relevant software to fine-tune their language skills. The Department of English has a collection of educational compact discs including classic films. The library in the College puts at the disposal of students a large repository of career guidance books, research journals and publications. The College provides reprographic facilities for the benefit of students and research scholars through the Library and the Student Amenity Centre. The Research Laboratory of Chemistry is unique with sophisticated instrumentation and computational facilities. Both the Department of Physics and Chemistry have well-equipped science laboratories. The Department of Statistics has a computer lab of its own. The College has a front office at the entry point of the main block to ensure proper directions to those visiting it for different purposes. Separate rooms in convenient spaces are provided for Student Counselling, Mess room etc. A main auditorium, seminar halls, air-conditioned hall are available in the college. The college has a well furnished library with a number of books and e- resources. The Campus also has a University Study Centre which has a good collection of reference books as well as e- journals and other paid services. Every department has classes attached to them. Classrooms are spacious and well lit with most of them enabled with ICT facilities. There are exclusive smart classrooms available too. Departments are equipped with desktops, laptops, internet facility and printers. There is an IGNOU Centre at the Campus which has a dedicated computer lab. The College has a hostel for men students in the campus (Christu Raj Hostel), a residence for guests and teachers (Philip's Hostel) and a staff quarters. The campus has a sports hostel for sports persons. The Civil Service Institute shares space with the College. The campus provides ample space for leisure and recreation too. It has a Walker's Lane with paved lines and well lit for students, teachers and public to make use of. The college has a Canteen which provides quality food at a reasonable rate to the students and members of the staff. Adjacent to the Canteen is a Store which provides necessary items to the students like prescribed textbooks, writing material, various forms etc. The Campus also has a Staff Cooperative Society. A Chapel is available in the campus for prayer and meditation.   The Indoor Stadium Complex accommodates an air conditioned and well furnished Bishop Vayalil Seminar Hall with seating capacity 2100.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

St Thomas College Palai boasts of excellent infrastructure facility in terms of building space, library, research equipment's & facility and sports infrastructure. The College located on the side of State highway is easily accessible and has a very eco-friendly campus spread over 50 acres of land. St. Thomas College, Palai has been the pioneer and time tested promoters of sports and games right from its inception. With its rich hallmark of Sports achievement and maximum participation is an ample platform for any sports enthusiast to perform to his fullest potential. With the impending support and enthusiasm of the management, College staff and sports loving people of Palai, the College has raised itself to International standards in the field of Sports and Games.

St. Thomas College has the rare distinction of producing more than 40 sports person who went on to don the tricolour at various international competitions.

Playfield

Our College has a very lush green playfield which is being used as 400m athletic track, football field, one volleyball court, 5 a side football field, walkers lane, and cricket ground. The entire playfield is well maintained and remains green throughout the year.

International standard swimming pool

Our Institution is credited very high in addressing the social issues, we also impart survival swimming to its students of this institution and to students other educational institutions as well as public. Sustained competitive training is also imparted systematically to bring laurels to our Country as well as College.

Multipurpose Indoor training hall

A campus landmark, it features historic revival architecture and serves the College & the community well. The facility is ideal for sports competitions, conferences, meetings or ceremonies that need to accommodate large groups in a graceful and dignified setting. State of the art wooden flooring (tongue and groove system) is ideal for the conduct of competition in badminton, basketball, table tennis, volleyball, netball. It will have sufficient space to lay six badminton courts at a time. The indoor facility will be a blessing to all athletes considering our climatic condition as we have rains round the year which at times hamper the scheduled training. The Indoor Stadium Complex also accommodates an air conditioned and well furnished Bishop Vayalil Seminar Hall with seating capacity 2100.

Jimmy George Stadium

We have an excellent outdoor stadium for Volleyball and Basketball with a seating capacity of 3000. Gymnasium: we have a separate block which is maintained as a well-equipped Gymnasium and have separate space for aerobics, yoga, wrestling & judo.

Open Gymnasium

One of its kind and the first among the aided institutions to have an open gymnasium in the campus. Spread in around 1500sqft, this facility is widely popular among the students of the college. Then use this facility in the free hours as well as in the morning and evening time.

Tennis Court

We have two well-maintained clay courts for Tennis with wired fencing. The approx. area of the tennis court is 13200sqft.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 64.71

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 46

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 52.31

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
9.13	25.61	226.83	546.29	327.81

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college has a well- furnished Library. It is a four storeyed building with allied facilities. The library is automated using NISERP software provided by Net Smith Info Solutions Private Limited. The version of the software is 1.0. The present system, a partially automated one, was effected in the year 2017. The library has separate Reading, Reference, Undergraduate and Post graduate sections. The Library is open from 9.00 am to 5.00 pm on all days except Sundays and other office holidays. Saturdays are generally considered to be maintenance days. The library has a wide repository of ninety thousand books, periodicals, journals, CDs, newspapers, theses, dissertations, monographs, previous years question papers, bound volumes of journals and periodicals and other e- resources. Specialized services provided by the library include photocopying facility, e- library search facility, reservation of books, INFLIBNET, N- LIST programme etc. Special sections of books are ear marked for WWS, SSP, NET coaching, Remedial studies, Civil Service examination, FIST and career guidance. For the purchase of books, there is a Purchase Committee which conducts regular meetings, department requirements are discussed in the committee and corresponding funds are allocated, then tenders are called. After the purchase, the Library staff meticulously conducts the entry process and barcoding, then the books are entered in the Issue Register. The library has introduced a number of initiatives during the last five years. Purchase of Issue Slip Printer, Barcode Printer and Barcode Reader, systems for internet browsing and book search, ID card scanned attendance register are some of them. The college is a part of INFLIBNET. Mahatma Gandhi University Study Centre, a regional wing of the MG University Library is attached to the Library. Students, research scholars and faculty have access to the facility. The Study Centre also provides a help desk for the Single Window admission system for the UG and PG programmes. All faculty members are given individual user names and passwords. Barcode Issue- Return system is in practice in the library. National and international journals on most of the subjects taught in the college are made available to the students, Backlogs are kept and are made accessible to the students. The library subscribes books and journals related to career guidance and competitive examinations and gives other supports. The library also organizes different programmes in connection with it. The library is wi- fi connected. The library duly observes readers' day and other important days. Usually books exhibitions are arranged with the support of language departments to celebrate those days. Occasionally different publishing groups also arranges their book fair under the aegis of the library. The gradual automation process started years back has almost been completed. The final step towards the automation process was the installation of an e- Search facility with the help of which students can easily and economically carry out all their searches. Thus, the automated library plays a key role in the academic process of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 7.4

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
11.43577	2.9001	2.819	4.73375	15.12717

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 6.57

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 197

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has always been augmenting its IT facilities to address the changing trends in the academic scenario and to accommodate students who are technologically well equipped. The College which was established in 1950 has been incorporating all the technologically advancements into its structural schema of everyday functioning. The Institution has a well- maintained web portal that makes available to the public events and functions happening in the College. The College has a well- furnished Computer Centre managed by two professionals with twenty- four systems exclusive for browsing. Students and teachers depend on the Lab for all their academic and professional needs. The Centre provides the students with facilities like scanning, printing, photocopying etc. The students also make use of the Computer Centre for applying for higher education, online filling of job applications, searching for study aids, collecting materials for seminars, assignments, projects, dissertations etc. Adjacent to the Computer Centre, the College also has a Language Lab with audio- visual facilities and software for language teaching and learning (English, Hindi and Malayalam). Students from all programmes are taken to the Language Lab for improving their communication skills. The Lab is equipped with software of different levels to cater to the needs of advanced and medium learners. There are also specially designed softwares suitable for beginners.

All Science departments have their own computer labs or computational facilities. The automation process of College Office and Library has almost been completed. The library is automated using NISERP software provided by Net Smith Info Solutions Private Limited. The version of the software is 1.0. The present system, a partially automated one, was introduced in the year 2017. The Office automation process has entered an advanced stage by bringing the admission process and attendance system under it. The Office is well- equipped with different computer systems, photocopier, desktop printer, ID card printing machine.

The College has a well-furnished, executive class, fully air- conditioned seminar hall with a seating capacity of 180 is taken care of by a technician who looks after its audio- visual, Lecture Capturing and video recording facilities.

The entire campus is Wi- Fi enabled, providing all the departments with internet facility. The College depends on several network providers with optimum speed to address all the IT requirements of the College.

Maximum communication to departments and students is made through mails and other electronic media. By using public address and public display systems the college abides by the tenets of the green protocol. The College has also installed digital notice boards at different places.

There are different WhatsApp groups for teachers, non- teaching staff, HOD, students etc. in the College for its smooth functioning. Every department has at least one classroom furnished with LCD projector and at least one computer having internet connectivity and a printer. In addition, the institution has a number of portable projectors. Thus, the Institution is always ready to update its IT facilities.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 9:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 34.78

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
145.24	48.59	34.72	64.63	153.93

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

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The Institution is keen on maintaining the academic and support facilities with funds procured from various agencies, Management and PTA. The college has its own plumber, electrician, gardener and security guards.

The college has two automatic switch over generators. The power requirement is partially met through the solar power plant installed in the College which generates 15 KW energy. Lightning predictors and arresters are installed atop every block. The college also maintains a 250 KW HT transformer within the campus.

