ST. THOMAS COLLEGE PALAI

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

www.stcp.ac.in, e-mail: principal@stcp.ac.in, principal.stc@gmail.com

Phone: 04822-212316, 212317; Fax: 04822-216313; Mob: +919447791456

(Affiliated To Mahatma Gandhi University, Kottayam)

THE ANNUAL QUALITY ASSURANCE REPORT

2014-15

Submitted To

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

November 2015

The Annual Quality Assurance Report (AQAR) of the IQAC
Period of Report: June 1, 2014 to May 31, 2015.

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	09447791456
	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/ AQAR2014-15
1.5	Accreditation Details	

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	4 Star		2000	Upto 2007
2	2nd Cycle	B++	82.5	2007	Upto 2012
3	3rd Cycle	A	3.3	2015	30/4/2020

1.6	Date of Establishment of IQAC	22/03/2004
1.7	AQAR for the year *(for example 2010-11)*	2014-15
1.8	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*	

	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							
	vi. AQAR 2013-14 Submitted to NAAC on 18-09-2014							

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 *(for the Colleges)*	Mahatma Gandhi University, Kottayam

1.12	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc		
	Autonomy by State/Central Govt. / University		
	University with Potential for Excellence		UGC-CPE	✓
	DST Star Scheme		UGC-CE	
	UGC-Special Assistance Programme		DST-FIST	✓
	UGC-Innovative PG programmes		Any other (Minority Status)	✓
	UGC-COP Programmes	✓		

2. IQAC Composition and Activities

2.1	No. of Teachers	9
2.2	No. of Administrative/Technical staff	1
2.3	No. of Students	0
2.4	No. of Management representatives	1
2.5	No. of Alumni	1
2.6	No. of any other stakeholder and community representatives	0
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	1
2.9	Total No. of members	14
2.10	No. of IQAC meetings held	11

2.11	No. of meetings with various stakeholders				
	Faculty	Non- teaching staff	Students	Alumni	Others (Parents)
	6	3	4	3	3

2.12	Has IQAC received any funding from UGC during the year?		Yes	✓	No	
	If yes, mention the amount			Rs.300000/-		

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 Strategies			

2.14	Significant activities and contributions made by IQAC

Under the auspices of the IQAC, St. Thomas College, Palai underwent the third cycle NAAC re-accreditation of the college. The peer team visit was held during 23-25 February 2015 and the college was awarded A grade with 3.3 CGPA. 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. K.S Mathew, Retired Head and Professor, Central University, Pondicherry, Prof. Dr. M.C Pius, Centre for Historical Studies, Jawaharlal Nehru University, New Delhi, Dr. C.C Joseph, Professor in History, Christ Deemed University, Bangalore, Dr. S.V.M. Satyanarayana, Professor, Pondicherry Central University, Dr. K.B. Jinesh, IIST

Trivandrum, Dr. K. Indulekha, M.G. University, Kottayam, Sri. P. Radhakrishnan, Scientist and former Deputy Director of Liquid Propulsion Centre, ISRO, Prof. Aruna Rao, Mangalore University, Prof. Anil C. Mathew , PSGIMSR, Coiambatore. The IQAC also planned to conduct at least one international seminar in the academic year 2013-14 and this was fulfilled jointly by the Departments of Statistics and Biostatistics. Other Significant Activities and contributions made by IQAC include the following:

- Partnership in Additional Skill Acquisition Programme (ASAP).
- Use of more solar energy and rain water harvesting.
- 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.
- Strengthening and widening NSS activities.

2.15	Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Recruitment of new Staff	1 teacher and 4 non-teaching staff were appointed.
New Programmes of Study	St. Thomas College Palai has started two UGC sponsored vocational degree programmes (B.Voc.) and two Community College Diploma Courses during the academic year 2014-2015. The B.Voc. Degree programmes are in the subjects (i) Sustainable Agriculture and (ii) Food Processing Technology and the Diploma programmes are in the subjects (i) Renewable Energy and (ii) Hardware and Networking Maintenance.
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.	9 JRF qualifiers, 16 NET qualifiers and 1 GATE winner
More research projects	Sanction of 10 new projects.
Interactive sessions and invited talks by eminent scholars and scientists.	Prof. Dr. K. S. Mathew, Central University, Pondicherry; Prof. Dr. M. C. Pius, Jawaharlal Nehru University, New Delhi; Dr. C. C. Joseph, Christ Deemed University, Bangalore; Dr. S. V. M. Satyanarayana, Central University, Pondicherry; Dr. K. B. Jinesh, IIST Trivandrum; Dr. P. Radhakrishnan, ISRO 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 9th July 2014 to felicitate our students who got campus placements. Also Merit Day was celebrated on 1st October 2014 to felicitate the UGC-CSIR winners, rank holders, National Toppers in Spots and Games, NCC etc.
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 and Invited Talks by eminent scientists in February 2015.
The conduct of a green audit.	A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. Dr. Sunny Kuriakose, Dept. of Chemistry was in charge of the Green audit.
Call for more research output	26 research papers were published by the faculty members.
More seminars and workshops	Four departments received financial assistance for the conduct of seminars/ conferences/ workshops. In addition, about 15 One day Workshops and Seminars as well as invited talks by reputed experts were organized by various departments

	Encouraging faculty members to attend refresher courses.	13 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.		
	Securing more student scholarships	625 students received various scholarships from govt. Agencies and 116 students received various scholarships from College or PTA.		
	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			
	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. 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.			

Part – B

Criterion – I

1. Curricular Aspects

1.1	Details about Academic Programmes				
	Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
	Ph.D.	10	0	0	0
	PG	15	1	3	0
	UG	17	2	3	0
	PG Diploma	0	0	0	0
	Advanced Diploma	0	0	0	0
	Diploma	8	2	1	3
	Certificate	6	0	3	6
	Training Programmes	0	0	0	0
	Total	56	5	10	9
	Interdisciplinary	0	0	0	0
	Innovative	2	2	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.)	10		
1.3	Feedback from stakeholders* *(On all aspects)*			

Alumni	✓	Parents	✓	Employers	✓	Students	✓
Mode of feedback		Online		Manual	✓	Co-operating schools (for PEI)	

Analysis of the feedback is given in the Annexure III.

1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.
	The Process of revision and updating of the UG curriculum and syllabi was started by the Mahatma Gandhi University and as a part of this process, the UG Board of Studies(BOS) of Chemistry was reconstituted in 2014. Dr. V. T. Thomas, Associate Professor, HOD of Chemistry Department and Sri. Bejoy Mathew, Associate Professor, Chemistry Department are nominated as the Chairman and member of BOS respectively.
1.5	Any new Department/Centre introduced during the year. If yes, give details.
	St. Thomas College Palai started the Department of Vocational Education during the academic year 2014-1015. The department offers two vocational degree courses (B.Voc.) and two Diploma Courses under Community College scheme of UGC. The B.Voc. Degree programmes are in the subjects (i) Sustainable Agriculture and (ii) Food Processing Technology and the diploma programmes are in the subjects (i) Renewable Energy and (ii) Hardware and Networking Maintenance.

