



**ST. THOMAS COLLEGE PALAI**

**REPORT OF THE  
EXTERNAL ACADEMIC AUDIT**

**31<sup>th</sup> January 2015**



**Internal Quality Assurance Cell  
(IQAC)**

# ST. THOMAS COLLEGE PALAI

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

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

Phone: 04822-212316, 212317; Fax: 04822-216313; Mob: +919446126222

(Affiliated to Mahatma Gandhi University, Kottayam)



## REPORT OF THE EXTERNAL ACADEMIC AUDIT HELD ON 31 JANUARY 2015

Internal Quality Assurance Cell (IQAC)

# ST. THOMAS COLLEGE PALAI

## External Academic Audit on 31 January 2015

### SCHEDULE OF VISIT

TEAM 1		TEAM 2	
Place/Department	Time of Arrival	Place/Department	Time of Arrival
Principal's Office- Interaction with Principal	9.30am	Principal's Office- Interaction with Principal	9.30am
Zoology- Labs	10.30am	Economics	10.30am
Botany - Labs	10.55am	Commerce	10.55am
Mathematics	11.30am	Computer Centre & Language Lab	11.25am
Statistics	11.55am	BCA, B.Com, Career & Placement Cell	11.35am
Maths Computer Lab		Physical Education	11.45am
Statistics Computer Lab			
Biostatistics	12.20pm	College Office	12.10pm
Examination Office			
Tisserant Hall - Interaction with Students	12.30pm	Politics	12.35pm
Canteen (Lunch)	1.00pm	Canteen (Lunch)	1.00pm
Physics - Labs	1.45pm	Hindi	1.45pm
Chemistry - Labs	2.25pm	English	2.05pm
		Communicative English	2.35pm
C R Hostel	3.05pm	Biostatistics Computer Lab	
		Council Hall- Interaction with teachers in charge of NSS, NCC & various Clubs/ Forums	2.45pm
Biotechnology & Applied Microbiology - Labs	3.20pm	Malayalam	3.15pm
		University Study Centre	
Library	3.40pm	History	3.35pm
Library Hall – Exit Meeting	4.00pm	Library Hall – Exit Meeting	4.00pm
Library Hall – Meeting with IQAC members	4.30pm	Library Hall – Meeting with IQAC members	4.30pm

**“PRE- AUDIT REPORT PRIOR TO NAAC VISIT”**

**of**

**ST.THOMAS COLLEGE, PALA**

**AUDIT TEAM**

**1. Rev. Fr. Tom Kunnupuram**

Principal, St. Alphonsa College of Arts & Science  
Karingal, Marthandom ( Former Principal, SB College, Changanassery)

**2. Dr. Stephen Mathews**

Director, Berchmans' Institute of Management Studies  
(Former Principal, SB College, Changanassery)

**3. Prof.(Dr) George Varghese**

Director, Kerala State Science and Technology Education  
Government of Kerala, Thiruvananthapuram

**4. Prof.(Dr.) Kuruvilla Joseph**

Dean (Student Activities) &  
Sr. Professor and Head , Department of Chemistry  
Indian Institute of Space Science and Technology (IIST)  
Department of Space, Govt. of India  
THIRUVANANTHAPURAM

**31.01.2015**

The committee visited various departments, and sections, inspected and reviewed the relevant documents. The observations based on the parameters laid down by NAAC are included in this report.

### **Criterion 1: Curricular Aspects**

The college follows the curriculum and syllabi prescribed by the MG University, to which it is affiliated. The College also collects feedback from various stakeholders like faculty members, students, alumni, parents, academic peers, employers and industry. The IGNOU Study Centre also provides opportunities under convergence scheme as well as Distance Education mode. Moral classes are integrated with undergraduate programme and it is understood that the same was well received by the students.