An IGNOU Study Centre functions in the College with separate staff and a faculty coordinator.

There are individual departments libraries with proper stock and issue register. There is a University Study Centre in the Library Block which is taken care of by the MG University staff. The campus is also home to a Civil Service Institute.

The Computer Centre offers Certificate courses like Financial Accounting and Diploma in Computer Applications for Communicative English, PGDCA and ADC. The college website and the portal are maintained by a System Administrator.

The campus is provided with 4 high speed internet connections of bandwidth 200mbps, 100mbps, 50mbps and 10mbps.

The executive class, fully air- conditioned seminar hall with a seating capacity of 180 is taken care of by a technician.

The college provides a well furnished and maintained hostel for boys and two for the staff on the campus. The female students are provided accommodation by three ladies hostels outside the campus.

The college has a well-furnished canteen run by an elected body. Besides having three reprographic centres across the campus the college has an exclusive printing lab attached to the B. Voc. Printing Technology programme.

Apart from having three separate toilet complexes for boys and girls, the college has washrooms/ rest rooms in each block.

The college has established three reservoirs adding to a capacity of 3,00,000 litres. The college Bursar with the help of support staff monitors its hygiene and maintenance.

The college has installed water purifiers in every block and are regularly maintained by the staff.

The spiritual needs of the stakeholders are met by a meditation centre on the campus.

 The overall maintenance of the Sports Complex (with public access through membership) and its various facilities is the responsibility of the Physical Education department. The Pool with a capacity of 18 lakh litres is regularly purified by sand filters and the pH level is maintained between 7.2 and 7.5 It has a Manager along with a swimming instructor and adequate number of cleaning staff. The Complex also houses a fully air- conditioned auditorium spanning 15000 square feet area with a capacity of 2000 conducive for conferences and seminars.

The overall cleanliness of the institution is ensured by the support staff with the collective effort wholeheartedly extended by the members of the faculty, students, alumni and all the stake holders.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 50.05

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1262	1511	1459	1333	1036

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 8.85

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
230	240	237	233	221

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

> **1. Soft skills**
> **2. Language and communication skills**
> **3. Life skills (Yoga, physical fitness, health and hygiene)**
> **4. ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 17.01

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
598	156	959	454	112

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

> **1. Implementation of guidelines of statutory/regulatory bodies**
> **2. Organisation wide awareness and undertakings on policies with zero tolerance**
> **3. Mechanisms for submission of online/offline students' grievances**
> **4. Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Upload any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 10.02

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
95	112	80	69	69

File Description	Document
Upload any additional information	
Self attested list of students placed	
Details of student placement during the last five years (Data Template)	

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 67.58

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 633

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	
Any additional information	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 80.02

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations*, etc.*)) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
183	84	91	15	14

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
206	99	112	22	19

File Description	Document
Upload supporting data for the same	
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	
Any additional information	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be

counted as one) during the last five years.

Response: 512

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
102	79	96	104	19

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The Institution ensures the active participation of students in the effective governance of the College through the Students' Union, various other associations, clubs and forums. Each academic year, the Students' Union, generally called the College Union is formed by election held in parliamentary mode in accordance with the guidelines of Lyngdoh Committee, Government of Kerala and Mahatma Gandhi University. The College Union Executive Committee is composed of Chairman, Vice-Chairperson (reserved for women), General Secretary, two University Union Councilors, Arts Club Secretary, College Magazine Editor and two Lady Representatives. The Union organizes various extra and co-curricular activities for students like Kalamela (Youth Festival) for art, music, theater, literature etc. and Kayikamela (Sports Fest) which includes events in athletics, cricket, football, volleyball, swimming etc. Intelligence quotient of the students are regularly tested and challenged through quiz programmes and other activities.

The College Union represents over 2000 students and their specific needs if any are highlighted by the Union which are addressed by the Principal or the College Council. Students are also given direct access to the Principal to represent their specific concerns and needs for speedy resolution. All the activities of the College Union and their interactions with the Principal, the College Council or the Management are carried out in proper democratic spirit. Regular meetings of Students' Union Executive members, class representatives and departmental association in-charges from students are held to chart the programmes to be organized. Staff advisors guide and facilitate such activities.

Each Department of the College has an Association to co-ordinate various student activities. A member of the faculty is given charge of the association. A President and a Secretary with an Executive Committee to assist them are elected for organizing the activities of each association. Independence Day, Republic Day, Road Safety Week, National Science Day, Women's Day, Gandhi Jayanti, World Environment Day, Blood Donor's Day, Teacher's Day, Hindi Divas, Human Rights Day etc. are observed and celebrated by the Union and/or various Departmental Associations. National and religious festivals like Onam, Christmas etc are celebrated with a spirit of unity and amity.

The NCC (Army and Navy wing), the NSS and other national level voluntary organizations function very effectively in the College. Students at all levels are eligible to join these organizations engaged in grooming the youth of the country into disciplined, socially oriented and patriotic citizens. Apart from the NCC and NSS, student associations such as Women's Forum, Blood Donor's Forum, Jesus Youth, CSM Career Club, Anti- Narcotic Club, Cycling and Nature Club, Music Club, Quiz Club, Science Forum, Chess Club, Sports Club, Entrepreneurship Development Club, Readers Forum, Road Safety Development Club, Debate and Oratory Club, Drama Club, Spoken English Club etc. also organize various programmes for the benefit of students with active student participation. A staff advisor is assigned to each of the Clubs/Forums. The IQAC, Canteen Committee, Anti-ragging Committee etc. also function with the active support and participation of the student community through their representatives.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 189.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
127	111	114	120	76

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni association of St. Thomas College Pala was established on 11th November 1999 with an aim to promote interaction and networking among the alumni of the institution. It has been successfully carrying out its goals and objectives since its inception and has steadily risen into a full-fledged association. It has been consistently taking efforts to implement its activities and been successful in all its endeavours. Every year an alumni day is being celebrated with much pomp and glory thereby, instilling an intimate fellowship among the former students.

The Alumni association has instituted an endowment fund to gratefully acknowledge the services of the founder fathers of the college. The Alumni debate forum organizes debates on every first Saturday at the HRD centre. Eminent personalities take classes and deliver lectures on relevant topics which proved helpful to students and public alike. An All Kerala Quiz Competition for the Under Graduate students is conducted every year by the association. It helped in the intellectual development of the students. The association is having different chapters abroad such as Kuwait pastcos, Bahrain Alumni Association, Doha Alumni Association etc. All the students who have passed out from this college are members of the association. Members of the alumni who are academicians visits the college and deliver lectures to the students on various occasions. Besides the common alumni meeting, department wise alumni meetings are conducted to foster their relation with the department

The Alumni association of our college plays a vital role in shaping the future of our college by representing the views of its members, contributing to the infrastructure and other student facilities. Members of the Alumni association donated hefty amounts towards the renovation of Golden Jubilee memorial library and for the construction of the integrated sports complex. The association has published a souvenir of St. Thomas College covering the fifty years of its history from 1950 till 2000. Works are in progress for including the details henceforth.

There are various trusts under the aegis of the alumni association. A trust is formed in the name of Mr. George Thomas Kottukapally one of the founding members of St. Thomas College. An amount of 11,00,000 INR was donated by the Kottukapally family members towards the trust. Every year the trust confers " Most Ethical Business-man Award" to an eligible candidate. Alumni association grants an award for woman empowerment in honour of the first acting Principal of the college Dr.V.J Joseph. The award

consists of 33,000 INR. A founding fathers trust is also active with a collective amount of 14,00,000 INR. It contributes towards the educational needs of the financially backward students of the college. Mr.Augusthy Kunnethadam trust confers "The Good Samaritan Award" of an amount of INR 10,000.

Alumni Association has never stood aside in showering its blessing through financial and non financial means and has always been the backbone of the college.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

St. Thomas College Palai is a centre of higher learning which moulds the destiny of students by effective channeling and fostering of human resources. The institution has a good academic tradition of about sixty nine years catering the needs of the students and the society. The quality policy of the college was developed in tune with the institutional vision and mission. The teamwork and the innovative methodologies, making optimum use of the opportunities around, materialize our vision and mission. Much care is taken by the Management to uphold the great ideals of the institution and also to implement them to the minutest detail in the day-to-day functioning of the college. The effective leadership has made the institution an exemplary college not only in the state but also in the country.

The College Council, chaired by the Principal, meets at least once in a month to discuss and evaluate critically the functioning of the institution. All Heads of the Departments (HoDs) and elected representatives of the staff are members of the Council in which the policies are reviewed from time to time taking into account the needs of the changing scenario as well as the feedback of all the stakeholders especially the student community. Utmost care is taken in making sure that the functioning of the college is in line with the vision and mission of the institution. Staff meetings are held regularly and every member of teaching and non-teaching staff get sufficient opportunity to express their views and to participate in the decision making process. The Manager of the college finds time to interact with teachers, collect their suggestions and also address their complaints, if any. Important decisions are taken after dialogues and consultations with all stakeholders.

Vision of the College:

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 or creed, religion or language through dissemination of knowledge, skills and noble values.