Criterion – II

2. Teaching, Learning and Evaluation

2.1	Total No. of permanent faculty				
	Total	**Asst. Professors**	**Associate Professors**	**Professors**	**Others**
	97	45	52	0	0

2.2	No. of permanent faculty with Ph.D.	43

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
	1	3	0	0	0	0	0	0	1	3

2.4	No. of Guest faculty	No. of Visiting faculty	No. of Temporary faculty
	52	12	10

2.5	Faculty participation in conferences and symposia			
		No. of Faculty		
		International level	National level	State level
	Attended Seminars/ Workshops	1	7	10
	Presented papers	1	13	9
	Resource Persons	1	10	1

2.6	Innovative processes adopted by the institution in Teaching and Learning	Peer Teaching by research scholars, surprise tests, instant quizzes.
2.7	Total No. of actual teaching days during this academic year	195
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Module-wise test papers.
2.9	No. of faculty members involved in curriculum restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	26
2.10	Average percentage of attendance of students	91.5%
2.11	Course/Programme wise distribution of pass percentage :	

Title of the Programme	Total no. of students appeared	Grade					Pass %
		A	B+	B	C+	C	
B.A. Economics	51	1	9	12	15	9	90
B.A. Politics	48	3	3	9	9	11	72.9
B.A. English	37	5	12	2	11	3	89
B.A. Malayalam	45	1	2	5	9	11	62.2
B.A. Voc. History	15	-	3	5	6	-	93.3
B.A. Comm. English	34	-	4	11	10	6	91.1
B. Sc. Mathematics	25	3	7	6	3	1	80
B.Sc. Physics	30	2	10	8	6	1	90
B. Sc. Chemistry	34	1	11	14	4	-	88.23

Title of the Programme	Total no. of students appeared	A+	A	B+	B	C+	C	Pass %
B. Sc. Botany	21	-		3	6	6	2	**80.95**
B.Sc. Zoology	27	-		4	8	3	3	**66.66**
B.Com	62	8		29	14	6	4	**98.38**

Title of the Programme	Total no. of students appeared	Grade						Pass %
		A+	**A**	**B+**	**B**	**C+**	**C**	
M.A .Economics	29	--	--	--	--	--	--	RA
M.A .Politics	27	--	--	--	--	--	--	RA
M.A. English	30	--	--	--	--	--	--	RA
M.A. Hindi	21	--	--	--	--	--	--	RA
M.A. Malayalam	19	--	--	--	--	--	--	RA
M.Sc. Mathematics	18	--	--	--	--	--	--	RA
M .Sc. Statistics	19	--	--	--	--	--	--	RA
M. Sc. Physics	22	--	--	--	--	--	--	RA
M. Sc. Chemistry	23	--	--	--	--	--	--	RA
M. Sc. Botany	15	--	--	--	--	--	--	RA
M.Sc. Biostatistics	24	--	--	--	--	--	--	RA
M. Sc. Biotechnology	10	--	--	--	--	--	--	RA
M .Sc. Appl. Microbiology	24	--	--	--	--	--	--	RA
M.Com	19	--	--	--	--	--	--	RA

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 as 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. The IQAC of the college had organized a talk on *"UGC INFONET Digital Library: Potential and Possibilities"* on 10th February 2015.	

2.13	Initiatives undertaken towards faculty development

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	8
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others (Staff Training by the Institution)	Nil

2.14	Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily (adhoc)
Administrative Staff	38	0	4	3
Technical Staff	25	0	0	5

Criterion – III

3. Research, Consultancy and Extension

3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution				
	Research Monitoring Cell coordinates all the research activities. Teachers are encouraged to apply for research projects funded by various agencies. Best research output from faculty as well as students are recognized and appreciated. Teachers are allowed to engage in collaborative research with experts in India and abroad. Some of the teachers utilized INSA exchange fellowship to visit foreign countries.				
3.2	Details regarding major projects				
		Completed	**Ongoing**(Started previously)	**Sanctioned**	**Submitted**
	Number	1	2	1	Nil
	Outlay in Rs. Lakhs (For the entire project period)	20	27.76	17.25	Nil
3.3	Details regarding minor projects				
		Completed	**Ongoing**(Started Previously)	**Sanctioned**	**Submitted**
	Number	4	14	Nil	Nil
	Outlay in Rs. Lakhs	4.78	14.32	Nil	Nil
3.4	Details on research publications				
		International		**National**	**Others**
	Peer Review Journals	23		3	Nil
	Non-Peer Review Journals	1		1	Nil

e-Journals	1	Nil	Nil
Conference proceedings	1	7	Nil

3.5	Details on Impact factor of publications			
	Range	Average	H-index (Highest)	Nos. in SCOPUS
	0.502 – 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				
	Dr. K. K. Jose	2014-17	KSCSTE	17.25 Lakhs	5.75 Lakhs
	Dr. K. K. Jose	2012-15	UGC	9.72 Lakhs	9.02 Lakhs
	Dr. Ginson P. Joseph	2011-14	DST	20 Lakhs	7.16 Lakhs
	Dr. Ison V Vanchipurackal	2012-16	DST	18.04 Lakhs	17.57 Lakhs
	Minor Projects				
	Dr. Sunny Kuriakose	2014-16	UGC	1,90,000/-	1,20,000/-
	Dr. Thomas V. Mathew	2014-16	UGC	1,90,000/-	1,50,000/-
	Sri. Sajeev Martin George	2014-16	UGC	1,40,000/-	95,000/-
	Sri. Bobby Simon	2014-16	UGC	55,000/-	37,500/-
	Sri. Tejil Thomas	2014-16	UGC	50,000/-	30,000/-
	Si. Binoy Chacko	2014-16	UGC	85,000/-	67,500/-
	Dr. T. J. Abraham	2014-16	UGC	70,000/-	55,000/-
	Dr. Babu Jose	2014-16	UGC	55,000/-	37,500/-
	Smt. Shilpa Mathew	2015-17	UGC	1,35,000/-	1,12,500/-

Sri. Princemon Jose	2013-15	UGC	90,000/-	90,000/-
Smt. Soumya Jose	2013-15	UGC	50,000/-	50,000/-
Sri. Joben K. Antony	2013-15	UGC	1,00,000/-	60,000/-
Sri. Sijo Mathew	2013-15	UGC	1,25,000/-	87,500/-
Sri Allan Zacharia	2013-15	UGC	1,00,000/-	60,000/-
Interdisciplinary Projects	2012-17	DST (To all Science Depts.)	90 Lakhs	46.5 lakhs
Industry sponsored	2013-15	Coconut Development Board	20.9 Lakhs	17.86 Lakhs
Projects sponsored by the University/ College	Nil			
Any other(Specify) (SARD- Physics)	2013-16	KSCSTE	19.75 Lakhs	19 Lakhs
Total			**208.76 Lakhs**	**133.38 Lakhs**