### **Criterion 2: Teaching-Learning and Evaluation**

The admission process is based on merit. 50% of the seats are filled under the Centralized Allotment Process of M.G University, Kottayam. The other seats are filled as per the statutory reservations and the regulations prescribed by the Kerala State Government. As part of continuous assessment, test papers, assignments and seminars are conducted and proper documents and records are maintained for this purpose. There are effective grievance redressal systems at college and university levels. Bridge courses and remedial courses are offered to students of departments of English, Biostatistics, Biotechnology and Microbiology. Tutorial/remedial classes are conducted by all departments for weak students. Class room teaching is complemented through invited talks, ICT methods and web resources and an effective tutorial/mentor system. Library facility is well utilized by students. Laboratory facilities have been improved and updated under UGC-CPE and DST-FIST schemes to meet the requirements stipulated in the new curriculum and the requirements of the research scholars. Adequate number of computers is available and free internet facility is provided to all students. For the last 5 years the average pass percentage for UG is 88 and that for PG is 83. During 2008-13, 177 students have been found qualified UGC-CSIR NET/JRF Examinations. The college organized International/National Conferences, Seminars and Training Programmes for the benefit of the staff and students. 158 eminent persons/experts have visited the institution and interacted with the staff and students during the last five years.

### **Criterion 3: Research, Consultancy and Extension**

The College has strengthened research, consultancy and extension activities in the past 7 years. Twelve departments are engaged in research and 10 are recognized by the University as research centers. The college is publishing one national and two international journals every year. Seventy seven recognized guides are there in the research centres. Since the last accreditation, 15 major research projects including an industry sponsored project and one under Women Scientist Scheme (WOSA) of DST have been undertaken. In addition, there are 53 minor research projects supported by UGC / DST/ KSCSTE. Apart from these, 3 Interdisciplinary Projects and 4 Infrastructure Development for Teaching & Research Projects have been implemented. The College has the unique advantage of having access to online journals through INFLIBNET in the M. G University Study Centre hosted by the college. Some departments have established good linkages with leading institutions. It was found that twenty six

awards/recognitions were bagged by college faculty for their significant research contributions. In the last five years, the faculty members have published 39 books, 242 papers in reputed national/ international journals and 70 papers in conference proceedings. A total of 64 Ph.Ds. have been awarded under the supervision of the research faculty in this period. The faculty members are engaged in various consultancy services. The Research and Consultancy Service (RACS) Cell monitors and supports these activities. The college has extended valuable support to Coconut Development Board, Govt. of India; Dept. of Higher Education, Govt. of Kerala for ASAP; Dept. of Ayurveda and Homeopathy, Govt. of Kerala in the Jyothirgamaya Project; SIET, Govt. of Kerala for producing Educational video programmes; and Dept. of Forests and Biodiversity in different occasions. The extension activities are carried out under the auspices of NSS, NCC, Jesus Youth, Blood Donors Forum etc.

#### **Criterion 4: Infrastructure and Learning Resources**

The College is located on a sprawling campus of 24.58 acres. The committee saw 10 major buildings. These buildings house 72 class rooms, 5 office rooms, 17 laboratories, 3 hostels, one auditorium, 5 conference halls, a central library with broad band internet connectivity, one language lab, one central computer centre and 10 departmental computer labs. In addition, there are staff rooms, canteen, co-operative store, council hall, gymnasium, guest rooms, Xerox centres and rooms for College Council, IQAC, NCC, NSS etc. The College has spacious play grounds and also indoor games facilities. Women staff have common room and wash facilities. The G-block Annex built at a cost of Rs.1.15 crores and a Student Amenity Centre and Canteen at a cost of Rs.85 lakhs are excellent buildings. All other buildings have been renovated and well maintained. A new sports complex consisting of a swimming pool and an indoor stadium are under construction. The average annual budget of the college is more than Rs. 3 crores. The maintenance is taken care of by technical staff and other staff appointed by the management. The IQAC, Staff Council and Planning Committee assist the Principal and Management in prioritizing the requirements on maintenance. The college has established an IGNOU distance education centre for B.Com and M.Com programmes. There are separate hostels for boys and girls managed by Rev. Fathers and Sisters. There are 237 Computers in the College, with a central computing facility with access for all staff and students. A DST-FIST sponsored computer lab with advanced computing software is also available. Individual departments have their own computers and labs. Physical and infrastructural facilities for sports and games include play grounds, stadium, health club and gymnasium, swimming pool and sports hostel. The college has established an IGNOU distance education centre for B.Com and M.Com programmes. There is a Central library with the total carpet area of 20,000 sq. ft. and seating capacity for 250 students. Online Public Access Catalogue (OPAC) facility is available in the library. NLIST/INFLIBNET facility is provided to all staff and students so that they can avail this facility in and outside the campus. Students and staff can also access online books/journals from the University Study Centre functioning in the college. There are more than 84000 books and 300 journals/periodicals in the library. Photocopying facility with 3 machines is available in the library. The library is kept open from 9 a.m. to 5 p.m. on all working days. The average number of walk-ins in the library is 500 per day.

