

ST. THOMAS COLLEGE PALAI

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

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(Affiliated To Mahatma Gandhi University, Kottayam)



THE ANNUAL QUALITY ASSURANCE REPORT

2013-14

Submitted To

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

September 2014

The Annual Quality Assurance Report (AQAR) of the IQAC

Period of Report: June 1, 2013 to May 31, 2014.

PART - A

1. Details of the Institution

1.1	Name of the Institution		ST. THOMAS COLLEGE PALAI			
1.2	Address Line		Arunapuram P. O. Kottayam (Dist.) Kerala, India. PIN - 686574			
	Institution e-mail address		principal.stc@gmail.com			
	Contact Nos.		04822-212317			
	Name of the Head of the Institution		Rev. Fr. N V Joseph			
	Tel. No. with STD Code		04822-212317			
	Mobile		09446126222			
	Name of the IQAC Co-ordinator		Dr. Sunil C. Mathew			
	Mobile		09495109316			
	IQAC e-mail address		sunilcmathew@gmail.com			
1.3	NAAC Track ID (For ex. MHCOGN 18879)		KLCOGN10058			
1.4	Website address		www.stcp.ac.in			
	Web-link of the AQAR		http://www.stcp.ac.in/ Download Center/ IQAC Reports/ AQAR 2013-14			
1.5	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	4 Star		2000	Up to 2007
	2	2 nd Cycle	B++	82.5	2007	Up to 2012
1.6	Date of Establishment of IQAC		22/03/2004			
1.7	AQAR for the year (<i>for example 2010-11</i>)		2013-14			
1.8	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (<i>for example AQAR 2010-11 submitted to NAAC on 12-10-2011</i>)					
	i. AQAR 2008-09 Submitted to NAAC on 18-10-2012					

	ii. AQAR 2009-10 Submitted to NAAC on 18-10-2012										
	iii. AQAR 2010-11 Submitted to NAAC on 30-11-2012										
	iv. AQAR 2011-12 Submitted to NAAC on 20-12-2012										
	v. AQAR 2012-13 Submitted to NAAC on 08-04-2014										
1.9	Institutional Status										
	University Not Applicable										
	State		Central			Deemed			Private		
	Affiliated College					Yes	✓	No			
	Constituent College					Yes		No		✓	
	Autonomous college of UGC					Yes		No		✓	
	Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)					Yes		No		✓	
	Type of Institution		Co-education		✓	Men		Women			
			Urban			Rural		✓	Tribal		
	Financial Status		Grant-in-aid			UGC 2(f)		✓	UGC 12B		✓
			Grant-in-aid + Self Financing			✓	Totally Self-financing				
1.10	Type of Faculty/Programme										
	Arts	✓	Science	✓	Commerce	✓	Law		PEI (Phys Edu)		
	TEI (Edu)		Engineering		Health Science		Management		Others (Specify)		
1.11	Name of the Affiliating University (<i>for the Colleges</i>)					Mahatma Gandhi University, Kottayam					
1.12	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc										
	Autonomy by State/Central Govt. / University										
	University with Potential for Excellence						UGC-CPE		✓		
	DST Star Scheme						UGC-CE				
	UGC-Special Assistance Programme						DST-FIST		✓		
	UGC-Innovative PG programmes						Any other (Minority Status)		✓		
	UGC-COP Programmes					✓					

2. IQAC Composition and Activities

2.1	No. of Teachers				7		
2.2	No. of Administrative/Technical staff				1		
2.3	No. of Students				0		
2.4	No. of Management representatives				2		
2.5	No. of Alumni				1		
2.6	No. of any other stakeholder and community representatives				0		
2.7	No. of Employers/ Industrialists				1		
2.8	No. of other External Experts				0		
2.9	Total No. of members				12		
2.10	No. of IQAC meetings held				7		
2.11	No. of meetings with various stakeholders						
	Faculty	Non- teaching staff	Students	Alumni	Others (Parents)		
	5	2	3	2	3		
2.12	Has IQAC received any funding from UGC during the year?			Yes		No	✓
	If yes, mention the amount						
2.13	Seminars and Conferences (only quality related)						
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC						
	Total Nos.	International	National	State	Institution Level		
	1	Nil	Nil	Nil	1		
	(ii) Themes		Quality Enhancement Measures				
2.14	Significant activities and contributions made by IQAC						
	<p>The IQAC chalked out the activities to be implemented on a priority basis and conveyed the Principal and the Management for necessary action. At the behest of the IQAC a group of well-known scientists visited the campus to motivate the student community. The group included Prof. Dr. Walter Russel Mead, Yale University, USA, Prof. Dr. J. D. Kalbfleisch, University of Michigan, USA, Dr. B. K. Sinha, University of Maryland, USA and Dr. Guido Knapp, IASOR, Germany. The IQAC also planned to conduct at least one international seminar in the academic year 2013-14 and this was fulfilled jointly by the</p>						

	<p>Departments of Statistics and Biostatistics. Other Significant Activities and contributions made by IQAC include the following:</p> <ul style="list-style-type: none"> ▪ Partnership in Additional Skill Acquisition Programme (ASAP). ▪ Use of more solar energy. ▪ More attractive and informative college website. ▪ Encouragement for undertaking more research projects by the faculty members. ▪ Orientation programmes for newcomers at UG/PG levels. ▪ Conduct of student meetings to explain to them the scope and potential of different Open Courses that offer choice/flexibility in their academic pursuits. ▪ Conducted 'Open House' to collect feedback about teachers, college, library, etc. ▪ Starting of a Community College. ▪ Advocated strengthening of the departmental Alumni Associations. ▪ Played a significant role in introducing ICT methods at all levels. ▪ Renovation and updation of Science Labs. 														
2.15	<p>Plan of Action by IQAC/ Outcome</p> <p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *</p> <table border="1" data-bbox="261 1129 1443 1858"> <thead> <tr> <th data-bbox="261 1129 735 1188">Plan of Action</th> <th data-bbox="735 1129 1443 1188">Achievements</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 1188 735 1247">Recruitment of new Staff</td> <td data-bbox="735 1188 1443 1247">8 teachers and 4 non-teaching staff were appointed.</td> </tr> <tr> <td data-bbox="261 1247 735 1472">New Programmes of Study</td> <td data-bbox="735 1247 1443 1472">Three new courses viz., B.C.A, B.Com (with CA), B.Sc. (Leisure, Recreation and Sports Studies), under UGC innovative programme, started. Affiliation obtained for M.A. (History).</td> </tr> <tr> <td data-bbox="261 1472 735 1581">Batch wise meet-the-parent programme twice in a semester</td> <td data-bbox="735 1472 1443 1581">Close interaction with parents has resulted in improving discipline and pass percentage.</td> </tr> <tr> <td data-bbox="261 1581 735 1690">Remedial coaching for all weaker students.</td> <td data-bbox="735 1581 1443 1690">Results of SC/ST/OEC students have improved significantly.</td> </tr> <tr> <td data-bbox="261 1690 735 1799">UGC Test coaching for all PG students.</td> <td data-bbox="735 1690 1443 1799">40 students qualified NET/JRF in the UGC-CSIR exam during 2013-14.</td> </tr> <tr> <td data-bbox="261 1799 735 1858">More research projects</td> <td data-bbox="735 1799 1443 1858">11 new research projects have been sanctioned.</td> </tr> </tbody> </table>	Plan of Action	Achievements	Recruitment of new Staff	8 teachers and 4 non-teaching staff were appointed.	New Programmes of Study	Three new courses viz., B.C.A, B.Com (with CA), B.Sc. (Leisure, Recreation and Sports Studies), under UGC innovative programme, started. Affiliation obtained for M.A. (History).	Batch wise meet-the-parent programme twice in a semester	Close interaction with parents has resulted in improving discipline and pass percentage.	Remedial coaching for all weaker students.	Results of SC/ST/OEC students have improved significantly.	UGC Test coaching for all PG students.	40 students qualified NET/JRF in the UGC-CSIR exam during 2013-14.	More research projects	11 new research projects have been sanctioned.
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Interactive sessions and invited talks by eminent scholars and scientists.	Prof. Dr. Walter Russel Mead, Yale University, USA; Prof. Dr. J. D. Kalbfleisch, University of Michigan, USA; Dr. B. K. Sinha, University of Maryland, USA; Dr. Guido Knapp, IASOR, Germany; Dr. Sashi Tharoor and many renowned scientists visited and inspired our students, staff, parents and the public.
Merit day celebrations to felicitate the UGC-CSIR winners, rank holders, National Toppers in Spots and Games, NCC etc.	A Victory Day was celebrated on 16 th August 2013 to felicitate our students who brought laurels in the university examinations and campus placements.
Celebration of the National Science Day	The National Science Day was celebrated with a series of programmes like Quiz Competitions, Poster Design Competitions, Project Competitions, Invited Talks by eminent scientists in February 2014.
The conduct of a green audit.	The last Green Audit of our campus was held in the academic year 2013-14 and we ourselves were pleasantly surprised by the biodiversity that we were a part of.
Promotion of students' research publications	5 research papers were published by students.
Call for more research output	40 research papers were published by the faculty members.
More seminars and workshops	Seven departments received financial assistance for the conduct of seminars/ conferences/ workshops. In addition, 15 One day Workshops and Seminars as well as 30 invited talks by reputed experts were organized by various departments
Encouraging faculty members to attend refresher courses.	9 faculty members participated in Refresher and Orientation Courses.
Strengthening Campus placements	45 students were recruited by South Indian Bank as Bank Clerks by way of Campus Recruitment.
Sending at least 40% of UG students to respective PG programmes	Among the UG students, about 50% have opted for PG courses.
Organizing at least 6 moral/	Six moral and spirituality instruction classes were