3.7	No. of books published						
	With ISBN No.	2	Chapters in Edited Books	2	Without ISBN No.	1

3.8	No. of University Departments receiving funds from: **Not Applicable**							
	UGC-SAP		CAS		DST-FIST		DPE		DBT Scheme/funds	

3.9	For colleges						
	Autonomy		CPE	✓	DBT Star Scheme	
	INSPIRE	✓	CE		DST-FIST	✓

3.10	Revenue generated through consultancy	Nil

3.11	No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	4	3	3	7
Sponsoring agencies	UGC, DST, KSCSTE, CSIR, APT	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	1	National	10	Any other	4

3.14	No. of linkages created during this year		1

3.15	Total budget for research for current year in lakhs

From Funding	From Management of University/College	Total
97.70	30	127.70

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 2014-15	27
		28

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
10	2	3	11

3.21	No. of students Participated in NSS events

University level	State level	National level	International level
120	4	1	Nil

3.22	No. of students Participated in NCC events			
	University level	State level	National level	International level
	16	8	18	Nil
3.23	No. of Awards won in NSS			
	University level	State level	National level	International level
	3	Nil	Nil	Nil
3.24	No. of Awards won in NCC			
	University level	State level	National level	International level
	Nil	1	4	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

- 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 2014 with tree planting in the campus and the surroundings.
- Observed World Population day on 12 July and a Malala Solidarity Day for World Peace on 2 August.
- Organized a Seven day camp at Retnagiri from 5th to 11th September 2014. During the camp, Onam was celebrated with villagers, accompanied by a cultural extravaganza.
- 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.
- On 30th August 2014 a one day camp was conducted by NSS at Cherpunkal to construct a house for a homeless poor from Cherpunkal.
- Conducted a Seminar on Positive Thinking.
- A First Aid and Road Safety seminar was organized
- A Nature study camp was held on 1st to 3rd September 2014 at Chinnar Wildlife Sanctuary.
- Swach Bharat Mission was taken up by the Students on 2nd October 2014.
- To inculcate deep love and social concern among our students, a very active blood donor's forum (in addition to the blood donation activity of the NSS) is working in our college.

- Science Popularization Mission: As part of this venture of the college, our faculty members visit nearby schools and colleges and deliver talks on topics related to science.
- Many of the faculty members have authored articles of general interest with a view to familiarizing the young with current areas of Science and new discoveries.
- The college acts as a live wire when it comes to important social issues. The Learned Articles published by its faculty in periodicals and newspapers and Expert Talks through Radio and TV broadcasts have great magnitude both in size and impact.

Criterion – IV

4. Infrastructure and Learning Resources

4.1	Details of increase in infrastructure facilities				
	Facilities	**Existing**	**Newly created**	**Source of Fund**	**Total**
	Campus area	24.58 Acre	4 Acre	Management	28.58 Acre
	Class rooms	72	Nil	NA	72
	Laboratories (Including Computer Labs)	16	1	College	17
	Seminar Halls	4	Nil	NA	4
	No. of important equipment purchased ($\geq$ 1.0 lakh) during the current year.	55	2	DST, KSCSTE	55
	Value of the equipment purchased during the year (Rs. in Lakhs)	280.5	59	DST, KSCSTE	339.5
	Others - Auditorium	1	Nil	NA	1
4.2	Computerization of administration and library				

- 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	76103	22758189/-	940	327247/-	77043	23085436/-
	Reference Books	8215	256850/-	210	101501/-	8425	358351/-
	e-Books	N-LIST	5000/-	Nil	Nil		5000/-
	Journals/Periodicals	292	99210/-	7	3480/-	299	102690/-
	e-Journals	N-LIST	5000/-	Nil	Nil		5000/-
	Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
	CD & Video	47		15		62	
	Others (specify)	Nil					

4.4	Technology upgradation (overall)							
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
	Existing	237	185	177	79	79	13	28	Nil
	Added	5	Nil	8	5	5	Nil	Nil	Nil
	Total	242	185	185	84	84	13	28	Nil

4.5	Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)
	• **Wi-Fi** facility was extended to cover most of the campus. • **Video conferencing facility** has been instituted in the Library seminar hall. This will help augment input from advanced centres of learning. • **IP Camera Surveillance system** is put in place to help access anytime and everywhere the activities in the college. • The Facility in the **Language lab** has been enriched by meeting the requirements of 60 students at a time. Besides, the software for the same has been upgraded to the international standards. • All staff members are given proper training in the optimum use of internet resources for teaching and research. • Awareness programmes for 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
	5.50	21.25	33	2	61.75

Criterion – V

5. Student Support and Progression

5.1	**Contribution of IQAC in enhancing awareness about Student Support Services**
	- IQAC has arranged several awareness programmes for students on the facilities and support services offered by the college. - Value Orientation seminar for III DC and II DC students by Adv. Phijo Joseph and team was conducted. - Value Orientation seminar for I DC students by Mr. Gijo George of Sarga Khetra Academic and Cultural Centre was conducted - 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 was 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. Cherian Vadakkekunnel, Associate Professor, Department of English was 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. It has organized a One day seminar "The Opportunities and Prospects of SC/ST Categories". - 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**
	The College has launched a novel initiative called the **Scholar Support Programme**(SSP) for first year UG students under the auspices of the DCE, Govt. Of Kerala, in 2014-15. This envisages the provision of additional and personalized assistance to academically weak students. Dr. T. J. Abraham, Department of English is the college level co-ordinator.

	- Another initiative by the Department of Collegiate Education, Government of Kerala is "**Walk With A Scholar Programme**" which started in the college in this academic year. This aims at giving necessary orentaion to needy students, to give them proper guidance, motivation and mental support to identify appropriate areas of higher study and to prepare them for employment. - 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 inhandy 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
1669	557	208	122 (IGNOU - Not considered as regular students)

(b) No. of students outside the state	3
(c) No. of international students	Nil

During 2014-15	Men	No.	%
		1776	72.97
	Women	No	%
		658	27.03

Last Year (2013-14)

General	SC	ST	OBC	Physically Challenged	Total
1524	293	73	289	7	2186

This Year(2014-15)

General	SC	ST	OBC	Physically Challenged	Total
1639	343	45	402	5	2434

Demand ratio	1:9	Dropout %	0.5

5.4	Details of student support mechanism for coaching for competitive examinations (If any)		
	- 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 qualifies NET/JRF examinations. - Intensive coaching is given to shortlisted candidates for appearing for the campus placement drive of scheduled banks. Large number of students got placements in such banks. - Career-fests are organised every year, 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		300

5.5	No. of students qualified in these examinations							
	NET	SET/SLET	GATE	CAT	IAS/IPS etc.	State PSC	UPSC	Others
	20	5	4	2	2	50	3	16

5.6	Details of student counselling and career guidance
	- 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, 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		654	
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	45	18

5.8 Details of gender sensitization programmes

- Under the auspices of the Janamaithri Vanitha Jagratha Samithi and the Women's Forum various sensitization/ empowerment programmes were organized for Lady Students.
- Orientation on Special rules and privileges for the safeguarding of women, awareness programmes against sexual abuse, harassment, suicidal tendencies, classes on adolescent problems etc. were conducted.
- Special training in Karate, Yoga etc. were provided to lady students. Leadership trainings 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
102	22	1

No. of students participated in cultural events

State/ University level	National level	International level
27	1	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
46	2	Nil

Cultural

State/ University level	National level	International level
11	1	Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	116	68,000/-
Scholarship from government	596	43,87,000/-

	Financial support from govt./ other sources	29	75,000/-
	Number of students who received International/ National recognitions	Nil	Nil

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			
	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.			