## **Criterion 5: Student Support and Progression**

It was observed that the college has taken adequate measures to extend student support and progression activities. At the beginning of the academic year, the College publishes updated prospectus and calendar which include all details relating to the curricular, extra-curricular and co-curricular activities. The Scholarship section and staff coordinator have been very successful in getting maximum number of possible scholarships, stipends and fee concessions. On an average 50% of the students receive these scholarships of Central and State Governments and National agencies. The College has 52 endowments and 72 proficiency prizes sponsored by PTA. A total of Rs.10,03,933/- was given away to the students as institutional scholarships and financial assistance in the last five years. In addition, 1142 students secured various scholarships from Central/State Govt. agencies in the last 4 years. Among UG students, about 50% opt for PG courses. About 10% of PG students pursue research leading to Ph.D./M.Phil. About 12% of final year students get employment through campus recruitment every year. The College gives special consideration to SC/ ST students by offering remedial classes and computer training, besides providing scholarships. The Placement cell under the leadership of trained faculty takes care of the employment opportunities by conducting campus interviews. Counseling service and Legal Aid are arranged by the college. The College has a wide range of sports, games, cultural and extra-curricular activities that are available to the students. It was seen that during the last 5 years, 67 students have participated in various National Level competitions in co-curricular, extracurricular and cultural activities. Besides providing incentives for sports personnel, the college offers special scholarships and free hostel accommodation. The College has a feedback mechanism and the faculty is provided with a summary of the feedback from students. Similar feedback is also collected from employers. The college has a registered alumni association with Reg. No. KTM/13/2013. The Alumni Association in association with Sri. George Thomas Kottukapally Trust has instituted an award worth Rupees One Lakh for the "Best Ethical Business Man of Kerala". The College has units of NCC, NSS, Red Cross, Jesus Youth and many clubs and various departmental associations.

## **Criterion 6: Governance, Leadership and Management**

The committee observed that Managing Board of the college consisting of the Patron, the Manager, the Pro-Manager, the Principal, the Vice-Principal, Bursar and two educationists to formulate the broad policy matters. There is a Staff Council consisting of the Principal, Vice-Principal, Bursar, Heads of the Departments, Librarian and three elected teacher representatives with whose assistance the Principal runs the day-to-day activities of the college. The responsibilities of the principal, HODs and each authorities have been well identified and the progress monitoring system has been designed appropriately. Modification of the teaching methodology, scholarship, motivating ability, mentoring capacity and time management are well taken care of. The College established an Internal Quality Assurance Cell in 2004 itself which was reconstituted in March 2011 and January 2014 as per NAAC guidelines. There is a Grievance Redress Cell in the college to redress the grievances and complaints of students. Grievances are considered within 24 hours by the Cell. There is St. Thomas College Staff Co-operative Society Ltd. No. K. 434 for mobilizing the savings of teachers and non-teaching staff of the college as well as to give loans for purposes such as housing, purchase of cars, domestic needs, Cash Credit to meet contingencies, etc. All accounts are audited and utilization certificates are submitted on time. The statutory financial

audit is conducted during April every year and reports are sent to UGC, DST and National and State Govt. agencies. The Management conducts internal financial audit every year.