	spirituality classes to each UG batch.	organized for all UG students with a view to inculcating eternal values in them.			
	A new student amenity centre with a modern canteen.	Newly constructed Student Amenities Centre and Canteen blessed by H.E. Bishop Mar Joseph Kallaragattu on 12/08/2013.			
	Securing more student scholarships	512 students received various scholarships from govt. agencies.			
	Starting of a campus theatre	The Dept. of Malayalam organized a Two Week Workshop on Drama which led to the formation of a campus theatre namely 'Electra'			
* Academic Calendar is given in Annexure II.					
2.16	Whether the AQAR was placed in statutory body	Yes	✓	No	
	Management	✓	Syndicate	Any other body (College Council)	✓
Provide the details of the action taken					
<p>The managing board discussed the AQAR in detail and expressed their satisfaction on the progress of the college in academic as well as co-curricular activities. The board suggested to fix a bench mark of 90% pass in all programmes of study. It sought various means to strengthen the remedial coaching and skill development programmes. Besides the placement cell has been advised to take measures to double the number of recruits in the coming year. With a view to promote research, the Managing Board has decided to take measures to depute at least 10% of the faculty members to undergo Ph.D. programmes during XII plan period. It was decided to complete all other renovation works at the earliest. The board suggested that the college should seek public support for completing the construction of Sports Complex. The College Council also discussed and endorsed the action plan.</p>					

Part – B

Criterion – I

1. Curricular Aspects

1.1	Details about Academic Programmes							
	Level of the Programme	Number of existing Programmes		Number of programmes added during the year		Number of self-financing programmes		Number of value added / Career Oriented programmes
	Ph.D.	10		0		0		0
	PG	14		0		3		0
	UG	12		3		3		0
	PG Diploma	0		0		0		0
	Advanced Diploma	0		0		0		0
	Diploma	3		0		1		3
	Certificate	6		0		3		6
	Training Programmes	0		0		0		0
	Total	45		3		10		9
	Interdisciplinary	0		0		0		0
	Innovative	0		1		0		0
1.2	(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options CBCS/Core/Elective option / Open options are available for all programmes of study.							
	(ii) Pattern of programmes							
	Pattern				Number of programmes			
	Semester				39			
	Trimester				0			
	Annual (Ph.D.)				0			
1.3	Feedback from stakeholders* <i>(On all aspects)</i>							
	Alumni	✓	Parents	✓	Employers	✓	Students	✓
	Mode of feedback	Online		Manual	✓	Co-operating schools (for PEI)		
	<i>*Analysis of the feedback is given in the Annexure III.</i>							
1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.							
	Yes. Direct grading under CBCSS has been changed to indirect grading.							
1.5	Any new Department/ Centre introduced during the year. If yes, give details.							Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1	Total No. of permanent faculty									
	Total		Asst. Professors		Associate Professors		Professors		Others	
	103		48		55		0		0	
2.2	No. of permanent faculty with Ph.D.						49			
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year									
	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	8	3	0	0	0	0	0	0	8	3
2.4	No. of Guest faculty			No. of Visiting faculty			No. of Temporary faculty			
	3			32			32			
2.5	Faculty participation in conferences and symposia									
	No. of Faculty				International level		National level		State level	
	Attended Seminars/ Workshops				4		12		16	
	Presented papers				2		8		9	
	Resource Persons				4		14		15	
2.6	Innovative processes adopted by the institution in Teaching and Learning					Peer Teaching by research scholars, surprise tests, instant quizzes.				
2.7	Total No. of actual teaching days during this academic year						176			
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)							Module-wise test papers.		

2.9	No. of faculty members involved in curriculum restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop			20	0	6	
2.10	Average percentage of attendance of students			91%			
2.11	Course/Programme wise distribution of pass percentage :						
	Title of the Programme	Total no. of students appeared	Division %				Pass %
			Distinction	I class	II class	III class	
	M.A .Economics	31	--	--	--	--	RA
	M.A .Politics	27	--	--	--	--	RA
	M.A. English	27	--	--	--	--	RA
	M.A. Hindi	23	--	--	--	--	RA
	M.A. Malayalam	18	--	--	--	--	RA
	M.Sc. Mathematics	17	--	--	--	--	RA
	M .Sc. Statistics	15	--	--	--	--	RA
	M. Sc. Physics	17	--	--	--	--	RA
	M. Sc. Chemistry	18	--	--	--	--	RA
	M. Sc. Botany	12	--	--	--	--	RA
	M.Sc. Bio-Statistics	17	--	--	--	--	RA
	M. Sc. Bio Technology	12	--	--	--	--	RA
	M .Sc. Appl. Microbiology	17	--	--	--	--	RA
	M.Com	18	--	--	--	--	RA

	Title of the Programme	Total no. of students appeared	Grade %				Pass %
			A	B	C	D	
	B.A. Economics	48	8.33	35.42	37.5	0	81.25
	B.A. Politics	40	2.5	35	35	0	72.5
	B.A. English	25	8	76	16	0	100
	B.A. Malayalam	33	0	21.21	39.39	0	60.60
	B.A. Voc. History	11	0	27.27	63.63	0	90.90
	B.A. Comm. English	30	3.33	50	36.67	0	90
	B. Sc. Mathematics	18	11.11	55.55	11.11	0	77.77
	B.Sc. Physics	29	3.45	68.96	20.69	0	93.10
	B. Sc. Chemistry	24	8.33	45.83	25	0	79.16
	B. Sc. Botany	26	0	26.92	23.08	0	50
	B.Sc. Zoology	18	0	27.78	33.33	0	61.11
	B.Com	57	10.52	56.14	26.32	0	92.98
2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes						
	In beginning of the academic year, the IQAC prepares an academic calendar and constantly monitors its effective implementation. Semester-wise assessment is made a part of the evaluation measures and suitable remedial measures are taken. Based on the feedback from the stakeholders, IQAC conducts SWOC analysis and suitable measures are initiated for compensating the lapses and ensuring excellence in all endeavours.						

2.13	Initiatives undertaken towards faculty development				
	Faculty/ Staff Development Programmes			Number of faculty benefitted	
	Refresher courses			6	
	UGC – Faculty Improvement Programme			Nil	
	HRD programmes			1	
	Orientation programmes			3	
	Faculty exchange programme			1	
	Staff training conducted by the university			2	
	Staff training conducted by other institutions			Nil	
	Summer / Winter schools, Workshops, etc.			3	
	Others (Staff Training by the Institution)			93	
2.14	Details of Administrative and Technical staff				
	Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily (adhoc)
	Administrative Staff	29	0	4	3
	Technical Staff	20	0	0	4

Criterion – III

3. Research, Consultancy and Extension

3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution				
	Research Monitoring Cell coordinates all the research activities. Teachers are encouraged to apply for research projects funded by various agencies. Best research output from faculty as well as students are recognized and appreciated. Teachers are allowed to engage in collaborative research with experts in India and abroad. Some of the teachers utilized INSA exchange fellowship to visit foreign countries.				
3.2	Details regarding major projects				
		Completed	Ongoing (Started previously)	Sanctioned	Submitted
	Number	2	6	Nil	Nil
	Outlay in Rs. Lakhs (For the entire project period)	14.768	156.55	Nil	Nil
3.3	Details regarding minor projects				
		Completed	Ongoing (Started Previously)	Sanctioned	Submitted
	Number	1	15	5	10
	Outlay in Rs. Lakhs	0.6	11.175	2.975	Nil
3.4	Details on research publications				
		International	National	Others	
	Peer Review Journals	34	7	3	
	Non-Peer Review Journals	1	1	Nil	
	e-Journals	5	2	Nil	
	Conference proceedings	1	8	Nil	
3.5	Details on Impact factor of publications				
	Range	Average	H-index (Highest)	Nos. in SCOPUS	
	0.502 – 3.633	2.4	14	34	