Criterion – VI

6. Governance, Leadership and Management

6.1	State the Vision and Mission of the institution
	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. **The mission** of the College is as follows: 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	Does the Institution have a management Information System
	• 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	Quality improvement strategies adopted by the institution for each of the following:
	6.3.1 Curriculum Development
	• Curriculum development is primarily done by the university through various boards of studies. • 25 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 "ShodhKshitij".
- Copies of the above journals are distributed to all PG students at a discounted rate.
- The publications by faculty and research scholars as well as Ph.D. 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 85103 books, 324 journals/periodicals, 27 copies of newspapers and over 10000 e-journals under NLIST/INFLIBNET set up in a three-storied building.
- Issue-return and search facilities are automated.
- Total area of the library-1860 sq. metres.
- Total seating capacity- 250 (three floors)
- Working hours- 8.00 am to 6.00 pm on all working days.
- Separate reading room, reference section, PG & UG Sections are available.
- Online Public Access Catalogue (OPAC) facility is available in the library. The students themselves can search the books.
- Green boards are introduced in select classes.
- Whiteboards and interactive boards are provided in select classrooms.
- Computers with internet connectivity are made available in select classrooms.
- Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Seminar halls are available in all buildings.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.
- All the science departments have received financial assistance from the DST, Government of India for the modernization of the laboratories.
- All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students.
- There is a central Computer Lab with 100 PCs for staff and students in the G block. Internet use is free for all the students.
- A full-fledged Study Centre cum Library of MG University is also functioning in the campus.

6.3.6 Human Resource Management

- A sound system of selection and recruitment with a view to ensuring transparency and quality is followed by the college.
- Induction programmes have been organised to identify and nurture the potential of

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

various policies.
- There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff. The teachers are required to submit self-appraisal duly attested by the departmental heads who forward them to the Principal.

6.3.7. Faculty and Staff recruitment

- All appointments are based on pure merit and as per Govt. /University rules.
- The college appoints well qualified teachers from different parts of the State to avoid inbreeding.
- Candidates with higher degrees such as Ph.D., M. Phil., etc. are given weightage in appointments.
- During 2014-15, 1 faculty member, 11 Guest Lectures 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.
- One leading scheduled banks have started campus placement from our college. During the year 2014-15 a total of 45 students have got placement in this bank 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 Thiruvanathapuram 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).
- The new B. Voc. Programmes are industry linked. The diploma programmes under Community College Scheme also use industry experts.

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 • 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. 189.45 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?
	- The Principal acts as the Chief Superintendent of University examinations. - A senior teacher is appointed as the Controller of Examinations at the college level. - The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms. - A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time. - In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs. - Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university. - Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level. - The university is conducting end semester examinations as part of Credit Semester System for UG and PG. - The university has made facilities for uploading internal marks in the university web portal. - The exam hall tickets can be downloaded from the university website. - The results are being published in the university website.

6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
	- 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	Activities and support from the Alumni Association
	- 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, Bahrin, 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 Mar Sebastian Vayalil, the founder-Patron of the college, Late Msgr. Joseph Kureethadom, former Principal and Late Prof. V.J. Joseph, the first Vice-Principal of the college.
- The 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	Activities and support from the Parent – Teacher Association

- 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	**Development programmes for support staff**
	▪ Refresher courses for teaching and non teaching staff are organized. ▪ Support staff is provided adequate training in computer usage as well as office automation software. ▪ They are sent for training programmes organized by KSHEC, DCE and the University. ▪ The institution conducts orientation programmes for newly recruited non-teaching staff. ▪ It also arranges Human Resource Development Programmes and training on ICT methods and computer applications. ▪ The performance of non-teaching staff is monitored and appraised by the Administrative Assistant. ▪ Spiritual renewal and value education classes are organised exclusively for the support staff.
6.14	**Initiatives taken by the institution to make the campus eco-friendly**
	▪ A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. ▪ The Herbal Garden was renovated and beautified. ▪ Energy Conservation: The College has installed solar powered lamps in the campus. With the construction of new rain water harvesting tank, free flow of water to the college canteen, toilets and auditorium is ensured. ▪ 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 litre 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.
	- 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 sponsored by UGC - 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.
	- 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.
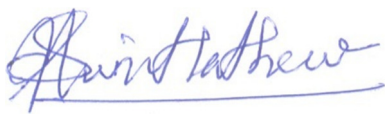
7.3	Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)**
	1. Intensive Value Education Programme The college has a Faculty of Religion and Moral Studies organ to conduct value education programmes. The Faculty is a voluntary association of teachers. At 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. **2**. **Skill Enhancement and Career Orientation Programme.** There are five UGC sponsored career oriented programmes offered by the college. In addition to this, five value added programmes are offered by various departments. Departmental associations also help students develop their talents and enable them to develop creative and organising skills through intradepartmental, Inter-Departmental and Inter Collegiate programmes. The Civil Service Institute functioning in the campus offers coaching for the students for the civil services examination. During 2014-15, two B. Voc. Programmes and two Diploma programmes were started using UGC assistance under Community College Scheme. *Details of the Best Practices are given in Annexure IV.*
7.4	Contribution to environmental awareness / protection
	- A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. Dr. Sunny Kuriakose, Dept. of Chemistry was in charge of the Green audit. - That ours is a green campus well kept and maintained is a matter of modest pride for us. - Under the leadership of the Study Group on Environment functioning in the college, a Herbal Garden is maintained in the campus. - The college is committed to protect the environment and inculcate an environment consciousness among our students and other stakeholders. - The college campus is known for its natural beauty and diversity of plants and trees. - That, all the trees and plants are enumerated and 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. - 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)				
	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.				