Mission of the College:

- To inculcate the students with faith in God, love for their fellow-men and devotion to motherland by rendering moral, religious, intellectual and physical instruction.
- To empower the students with deep knowledge and awareness of current developments in their chosen subjects of study.
- To equip the students with skills necessary to achieve success at the 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 labor and proactive leadership.
- To encourage scholarship and research, especially in locally relevant yet globally acceptable areas and levels.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

St. Thomas College, Palai, instituted and run by the diocese of Palai is a minority institution fully adhering to the democratic ethos of decentralisation and participative management. Along with its primary aim of academic empowerment, these institutional principles vividly cater to the multifaceted development of all its stakeholders. These principles are actually inbuilt in the basic schema of its administrative modality and operational structurality.

Having achieved better standards of teaching and research by harnessing human and physical resources in innovative ways, our institution has been identified as a College with Potential for Excellence (CPE) thereby becoming eligible to the funds allocated to the institutions thus entitled.

A college level committee was formed under the leadership of the Vice- Principal to coordinate the CPE fund mobilisation process. The committee identified the thrust areas through a highly democratic process. The process involved a multi-tiered discussions and deliberations with different bodies involving all the stake holders. A number of meetings were held involving the PTA and Student Associations. Department- wise Open Houses in the presence of the Principal/ Vice- Principal were convened. Students were able to provide verbal and written feedback which was codified and categorised by the class tutors. These were followed by department level meetings where the student feedback and the suggestions by the teachers were codified and department level priorities set. The suggestions and priorities from all the department were discussed in detail at the Council meetings. The Council thus identified the college level priorities taking into consideration the department infrastructural necessities. The broader institutional schema of infrastructural development thus identified was submitted to the CPE Committee in concurrence with the college IQAC.

After much deliberation and departmental visits the CPE Committee forwarded the proposal to the funding agency. The funds thus allocated were distributed among the departments in accordance with the proposals already submitted. The details of department level fund allotment are attached.

Immediately after the last NAAC visit in 2015 the Management in consultation with the IQAC Coordinator started its preparation for the next cycle scheduled to be held in 2020. A common staff meeting was convened and respective committees were formed in accordance with the criteria requirement. A Chairman and a Convenor were selected to lead the criterion committees. The committees thus constituted have been calling frequent meetings and evaluating their progress ever since. The smooth functioning of the committees was ensured through the participation of the students who were always ready to work hand in hand with the teachers and other stakeholders.

As the institution came to the threshold of the NAAC visit the committees intensified their collaborative work. Metric wise sub committees were formed to bolster the criterion committees. Frequent meetings

were convened at the institutional level and the department level involving all the stakeholders. This process of decentralisation has substantially alleviated the work of the IQAC Coordinator. The decentralised NAAC team work testifies to the institutional ethos of democracy and participative management.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The management of the college has chosen a unique project for the time bound implementation tapping the managerial efficacy and internal resources of the college. For the college, which caters to the needs of the students mainly coming from the rural background, the dream project of an integrated sports complex and swimming pool would be a feather in its cap. A proposal was sent to the UGC on 4.5.2010. The total area measurement for the Sports complex was considered to be 3237.23 m2. The stadium would measure 1692 m2, the pool 1545.23 m2, and the water capacity was calculated to be 17 lakhs litres of water. The facilities available would include a 50 metre pool and a multipurpose Indoor stadium.

A Building committee was formed to administer the whole process. Preparation of the project proposal, submission to Government authorities and UGC for approval, tendering process, formulating implementation strategies, fund raising, financial management, fixing international standards for construction and management etc are solely done by the committee. The committee comprised the Principal, Vice-principal, Bursar, Teaching and Non-teaching Staff representatives and the architect. Various meetings were held to fix the final plan and estimate. The construction began on 13.12.2013. The project expanded and it cost the college a pretty penny. The whole mechanism was exclusively the offshoot of the efforts put forward by the members of the committee who were the backbone of this project. They were competent in raising funds too. Thus the leadership skills and potential of the college administration proved that it has mettle.

The plan was approved and the UGC sanctioned a lump sum of 1 cr for the pool and 70 lakhs for the stadium which fell short of the estimate. The College decided to bring in the concept of public-private partnership by permitting the public as well, to avail the international standard facilities. So the revised plan was carried out. Funds were raised from other sources too, as donations from teachers, alumni and well wishers. A membership campaign was organized.

Eventually, the work finished on 28.2.2016 and the dream came true owing to elbow grease. The total cost of the project was 11,91,90,332 cr excluding the loan interest paid. The Sports complex was inaugurated by the then Chief Minister of Kerala, Sri. Oommen Chandy. The facilities and related amenities provided by the complex are magnificent. The pool was built up to the international specification with a minimum

depth of 4 feet and a maximum of 7 feet with 8 lanes. The stadium is adorned with maple wood flooring, tested and approved by the international bodies. It can provide space for 6 Badminton courts as well as Volleyball or Basketball court, concurrently. A distinctive first of its kind Open gymnasium is built in the campus in the open air, for the wellbeing of the students. Into the bargain, it's enriched with a Reception area, Billiards table, Kids' pool, Jacuzzi, 3 Table Tennis boards, 2 Tennis day courts and ample parking facility.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The Bishop of Palai Diocese is the Patron of the college. Presently the Administrative Head of the College is the Manager. The Manager is the appointing authority and hence oversees its activities. He visits the College regularly and interacts with teachers, supporting staff, students and other stakeholders. The College has a Managing Board, which meets periodically. Major Policy decisions of the College are taken in the meetings of the Managing Board. The Managing Board consists of eminent academicians, administrators- especially educational administrators and industrialists etc. The Managing Board regularly advices the Manager on policy matters. The Principal is the academic and administrative authority of the College in the day to day affairs who is assisted by the Vice Principal, Bursar, Staff Council and IQAC. The IQAC members are selected from teaching staff, supporting staff, students, alumni, industrialists etc. Regular IQAC meetings are conducted to discuss issues related to quality improvement. The infrastructural development of the institution is carried out by a committee headed by the college Bursar.

He also acts as a link between the Management and the staff. Faculty recruitment and promotional policies are based on merit and in accordance with the rules and regulations of the UGC, University and the State Government.

The College Council consists of the Principal, Vice-Principal, Bursar, IQAC Co-ordinator, Heads of Departments, Librarian and three elected teacher representatives. All the policy decisions/changes of the college are implemented taking the College Council and IQAC into confidence. The IQAC suggests/monitors quality initiatives to the Managing board.

The Vice-Principal discharges the duties of the Principal in his absence and helps the Principal in all the day to day affairs of the College. The Administrative staff headed by the Administrative Assistant supports the execution of institutional policies and decisions. The faculty coordinators and committees are entrusted with the coordination of co-curricular and extra-curricular activities. They are helped by department staff secretaries, department association directors, mentors, coordinators of clubs and class teachers etc.

The College has a Students' union, with the office bearers elected through a Parliamentary mode election process. A staff adviser monitors the students' union activities. The College has an Anti-Ragging Committee for preventing the menace of ragging of all sorts.

A Grievance Redressal Cell is working in the College, headed by the Vice-Principal and two senior teachers. An Anti-Harassment Committee has been functioning in the College to monitor any sexual harassment against woman and an Ethics committee to ensure ethics in the use of IT resources and the conduct of cultural activities. The College also has a Discipline committee too, headed by the Principal. To empower lady students, the College has a Women's Forum (Vanita Jagratha Samiti). The forum consists of all lady students and teachers of the College.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: C. 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Teachers

The Management is ever ready to provide optimum facility to the faculty, as a result their accommodation needs are taken care of. The campus has two staff hostels offering lodging at a subsidized rate.

The college has two welfare associations for the financial well-being of the teaching and non-teaching

staff, (i) St. Thomas College Staff Co-operative Society, Ltd. No. K-434 and (ii) St. Thomas College Co-operative Society, Ltd. No. K-4175. A description of the activities of the two societies is briefed below.

Major functions of the society include granting of loans, accepting deposits and conducting group deposit and credit schemes. It is run by a board of directors elected among the members of the staff of St. Thomas College Palai, Alphonsa College Palai and St. Thomas College of Teacher Education, Palai. The society offers four types of memberships viz. (i) class A for permanent employees of the three colleges, (ii) class B for retired employees and members of the families of A/B class members, (iii) class C for any persons for the purpose of receiving deposits and (iv) class D for different heads of institutions/departments/hostels associated with the three colleges for the purpose of receiving deposits. At present, an A class member is eligible for loans up to Rs. 25 lakhs at the lowest rate under various schemes. The society also offers scholarships to the children of its members, who excel in various University/Board examinations as well as sports and cultural activities.

(ii) St. Thomas College Co-operative Society, Ltd. No. K-4175

The society, under the presidentship of the Principal, owns and operates a Bookstall and a Canteen, besides providing catering service to its members. Membership is open to most of the stakeholders. Meals and refreshments are provided at subsidized rates. Membership share is refunded on termination of the member's tenure at the college.

Apart from the services of the two societies, all staff members are part of the statutory provident fund scheme

The college offers a number of facilities to maintain and improve the health of its stakeholders. The cynosure of all it is the Sports Complex, housing an Olympic standard swimming pool and a multi-purpose indoor stadium.

The college conducts regular health check-up campaigns, Yoga classes, meditation sessions, Psycho-somatic wellness classes etc. The college maintains round the clock security along with CCTV cameras.