3.6	Research funds sanctioned and received from various funding agencies, industry and other organisations.				
	Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received (To date)
	Major projects	2011-14	UGC	18.04 Lakhs	13.57 Lakhs
		2012-15	UGC	9.95 Lakhs	6.63 Lakhs
		2009-14	DST (FIST- Botany)	40 lakhs	35 Lakhs
		2009-14	DST(FIST- Chemistry)	35 lakhs	33 Lakhs
		2013-16	KSCSTE (SARD- Physics)	19.75 Lakhs	19 Lakhs
		2012-17	DST (To all Science Depts.)	90 Lakhs	46.5 lakhs
	Minor Projects	2014-15	UGC	1,90,000/-	1,20,000/-
		2014-15	UGC	1,90,000/-	1,50,000/-
		2014-15	UGC	1,40,000/-	95,000/-
		2013-14	UGC	1 Lakh	60000/-
		2013-14	UGC	1 Lakh	60000/-
		2013-14	UGC	60000/-	60000/-
		2013-14	UGC	90000/-	55000/-
		2013-14	UGC	50000/-	35000/-
		2012-14	UGC	160000/-	154000/-
		2013-14	UGC	0.87 Lakhs	0.83 Lakhs
		2013-14	UGC	125000/-	78000
		2014-15	UGC	50,000/-	30,000/-
		2014-15	UGC	55,000/-	37,500/-
		2014-15	UGC	85,000/-	67,500/-
		2014-15	UGC	55,000/-	37,500/-
		2013-14	UGC	70,000/-	55,000/-
	Interdisciplinary Projects	Nil			
	Industry sponsored	2013-15	Coconut Development Board	20.9 Lakhs	9.48 Lakhs

	Projects sponsored by the University/ College	Nil				
	Students research projects (<i>other than compulsory by the University</i>)	2010-14	DST-INSPIRE	8.138 Lakhs	8.138 Lakhs	
	Any other (Specify)	Nil				
	Total			257.848 Lakhs	183.093 Lakhs	
3.7	No. of books published					
	With ISBN No.	7	Chapters in Edited Books	5	Without ISBN No.	2
3.8	No. of University Departments receiving funds from: Not Applicable					
	UGC-SAP		CAS		DST-FIST	
					DPE	
						DBT Scheme/funds
3.9	For colleges					
	Autonomy		CPE	✓	DBT Star Scheme	
	INSPIRE	✓	CE		DST-FIST	✓
3.10	Revenue generated through consultancy			Nil		
3.11	No. of conferences organized by the Institution					
	Level	International	National	State	University	College
	Number	2	6	2	1	7
	Sponsoring agencies	UGC, DST, KSCSTE, CSIR, MOSPI	UGC, PCRC, KSCSTE	KSCSTE	NSS	PTA, Alumni
3.12	No. of faculty served as experts, chairpersons or resource persons				17	
3.13	No. of collaborations					
	International	4	National	15	Any other	6
3.14	No. of linkages created during this year				2	
3.15	Total budget for research for current year in lakhs					
	From Funding agency		From Management of University/College		Total	
	125.5		2.4		127.9	

3.16	No. of patents received this year						
	Type of Patent					Number	
	National	Applied				Nil	
		Granted					
	International	Applied				Nil	
		Granted					
	Commercialised	Applied				Nil	
		Granted					
3.17	No. of research awards/ recognitions received by faculty and research fellows of the institute in the year						
	Total	International	National	State	University	District	College
	1	Nil	Nil	1	Nil	Nil	Nil
3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them during 2013-14					30	
						30	
3.19	No. of Ph.D. awarded by faculty from the Institution					Nil	
3.20	No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)						
	JRF	SRF		Project Fellows		Any other	
	2	1		3		11	
3.21	No. of students Participated in NSS events						
	University level	State level		National level		International level	
	30	4		Nil		Nil	
3.22	No. of students Participated in NCC events						
	University level	State level		National level		International level	
	Nil	16		8		Nil	
3.23	No. of Awards won in NSS						
	University level	State level		National level		International level	
	1	Nil		Nil		Nil	
3.24	No. of Awards won in NCC						
	University level	State level		National level		International level	
	Nil	Nil		Nil		Nil	
3.25	No. of Extension activities organized						
	University forum	College forum		NCC	NSS	Any other	
	Nil	3		1	5	2	
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility						
	<ul style="list-style-type: none"> Under the Miss-a-meal project of Jesus Youth, students donate their noon meal packets to the inmates of Maria Sadanam Orphanage, Palai Observed Environment Day on June 5th 2013 with tree planting in the campus and the surroundings. A Seminar on Light Pollution was conducted on 13th June 2013. Conducted Drinking Water Purification Programme in Pala Municipality on 20th 						

June 2013.

- Observed World Population day on 12 July and a Malala Solidarity Day for World Peace on 2 August.
- District Level Youth Day was celebrated on 13th August 2013 with a seminar on the Teachings of Swami Vivekananda and distributed 600 books on Swami Vivekananda's messages.
- A Nature study camp was conducted during 5-7 September 2013.
- Organized a Seven day camp at Kollappilly from 13th to 19th September 2013 in collaboration with Sandhya Social Service Society Palai and constructed a house for a poor family. During the camp, Onam was celebrated with villagers, accompanied by a cultural extravaganza.
- A Meenachil river campaign called "Meenachil Punarjeevani" and a Blood donation programme were undertaken on 2 October 2013.
- As part of the AIDS day observation on December 2, an Awareness Seminar and rally, a Blood Group Testing and a Blood Donation camp were organized in collaboration with District Medical Office, Hospitals, Nursing Schools and NGOs.
- As part of the newyear celebrations, NSS volunteers visited Mariasadanam and distributed clothes and gifts to the inmates on 1st January 2014.
- A Disaster Management Seminar was organized on 31 January 2014.
- Conducted a Seminar on Positive Thinking on 20th February 2014.
- A First Aid and Road Safety seminar was organized on 26th February 2014.
- The volunteers participated in the Anniversary celebrations of Kadayam LP School and distributed notebooks and gifts to students on 4th March 2014.
- To inculcate deep love and social concern among our students, a very active blood donors forum (in addition to the blood donation activity of the NSS) is working in our college. During 2013-14, our students have shown their social commitment by donating 248 units (1 unit \approx 350 ml.) of blood to the poor, helpless and needy patients admitted to different hospitals.
- Science Popularization Mission: As part of this venture of the college, our faculty members visit nearby schools and colleges and deliver talks on topics related to science.
- Many of the faculty members have authored articles of general interest with a view to familiarizing the young with current areas of Science and new discoveries.
- The college acts as a live wire when it comes to important social issues. The Learned Articles published by its faculty in periodicals and newspapers and Expert Talks through Radio and TV broadcasts have great magnitude both in size and impact.

Criterion – IV

4. Infrastructure and Learning Resources

4.1	Details of increase in infrastructure facilities				
	Facilities	Existing	Newly created	Source of Fund	Total
	Campus area	24.58 Acre	Nil	NA	24.58 Acre
	Class rooms	69	3	College	72
	Laboratories (Including Computer Labs)	16	Nil	NA	16
	Seminar Halls	4	Nil	NA	4
	No. of important equipment purchased (\geq 1.0 lakh) during the current year.	53	2	UGC	55
	Value of the equipment purchased during the year (Rs. in Lakhs)	228	52.5	UGC, DST	280.5
	Others - Auditorium	1	Nil	NA	1
4.2	Computerization of administration and library				
	<ul style="list-style-type: none"> • Office and Library are automated. • Staff salary and related matters are done online. • Admission is under centralized allotment process through the university website. • Admission procedures are fully computerized. • Registers related to admission, attendance, examination etc. are also kept in soft form. • Online Public Access Catalogue (OPAC) facility is available in the library. • The students themselves can search the books. • NLIST/INFLIBNET facility is provided to all members of the staff and students so that they can avail of this facility in and outside the campus. • Information about the library is available in the college website. • Issue-return and search facilities are automated. • Three computers with OPAC facility are made available for the users. • INFLIBNET facilities are also available at the University Study Centre functioning in our college. • The selection of our college library as the Best College Library by the Darsana International Book Fair 2013 at Kottayam was also based on its rich collection of books and journals, neatness and order as well as the digital face. 				