8. Plans of institution for next year

1. Completing Swimming Pool construction.
2. Completing 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. Campus beautification and Waste Disposal unit.
8. Website updating and renovation
9. Connecting A, B, G and Library and C block.
10. Hostel Library and Internet.
11. Digital Library.
12. Media Centre
13. Auditorium stage renovation.
14. Construction of a Research Block
15. Autonomous Status to the College

Name: Dr. Sunil C Mathew   Name: Dr. Sunny Joseph

Signature of the Coordinator, IQAC   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 2014-15

JUNE 2014

1	Sun	Holiday	
2	Mon	College Re-opens – Classes started	1
		Staff Council Meeting	
		Non-teaching staff meeting	
		Staff meeting	
3	Tue		2
4	Wed		3
5	Thu	Zoology- Environment Day Celebrations – Planted trees in campus	4
		Canteen Monthly execution meeting	
		Meeting of HOD's and Departmental co-ordinators in connection with the NAAC visit.	
6	Fri		5
7	Sat	UGC Coaching(Humanities)-Inauguration	
		UGC NET coaching started in English department	
8	Sun	Holiday	
9	Mon	English- Invited Talk	6
10	Tue	History- Internship of III DC began	7
11	Wed	Chemistry- Association Inauguration	8
12	Thu	English- Montage Film Club- Inauguration	9
13	Fri	IQAC Meeting	10
14	Sat	Second Saturday, UGC Coaching – Humanities(I Paper)	
15	Sun	Holiday	
16	Mon	Commerce – Seminar for Coconut Farmers in Association with Coconut Development Board	11
		Trees were planted by Physics Department in connection with Environment Day celebrations	
17	Tue	English- Montage Film Club- Screening	12
18	Wed	English – Association Inauguration	13

		IQAC meeting	
19	Thu	DCA course started at the Computer Centre	14
		Reading Day Celebrations by Library	
		Oratory and Debate Club started	
20	Fri	Meeting of Chess Club	15
		Meeting of Quiz Club	
21	Sat	UGC Coaching – Humanities(I Paper)	
22	Sun	Holiday	
23	Mon	Commerce – Centre for academic Social Responsibility Inauguration	16
24	Tue	English- Montage Film Club- Screening	17
		Classes for researchers who were doing work on Litratum	
25	Wed	Physics – Bohr atom Model Centenary Celebrations	18
		Heritage forum Meeting	
26	Thu	Federal bank interview	19
27	Fri		20
28	Sat	UGC Coaching – Humanities(I Paper)	
29	Sun	Holiday	
30	Mon	Statistics – Statistics Day Celebrations	21
		Politics – Association Inauguration	
		Federal bank test Inauguration	

JULY 2014

1	Tue	Reader's forum Inauguration	22
2	Wed		23
3	Thu	St. Thomas Day	
4	Fri	Antinarcotics Seminar Canteen meeting	24
5	Sat	Annual retreat for teaching staff.	25
6	Sun	Holiday	
7	Mon	World Population Day , Zoology Association Inauguration	26
8	Tue	Commerce – Department Manual Publication	27
9	Wed	Victory Day Celebrations '14	28
10	Thu		29
11	Fri	English – Invited Talk II PG examination (II sem) started	30
12	Sat	Second Saturday	
13	Sun	Holiday	
14	Mon	NAAC External audit Commerce – ED Club Inauguration	31
15	Tue	NAAC External audit English – Book Lover's Club - Inauguration	32
16	Wed	History – Seminar in Collaboration with Heritage Forum Canteen Director Board meeting. Commerce association Inauguration	33
17	Thu	Commerce – CASR Day	34
18	Fri	IQAC meeting PTA Meeting	35
19	Sat		
20	Sun	Holiday	
21	Mon	Career Club Inauguration	36

22	Tue	Chemistry – Invited Talk	37
23	Wed	I DC classes started.	38
24	Thu	Event Management Club Inauguration	39
25	Fri	Economics – Union Budget Analysis	40
26	Sat	Holiday – Karkadaka Vavu	
27	Sun	Holiday	
28	Mon	Holiday – Id-Ul-Fitr	
29	Tue		
30	Wed	Induction programme for I DC students.	41
31	Thu	Inauguration of book Exhibition – University Study Centre.	42

AUGUST 2014

1	Fri		43
2	Sat	Politics – Alumni Meet	
3	Sun	Holiday	
4	Mon		44
5	Tue	English- Montage Film Club- Screening	45
6	Wed	English – Prof. K. M. Chandy Memorial Awards Ceremony and Lecture	46
		PASTCOS(Kuwait Alumni) meeting .	
7	Thu	Biotechnology & Micro Biology – Association Inauguration	47
		NCC Army enrolment	
8	Fri	IQAC Meeting	48
		Mathematics Association Inauguration	
		Induction programme for I DC B. Com.	
9	Sat	Second Saturday	
10	Sun	Holiday	
11	Mon	Chemistry – Invited Talk	49
		A seminar on corruption – Politics Department	
12	Tue	Biochemistry – One day seminar	50
		History Association Inauguration	
13	Wed	Malayalam – Purana Kadha Vedika	51
		Physics – Association Inauguration	
		DC Books Exhibition in college	
		Inauguration of German-Syriac Association	
		Extension Programme of Commerce Department	
14	Thu	Politics – Independence Day Celebrations	52
		Inauguration of Malayalam association	
		Inauguration of Chess competition	
		PTA Executive meeting	
15	Fri	Holiday - Independence Day	

16	Sat		
17	Sun	Holiday	
18	Mon	Value Orientation seminar for III DC students	53
19	Tue	English- Montage Film Club- Screening	54
		Vanitha Jagratha Samithi Inauguration	
		Value Orientation seminar for II DC students	
20	Wed	Commerce – CASR Day.	55
		Value Orientation seminar for I DC students	
		Counselling started for students	
21	Thu	English – "Spellstar Competition" - Preliminary	56
		Director Board meeting of Canteen	
		NSS advisory committee meeting	
22	Fri	Commerce – Intercollegiate Workshop on Research Methodology and SPSS for PG Students	57
		Blood Donation camp	
		Inauguration of Zoology association	
23	Sat	One Day Orientation programme for NSS Students	
24	Sun	Holiday	
25	Mon	Induction programme for IGNOU Students(I DC)	58
26	Tue	English- Montage Film Club- Screening	59
27	Wed	I PG (II sem) Exam Started	60
28	Thu	Botany Association Inauguration	61
		Alumni meeting of Economics Department	
29	Fri	Maria Sadan - Akshayapatram – Charity practice Inauguration	62
		Commerce Fest – 'Com Arena 14' inauguration	
30	Sat	Commerce – Com Arena '14	
31	Sun	Holiday	

1	Mon	37th Bishop Vayalil Memorial Volleyball Tournament started	63
2	Tue	Holiday	
3	Wed	Economics Invited Talk	64
		37th Bishop Vayalil Memorial Volleyball Tournament	
		College Council Meeting	
4	Thu	37th Bishop Vayalil Memorial Volleyball Tournament Final	65
5	Fri	Onam Celebrations	66
		NSS 7 day camp started	
6	Sat	Onam Holidays started	
7	Sun	Holiday - Thiruvonam	
8	Mon	Economics Alumni association celebrated 25th Jubilee	
		Holiday – Sree Narayana Guru Jayanthi	
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat	Second Saturday.	
14	Sun	Holiday, National Hindi Day	
15	Mon	Holiday – Sreekrishna Jayanthi	
16	Tue	College Alumni Meeting	67
		Hindi Week celebrations	
17	Wed	IQAC meeting	68
18	Thu	I PG First allotment.	69
19	Fri	10 day NCC camp Started in the Campus	70
20	Sat		
21	Sun	Holiday, Sree Narayana Guru Samadhi	
22	Mon	Model exam for II DC & III DC starts	71
		Internal exam for I DC starts	
		Zoology – Invited Talk on Ozone Preservation	