Non- teaching Staff

Equal access to the infrastructural facilities on par with the teachers is never denied to the non- teaching staff. Non- teaching staff have equal access to the Integrated Sports Complex and its related facilities. Different health awareness campaigns are conducted for the non- teaching staff on a regular basis. The Management with the help of the teachers extends financial support to them during contingency.

Advances are given by the Management to the permanent and guest staff in times of their financial needs. On emergency occasions collections are made in the campus for the extreme financial needs.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 12.63

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
21	27	16	13	16

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	1

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation /

Induction Programmes, Refresher Course, Short Term Course).

Response: 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
24	25	10	8	11

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

Abiding by its uncompromising quality parameters, the institution has a performance appraisal system to assess its human resource regularly. Both teaching and non- teaching staff come under its assessment purview. There are academic based self- appraisal mechanism along with other external methods to do the same. The annual meeting with the Manager of the institution works as a corner stone of the appraisal mechanism.

Every member of the teaching faculty is supposed to maintain a Teacher Performance Record (TPR) which functions as a daily assessment record. These records duly verified by the heads of the departments are annually submitted for the assessment of the Principal. At the time of promotion, the members of the faculty are requested to produce it before the Manager. Thus, the college has established a multi-tiered and faultless assessment mechanism.

General staff meetings of the college act as a common platform to assess the quality consistency of the institution with respect to its faculty. Student feedback, alumni feedback work as the chief external assessment mechanisms. The performance of the faculty is gauged by the students during such occasions of feedback. The feedbacks collected thus are compiled and the consolidated outcome is handed over to the faculty in private.

Every department also charts a vision, mission and action plan in correspondence with the University vision and mission. This action plan is actually a department calendar. This plan is reviewed occasionally

during department staff meetings and priorities are re- gauged and reset. At the end of the academic year, the department reviews the action plan based on weightage and reviews the vision and mission if necessary, in adherence to the direction that the department would like to take towards fulfilment of building a centre of excellence.

The institution encourages each faculty member to take up activities related to teaching-learning and evaluation, co-curricular, extension, professional development etc

The institution follows almost an identical mechanism for the assessment and evaluation of its non-teaching staff too with the Principal and the Manager playing pivotal roles in it. Apart from this Open Houses and Grievance Redressal platforms also act as occasional assessment opportunities. Occasional soft skill sessions are arranged for the non- teaching staff just like Orientation and annual Refresher programmes are arranged for the teaching staff.

The self-appraisal also enables administrative and non-teaching staff members to evaluate their work priorities and performance versus the vision and mission of the institution and University.

Apart from the departmental review of action plan and self-appraisal, the review of priorities and performance by designated supervisors ensures that there is a long-term strategic alignment of activities and overall objectives of the institution in tandem with those of the University. The assessment system of the teaching and non- teaching staff ultimately transcends the sheer performance horizons.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There are external financial audits of all the financial activities of the college by the Government agencies of the, Government of Kerala every year. Defects, if any are rectified in time. The receipts, bills and vouchers, payments statements of income and expenditure, and the utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis.

The external audit is conducted at three levels- by the Deputy DCE, Kottayam; by the DCE and the Accountant's General's Office, Trivandrum. They visit the college and during this onsite visit they verify all the documents including the bills and vouchers, asset registers, cash books and ledgers, Library registers, log books etc. The college is asked to provide additional documents as and when doubts arise or clarification is needed on the documents submitted.

 The audit by the Deputy DCE for the period 2014- '15 was conducted during 23/11/2015 to 25/11/2015 and the following items were found to be intact- remittance of Government Fees, Library Accession Register, Service details of the staff, PD Account and Financial Account.

The audit of 2015-'16 by the Deputy DCE, Kottayam was conducted from 22/09/2016 to 24/09/2016 and no audit objections were found.

During 06/12/2017 to 08/12/2017 the institution underwent the audit of the Deputy DCE for the academic year 2016-'17. The audit for the year 2017- '18 was done from 29/08/2018 to 31/08/2018.

The DCE audit from the academic years 01/06/2012 to 31/05/2014 was conducted from 22/08/2014 to 28/08/2014.

The Accountant's General's audit for the period 2015-'16 was done from 07/03/2017 to 10/03/2017. External audit also focuses on Minor and Major research projects sanctioned by UGC, CSIR, DST, DBT etc. They also verify documents related to seminars and workshops conducted by the college and sponsored by UGC, DST, KSCSTE etc. The audit team will also look into equipments, instruments, books and other permanent assets. Other assets such as new buildings, renovation work, software development are also looked into.

The college has an internal audit mechanism too for a preliminary audit of all the financial matters. This is taken care of by a team of teachers and administrative staff of the college. The audit team visits each department on the scheduled date. The HODs are asked to prepare their departments with the help of their colleagues to undergo internal audit. The internal audit team checks PTA funds and other income and expenditure reports. They also verify documents regarding Management funding and other projects and infrastructural development activities funded by the Management. In connection with that they verify bills, vouchers, receipts, cash books, asset registers etc.

 Objections if any are asked to be rectified within the stipulated time. The internal audit is deemed as a preparatory exercise for the external audit. It is the policy of the institution to be financially transparent, hence the institution cooperates with the audit team.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 54.76

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
18.52	13.04	4.72	5.04	2.92

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Since the institution is an aided one, the chief source of fund is the government and its various agencies. The institution has a financial policy for resource mobilization. The Bursar of the college acts as the chief agent of resource mobilization and utilization.

A major share of its economic resources is received in the form of UG and PG grants from the UGC. As the institution has been acknowledged as a college with Potential for Excellence, it is eligible for the CPE grant. The institution has been constantly encouraging its faculty to take up various research projects in collaboration with different agencies like UGC, DST, CSIR, DBT, ICSSR, etc. Funds mobilized as part of this is also a major economic source. The college has been claiming its RUSA share for various activities. Many of the members of our faculty avail themselves of Major and Minor projects offered by the UGC.

As the college is a socially oriented institution, it also seeks public support in fund mobilization. In addition to the UGC aid, the construction of the Integrated Sports Complex has been completed by mobilizing public funds in the form of membership. The college is ever open to the economic cooperation rendered by the alumni. Certain alumni chapters take special interest in renovating their respective departmental facilities. The Walker's Lane of the college has been constructed with the financial aid of the District Co-operative Bank and other well-wishers. Large varieties of scholarships and endowments are instituted by many benefactors. The college also depends on MP and MLA fund for its infrastructural enhancement.

The institution is meticulous about ensuring the optimum utilization of the financial resources thus obtained. The college has an annual financial planning for optimum utilization of the resources. The Planning Committee consists of the Bursar, Principal, Vice-Principal, IQAC Coordinator, HODs, Administrative Assistant, PTA Executive members etc. The annual budget is then presented to the College Management for approval. Plans and estimates are prepared by qualified engineers/designers before commencement of every project ensuring optimal utilization of the sources. The Managing Board takes key decision on economic policies of the institution. The Purchase Committee of the college headed by the Bursar is very careful in thriftly allocating the mobilized resources on a priority basis. A regular fund is

allocated for the overall maintenance of the institution.

Fees charged as per the university and government norms from students of various granted and self-financed courses are utilized for remuneration and infrastructural maintenance.

Regular internal and external audits conducted by the institution testify to its transparency in financial matters. Audit objections raised are regularly rectified. The annual financial statement is presented during the common staff meeting at the conclusion of the academic year. Thus, the institution abides by the stipulated economic policies of UGC, Central and State governments.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Implementing Online Attendance System

It has been under the deliberation of the IQAC to make the attendance system online. The college has followed manual attendance entry since its inception. The attendance was marked in the attendance register of the class by the respective teacher every hour. The perforated sheets collected daily from the registers were kept in the concerned section. These records were used at the end of the month to prepare and publish the shortage list. Taking into account the disadvantages of this waning system such as difficulty of long time maintenance of paper records, denial of daily access and verification of their attendance by the students, creeping in of manual errors, consumption of quality time and dwindling number of office staff, the IQAC insisted on the institution embracing an online platform for maintaining attendance records.

Thus under the constant demand of the IQAC the college has finally institutionalized the practice of successfully maintaining online attendance system. The STCP Attendance App was so user friendly that in no time all the teachers of the institution switched over to the new online system with ease. The teacher records the attendance by logging into the application installed in the smartphone/ portal at the outset of each hour. A separate Portal is made available to the students to track their daily attendance thereby making it convenient for them to identify and take measures to rectify attendance shortage published at the end of every month. This timely initiative by the IQAC has proved to be successful.

Academic Audits and Open Houses

In order to keep a consistent track of the institution's academic output and to gauge its level of conformity to the quality criteria prescribed by the NAAC, the college conducts frequent academic audits- both

institutional and department wise. At the request of the IQAC internal and external audits are customarily undertaken to intermittently retrospect the college's intended outcome in a transparent way, the former being monitored by the authorities of the institution and the latter under the guidance and feedback of an external expert.

In conformity with democratic principles enshrined in the vision of the college, Open Houses are convened. They act as an interactive platform for the students to air their suggestions and grievances. These student centric exercises are undertaken department wise in the presence of the authorities concerned. As the name suggests the students are free to express their assessment of the institution verbally. A written feedback is also collected from the students based on which requirements are prioritized. These requirements are discussed in detail at the IQAC and the College Council before key decisions are made. In consultation with the academic and administrative bodies the institution takes steps to meet the student requirements. The various audits conducted at the institution also look into the effectiveness of the Open House system as a student centric evaluative mechanism.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Every year, under the leadership of the IQAC, the college conducts, Internal academic audit

External academic audit, Annual academic presentation, Open house, Teacher evaluation by students etc.