4.3	Library services								
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
	Text Books	75536	12360045	2061	537380	77597	12897425		
	Reference Books	7928	437259	192	97638	8120	534897		
	e-Books	N-LIST	5000	N-LIST	5000	N-LIST	5000		
	Journals/Periodicals	304	100945	20	69495	324	170440		
	e-Journals	N-LIST	5000	N-LIST	5000	N-LIST	5000		
	Digital Database	Nil		Nil		Nil			
	CD & Video	162	45500	12	Nil	174	45500		
Others (specify)	Nil		Nil		Nil				
4.4	Technology upgradation (overall)								
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
	Existing	237	185	165	75	75	10	28	Nil
	Added	Nil	Nil	12	4	4	3	Nil	Nil
	Total	237	185	177	79	79	13	28	Nil
4.5	Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)								
	<ul style="list-style-type: none"> All staff members are given proper training in the optimum use of internet resources for teaching and research. Awareness programmes for the better use of internet resources and the precautions to be taken while using the social networks like facebook, twitter etc. were conducted for students and staff. Support staff is provided adequate training in computer usage as well as office automation software including SPARK for preparation of salary bills. They are sent for training programmes organized by KSHEC, DCE and the University. The institution conducts orientation programmes for newly recruited non-teaching staff. It also arranges training on ICT methods and computer applications. 								
4.6	Amount spent on maintenance in lakhs								
	ICT	Campus Infrastructure and facilities			Equipment	Others	Total		
	22.5	115			52.5	14	204		

Criterion – V

5. Student Support and Progression

5.1	Contribution of IQAC in enhancing awareness about Student Support Services
	<ul style="list-style-type: none">• IQAC has arranged several awareness programmes for students on the facilities and support services offered by the college.• Special orientation programmes are given to the newcomers regarding the proper use of library books, journals, magazines, newspapers etc. as well as online facilities like INFLIBNET.• Awareness programme for providing information on various scholarships and financial assistance available to students and research scholars is also conducted every year. Sri. Jogy Alex, Associate Professor, Department of Chemistry is in charge of this programme.• To nurture and foster leadership qualities and inter-personal skills the college union organizes a variety of programmes at the behest of IQAC. Sri. Tommy Cherian, Associate Professor, Department of English is in charge of this programme.• To cater to the needs of SC/ ST students, a cell under the leadership of Sri. V. K. Jose, Associate Professor, Department of Mathematics is functioning in the college.• Under the auspices of the IQAC, the Career Guidance and Placement Cell has organized 3 training camps for students in connection with the Additional Skills Acquisition Programme of the Government of Kerala.• Feedback is collected from students by the IQAC and the suggestions are taken care of for implementation.• The IQAC with the help of tutors ensures that each student is an active member of NCC/NSS/Clubs/Forums functioning in the college.
5.2	Efforts made by the institution for tracking the progression
	<ul style="list-style-type: none">• Performance of students in internal and university examinations, their attendance, achievements and participation in co-curricular activities etc. are constantly monitored by the student mentors/ tutors of each batch. A Student's performance record maintained by the tutor comes in handy for necessary corrective steps.• The final year UG and PG students are given awareness programmes regarding avenues open to them.• The PTA general body meeting is held every year and meet-the-parent programme is held twice a semester mainly to track and monitor the progress of students in their studies.

5.3	(a) Total Number of students					
	UG	PG	Ph.D.	Others		
	1399	580	207	360 (IGNOU & other streams - Not considered as regular students)		
	(b) No. of students outside the state				3	
	(c) No. of international students				Nil	
	During 2013-14		Men		No.	%
					1721	78.73
			Women		No	%
					465	21.27
	Last Year (2012-13)					
	General	SC	ST	OBC	Physically Challenged	Total
	1387	175	54	287	2	1905
	This Year (2013-14)					
	General	SC	ST	OBC	Physically Challenged	Total
	1524	293	73	289	7	2186
Demand ratio		1:9		Dropout %	0.6	
5.4	Details of student support mechanism for coaching for competitive examinations (If any)					
	<ul style="list-style-type: none"> ▪ The Career Guidance and Placement Cell offers special coaching programmes with a view to promoting verbal aptitude, numerical aptitude, general mental ability, clerical aptitude etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. and a large number of students get placement. Coaching for Bank Tests, UGC-NET/JRF examinations are also offered at the department-level. ▪ The Civil Service Institute functioning in the campus offers coaching for the students for the Civil Services Examination. ▪ Training for NET examination is provided by departments. Every year large number of students qualify NET/JRF examinations. ▪ Intensive coaching is given to shortlisted candidates for appearing for the campus placement drive of scheduled banks. Large number of students get placements in such banks. ▪ Career-fests are organised every year, which provides ample opportunities for students to secure placement especially in IT related areas. ▪ Mock interviews, group discussions and soft-skill development programmes have been conducted. ▪ Besides, coaching classes are conducted in many departments as well to equip the students to appear for various competitive examinations. ▪ Peer teaching system is introduced in many departments to equip the students to perform well in the interviews for the selection of assistant professors in colleges. 					
No. of student beneficiaries				360		

5.5	No. of students qualified in these examinations							
	NET	SET/SLET	GATE	CAT	IAS/IPS etc.	State PSC	UPSC	Others
	37	10	7	2	1	124	8	16
5.6	Details of student counselling and career guidance							
	<ul style="list-style-type: none"> • With the active support of the PTA, the Faculty of Religion offers counselling service to students. • Rev. Dr. Mathew Panthalanickal, specialized in counselling will be available in the college, three days a week for counselling service. • In addition to this students can meet the teachers like, Dr. P D George, Dr. V V Georgekutty, Dr Benny Kurian and Dr P O Augusthy for counselling. These teachers have undergone special training in counselling. • The college is having the service of four teachers as Career Counsellors. They are, Dr. K V Thomas, Prof. Cherian Vadakkekunnel, Dr. Seemon Thomas and Dr C K James. After attending a 3-week course at the Institute for Career Studies at Luknow, they have been certified as Professional Career Counsellors. They conduct career orientation programmes. • Programmes for career guidance and personality development are conducted for all the students batch by batch by the Career Guidance Centre. • Coaching for Bank Tests, UGC NET/JRF exam are also offered. • Career fests are organized every year. • Finishing programmes are organized for UG students and proper career guidance is given to them. 							
	No. of students benefitted					632		
5.7	Details of campus placement							
	On campus					Off Campus		
	Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed				
	2	300	48	18				
5.8	Details of gender sensitization programmes							
	<ul style="list-style-type: none"> • Under the auspices of the Janamaithri Vanitha Jagratha Samithi and the Women's Forum various sensitization/ empowerment programmes were organized for Lady students. • Orientation on Special rules and privileges for safeguarding women, awareness programmes against sexual abuse, harassment, suicidal tendencies, classes on adolescent problems etc. were conducted. • Special training in Karate, Yoga etc. were provided to lady students. Leadership trainings well as personality development programmes were organized. • All students expressed their concern about atrocities against women and pledged to protect women from such evils. 							

5.9	Students Activities		
	5.9.1. No. of students participated in Sports, Games and other events		
	State/ University level	National level	International level
	131	51	Nil
	No. of students participated in cultural events		
	State/ University level	National level	International level
	50	2	Nil
	5.9.2. No. of medals /awards won by students in Sports, Games and other events		
	Sports		
	State/ University level	National level	International level
	53	6	Nil
	Cultural		
	State/ University level	National level	International level
	6	Nil	Nil
5.10	Scholarships and Financial Support		
		Number of students	Amount
	Financial support from institution	121	2,47,436/-
	Scholarship from government	512	67,03,000/-
	Financial support from govt./ other sources	821	3,75,0000/-
	Number of students who received International/ National recognitions	1	12,00,000/-
5.11	Student organised / initiatives		
	Fairs		
	State/ University level	National level	International level
	1	Nil	Nil
	Exhibition		
	State/ University level	National level	International level
	1	Nil	Nil
5.12	No. of social initiatives undertaken by the students	4	
5.13	Major grievances of students (if any) redressed		
	<p>The main grievances from students were about the inadequacy of toilets and dining hall for students. These issues have been addressed by building new toilets and providing dining space for students in the canteen. Another major grievance was that the library working time is not user friendly. This has been solved by extending the library working time. The complaints regarding bus travel concession were solved with the help of Janamaithry Police under the leadership of the High-power committee. A new generator was installed for uninterrupted supply of power, which settled the issue of shortage of power.</p>		

Criterion – VI

6. Governance, Leadership and Management

6.1	State the Vision and Mission of the institution
	<p>Our vision is to create a centre of excellence through the formation of young people empowered to create a bright future for themselves and others, irrespective of caste, creed, religion or language through dissemination of knowledge, skills and noble values.</p> <p>The mission of the College is as follows:</p> <ol style="list-style-type: none"> i. To provide the students with faith in God, love for their fellow men and devotion to the Motherland by imparting moral, religious, intellectual and physical discipline. ii. To empower the students with deep knowledge and awareness of current developments in their chosen subjects. iii. To equip the students with skills necessary to succeed at the very highest level in a competitive world. iv. To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership. v. To encourage scholarship and research, especially those that are locally relevant yet globally acceptable. These will be achieved through teamwork and innovative methodologies making use of opportunities available both inside and outside the classroom.
6.2	<p>Does the Institution have a management Information System</p> <ul style="list-style-type: none"> • There is no formal Management Information System, but most services are done online. • The admission is done from an online list given by the university under the centralized allotment process. However formal admission to the college is managed by the admission committee in the college with the help of software. • The internal exam marks, attendance, library usage, fees and scholarships etc. are monitored by an office automation system. • Library is managed by the campus network software in which issue of books, return etc. are done using the barcoded identity card. • Staff salary and related matters are operated through SPARK online system.
6.3	<p>Quality improvement strategies adopted by the institution for each of the following:</p> <p>6.3.1 Curriculum Development</p> <ul style="list-style-type: none"> • Curriculum development is primarily done by the university through various boards of studies. • 18 faculty members of our college are members of UG/PG Board of Studies and are directly involved in the curriculum development process. • In addition our faculty members actively participate in the workshops and camps for syllabus revision and restructuring. • 6 of our faculty members namely, Dr V V Georgekutty (Commerce), Dr V K Jose

(Mathematics), Dr P O Augusthy (Botany), Joseph J Mattam (Economics), Dr Sunny Mathew (Physics), Dr Davis Xavier (Malayalam) and Fr N V Joseph (Syriac) acted as members of the Expert Committee for the conversion of CBCSS system from direct to indirect grading.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

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

6.3.4 Research and Development

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

exhibited in the college library.