23	Tue	English – "Spellstar Competition" - Final	72
24	Wed	English – Invited Talk	73
25	Thu	"Stars of St.Thomas" - Inauguration	74
26	Fri		75
27	Sat		
28	Sun	Holiday, Green Consumer Day	
29	Mon	English- Montage Film Club- Screening I PG classes started	76
30	Tue	Commerce - Invited Talk Induction Programme for I PG Students	77

OCTOBER 2014

1	Wed	Merit Day	78
		Inauguration of Youth renewal programme 'VERITAS' Started	
2	Thu	PH –Gandhi Jayandhi, Maha Navami, World Habitat Day	
3	Fri	Holiday - Vijayadasami	
4	Sat		
5	Sun	Holiday, Bakrid	
6	Mon	Communicative English – Media seminar	79
7	Tue	Communicative English – Media seminar	80
8	Wed	Hindi Association Inauguration	81
		UGC Sponsored National seminar for Chemistry	
9	Thu	UGC Sponsored National seminar for Chemistry	82
		English – Invited Talk	
10	Fri	IQAC Meeting	83
		Induction Programme for I PG Economics	
11	Sat	Second Saturday, PG Course in History inaugurated	
12	Sun	Holiday, Alumni meet of Chemistry Department	
13	Mon		84
14	Tue	NAAC visit steering committee meeting	85
		History - Association Inauguration	
15	Wed	Foundation Stone laid for Self-Financing block	86
		Blood group testing camp.	
		Malayalam – Nadanpattu silpasala	
16	Thu	Managing board meeting	87
		Statistics – Workshop on R software, World Food Day	
17	Fri	Statistics – Workshop on R software	88
18	Sat		
19	Sun	Holiday	
20	Mon	Women's Forum inauguration	89
		Chemistry – Debate Competition	
21	Tue	English- Montage Film Club- Screening	90

		III DC University exam started	
		Family gathering of Commerce Department	
22	Wed	Holiday - Deepavali	
23	Thu	PTA meeting for II & III DC students.	91
24	Fri	Staff Council Meeting	92
		English – English Quest –Inter Collegiate Competition	
25	Sat	Commerce - Research methodology Workshop for those who are doing Ph. D. Course work.	
26	Sun	Holiday	
27	Mon		93
28	Tue	NAAC Preparation Meeting	94
		English- Montage Film Club- Screening	
29	Wed	Hindi Seminar	95
30	Thu	English – Drama fest	96
31	Fri	Mathematics - Department meeting	97
		II DC (III semester) Exam started.	
		UGC NET Coaching classes for Chemistry Students Started.	
		Pledge for NSS students on the day of Sardar Vallabhai Patel	

NOVEMBER 2014

1	Sat	Kerala Piravy Day	
		Extension Programme of Malayalam Department	
2	Sun	Holiday	
3	Mon	Holiday – Muharam.	
		Economics Alumni Meeting	
4	Tue	English- Montage Film Club- Screening	98
5	Wed	Orientation Programme for IGNOU Students.	99
		History – Invited Talk	
6	Thu	Construction Committee Meeting	100
		Hindi – Invited Talk	
7	Fri	IQAC Steering Committee Meeting	101
8	Sat	Second Saturday.	
9	Sun	Holiday	
10	Mon	Model Exam for I DC Students Started.	102
		Physics – Internal Physics Quiz Competition - Final	
11	Tue	English- Montage Film Club- Screening	103
12	Wed	Malayalam – Cinema Theoretical Analysis	104
13	Thu	Economics Alumni Meeting	105
		NAAC Steering Committee Meeting.	
		Hindi – Invited Talk	
14	Fri	English - Invited Talk	106
		Children's Day	
15	Sat		
16	Sun	Holiday, International Day of Tolerance	
17	Mon	IQAC Meeting	107
18	Tue	Canteen Director Board Meeting	108
		English- Montage Film Club- Screening	
19	Wed	Inauguration of Botany Association	109
20	Thu	Orientation Programme for I PG students	110

		Inauguration Of Biotechnology Association.	
		Canteen General Body Meeting	
		Hindi – One Day Seminar on Research Methodology	
21	Fri	Yoga Classes for Hindi students	111
		Invited Talk for M A History Classes	
		Nature Study camp for NSS at Tenmala	
22	Sat		
23	Sun	Holiday	
24	Mon	Orientation & Skill Development Programme for III DC Students.	112
25	Tue	English- Montage Film Club- Screening	113
26	Wed	Inauguration of Finishing School for III DC Students	114
		Hindi – Invited Talk	
27	Thu	History – National Seminar – New Trends in Historical Developments	115
28	Fri	Zoology – Intercollegiate "Zoo fest" competitions	116
29	Sat		
30	Sun	Holiday	

DECEMBER 2014

1	Mon	B. Voc. Classes Started	117
		College Council meeting	
		World AIDS Day	
2	Tue	English- Montage Film Club- Screening	118
3	Wed		119
4	Thu	Orientation Programme for I DC Students	120
		Outreach Programme of Commerce.	
5	Fri		121
6	Sat	Refresher Course for Non-Teaching staff	
7	Sun	Holiday	
8	Mon	IQAC Meeting	
9	Tue	English- Montage Film Club- Screening	122
10	Wed	Extension Programme of History Department	123
		Politics – Human Rights Day Celebrations	
11	Thu	Extension Programme of Politics Department	124
		One Day Seminar on Recent Trends of Biotechnology	
		English – Invited Talk	
12	Fri	Mathematics – Ramanujan Day celebrations	125
		NAAC Steering Committee Meeting	
13	Sat	Holiday - Second Saturday	
		General Body meeting of Retired Teachers	
14	Sun	Holiday	
15	Mon	One day seminar in Physics Department	126
		Women redress cell is Constituted	
		Meeting of Vanitha Jagratha Samithi	
		Alumni Association Quiz Competition	
16	Tue	Departmental Visit of NAAC Steering Committee	127
		English- Montage Film Club- Screening	
17	Wed	Departmental Visit of NAAC Steering Committee	128
18	Thu	Christmas Celebrations	129