In order to keep a consistent track of the institution's academic output and to gauge its level of conformity to the quality criteria prescribed by the NAAC, the college conducts frequent academic audits- both institutional and department wise. Internal academic audit is conducted by a team consisting of the Manager, Principal, Vice-Principal, Bursar and IQAC co-coordinator.

The external audit is conducted by a team consisting of NAAC Peer Team members, Principals and IQAC co-coordinators of best performing colleges and other eminent scholars. Having rectified the objections raised in the internal academic audit, the departments prepare themselves for the external audit. Both these audits help the institution maintain its quality consistency insisted by the UGC and other bodies.

In conformity with democratic principles enshrined in the vision of the college, Open Houses are convened. They act as an interactive platform for the students to air their suggestions and grievances.

These student centric exercises are undertaken department wise in the presence of the Principal, Vice-principal, Bursar, IQAC co-coordinator, HODs and teachers in the respective departments.

As the name suggests the students are free to express their assessment of the institution verbally. A written feedback is also collected from the students based on which requirements are prioritized. These requirements are discussed in detail at the IQAC and the College Council before key decisions are made. In consultation with the academic and administrative bodies the institution takes steps to meet the student requirements. The various audits conducted at the institution also look into the effectiveness of the Open House system as a student centric evaluative mechanism.

Each department is required to submit its annual proposal at the outset of the academic year, based on which the academic calendar of the institution is prepared. Intermittent staff meetings are convened to ensure the departmental compliance with the proposed schedule. Annual feedback is collected from the students to gauge the effectiveness of teaching process and the consolidated feedback is handed over to the concerned teacher by the Principal. Based on the feedback the teachers are requested to make constructive amendments.

The institution encourages departments to conduct seminars, conferences and workshops of contemporary relevance in their respective fields.

To strengthen the ethical outlook of tomorrow's citizens, the institution arranges Value Education classes and personality development programmes.

Besides the annual PTA meeting organized by the institution, the departments take initiative to call regular PTA meetings where parents get an opportunity to interact with their children's class tutor/mentor/teachers.

Departments are encouraged to provide facilities for peer teaching, cross teaching, group study and remedial teaching.

Along with WWS and SSP, programmes are planned and executed for slow/fast learners.

The college maintains a healthy relationship with the employers and take feedback and suggestions from them to improve the quality of the teaching-learning process. Alumni of the college meet periodically and give their feedback/comments/suggestions.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**

2. Collaborative quality intitiatives with other institution(s)

3. Participation in NIRF

4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college is always aware of the burning issue of gender equality. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various clubs and cells which conduct gender-sensitization programs. Some of the associations for gender sensitivity are Women's' Forum, Anti-ragging cell, Prevention of Sexual Harassment cell etc.

The College organizes special programmes for gender sensitization. The College follows an open and transparent system of selection purely based on merit irrespective of gender. Admission to the majority of the seats is conducted through single window system.

1. Safety and Security

- Hostel -There are separate hostels with caring and responsive wardens with appropriate security arrangements for boys and girls
- Women's Cell- The institution has an active Women's Cell, constituted by representatives from various stakeholders, which conducts various gender sensitization programmes throughout the year. In collaboration with Jana Maithri Police problems faced by women are discussed and solutions are found out by the Vanitha Jagratha Samithi. Awareness campaigns on women safety and gender sensitivity are organised. A Women's Forum day is conducted with exclusive competitions like Miss St. Thomas. Female students are adequately represented in the college union. A seminar on Feminist Research Methodology by Dr. Mini Sukumar, HOD Women Studies, University of Calicut was held on 22nd March 2019.
- Grievance Redressal and Anti-Harassment Cell – It is a mechanism for redressing the grievances of its stakeholders to ensure gender equity and justice for both the sexes. The Anti-Harassment Committee has been constituted with the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redress) Act, 2013. Legal aid classes are offered to the students where sexual and gender-based violence and its impact are discussed.
- Canteen: The Student Amenity centre, offers a relaxed environment to dine and interact. The College canteen stands for socialization and mingling of both sexes.
- Surveillance Cameras – Surveillance cameras are placed at various vantage points to ensure safety.
- The College ensures the participation of women students in intra and inter-institutional competitions and cultural activities. The Scholarship section of the college is keen on helping female students to avail themselves of the various scholarships offered by the State, Central governments and other agencies.

2. Counselling

Our college provides counselling for gender sensitisation at various levels, engaging professional counsellors and other external experts. A health awareness seminar by Sr. Dr. Prasanthi from Carmel Hospital, Lifeskill talk by Prof. Deepthi from Devamatha College, Kuravilangadu were conducted. Besides

Mentor- Mentee system personal counselling is taken care of by the lady teachers who also accompany various batches on their study tours and industrial visits.

3. Common Room

Dedicated Common Room for female students with resting facilities have been created. Female students who face any kind of infirmity/ uneasiness during the class hours are taken to the Common room accompanied by a lady teacher. The Common room exclusively meant for female students provides them with necessary first aid.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

In consonance with the institutional principle of green protocol, the college maintains a very strict and eco-friendly waste management mechanism. All the stake holders are directed to take the ethical responsibility in reducing individual waste generation.

Solid waste management

Solid waste is collected and segregated in two separate bins as glass and metal & other wastes. Our Solid Waste Management system is based on the principles of Reduce, Reuse and Recycle. Medicinal plants and other trees are organically nurtured from the vermicompost produced from the bio waste. Vermicompost is produced at the campus from the bio waste matter as organic nutrients for the plantations with the firm endeavour of promoting recycling of waste and dissemination of the practice of organic farming. The institution has also installed a biogas plant.

Many students have so far stopped using disposable lunch packets and started using re-usable stainless-steel lunch boxes. At the institutional level there is a total ban in the use of Styrofoam glasses and plates. Sanitary Napkin Incinerators have been installed in the girls' hostels to facilitate disposal of sanitary napkins in an environment-friendly way. Dust bins are provided throughout the campus. Paper waste is sold to vendors for recycling at regular intervals. NSS regularly conduct campus cleaning drives, and also help to segregate waste after college events. In addition to this students and teachers clean the campus and their classrooms on a regular basis. Used plastic containers and glass waste generated in the laboratory are properly collected and disposed for recycling.

The college undertakes a novel eco-friendly venture, **Restone**, a project of cloth bag preparation from used shirts, is encouraged. By promoting these bags outside, the institution affirms its social accountability.

By using public address and public display systems the college abides by the tenets of the green protocol.

Liquid waste management

The College adheres to a strict green protocol of liquid waste disposal in its laboratories. The liquid waste generated in the campus include Sewage, Laboratory, Laundry, hostel and canteen effluent waste. Teachers regularly encourage the students for the minimal and effective use of chemicals. Any glassware used in the laboratory is rinsed with minimum water and placed in the liquid waste container.

E-waste management

All Electronic waste- CPU's, Hard disks, Laboratory Equipment scrap is sent to the market for sale. The cartridges of printers are refilled. The college also encourages use of refill inkjet cartridges and laser toners. The monitors have been upgraded to power efficient LCD from CRT ones. UPS batteries are recharged and repaired by the suppliers. The minor repairs are set right by the laboratory assistants. The college has joined hands with the District E- Waste Management System in establishing an E- waste management mechanism in the campus.

File Description	Document
Any other relevant information	<u>View Document</u>
Link for Geotagged photographs of the facilities	<u>View Document</u>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<u>View Document</u>

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<u>View Document</u>
Any other relevant information	<u>View Document</u>

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<u>View Document</u>
Geotagged photos / videos of the facilities	<u>View Document</u>
Any other relevant documents	<u>View Document</u>

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**

2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The visionary founders of the college have incorporated into its constitutional ethos, democratic values of cultural, regional, linguistic and communal harmony and the college takes special care to inculcate the same in its stakeholders. These principles remain the perennial guiding dictums of the college.

Admission to UG and PG programmes is conducted through the single window system, conforming to the

University norms. There is special reservation for SC, ST and other backward communities. There are also seats reserved for students under cultural and sports quota. Besides this a special provision for the admission of students from Lakshadweep is also maintained.

The college takes special care of economically backward students and has initiated different schemes for their inclusion in the mainstream. Deserving students under all categories are provided with various scholarships by Central and State governments and other agencies. Students under reservation category are given subsidised accommodation.

Deserving students from economically backward families are given free mid-day meal, they are also provided economic support for procuring study material and other stationery.

In order to embrace cultural, regional, linguistic and communal diversities, the institution observes the days of cultural and regional importance. Onam and Christmas celebrations are conducted on a grand scale with maximum student support. *Keralapiravi* (November I) is duly observed by accommodating regional specialties across the state. The Department of Malayalam takes special initiative to celebrate the day by highlighting regional representation and local colour of the state. Two distinguished competitions namely Malayali Manka (Traditional Kerala Woman) and Malayali Maman (Traditional Kerala Man) are organised with much vigour. Different language departments organise language day celebrations to address the linguistic diversity of our society. The Department of Hindi annually organises an intercollegiate patriotic song competition to inculcate spirits of patriotism and communal harmony among the students.