- Individual and group projects are given to students and research facilities in the college are extended to them. Project work of each student is guided and supervised personally by teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- We have a full-fledged and spacious library with over 84000 books, 300 journals/periodicals, 27 copies of newspapers and over 10000 e-journals under NLIST/INFLIBNET set up in a three-storied building.
- Issue-return and search facilities are automated.
- Total area of the library-1860 sq. metres.
Total seating capacity- 250 (three floors)
Working hours- 9.00 am to 5.00 pm on all working days.
Separate reading room, reference section, PG & UG Sections are available.
- Online Public Access Catalogue (OPAC) facility is available in the library. The students themselves can search the books.
- Green boards are introduced in select classes.
- Whiteboards and interactive boards are provided in select classrooms.
- Computers with internet connectivity are made available in select classrooms.
- Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Seminar halls are available in all buildings.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.
- All the science departments have received financial assistance from the DST, Government of India for the modernization of the laboratories.
- All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students.
- There is a central Computer Lab with 100 PCs for staff and students in the G block. Internet use is free for all the students.
- A full-fledged Study Centre cum Library of MG University is also functioning in the campus.

6.3.6 Human Resource Management

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

- Committees are constituted to implement developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc. Internet, Computer labs, etc. are made available to staff at free of cost.
- Involvement of staff in the institutional process is highlighted and appreciated in various public meetings.
- Achievements and involvement of staff in the institutional process is duly acknowledged and published in the News Letter of the college.
- Mementos/prizes are given on Merit Day to staff for their significant achievements.
- Staff meetings are held and every member of teaching and non-teaching staff get sufficient opportunity to express their ideas and to participate in the decision making process. Important decisions are taken after dialogues and consultations with all stakeholders.
- A committee system is adopted for the implementation of all developmental projects as well as academic and extra-curricular activities.
- Efforts have been taken by the management to make sure that everyone is involved in some or other aspects of the administration and the tasks are devolved through various committees to increase the efficiency.
- The Management helps identify and nurture leadership among faculty by entrusting them with the overall charge of academic and non-academic activities such as NSS, NCC, IQAC, Arts Club, Music Club, Anti-ragging cell, Grievance Redress Cell, etc.
- The Principal plays the key role in planning and mobilization of the human resource of the college.
- HODs are entrusted with coordinating activities at department level.
- To develop leadership qualities among students, college union elections are held and executive committee is constituted for organizing co-curricular and extra-curricular activities.
- Student leaders of subject associations organize various competitions and fests. Leadership training and personality development programmes are organized for students.
- Staff meetings and meetings of IQAC, Staff Council, College Union, etc. are conducted regularly.
- Usually the administrative and the quality related policies are presented and discussed in the college council before implementation. The college council meetings also serve the purpose of gaining feedback for the management on the various policies.
- There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff. The teachers are required to submit self-appraisal duly attested by the departmental heads who forward them to the Principal.

6.3.7. Faculty and Staff recruitment

- All appointments are based on pure merit and as per Govt./ University rules.
- The college appoints well qualified teachers from different parts of the State to avoid inbreeding.

- Candidates with higher degrees such as Ph.D., M. Phil., etc. are given weightage in appointments.
- During 2013-14, 8 faculty members and 4 non-teaching staff were newly appointed.

6.3.8 Industry Interaction / Collaboration

- The Research and Monitoring Cell (RMC) and The Research And Consultancy Service (RACS) cell take initiative in establishing collaborations with eminent researchers at national and international level.
- Two leading scheduled banks have started campus placement from our college. During the year 2013-14 a total of 48 students have got placement in these banks from the campus.
- The collaborations have led to the publication of a good number of research papers in reputed national/international journals.
- The Biostatistics PG students are doing their project works at RCC Thiruvananthapuram and CMC Vellore as a result of collaborations.
- The college has signed an MoU with the Coconut Development Board, Govt. of India in connection with the major research project “Value added formulation of Ayurvedic drug Ksheerabala by using Virgin Coconut Oil and its Therapeutic effects on Arthritis”. As part of this a biochemistry lab with cell-culture room has been set up.
- The MoU signed with Kizhathadiyoor Service Cooperative Bank Ltd., Pala has provision for training and project works for UG and PG students in the Dept. of Commerce.
- Department-level collaborations are encouraged. Most of the departments have already established collaborative arrangements with universities/organizations.
- Faculty members with good research potential are given study leave/duty leave in concurrence with Govt. policies. Collaborations have been established with Cognizant Technology Solutions, NOVARTIS International, Kizhathadiyoor Service Cooperative Bank, etc.
- Our students visit industries, banks, security markets, hospitals, medical colleges, etc.
- The Alumni Association together with Sri. George Thomas Kottukapally Trust has instituted an award worth Rupees One Lakh for the “Best Ethical Business Man of Kerala” in memory of Sri. George Thomas Kottukapally, former M.P. who was instrumental in the starting of the college.
- Consultancy services are offered to industries by departments of Statistics, Chemistry, Botany, etc.
- The college has entered into an MoU with the Department of Higher Education, Govt. of Kerala for offering skill development programmes under the Additional Skill Acquisition Programme (ASAP). Under this programme 88 of our students were selected as Skill Development Executives (SDE) in 2013-14.

6.3.9 Admission of Students

- Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is

implemented by the college.

- Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota.
- There is no provision to conduct entrance test for admission in to conventional programmes in affiliated colleges. However, admission to UGC sponsored B.Sc. Sports Studies is done based on a merit list prepared after conducting an entrance test conducted at the college level under the supervision of an expert from the university.
- For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university.
- The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category.
- The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redress Cell functioning in the College and University.
- The high entry level marks show that our college is a dream destination of students for their higher studies. Students are free to point out any number of options regarding their choice of colleges at the time of applying for courses through the Common Admission Process of the university. It is learnt that for most of the programmes our college was the first choice for majority of applicants.
- Moreover, it is evident from the admission data that St. Thomas College was the first choice of most of the students admitted into the various programmes of the college.
- Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered by the college with great enthusiasm with a view to ensuring justice and transparency in the admission process.
- Meetings of HODs and department level staff coordinators of admissions are convened to assess the progress of the admission process. Dr. V. K. Jose, Associate Professor of Mathematics serves as the college level coordinator of admissions.
- When the process is complete, a meeting of the coordinators and HODs is held to review the process of admission.

6.4 Welfare schemes for Teaching, Non-teaching, Students

- A govt. approved financial institution called the St. Thomas College Staff Co-operative Society Ltd. No. K. 434 cater to the financial well-being of the members of the staff. It mobilizes the savings of teachers and non-teaching staff of the college as well as gives loans for purposes such as housing, purchase of cars, domestic needs, Cash Credit to meet contingencies, etc. The Society has 212 members with a working capital of Rs. 9.75 crores. The Society also conducts Group Deposit Credit Schemes for the benefit of members. The Society is capable of meeting almost all financial requirements of the staff. It gives loans at a low interest rate of 11% per annum and has instituted Scholarships for the benefit of

the children of the members of the staff.