		Staff Meeting	
19	Fri	Hindi – Invited Talk	130
20	Sat		
21	Sun	Holiday	
22	Mon		
23	Tue	Framer's Day	
24	Wed		
25	Thu	Christmas	
26	Fri	Three Day State level Workshop organized by Physics Department - Inauguration	
27	Sat	Three Day State level Workshop organized by Physics Department	
28	Sun	Holiday	
		Three Day State level Workshop organized by Physics Department	
		Commerce Alumni Meet	
		English – Nostalgia – Alumni Meet.	
29	Mon	College Re-opens after Christmas Vacation	131
		Elders Forum Anniversary	
		Communicative English Alumni Meet	
		Model exam. Started for II PG – III semester	
30	Tue		132
31	Wed	Commerce – Invited Talk	133

JANUARY 2015

1	Thu		134
2	Fri		
3	Sat		
4	Sun	Holiday	
5	Mon	One Day Seminar	135
		Zoology – Invited Talk on Bee keeping	
6	Tue	Mathematics – Intercollegiate Mathematics Quiz Competition	136
7	Wed	Chemistry – "Scentia 2015" Intercollegiate Quiz Competition	137
8	Thu	IQAC Meeting	138
9	Fri	I Semester University Exam. of I DC Started	139
		III Semester University Exam. of II PG Started	
		English – Shakespeare Day Celebrations	
10	Sat	Second Saturday, Shakespeare Day Celebrations	
11	Sun	Holiday	
12	Mon	Physics – Intercollegiate Workshop on Advanced Physics Experiments	140
13	Tue	Physics – Intercollegiate Workshop on Advanced Physics Experiments	141
		Staff Council meeting	
14	Wed	Physics – Intercollegiate Workshop on Advanced Physics Experiments	142
		Director Board Meeting of Canteen	
15	Thu	Zoology – Invited Talk on Biodiversity	143
16	Fri	English – Invited Talk	144
17	Sat		
18	Sun	Holiday	
19	Mon	Malayalam – Invited Talk on Folklore	145
20	Tue	Hindi – Invited Talk	146
		"Run Kerala Run" Programme in Association with National games in Kerala	
21	Wed	Commerce – Invited Talk	147
22	Thu	Soccer mania II – Football match	148
		"Avenues" – Mega Placement drive	
23	Fri	Alumni meeting of B. A. Politics (1988-91 batch)	149
		"Avenues" – Mega Placement drive	

24	Sat	"Avenues" – Mega Placement drive	
25	Sun	Holiday	
26	Mon	Holiday – Republic Day	
		Republic Day celebrations by NCC Cadets	
27	Tue	Chemistry – Debate competition	150
28	Wed	Hindi – National Seminar Inauguration	151
		IGNOU – Kasturba Gandhi Keraleeym Prasannothari	
29	Thu	College Union Election	152
		General body Meeting of Staff Co-operative society	
30	Fri		153
31	Sat	NAAC External Audit	154

FEBRUARY 2015

1	Sun	Holiday	
2	Mon	Politics – Association Valedictory	155
		College Union - Oath	
3	Tue	NAAC steering Committee meeting	156
		English- Montage Film Club- Screening	
4	Wed	'Open House Forum' for degree students	157
		Communicative English - One day seminar	
		Statistics – Workshop on SAS Programming	
5	Thu	RAC cell meeting	158
		Statistics – Workshop on SAS Programming	
6	Fri		159
7	Sat	Second Saturday, Workshop on Film making	
8	Sun	Holiday	
9	Mon	Hindi – Invited Talk	160
		College Union Inauguration	
10	Tue	Inauguration of Info net (Online Journals) at University study centre	161
		Prof. A. V. Varkey Memorial Intercollegiate quiz competition	
		"Open house" – PG Students	
		English- Montage Film Club- Screening	
11	Wed	IQAC meeting	162
		Meeting of Women's Cell	
		Staff Meeting	
12	Thu	Staff Council Meeting	163
		Hindi – One day seminar – Premchand Samaroh	
13	Fri	Economics – Eco Fiesta 2015	164
		Statistics - Ramakrishna Pillai Memorial intercollegiate quiz competition	
14	Sat		
15	Sun	Holiday	
16	Mon	English – Invited Talk	165
17	Tue	Holiday – Maha Sivarahtri	

18	Wed	Youth Festival of the college, Natya 2015	166
		History – Invited Talk	
19	Thu	NAAC Peer team visit - Preparation meetings	167
		Youth Festival of the college, Natya 2015	
20	Fri	Botany - Extension Programme	168
		History – Museum Inauguration	
		World Harmony Day	
21	Sat	Meeting of HOD's in connection with NAAC Peer Team Visit	
22	Sun	Holiday	
23	Mon	NAAC Peer Team Visit Started	169
24	Tue	NAAC Peer Team Visit Continued	170
25	Wed	NAAC Peer Team Visit – Exit meeting	171
26	Thu	Blood Donation Programme	172
27	Fri	Science Day Celebrations	173
		Model exam for II & III DC started	
		Commerce – ED Club, Quiz Club, Commerce forum Valedictory	
28	Sat		

MARCH 2015

1	Sun	Holiday	
2	Mon	Mr. St. Thomas Competition	174
3	Tue	English- Montage Film Club- Screening	175
4	Wed	Chemistry – Association valedictory function	176
5	Thu	Model exam Finished	177
		Malayalam – Association valedictory function	
6	Fri	Workshop on Biodiversity of Kerala Organized by Botany & Zoology Department	178
		Com-Nox: A Common gathering of Commerce department	
7	Sat	Holiday - Second Saturday	
8	Sun	Holiday	
9	Mon	Biotechnology & Micro biology Association Valedictory function	179
10	Tue	English- Montage Film Club- Screening	180
		Economics - Budget analysis	
11	Wed	English - Association Valedictory function	181
12	Thu	English – Invited Talk	182
13	Fri	Mathematics - Association Valedictory function	183
		PTA executive meeting	
		PTA general body meeting	
14	Sat		
15	Sun	Holiday	
16	Mon	IQAC meeting	184
		University examination for II &III DC started	
17	Tue	English- Montage Film Club- Screening	185
18	Wed	Canteen board meeting	186
19	Thu		187
20	Fri	Biotechnology & Micro biology – Alumni meet – Bio Zone	188
21	Sat		

22	Sun	Holiday	
23	Mon	Botany - Association Valedictory function	189
24	Tue	English- Montage Film Club- Screening	190
25	Wed		191
26	Thu	Hindi - Association Valedictory function	192
27	Fri	IQAC Meeting	193
28	Sat	Annual get together and sent off to retiring staff	
29	Sun	Holiday	
30	Mon	"Miss St. Thomas" Competition – Women's cell	194
31	Tue	Valedictory of Women cell Closed for mid-summer vacation	195