An ethnic day is celebrated by giving opportunity to students from all the departments to represent the cultural diversity and social harmony of India in different forms. Art forms representing regional varieties of Indian culture are displayed in the form of tableaux. The NCC and NSS units of the college regularly organise different programmes to uphold values of social inclusion, cultural harmony and national integration. The NCC unit duly observes June 21, the international Yoga day with a special thrust on the college's best practice, Psychosomatic Wellness. The NSS unit organises rallies on special days.

In order to inculcate social and humanitarian values among the students, the college has partially adopted Mariasadan, a home for the destitute at Palai. Students are encouraged to contribute mid-day meals to the in mates every Friday. The meal packets are collected in different collection boxes placed at different blocks and handed over to the authorities in charge of the Home. This decades old practice has proved to be very effective in infusing humanitarian values in the students.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The foundational principles of the institution resonate with the fundamental rights and duties enshrined in the Constitution of India. Besides being truthful to the perennial constitutional values of liberty, equality and fraternity, the college makes its stakeholders ever abide by the same.

Elections to all the bodies of the college like IQAC, Staff Council, PTA, Staff Cooperative Society etc are held on the democratic principles envisioned in the Constitution. The Students' Union is also elected in the same fashion. This gives the students a foretaste of the most important process of any democracy.

There is an Election Literacy Club in the college, functioning under the guidance of Department of Political Science. This Club is intended to spread awareness of the election process among the students and to make them acquaint with the procedures of any election. Along with this the Club also organises different programmes to uphold constitutional values. The Political Science department has conducted a series of lectures focusing on issues like human rights, gender sensitisation, justice, equality and civil rights. In connection with this, eminent personalities like Irom Sharmila, Benyamin et al have visited and interacted with the students.

The syllabi of different programmes offered by the college consisted of courses relevant to the Constitution of India. The Common English Course offered during the fourth semester was titled *Understanding India: Reflections on Indian Polity, Secularism and Sustainable Development*. The Political Science department offers Human Rights as its Open Course in the fifth semester of the UG programme. As per the UGC directive all the disciplines in the college offer a course on *Environmental Studies and Human Rights*. The Complementary Course offered under various programmes is Political Science which touches upon relevant areas like Indian Constitution, secularism, Gandhian philosophy, policy making etc.

The institution is run on the constitutional principles of equality and fraternity. Admissions to the UG and PG programmes is conducted through a single window system barring different reservation quotas. The college functions like a family. All the stakeholders work together for its progress. Regular PTA meetings are held to make the functioning of the college smooth and democratic. Besides the regular tutorial monitoring, the college follows a mentor- mentee system which ensures individual attention of the students by the teachers.

An active Women's Forum functions in the college to sensitise the students about gender equality and anti-harassment. Legal aid classes are organised to make the students, especially female students aware of their legal rights.

The teachers of the college play a key role in the smooth conduct of elections to the State and Central legislatures by acting as Presiding and Polling officers.

Thus, true to its foundational principles the college always conforms to the constitutional values.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college takes utmost care to uphold nationalist, democratic, secular and patriotic values envisioned in the constitution of India. In order to instil these values in the students the college observes days of national importance with due reverence and care. The institution is particular about the unifying spirit of these observations which transcend religious, caste, class and regional barriers.

World Environment Day

In concurrence with the institutions green protocol the college observes this day spreading the message of an eco-friendly existence.

World Blood Donor Day

The college has a wide database of students willing to donate blood which is of great help to the patients

admitted in the nearby hospitals.

Vayana Dinam (Reading Day)

Vayana Dinam is duly observed in the college. The day is marked by various events like talks, book exhibitions etc under the auspices of Malayalam Department.

International Day of Yoga

The college NCC unit observes the World Yoga Day by organising various sessions in which the cadets along with their Commanding Officer demonstrate different *asanas.* Many of our students who regularly practice yoga have won prizes at the Yoga competition organised by the university to mark the Yoga day.

World Population Day

Teachers conduct class wise debates and make students aware of human resource management.

World Day for International Justice

Legal Aid classes are conducted to conscientise the students who are tomorrow's citizens.

Independence Day

It is observed with due reverence. The flag hoisting ceremony is followed by the Principal's message emphasizing patriotism and national integrity. A parade by Naval and Army wings of NCC is performed.

Teachers' Day

Department wise Teachers' Day celebration is held uniquely. Students present the teachers with gifts and meaningful messages are conveyed.

Ozone Day

The NSS organises the Ozone Day observance by conducting rallies by spreading green messages and conducting signature campaigns to affirm the green ethics of the college.

Onam Festival

The students celebrate on a grand scale the traditional harvest festival of Kerala by reinventing the cultural heritage of the state in all its symbolic diversity.

Gandhi Jayanthi

In solidarity with the message of cleanliness by the Father of the Nation the college conducts an exclusive cleaning drive of the institution.

World Food Day

The Department of Food Processing Technology conducts a food fest in which the exhibition and sale of various dishes prepared by the students are held.

Kerala Piravi Day

Events like quiz programmes, cultural fiesta etc are held to commemorate the formation of the state of Kerala.

Human Rights Day

The Department of Political Science organised a series of talks thematically centred on human rights.

Christmas

The department wise celebrations include association meetings where message of world peace and human welfare are conveyed and gifts are exchanged.

Republic Day

Besides the customary Republic Day parade by the two NCC wings the institution convenes a flag hoisting ceremony in which the Principal speaks on constitutional values.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICE - 1

1. Title of the Practice

Promotion of Psychosomatic Wellness

2. Objectives of the Practice

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

3. The Context

The aim can be reached effectively through various stages including counselling for staff/students, regular health check-ups and training for various sports. The college grounds, integrated sports complex, health club and open gymnasium can be utilised to meet the objectives of our programme. These can provide a welcome relief from the hectic and tiresome academic schedule while allowing everyone to remain fit in both mind and body. The walker's lane in the campus is fully lighted and is accessible for the public as well. As an educational institution with 3000 students and 200 staff, a large volume waste, including plastic and e-waste, is generated in the campus. It is a tremendous task to train the students to adopt eco-friendly lifestyle changes. Awareness raising must include intellectual/moral/spiritual dimensions. Lot of hazardous chemicals are daily handled in laboratories in connection with research and practicals. The disposal of these by-products is a big challenge.

4. The Practice

Indian higher education system, being prominently classroom centred, faces great challenges in moulding the students into physically/mentally/emotionally healthy persons. So, these practices enable the students and teachers to come out of their busy classroom schedule and allow them to spend time for relaxation and peace of mind.   Specialized and general health camps are organized by the college on a regular basis. Mentoring and counselling opportunities are made available to the students. Some of our staff are passionate and specially trained in Yoga. They integrate yogic skills with academics. Spiritual guidance is offered by Catholic priests who reside in the campus. The chapel in the campus is a space for experiencing peace and solace.

A host of activities are organized under the aegis of the Integrated Sports Complex. Summer coaching camps and training sessions are conducted in swimming, shuttle badminton, tennis and football. Health awareness programmes and competitions in various sports and games are arranged with huge public participation. Students are given basic training in swimming as part of "lifesaving skill acquisition" programme. Differently abled students are taught movement exercises suitable for each category. Efforts are also made to promote and popularize adventure sports.

We endeavour to maintain our campus free from plastic and other non-biodegradable wastes. At the institutional level there is a total ban on the use of Styrofoam/single use cups and plates. Teachers encourage the students for minimal and effective use of chemicals in their practical sessions. We provide water purifiers/filters of the highest standard to ensure the quality of potable water. The campus is blessed with a variety of trees/plants including rare species. We have a well-maintained lawn and a garden. We keep on planting new trees every year.

5. Evidence of Success

Notwithstanding the flood ravages, we have succeeded in maintaining a green and healthy environment, rich in biodiversity. This has proved to be crucial for the psychosomatic wellness of our community. Students take active part in cleaning drives on and off the campus. They have grown to become health conscious and some of them have turned into campaigners for healthy life choices. As a result, students have stopped using disposable lunch packets and started using re-usable stainless-steel lunch boxes. Gardening initiative by students is also a sign of the realization of our objectives. Students of vocational education streams involve themselves in bio-farming activities. They are also in the forefront to raise awareness against junk foods and to promote a healthy food culture. In total disregard of the financial implications, our canteen scrupulously avoids all types of junk foods. The sports complex is utilised effectively and consistently by a good number of staff (both teaching and non-teaching) and students.

6. Problems Encountered and Resources Required

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

7. Notes (Optional)

The main challenge during the implementation of the programme is to find enough time for these activities along with the densely packed academic schedule.

BEST PRACTICE - 2

1. Title of the Practice

Value Education and Career Development

2. Objectives of the Practice

- Inculcate moral and ethical values into the life of all students by imparting moral/value education classes throughout the academic year.
- Provide students different opportunities to practice the social values they acquire from the value education classes.
- Make students aware of the career opportunities available for them after the current as well as higher education in their respective fields.
- Provide students of all classes ample opportunity to develop employability skills, so that they will be suitable for different positions in various industries.

3. The Context

Our academic community is a cross section of the entire society. The college, from its inception, is

keen on imparting values to the students. The current scenario is characterized by a quest to redefine the value system. Only an institution with a profound cultural ethos and decades long experience can impart a value system suitable to our times without disrespecting the moral principles followed by the past generations.