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

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

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

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

	<ul style="list-style-type: none"> • SC/ST Monitoring Cell • Purified drinking water facilities and water coolers • English Speaking Corner, English Quest • Commerce and Management Fest • Economic Fest • Subject Associations for each department • Soft skill training and personality development programmes • Entrepreneurship Development (ED) Club • Personal and Psychosocial Counselling Service • Most Ethical Business Man Award instituted by Alumni • Value education classes, Life orientation programmes and annual retreat • Health Club and Multi-gym • Multipurpose Indoor Stadium • Sports hostel and special diet for the sports persons • Miss a Meal Programme for Orphanages • Civil Service Institute • Blood Donors Club (Red Ribbon Club) • Legal Aid Service • Grievance Redress Cell • Opening Bank account with zero balance 			
6.5	Total corpus fund generated	Rs. 93 Lakhs		
6.6	Whether annual financial audit has been done	Yes	✓	No
6.7	Whether Academic and Administrative Audit (AAA) has been done?			
	Audit Type	External	Internal	
		Yes/No	Agency	Yes/No Authority
	Academic	Yes	M.G. University	Yes IQAC
	Administrative	Yes	CAG Office	Yes Managing Board
6.8	Does the University/ Autonomous College declare results within 30 days?			
	For UG Programmes	Yes	No	✓
	For PG Programmes	Yes	No	✓
6.9	What efforts are made by the University/ Autonomous College for Examination Reforms?			
	<ul style="list-style-type: none"> • The Principal acts as the Chief Superintendent of University examinations. • A senior teacher is appointed as the Controller of Examinations at the college level. • The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms. • A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time. • In every department there is a coordinator for monitoring the internal evaluation 			

	<p>process. The grades sheets are verified and countersigned by HODs.</p> <ul style="list-style-type: none"> • Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university. • Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level. • The university is conducting end semester examinations as part of Credit Semester System for UG and PG. • The university has made facilities for uploading internal marks in the university web portal. • The exam hall tickets can be downloaded from the university website. • The results are being published in the university website.
6.10	<p>What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?</p> <ul style="list-style-type: none"> ▪ During the year 2007-08 the college applied for autonomous status and UGC shortlisted the college for granting autonomy. But MG University refused to give NOC as other Govt. policy regulations stood in the way. ▪ The Govt. of Kerala has taken a policy decision to grant autonomy to selected Arts and Science Colleges in the State only very recently. ▪ The Management of the college is currently conducting discussions with various stakeholders on applying for autonomy.
6.11	<p>Activities and support from the Alumni Association</p> <ul style="list-style-type: none"> ▪ The college has a registered alumni association with Reg. No. KTM/13/2013. All students who pass out from this college are given membership in the association. ▪ St. Thomas College Alumni Association is an active organisation which aims at the inculcation of intimate fellowship and promotion of frequent interaction among the former students of the College. ▪ The Alumni Association is having different chapters abroad, such as PASTCOS - Kuwait, Bahrain, Doha, Dubai, USA, etc. ▪ Besides this, each department has its own Alumni Association. ▪ The College Alumni Association organises a rich variety of programmes aimed at the integral growth of the college. Its activities include organizing Seminars, Memorial Lectures, Conferences, Quiz Programmes, Debates and Discussions etc. ▪ It also assists the college in conducting various academic programmes as well as sports activities utilizing the expertise of the members. They are actively involved in the infrastructure development of the college. ▪ Alumni Association extended financial support of more than Rs. 25 Lakhs for the construction of the Golden Jubilee Memorial Library Building. ▪ They celebrate the Alumni Day on 7th August, being the day of the foundation of the college. ▪ The Alumni serve as resource persons for various enrichment programmes. ▪ The Alumni Debate Forum meets every month on first Saturdays and discusses current issues and organises debates at HRD Centre, Pala. ▪ It has instituted an Endowment fund with corpus amount Rs. 7.50 Lakhs to gratefully acknowledge the services of the Founder Fathers namely, Late Bishop

	<p>Mar Sebastian Vayalil, the founder-Patron of the college, Late Msgr. Joseph Kureethadom, former Principal and Late Prof. V.J. Joseph, the first Vice-Principal of the college.</p> <ul style="list-style-type: none"> ▪ The Founding Fathers Trust of the Alumni Association has instituted awards for those excelling in various fields such as Education, Science & Technology, Social Service, Agriculture, Literature and Administration. ▪ The Alumni Association together with Sri. George Thomas Kottukapally Trust has instituted an award worth Rupees One Lakh for the “Best Ethical Business Man of Kerala” in memory of Sri. George Thomas Kottukapally, former M.P. who was instrumental in the starting of the college. A corpus sum of Rs. 11 lakhs has been paid by Kottukapally family. ▪ The Commerce Alumni Association has sponsored the renovation work of two classrooms for M.Com students at cost of 2.37 lakhs. ▪ Statistics Alumni Association sponsors Prof. Ramakrishna Pillai Statistics Quiz Competition.
6.12	<p>Activities and support from the Parent – Teacher Association</p> <ul style="list-style-type: none"> • PTA meetings are conducted at least once in a semester and score sheets are given to parents and their suggestions are used to improve the system. • The PTA gives proficiency prizes to top scorers in the internal examinations. • The PTA also has instituted a number of scholarships for students on merit cum means. • The PTA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers. • The PTA of the college also extends financial support for the needy sports person and has instituted scholarship for the excellence in sports. • The PTA is playing an active role in providing additional funds for the development of the college. • Merit Days are held every year under the auspices of the PTA to encourage and felicitate the rank holders and winners of various competitive exams. • Attractive prizes are given by PTA to students who excel in social service activities.
6.13	<p>Development programmes for support staff</p> <ul style="list-style-type: none"> ▪ Support staff is provided adequate training in computer usage as well as office automation software. ▪ They are sent for training programmes organized by KSHEC, DCE and the University. ▪ The institution conducts orientation programmes for newly recruited non-teaching staff. ▪ It also arranges Human Resource Development Programmes and training on ICT methods and computer applications. ▪ The performance of non-teaching staff is monitored and appraised by the Administrative Assistant. ▪ Spiritual renewal and value education classes are organised exclusively for the support staff.
6.14	<p>Initiatives taken by the institution to make the campus eco-friendly</p>

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

Criterion – VII

7. Innovations and Best Practices

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

	<p>1. Intensive Value Education Programme</p> <p>The college has a Faculty of Religion and Moral Studies organ to conduct value education programmes. The Faculty is a voluntary association of teachers. At present there are 50 teachers as members. It aims at moulding a community that is intellectually mature, morally upright, emotionally stable, spiritually inspired and socially committed. The faculty spearheads a chain of activities in fulfilment of this aim and with the express intent of supplementing the limitation, if any, of an exclusively secular curriculum.</p> <p>2. Skill Enhancement and Career Orientation Programme.</p> <p>There are five UGC sponsored career oriented programmes offered by the college. In addition to this, five value added programmes are offered by various departments. Departmental associations also help students develop their talents and enable them to develop creative and organising skills through intradepartmental, Inter-Departmental and Inter Collegiate programmes. The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination.</p> <p><i>*Details of the Best Practices are given in Annexure IV.</i></p>
7.4	Contribution to environmental awareness / protection
	<ul style="list-style-type: none"> ▪ The last Green Audit of our campus was held in the academic year 2013-14 and we ourselves were pleasantly surprised by the biodiversity that we were a part of. ▪ That ours is a green campus well kept and maintained is a matter of modest pride for us. ▪ Under the leadership of the Study Group on Environment functioning in the college, a Herbal Garden is maintained in the campus. ▪ The college is committed to protect the environment and inculcate an environment consciousness among our students and other stakeholders. ▪ The college campus is known for its natural beauty and diversity of plants and trees. ▪ That, all the trees and plants are enumerated and labeled with botanical names, only adds to its richness. ▪ The NSS volunteers and Bhoomitra Sena celebrate ‘Vanamahotsav’ every year and plant trees in the campus as well as public places including road sides. ▪ In collaboration with the Malayala Manorama and the Department of Forest the college distributes seedlings and saplings to students and staff periodically. ▪ NCC cadets also organize various awareness programmes for protecting plants and preventing deforestation. ▪ Dr. Jommy Augustine, HOD of Botany is a noted environmentalist who has conducted extensive bio-diversity studies in the ‘Sahyadris’. ▪ The ‘Nature Club’ also conducts environmental awareness programmes. ▪ The college has produced a CD on the rich variety of flowers in the campus.