APRIL 2015

1	Wed	Federal bank Recruitment: Initial session	
2	Thu	PH-Maundy Thursday	
3	Fri	PH-Good Friday	
4	Sat		
5	Sun	Holiday - Easter	
6	Mon		
7	Tue		
8	Wed	IQAC meeting	
9	Thu		
10	Fri		
11	Sat	Second Saturday	
12	Sun	Holiday	
13	Mon	St. Thomas college and Alphonsa College Alumni meeting at Dubai.	
14	Tue	PH – Ambedkar Jayanthi	
15	Wed	PH- Vishu	
16	Thu		
17	Fri		
18	Sat	'Eco-fiesta' fest conducted by Economics department	
19	Sun	Holiday	
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	Holiday	
27	Mon	PPD Pharmaceutical Company - Campus recruitment drive	
28	Tue		
29	Wed		
30	Thu		

MAY 2015

1	Fri	May day	
		MA Politics 1991 batch Get together	
2	Sat		
3	Sun	Holiday	
4	Mon	NCC Naval wing 5 day camp started	
5	Tue	College Staff council	
6	Wed	IQAC meeting	
		Three day workshop of Biotechnology	
		NAAC Accreditation result announced and college accredited with 'A' Grade	
7	Thu		
8	Fri		
9	Sat		
10	Sun	Second Saturday	
		Get together of Hindi Ph. D holders of St. Thomas College	
11	Mon	Holiday	
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun	Holiday	
18	Mon		
19	Tue		
20	Wed		
21	Thu	College Alumni Association meeting	
22	Fri		
23	Sat		
24	Sun	Holiday	
25	Mon		
26	Tue		
27	Wed	College Staff Council Meeting	
28	Thu		
29	Fri		
30	Sat		
31	Sun	Holiday, Principal Rev. Fr. N. V. Joseph retires.	

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 feedbacks. On the basis of these SWOC analysis exercises, we have formulated a 'Vision-2025' document which envisages what we should be by the year 2025.

STRENGTHS

- Able and active Management.
- Well qualified, skilled and sincere faculty.
- Service minded supporting staff.
- Very good updated infrastructure facility.
- CPE status for the college.
- FIST (DST) and SARD (KSCSTE) supported science departments.
- Support from all funding agencies like UGC, DST, KSCSTE, CSIR etc.
- Wide, Calm, clean, eco-friendly and peaceful campus.
- Academically motivated students with very good examination results.
- Commendable track record of placements.
- Active departmental associations.
- Student representations from all sections of the society (SC+ST+OBC >30%) and all regions of the state.
- Admitting all applicants belonging to SC/ST/OBC.
- Practically no dropouts.
- Student training is value based.
- CBCSS (UG) and CSS (PG) are implemented.
- A large number of our students are getting scholarships under different schemes.
- Career oriented add on courses and soft skill development programmes.
- Regular remedial support to weak students.
- Active alumni associations and PTA.
- Ten research departments 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.
- Wi-Fi enabled campus.
- B. Voc. Programmes and Community College Diploma Programmes.

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.
- UGC sponsored Community College.

CHALLENGES

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

ANNEXURE IV

BEST PRACTICES OF THE INSTITUTION

---

1. INTENSIVE VALUE EDUCATION PROGRAMME

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

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

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

The Practice
The Faculty of Religion and Moral Studies has an Executive Committee consisting of the Patron, Chancellor, Dean, President, Director, Secretary and Treasurer. The committee meets at least three times a year to chalk out the plan of action and evaluate the performances. One hour a week is earmarked for value education programmes. Separate curriculum has been developed for moral and spiritual studies. A text book developed by a team under the leadership of the Patron of the college and some well known 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 Mariya Sadanam Orphanage Pala. In addition, students of various classes visit orphanages, special schools etc during festival seasons like Onam, Christmas etc. and distributed sweets, dress etc. and organise cultural programmes for them. Also students are encouraged to join National Service Scheme to inculcate social service and a concern to society.

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.
- Our NSS unit has been selected as the Best NSS Unit in M. G. University in 2013-14.

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

Name of Principal: Dr. Sunny Joseph
Name of the Institution: St. Thomas College, Palai
City: Palai, Pin Code: 686574
Accredited Status: A
Work Phone: 04822 212317, Website: www.stcp.ac.in
Mobile: 9447791456, Fax: 91-4822-216313
E-mail: principal@stcp.ac.in, principal.stc@gmail.com

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
We are offering two B. Voc. Programmes and two Diploma Programmes under Community College Scheme of UGC. 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

- o Bio-informatics & Biotechnology
- o Computational Training using MATLAB

- St.Thomas College, Palai has been selected as a partner institution of ASAP. In 2014 our college came first with 85 students in providing the maximum number of students to undergo training to become SDEs (Skill Development Executives). In March 2015 our college was granted a regular ASAP batch. 21 of our 3rd semester degree students are now undergoing training. They have Communication Skill Classes at 8.45 pm in our college every day. Ms Greenu Ans Thomas of 2ndSem MA English (St. Thomas College Palai) is the SDE engaging classes for our students. They have Skill classes at GHSS , Velloor. After the successful completion of the Programme they will be given certificates by ASAP.

- ASAP offers our Degree students a vista of opportunities to enhance all their soft skills. It also equips them with an additional ability which will stand them in good stead in future

- The college computer centre and IGNOU centre offer Diploma in Computer Applications for the development of ICT skills of students.

- Training in Statistical Softwares for computation and data analysis is offered for the development of computational and analytical skills.

- Group discussions, mock-interviews, Spoken English, personality development programmes etc. are offered by the Career Guidance and Placement Cell for the development of soft skills.

- The Career Guidance and Placement Cell offers special coaching programmes to promote clerical aptitude, verbal ability, numerical aptitude, general mental ability, etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. A large number of students got placement through these initiatives.

- With a view to promoting skills in teaching and research UGC/CSIR NET/JRF test coaching is offered to students.

- Career guidance cell provides the students with career awareness and soft skill development sessions.

- Entrepreneurial Development Club organizes programmes for promoting innovations and entrepreneurial abilities. Efforts are being made to establish an incubation centre in consultation with industries, engineering colleges and 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 2014-15, the Civil Service Institute had marvellous results with a number of selections including topmost ranks at all India level. During 2013-14, 40 students qualified UGC-CSIR exams and in 2014-15, 25 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 55 students got selection in Banks under Campus Recruitment in 2013-14 and 45 in 2014-15. Also, UGC has sanctioned financial assistance for starting B.Voc. Programmes and Voc. Diploma Programmes in 2014-15.
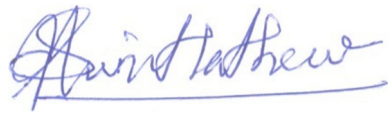
Problems Encountered and Resources Required

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.

Contact Details

Name of Principal: Dr. Sunny Joseph
Name of the Institution: St. Thomas College Palai
City: Pala, Pin Code: 686574
Accredited Status: A
Work Phone: 04822 212317, Website: www.stcp.ac.in
Mobile: 09447791456, Fax: 91-4822-216313
E-mail: principal@stcp.ac.in, principal.stc@gmail.com

Name: Dr. Sunil C Mathew   Name: Dr. Sunny Joseph

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

Palai
10-11-2015