The current job market is defined by the corporates in such a way that only those candidates who possess a specific set of skills and who can achieve a given target are selected, while others are sidelined. It is thus necessary to prepare the students to acquire these employability skills. The entrepreneurial skills of the students must also be fostered.

4. The Practice

As part of value education, moral classes are conducted every year. The faculty for value education, drawn from the teaching staff, are known for their exemplary moral insight and acumen. Moral education classes are imparted by the faculty, in a clearly set apart time schedule, following a well-structured syllabus. Examinations are also conducted based on the classes and cash prizes are distributed to the top scorers. Students are asked to bring one additional lunch on every Friday, which is collected and handed over to 'Mariasadan', a rehabilitation centre for persons with mental disabilities. This practice gives the students a practical lesson on different social and ethical values they study from the classes.

For career development of the students, a career and placement cell has been established in the college. The cell periodically conducts career orientation classes, employability skill development training and soft skill development programmes. The teachers from all the departments of the college is actively involved in the career development programmes of the cell and conducts training programmes with a special focus on their respective fields of study. Different placement programmes are also conducted by the cell, in association with different employers including the Federal Bank and the South Indian Bank. In order to promote the entrepreneurial skills of the students, an entrepreneurship development club has been instituted in the college in association with Industries Department of the Govt. of Kerala. The club is actively organizing different training programmes to inculcate the entrepreneurial spirit among the students. An incubation centre is also being initiated in the College, to help the students to generate and experiment with innovative ideas.

5. Evidence of Success

The current students as well as the alumni of the college are actively involving in social issues of all kinds without compromising the value system. Students are actively participating in all such initiatives proposed by their departments. Every Friday, the College is able to supply sufficient number of lunch packets for the 300 inmates of 'Mariasadan', a rehabilitation centre for the mentally challenged.

Our graduates have proved themselves to be highly employable, having all the requisite skills. A good number of students are placed in different organizations every year, through in-campus and off-campus placement programmes. Many recently passed out students run successful businesses in different parts of the state.

6. Problems Encountered and Resources Required

- Lack of time for conducting value education classes and career development training programmes.
- Lack of financial aid.

- Lack of motivation.

Since the academic schedule is tightly packed, it is not easy to find enough working hours for conducting value education classes. Currently formal working hours for the same are limited to 5 hours/year. All other classes and training sessions are conducted outside the regular working hours of the college.

7. Notes (Notes)

Since career development is not part of the formal syllabus and curriculum of any programme offered in the College, it is hard to find a time slot for conducting career development training programmes.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

When the college was established in 1950 on the banks of the River Meenachil with the collective effort of the agrarian population of central Kerala, its visionary founders had great expectations of making it a cultural centre of learning and holistic living. Being the first centre of higher education among the neighbouring taluks and by virtue of its geographical advantage, the college opened its doors of erudition to knowledge seekers in the developed vicinity as well as those from the academically under privileged of the high ranges of Idukki district. True to its foundational vision of equipping the students to venture out into the competitive world, the college through seven decades of uncompromising journey has grown into a pioneering institution offering 18 under graduate programmes, 15 post graduate programmes and 10 research centres. An Archaeology Museum, founded in 2015 under the aegis of the Department of Archaeology is a unique one. It is useful to the students of both B.A. Vocational History with Archaeology and Museology and M.A. History. The institution offers B. Voc. Programmes in Sustainable Agriculture, Food Processing Technology and Printing Technology. The UGC sponsored Community College and IGNOU Study Centre functioning in our college plays a vital role in offering continuing education to those who can't attend regular colleges.

What we envisioned and executed was later emulated by the other institutions that sprang up in the neighbourhood in the course of time. The infrastructural might of St. Thomas with its well- stocked and regularly updating library and an adjoining University Study Centre, state- of- the- art laboratories and building blocks with cutting- edge amenities is absolutely unmatched. St. Joseph's Hall, an Executive Hall with Lecture Capturing System that holds a capacity of 180 enables the college to keep pace with the

technological advancement of contemporary academia. The augmentation of the infrastructural facilities took a different dimension with the construction of the Integrated Sports Complex with an adjoining Olympic Standard Swimming Pool. It also accommodates an air conditioned and well furnished Bishop Vayalil Seminar Hall with seating capacity 2100. A Walkers' Lane constructed with the financial assistance of KISCO Bank, provides a wellness avenue for the public in resonance with the best practice of the college- Psychosomatic Wellness. A newly constructed Open Gym abiding by the green protocol of the college remains the first of its kind among nearby aided colleges. The waste management system of the college with incinerators and e- waste disposal mechanism is faultless.

The number of our alumni functioning as technocrats, scientists, administrators, Vice- Chancellors, Chief Secretaries, Bhatnagar Awardees, Ministers, Members of Legislative Assemblies and so on in different parts of the world testifies to our academic loftiness. Dignitaries like Supreme Court Former Chief Justice Mr. K. G. Balakrishnan and Former Governor Mr. K.M. Chandy were moulded by this institution. That our college was visited by national leaders like Jawaharlal Nehru, Indira Gandhi and Dr. A.P.J. Abdul Kalam proclaims its cultural heritage.

No other college under the Mahatma Gandhi University matches the number of ranks secured by our students in different streams during the last five years. The number of students qualifying exams like NET/JRF/GATE is ample proof of the academic excellence of its dedicated teaching staff. The institution is always keen on meeting the multi- farious requirements of its stakeholders. That more than fifty percentage of the total students avail themselves of different government scholarships proclaims it aloud.

We are proud of our alumni who constitute the major share of the teaching faculty in most of the neighbouring educational institutions. Our research centres are blessed with resourceful guides who act as resource persons in seminars and conferences, consultants, and visiting scientists are also members in many of the national and international academic bodies. Our research centres are matchless in consistently producing quality PhDs. Our younger generation of teachers who fulfil the guideship criteria replace the retiring research guides. Many of the research supervisors acting as referees and reviewers of research journals testifies to the unmatching research acumen and output of the college.

An inventory of our achievements in the field of sports prove our uncompromising extra-curricular merit too. We frequently contribute Volley ball players to University and National teams. The college hosts many national level meets and sport events, Bishop Vayalil Volley ball Tournament constituted to commemorate the founding father is a prestigious sports fiesta conducted annually.

Members of the faculty play vital roles as chairman and members of various Boards of Studies, Expert Committees, panels of question paper setters, examination boards, syllabus revision and restructuring committees. We also host syllabus revision workshops and University officials come here to conduct them. That our college provides Subject Experts for the appointment of Assistant Professors in various colleges heightens our pioneership and it also functions as a token of University acknowledgement. Most senior members of our faculty are experts for the screening committee for the promotion of Assistant Professors. Thus, the college plays a vital role in consultancy service and human resource development.

St. Thomas was the first college to initiate legal procedures to bring an end to aggressive campus politics. This ensured a peaceful atmosphere on campus and later other colleges also followed suit. The college is proud of having produced many leaders of the association of managers, principals, teachers and ministerial staff. We provide service as a mentoring institution for helping NAAC non- accredited under the scheme "Paramarsh". We undertake five colleges in the neighbourhood, supporting them with training and

consultancy to enable them to undergo NAAC accreditation process. Having a Civil Service Institute on the campus is an unparalleled feature of St. Thomas which attracts desirous students across Kerala who can simultaneously pursue their graduation and UPSC training.

St. Thomas College Palai through seventy years of its pledged commitment to the society in general and the academic world in particular has served generations without diluting its primary vision. True to that vision the institution ever remains a centre of excellence radiating the light of wisdom and social commitment.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

St. Thomas College, Palai has succeeded in enhancing the quality of education and infrastructural facilities during the III Cycle of reaccreditation. It caters to the educational aspirations of students coming mostly from a rural backdrop. Its well qualified faculty and student friendly campus also attract the most brilliant minds from all over the state. Quality education, ethical commitment, responsive management, skilled and dedicated staff and the very brand value of the college are all factors that add to the fame of this college. The Management, through its various stake holders, ensures that quality education through regular courses, add on, value added, bridge and remedial classes. After the last reaccreditation, there is large addition to the infrastructure including a sports complex with an Olympic Standard Swimming Pool, an Indoor stadium with wooden flooring, Walker's Lane, Tennis Courts, Open Gymnasium, A/c Auditorium and a state of the art seminar hall. A new academic block is under construction. Three B. Voc. Programmes and a PG programme in History were introduced during the assessment period. A course on environmental issues is offered to students in every programme. The college ensures that the results of the students improve every year. The overall standard is most evident in the number of university Ranks and NET certificate/JRF/CSIR fellowship holders. The brand value of St. Thomas College comes in handy at the time of job interviews. In research activities the college is a formidable presence with 10 research departments, faculties working in other colleges as research guides, production of PhDs, publications, organization of national/international conferences, projects and the like. It also benefits the larger society through extension activities under the auspices of various associations/forums/clubs in activities related to *Swachh Bharat Abhiyan, Ek Bharat Shrestha Bharat, Unnat Bharat Abhiyan,* Fitness India, community health education, Miss a Meal Programme, Noon Meal Programme, social service etc. Recently, the college was selected as a mentor college under the *Paramarsh* scheme of UGC along with the Phase II of CPE and RUSA. The college is in the forefront in its march towards quality enhancement making use of all the opportunities available.