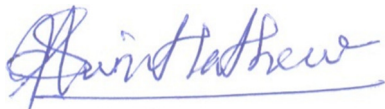
	<ul style="list-style-type: none"> ▪ The open courses offered by departments of Botany, Zoology, and Chemistry have thrust areas on issues like Environment, Ecology and Biodiversity, Pollution Control and Climate Change. ▪ Bhoomithra Sena is an initiative by the NSS to save the earth from all sorts of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

8. Plans of institution for next year

<ol style="list-style-type: none"> 1. Swimming Pool construction. 2. Indoor Stadium construction. 3. AC Seminar Hall in B-building – Shifting University Library Centre to Library Hall. 4. Recreation room for staff

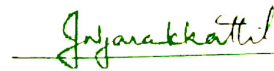
5. Room for Vice Principal.
6. Increase of Drinking water Facilities
7. A Watcher at the Western Gate.
8. Campus beautification and Waste Disposal unit.
9. Website updating and renovation
10. Functioning of the Community College
11. Research Centre for Fundamental Sciences.
12. Connecting A, B, G and Library and C block.
13. Hostel Library and Internet.
14. Digital Library.
15. Media Centre
16. Auditorium stage renovation.
17. Tiling of Varanda and classrooms
18. Construction of a Research Block
19. NAAC Accreditation
20. Autonomous Status to the College

Name: Dr. Sunil C Mathew



Signature of the Coordinator, IQAC

Name: Rev. Fr. N. V. Joseph



Signature of the Chairperson, IQAC

(Principal)



ANNEXURE I

Abbreviations:

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

ANNEXURE II

ACADEMIC CALENDAR FOR THE YEAR 2013-14

JUNE 2013

1	Sat		
2	Sun	Holiday	
3	Mon	College re-opens. Degree S3,S5 and PG S3 classes begin, Blessing of College buildings	1
4	Tue	Staff meeting	2
5	Wed	PTA Executive meeting. Cognizant Technology Solutions- Training Program 'Evolve' by Mr. Thiagi.	3
6	Thu	ASAP Training for First batch started	4
7	Fri	IQAC meeting	5
8	Sat	Second Saturday	
9	Sun	Holiday	
10	Mon		6
11	Tue	Federal Bank Campus Interview	7
12	Wed		8
13	Thu	Blood Donation Awareness Rally	9
14	Fri		10
15	Sat		
16	Sun	Holiday	
17	Mon		11
18	Tue		12
19	Wed		13
20	Thu	Campus Community Partnership Programme of NSS, Bhoomithra Sena works with Pala Municipality in tree planting and environment awareness campaign.	14
21	Fri	Inauguration of One Month Awareness Programme of KMVS Pala against Alcohol and Drug abuse	15
22	Sat		
23	Sun	Holiday	
24	Mon	Spiritual Empowering and Value Education Program for II DC and IIICD	16
25	Tue	-do-	17
26	Wed	I DC S1 Classes begin	18
27	Thu	Valedictory of ASAP training camp.	19
28	Fri		20
29	Sat		
30	Sun	Holiday	

JULY 2013

1	Mon		21
2	Tue		22
3	Wed	L.H.-Feast of St. Thomas	
4	Thu		23
5	Fri	Holy Eucharist	24
6	Sat		
7	Sun	Holiday	
8	Mon	I DC classes commence.	25
9	Tue		26
10	Wed		27
11	Thu	UG-S1 Classes begin	28
12	Fri		29
13	Sat	Second Saturday	
14	Sun	Holiday	
15	Mon	Civil Service Orientation Programme	30
16	Tue		31
17	Wed	PG S2 Exam begins	32
18	Thu		33
19	Fri	IQAC meeting	34
20	Sat		
21	Sun	Holiday	
22	Mon		35
23	Tue	Spiritual Renewal Program for I DC students	36
24	Wed		37
25	Thu		38
26	Fri		39
27	Sat	Kerala Botanical Association - M.Sc. Project Competition	
28	Sun	Holiday	
29	Mon		40
30	Tue		41
31	Wed	I PG - II Semester exam begin	42

AUGUST 2013

1	Thu	NSS Advisory Committee Meeting.	43
2	Fri		44
3	Sat	Malala Day for World Peace	
4	Sun	Holiday	
5	Mon	1 st Internal Exam for UG – S3&S5	45
6	Tue	1 st Internal Exam for UG- S3&S5	46
7	Wed	Inauguration of Commerce Forum activities	47
8	Thu		48
9	Fri	P.H.- Id -Ul-Fitr	
10	Sat		
11	Sun	Holiday	
12	Mon		49
13	Tue	National Youth Day and 150 th Birth Day of Swami Vivekananda celebrated by NSS	50
14	Wed		51
15	Thu	Independence Day-P.H.	52
16	Fri	Victory Day and Reception to Campus recruiters	53
17	Sat		
18	Sun	Holiday	
19	Mon	Inauguration of German Association	54
20	Tue	Inauguration of History Association.	55
21	Wed	Talk by Prof.Dr.Walter Russel Mead, USA on Indo-US cooperation in South East Asia by USEFI	56
22	Thu	P.H.- Sree Narayana Guru Jayanthi	
23	Fri		57
24	Sat		
25	Sun	Holiday	
26	Mon		58
27	Tue		59
28	Wed		60
29	Thu	IQAC meeting	61
30	Fri		62
31	Sat		

SEPTEMBER 2013

1	Sun	Holiday	
2	Mon	S ₁ 1 st Internal Exam	63
3	Tue	S ₁ 1 st Internal Exam	64
4	Wed	S ₁ 1 st Internal Exam	65
5	Thu	I PG classes commences.	66
6	Fri	International German Language Day Celebrations	67
7	Sat		
8	Sun	Holiday	
9	Mon	Inauguration of Physics Association	68
10	Tue	National Seminar on Petroleum Conservation and Oil Pricing	69
11	Wed	Chemistry Association inaugurated	70
12	Thu	Alumni Award distribution and Foundation Day celebration	71
13	Fri	Onam Celebrations, College closes for Onam holidays	72
14	Sat	Second Saturday, NSS Camp for 7 days	
15	Sun	Holiday	
16	Mon	PH-Thiruvonam	
17	Tue	PH-Moonam onam	
18	Wed	PH-Nalam onam	
19	Thu		
20	Fri		
21	Sat	PH –Sree Narayana Guru Samadhi	
22	Sun	Holiday	
23	Mon	College re- opens after Onam holidays	73
24	Tue	2 nd Internal exams for UG S ₃ &S ₅ begin	74
25	Wed		75
26	Thu	NCC Pre Republic Day Camp begins	76
27	Fri	IQAC meeting	77
28	Sat		
29	Sun	Holiday	
30	Mon	Statistics Association Inauguration	78

OCTOBER 2013

1	Tue		79
2	Wed	PH –Gandhi Jayandhi	
3	Thu	SAS workshop for Biostatisticians begins	80
4	Fri		81
5	Sat	Valedictory of NCC Camp.	
6	Sun	Holiday	
7	Mon	DAAD Workshop	82
8	Tue	M.G. Uty. Inter Zone Chess Competition	83
9	Wed	Blood Grouping Camp	84
10	Thu		85
11	Fri	Inauguration of Hindi Association	86
12	Sat	Second Saturday, NCC Camp for R.D. Camp - Phase II	
13	Sun	Holiday- mahanavami	
14	Mon	PH-Vijayadashmi	
15	Tue		87
16	Wed	PH- Id Ul Adha	
17	Thu	2 ND Internal exam for UG S ₁ begin	88
18	Fri		89
19	Sat		
20	Sun	Holiday	
21	Mon		90
22	Tue		91
23	Wed	IQAC meeting	92
24	Thu		93
25	Fri		94
26	Sat		
27	Sun	Holiday	
28	Mon		95
29	Tue		96
30	Wed		97
31	Thu		98

NOVEMBER 2013

1	Fri	Kerala Piravy Day	99
2	Sat	PH- Deepavali	
3	Sun	Holiday	
4	Mon		100
5	Tue		101
6	Wed		102
7	Thu		103
8	Fri	Workshop on survival Data analysis	104
9	Sat	Second Saturday	
10	Sun	Holiday	
11	Mon		105
12	Tue	IQAC meeting	106
13	Wed		107
14	Thu	PH-Muharam	108
15	Fri	NSS Legal Clinic	109
16	Sat		
17	Sun	Holiday	
18	Mon	Spiritual Renewal Program for I & II PG students	110
19	Tue	CBCSS Semester I exams. begin	111
20	Wed		112
21	Thu		113
22	Fri	Drama Workshop	114
23	Sat		
24	Sun	Holiday	
25	Mon		115
26	Tue		116
27	Wed	World AIDS Day Celebrations	117
28	Thu	Inauguration of 'Electra' - Campus Theatre	118
29	Fri	Kasturba Gandhi Quiz, Lecture	119
30	Sat		

DECEMBER 2013

1	Sun		
2	Mon	Kottayam District level celebration of World AIDS Day	120
3	Tue	Women Empowerment Program by Vanitha Jagratha Sami	121
4	Wed	Interaction of students with a German team	122
5	Thu		123
6	Fri		124
7	Sat	Commerce Fest- Com Arena 2013- Inter collegiate Festival	
8	Sun	Holiday	
9	Mon	Women's forum inauguration	125
10	Tue		126
11	Wed	IQAC Meeting	127
12	Thu		128
13	Fri	Blessing of foundation stone and inauguration of construction works of Sports Complex	129
14	Sat	Second Saturday, Physics Alumni Meet 'Fusion 2013'	
15	Sun	Holiday	
16	Mon		130
17	Tue		131
18	Wed	Commerce Manual released, Certificates of Add on Course distributed	132
19	Thu	Inauguration of Botany Association.	133
20	Fri	College closes for Christmas holidays	134
21	Sat		
22	Sun	Holiday	
23	Mon		
24	Tue		
25	Wed	Christmas	
26	Thu		
27	Fri	Grand Alumni Meet by M.A. Politics 1987-1989 batch.	
28	Sat		
29	Sun	Holiday	
30	Mon	College re opens after Christmas holidays	135
31	Tue		136