## **Criterion 7: Innovations and Best Practices**

Important healthy and innovative ideas and methods practiced and applied in the day-to-day affairs of the college are listed below.

1) Intensive Value Education Programme 2) Skill Enhancement and Career Orientation Programme 3) Resource mobilization for research and infrastructural development from Government and non-Government agencies, alumni associations, PTA, students, faculty members, supporting staff and the public 4) Spacious, clean, well maintained campus and facilities 5) Utilization of non-conventional energy sources such as solar energy, bio-waste generated energy etc to meet the energy needs of the college 6) Rain water harvesting system 7) Participation in social forestation programmes 8) Introduction of Green alternatives of scientific methods in the revised syllabi of UG and PG programmes under the initiative of the faculty members of the college who are working as Board of Studies Members 9) Training for UGC/CSIR JRF-NET examinations 10) Disseminating the research knowhow of the faculty for the good of the public through extension and outreach programmes 11) Establishments of training centre for Civil services and other competitive examination.

## **Remarks and Suggestions**

### **Remarks**

Activities of all the departments have been separately examined. The committee has deep appreciation on the overall activities such as student profile monitoring, best practices adopted for career development, number of publications, Ph.Ds produced, books published, seminar/conferences conducted, projects undertaken, fund generated for R&D, student progressing analysis, outreach programmes, facility augmentation, resource management, co curricular activities, service to public and environment protection.

### **Suggestions**

1. If all the faculty members concentrate on research activities, like a few do at present, the total output shall be much better.
2. A good number of teachers are doing silent but excellent research work. Their works must be appreciated and acknowledged in public.
3. The facilities for self financing programmes must be improved.
5. The museum, library, and lab created out of public funds must be made available to the sister institutions



6. The committee is proposing open house meet periodically for effective interaction between faculty members and students.
7. It has been seen that adequate importance has not been given to cultural activities. A relook into the matter is suggested.
8. Effective announcement system may be introduced in all blocks. Sound system or LED display is proposed.
9. Research fund generated is appreciable. But for further progress in the current scenario, funding is to be enhanced.
10. The committee is proposing the library working time from 7.00 AM to 8.00 PM.
11. Based on the feedback from students, it is felt that "G" block and "B" block require more attention with respect to toilets for ladies and cleanliness.
12. The committee is proposing to plant more trees in the campus.
13. Very rare and invaluable collection of specimens could be seen in the department of Zoology. A museum with adequate space for exhibiting and preserving the same is essentially required.

## Conclusion

*Commendable effort has been made in the last 7 years to enhance the quality, which is very much evident in the form of number of new programmes introduced, the increase in the number Research output, and the numerous additions to the infrastructure and facilities on the campus. The Committee place on record our appreciation of the concerted effort put in by the management, staff, both teaching and support, and the students for sustaining the quality of education imparted by this institution.*

Rev. Fr. Tom Kunnupuram  
Dr. Stephen Mathews  
Prof. George Varghese  
Prof. Kuruvilla Joseph

  
31/01/2015

Pala  
31 January 2015

डॉ. कुरुविला जोसेफ / Dr. Kuruvilla Joseph  
डीन-छात्र गतिविधियाँ / Dean-Student Activities  
वरिष्ठ आचार्य व अध्यक्ष / Sr. Professor & Head  
रसायन विज्ञान विभाग / Department of Chemistry  
भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान  
Indian Institute of Space Science and Technology  
अंतरिक्ष विभाग, भारत सरकार / Dept. of Space, Govt. of India  
तिरुवनंतपुरम / Thiruvananthapuram-695 547