Concluding Remarks :

Teleologically foreordained is the destiny of every existent, and verily this holds good for premier centers of learning as well. Founded with solid intent and lucid foresight, St. Thomas College, Palai, has ably fulfilled the raison d'etre of its existence through seven glorious decades of functioning. Brooding over past accomplishments is not what the present calls for. Now is the time to trigger off fresh initiatives to meet the challenges posed by the fast changing world—both academic and banausic. St. Thomas College always evinces prescient wisdom in formulating plans and programmes for the future. Upping the ante in academic standards and infrastructural potential will certainly yield brighter rewards for a brilliant morrow.

St. Thomas is constantly vying with its own credentials. Every new year and each new decade proffers the college opportunities to better itself. Having blazed the trail of excellence through seventy years, the institution is now the cynosure of all eyes not only in Mahatma Gandhi University, Kottayam, but in the state of Kerala as well. Braving all hurdles and embracing all opportunities, St. Thomas is making zealous forays into heretofore uncharted terrains in the arena of wisdom and learning. With augural insight the college identified psychosomatic wellness promotion and the fostering of indigenous medicinal knowledge as its ideal best practice. Ecological consciousness, gender sensitivity, social equity and civil ethics gain prime focus in the formation and execution of all the agenda and activities of the institution. In a world beset with hazardous pandemics and devastating environmental carnage, St. Thomas College, Palai, no doubt stands as a haven of

knowledge that sustains. The year 2050 beckons the college with its centenary. The trajectory drawn for itself by the college is a luminous one, taking the college out of the obsolescent affiliating system into the truly self-reliant productive terrains of a Deemed-to-be-University status. Novel pedagogical avenues nurturing genuine creativity and fresh resplendent pathways of social commitment will then fortify the college with sound contemporaneity and hale relevance for the future.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. Any 2 of the above
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are added within the last 5 years.** Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
44	0	4	1	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
35	0	2	1	3

Remark : Revised excluding diploma programs with duration of 1 year/3 years as it cannot be considered in value added programs. Programs which are not related to the metric like swimming etc. are removed.

| 1.2.3 | **Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**

1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**
Answer before DVV Verification: |

2018-19	2017-18	2016-17	2015-16	2014-15
2506	257	346	157	197

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1050	127	132	81	62

Remark : Revised as per the courses accepted in 1.2.2. For the year 2018-19, the highest no. of students in VET courses is counted for the entire VET courses to avoid repetitions.

1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
36	28	27	27	23

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
35	27	27	26	22

1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**

1.3.3.1. Number of students undertaking project work/field work / internships
Answer before DVV Verification : 947
Answer after DVV Verification: 690

2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
53	55	54	52	55

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
53	55	54	52	52

Remark : As mentioned in the year-wise list attached.

3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

3.1.1.1. Total Grants from Government and non-governmental agencies for research

projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
18.17	9.19	22.21	48.322	185.32

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
18.17	9.19	22.21	48.85	68.63

Remark : Counted the grants as per the revised data.

3.1.3

Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.3.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	6	8	9	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	5	7	8	5

3.1.3.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	20

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	20

Remark : As per the revised data template attached in metric 3.1.1

3.2.2

Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology,**

Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21	46	27	23	17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	32	17	15	11

Remark : Considered the workshops/seminars that pertains to the content of this metric only as per the revised data template.

3.3.1

Number of Ph.Ds registered per eligible teacher during the last five years

3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years**
Answer before DVV Verification : 189
Answer after DVV Verification: 58

3.3.1.2. **Number of teachers recognized as guides during the last five years**
Answer before DVV Verification : 37
Answer after DVV Verification: 5

Remark : Considered the no. of scholars registered and guides recognized during the last five years only as per the datasheet attached in metric 3.1.2. Year of registration of scholar is considered from 2015 - 2019

3.3.2

Number of research papers per teachers in the Journals notified on UGC website during the last five years

3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.**
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
33	44	25	19	18

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Link provided by the HEI is not directing to UGC CARE list and some of the link provided is of Scopus but it is not showing author name and title of the papers. Without the name of the author and affiliating institution, the claim cannot be considered.

3.3.3

Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
57	53	19	24	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
45	49	15	16	8

Remark : Excluded publication claimed under 3.3.2 as per the revised data template and removed the journals those did not have ISSN numbers.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	1	0	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	1	1

Remark : Revised excluding the awards local in nature and considered only the awards which falls under the assessment year.

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
64	26	32	38	26

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
40	11	19	25	13

Remark : Considered only the extension and outreached Programmes as per metric content.

3.5.1 | **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

   3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
94	10	4	8	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
11	0	0	0	0

Remark : Some collaborations from the current year are considered as per the copy of mail & the offer letters attached. Certificates issued by external agencies to students/Faculty for research/Faculty exchange/Student exchange/internship cannot be the proof for having collaboration with the external agency. Without sufficient relevant documents for the collaboration, claims cannot be considered.

3.5.2 | **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	2	2	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	1	4	0	0

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4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)*
	
	    4.1.3.1. Number of classrooms and seminar halls with ICT facilities
	    Answer before DVV Verification : 55
	    Answer after DVV Verification: 46
	
	    Remark : Counted excluding Labs and workshops with ICT facility.

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**
	
	    4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**
	    Answer before DVV Verification:
	
	table:
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>913464</td><td>2560741</td><td>22682781</td><td>54628892</td><td>32780657</td></tr></table>
	    Answer After DVV Verification :
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>9.13</td><td>25.61</td><td>226.83</td><td>546.29</td><td>327.81</td></tr></table>

4.2.2	**The institution has subscription for the following e-resources**
	
	    1. **e-journals**
	    2. **e-ShodhSindhu**
	    3. **Shodhganga Membership**
	    4. **e-books**
	    5. **Databases**
	    6. **Remote access to e-resources**
	
	    Answer before DVV Verification : A. Any 4 or more of the above
	    Answer After DVV Verification: B. Any 3 of the above
	    Remark : Considered serial no. 1, 4 & 5 as per the proofs attached.

4.3.3	**Bandwidth of internet connection in the Institution**
	
	    Answer before DVV Verification : A. ?50 MBPS
	    Answer After DVV Verification: A. ?50 MBPS

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and**

academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14523975	4858809	3472397	6463446	15392507

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
145.24	48.59	34.72	64.63	153.93

5.1.2 | **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
229	240	238	222	232

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
230	240	237	233	221

Remark : Revised as per the attached list of students.

5.1.5 | **The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Serial no. 3 cannot be verified as proper proof like link of the actual page in the HEI website for online grievance submission or the sample offline grievances are not attached.

5.2.2 | **Average percentage of students progressing to higher education during the last five years**

5.2.2.1. Number of outgoing student progression to higher education during last five years
Answer before DVV Verification : 640
Answer after DVV Verification: 633

5.2.3	**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
188	84	92	15	14

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
183	84	91	15	14

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
206	99	112	22	19

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
206	99	112	22	19

Remark : Revised counting the unique names of the students.

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
102	96	96	104	114

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
102	79	96	104	19

Remark : Considered only inter-university/state/national or international achievements as per the certificates attached, excluded the awards from institutional levels.

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
205	183	183	189	189

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
127	111	114	120	76

Remark : Revised counting all the activities conducted under an event as one event only.

6.2.3	**Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: C. 2 of the above

Remark : Serial no. 3 & 4 are considered as both mentions Admission portal and Examination portal of its University. Audited statement reflecting E-governance is given only of three years and Screen shots of user interfaces or Annual e-governance report are not provided.

6.3.3	**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

| 2 | 0 | 1 | 1 | 1 |

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	1

Remark : Revised excluding seminar as per the requirement of the metric.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
29	27	14	8	11 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
24	25	10	8	11 |

6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)** 6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs) Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
21.86	14.47	7.67	5.89	4.87 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
18.52	13.04	4.72	5.04	2.92 | Remark : Excluding the funds received from the Alumni from the audited statement as per the metric content. (Funds received from Alumni is already mentioned in the metric 5.4.2)

| 7.1.2 | **The Institution has facilities for alternate sources of energy and energy conservation measures** |

	1. **Solar energy**
	2. **Biogas plant**
	3. **Wheeling to the Grid**
	4. **Sensor-based energy conservation**
	5. **Use of LED bulbs/ power efficient equipment**
	Answer before DVV Verification : A. 4 or All of the above
	Answer After DVV Verification: A. 4 or All of the above
7.1.5	**Green campus initiatives include:**
	1. **Restricted entry of automobiles**
	2. **Use of Bicycles/ Battery powered vehicles**
	3. **Pedestrian Friendly pathways**
	4. **Ban on use of Plastic**
	5. **landscaping with trees and plants**
	Answer before DVV Verification : Any 4 or All of the above
	Answer After DVV Verification: Any 4 or All of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment**
	1. **Built environment with ramps/lifts for easy access to classrooms.**
	2. **Disabled-friendly washrooms**
	3. **Signage including tactile path, lights, display boards and signposts**
	4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
	5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**
	Answer before DVV Verification : A. Any 4 or all of the above
	Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
918	872	849	849	849

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
842	800	780	780	780

| 2.2 | **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** |

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
19217634	10770049	27562325	63548633	50600047

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
192.18	107.70	275.62	635.49	506.00