JANUARY 2014

1	Wed	Audit by Accountant General's Office, Ph.D. Course work inaugurated	137
2	Thu	Sri. George Thomas Kottakappally Lecture	138
3	Fri	Inauguration of ICSM 2014 and IWMA 2014	139
4	Sat		
5	Sun	Holiday	
6	Mon	Inter class quiz completion by Physics Association	140
7	Tue	Prof.K.Ramakrishna Pillai Statistics Quiz; Talk on 'Opportunities for Overseas Education' by Monarch, Pala.	141
8	Wed	'Scientia' – Intercollegiate Quiz by Chemistry Association	142
9	Thu	PTA Executive Meeting.	143
10	Fri	Management Opportunities' - workshop by SJ CET MBA department	144
11	Sat	Second Saturday, Meeting - Chemistry Alumni Association.	
12	Sun	Holiday	
13	Mon	PH - Milad-i-Sherif	
14	Tue	Janamaithri Police - Awareness program on Traffic Rules and Women Empowerment.	145
15	Wed		146
16	Thu		147
17	Fri	Seminar on Open Courses. Football Mania-Five a-side matches started.	148
18	Sat		149
19	Sun	Holiday	
20	Mon	National Seminar on Opportunities in Official Statistics	150
21	Tue		151
22	Wed	IQAC Meeting	152
23	Thu		153
24	Fri	Awareness Program against Drug Abuse	154
25	Sat		
26	Sun	Holiday- Republic Day	
27	Mon		155
28	Tue	All Kerala Quiz Competition organized by the Alumni Association	156
29	Wed		157
30	Thu	Annual General Body Meeting - College Co-operative Society	158
31	Fri	Mind Power and Yoga Class.	159

FEBRUARY 2014

1	Sat		
2	Sun	Holiday	
3	Mon		160
4	Tue		161
5	Wed	IQAC Meeting	162
6	Thu		163
7	Fri		164
8	Sat	Second Saturday	
9	Sun	Holiday	
10	Mon		165
11	Tue		166
12	Wed		167
13	Thu		168
14	Fri		169
15	Sat		
16	Sun	Holiday	
17	Mon		170
18	Tue		171
19	Wed		172
20	Thu		173
21	Fri	International Language Day Celebrations.	174
22	Sat	Hindi Alumni Meet.	
23	Sun	Holiday, Batch gathering of B.Sc. Chemistry 1964 -1967	
24	Mon	Prof. Antony Simon Lecture Series inauguration.	175
25	Tue	Intercollegiate Eco Fest Competition , Inauguration of 'Energy Club' and Release of Brochure on sports complex	176
26	Wed	Commerce Eve – STAC Alumni Scholarships given Rapid Action Force Training by Santhwanam	177
27	Thu	Newly renovated college chapel blessing	178
28	Fri	PH – Sivarathri,	

MARCH 2014

1	Sat		
2	Sun	Holiday	
3	Mon	ASAP Festival and registration.	179
4	Tue		180
5	Wed		181
6	Thu	Annual Sports Meet	182
7	Fri	NCC Quiz, Weapon Exhibition and Mock Way Annual GB meeting of PTA - Scholarships distribution, Proficiency Prizes etc.	183
8	Sat	Second Saturday, Meeting of B.A. Economics batch 1964-1967; Maths Alumni Meet.	
9	Sun	Holiday	
10	Mon	Youth Festival 2013-2014	185
11	Tue		186
12	Wed	Meeting of Faculty of Religion	187
13	Thu	Intercollegiate German Fest.	188
14	Fri	NSS Annual Meeting and prize distribution, ASAP interview.	189
15	Sat	Meeting of Retired Teachers Association	
16	Sun	Holiday	
17	Mon	College Day Celebrations	190
18	Tue	Managing Board Meeting	191
19	Wed	Patron's Day Celebrations.	192
20	Thu		193
21	Fri		194
22	Sat		
23	Sun	Holiday, Statistics Alumni Meet	
24	Mon	Women's Day Celebrations	195
25	Tue		196
26	Wed		197
27	Thu	Send off by Alumni Association to retiring teachers	198
28	Fri	IQAC Meeting	199
29	Sat	Send off by Non-teaching staff	
30	Sun	Holiday	
31	Mon	Blessing of Biochemistry Lab	200

APRIL 2014

1	Tue	Rev.Fr. N. V. Joseph Njarakkattil appointed as Principal. Sri. V. T. Thomas and Sri. Cherian Vadakkekunnel appointed as Vice-Principals.	
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	Holiday	
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat	Second Saturday	
13	Sun	Holiday	
14	Mon		
15	Tue	PH-Vishu	
16	Wed		
17	Thu	PH-Maundy Thursday	
18	Fri	PH-Good Friday	
19	Sat		
20	Sun	Holiday	
21	Mon	Sports Alumni Meet	
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat		
27	Sun	Holiday	
28	Mon	Malayalam Alumni Meet	
29	Tue		
30	Wed		

MAY 2014

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

ANNEXURE III

ANALYSIS OF THE FEEDBACK

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

STRENGTHS

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

WEAKNESSES

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

OPPORTUNITIES

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

CHALLENGES

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

ANNEXURE IV

BEST PRACTICES OF THE INSTITUTION

1. INTENSIVE VALUE EDUCATION PROGRAMME

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

Goal

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

The Context

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

The Practice

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

These initiatives from the college show its impact as students visit orphanages, destitute homes, old age homes, hospitals etc to interact and help the inmates. On every Friday, under the leadership of the Jesus Youth, students collect food packets and distribute them to the inmates of the Mariyasadanam Orphanage Pala. In addition, students of various classes visit orphanages, special schools etc during festival seasons like Onam, Christmas etc. and distribute sweets, dress etc. and organise cultural programmes for them.

Evidence of Success

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

Problems Encountered and Resources Required

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

Contact Details

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2. SKILL ENHANCEMENT AND CAREER ORIENTATION PROGRAMME.

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

Goal

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

The Context

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

The Practice

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

- Diploma in Computer Applications
- Market Research and Sample Surveys
- Diploma in R-programming

- Certificate Course in Apiary Management
- Bio-informatics & Biotechnology
- Computational Training using MATLAB
- Under the auspices of the Govt. of Kerala, a new programme known by the acronym, ASAP (Additional Skill Acquisition Programme) for students is underway, and in which 15 of our teachers serve as facilitators. Notably enough the number of students from our college (78) selected for the programme by the Govt. in the scheme is the highest in the state of Kerala.
- The college computer centre and IGNOU centre offer Diploma in Computer Applications for the development of ICT skills of students.
- Training in Statistical Softwares for computation and data analysis is offered for the development of computational and analytical skills.
- Group discussions, mock-interviews, Spoken English, personality development programmes etc. are offered by the Career Guidance and Placement Cell for the development of soft skills.
- The Career Guidance and Placement Cell offers special coaching programmes to promote clerical aptitude, verbal ability, numerical aptitude, general mental ability, etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. A large number of students got placement through these initiatives.
- With a view to promoting skills in teaching and research UGC/CSIR NET/JRF test coaching is offered to students.
- Career guidance cell provides the students with career awareness and soft skill development sessions.
- Entrepreneurial Development Club organizes programmes for promoting innovations and entrepreneurial abilities. Efforts are being made to establish an incubation centre in consultation with industries, engineering colleges and Department of Science and Technology.
- Students were given opportunity to interact with representatives of major industries and alumni with industry experience on Industry-Academy collaborations. This would help in moulding the students to prepare themselves for the employment market.
- The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination.

Evidence of Success

This program builds one's confidence and gives a foundation to build from to reach other goals and even go to further education. Students appear to be more confident at viva-voce and interviews. During 2012-13, the Civil Service Institute had marvellous results with 25 selections including I, II and IV ranks at all India level. During 2012-13, 55 students qualified UGC-CSIR exams and in 2013-14, 40 students have passed the same. In the ASAP training our College was ranked as the First among all the 196 colleges all over Kerala. In addition to this, our student was the top scorer in the test conducted by the British Council. As a result the percentage of pass in all UG and PG programmes increased significantly. As many as 52 students got selection in Banks under Campus Recruitment in 2012-13 and 55 in 2013-14. Also, UGC has sanctioned financial assistance for starting B.Voc. Programmes and Voc. Diploma Programmes in 2014.

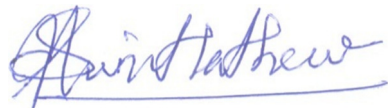
Problems Encountered and Resources Required

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

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Signature of the Coordinator, IQAC

Name: Rev. Fr. N. V. Joseph



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



Palai
18-09-2014