



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>St. Thomas College, Palai</b>
• Name of the Head of the institution	<b>Prof. Dr. James John</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>04822212317</b>	
• Mobile no	<b>9447140859</b>	
• Registered e-mail	<b>principal.stc@gmail.com</b>	
• Alternate e-mail	<b>principal@stcp.ac.in</b>	
• Address	<b>Arunapuram P.O., Kottayam-686574, Kerala.</b>	
• City/Town	<b>Kottayam</b>	
• State/UT	<b>Kerala</b>	
• Pin Code	<b>686574</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Semi-Urban</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Mahatma Gandhi University, Kottayam				
• Name of the IQAC Coordinator	Dr. Thomas V Mathew				
• Phone No.	04822212317				
• Alternate phone No.	08547230355				
• Mobile	09745180355				
• IQAC e-mail address	iqac@stcp.ac.in				
• Alternate Email address	majothomas@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.stcp.ac.in/admin/downloadcenter/AQAR-19-20.pdf">https://www.stcp.ac.in/admin/downloadcenter/AQAR-19-20.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.stcp.ac.in/NAAC_Academic_calender.php">https://www.stcp.ac.in/NAAC_Academic_calender.php</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 4	A++	3.56	2021	15/02/2021	14/02/2026
<b>6. Date of Establishment of IQAC</b>			22/03/2004		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Support staff and students to get familiarised with online teaching and learning. 2. Promote conducting online co-curricular activities. 3. More focus to promote the employability of students. 4. Maintain green campus.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Facilitation of upgradation and updation of knowledge base and use of digital technology.	Teachers and students turned to be more aware on using the digital means for teaching and learning.	
Organise more programmes for developing entrepreneurial traits among students	IEDC organized programmes	
Update the faculty profile in the college website	Updated	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
College Council	19/05/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	31/03/2022

**15. Multidisciplinary / interdisciplinary**

A holistic and superior education is a basic necessity for the advancement of human resources and it eventually contributes to nation building. This idea is strongly emphasized in the New Education Policy (NEP) 2020. St Thomas College, Palai, pays keen attention in realizing this vision. Faculty members take part in brainstorming sessions to discuss the key ideology of NEP such as multi-disciplinary & holistic Undergraduate education with flexible curriculum, creative combinations of subjects, integration of vocational education, multiple entry and exit points with appropriate certification and the integration of humanities and science with STEM and its combination courses. Being an affiliated institution, the course structure and the content for academic teaching-learning are designed by the affiliating university as per the UGC norms.

To improve the competency and employability of the students our parent university is also working on the successful implementation of vocational, interdisciplinary and multidisciplinary education. The management has already instituted three vocational degree courses, namely B.Voc Degree in Sustainable Agriculture, B.Voc Degree in Food Processing Technology and B.Voc Degree in Printing Technology in our college. As the new concept of multidisciplinary and interdisciplinary education gets shaped up, we are planning to alter the academic structure of the college as well.

**16. Academic bank of credits (ABC):**

Being an affiliated College of Mahatma Gandhi University, Kottayam, the institution follows the curriculum stipulated by the University. The current Choice Based Credit Semester system (CBCS) does not have the flexibility to permit the learners to avail the benefit of multiple entries and exits during the chosen programme and hence the College is not registered under Academic Bank of Credits. The institution is planning to get registered soon under Academic Bank of Credits and is strategizing on the requirement and registration

under NAD DigiLocker. However, the students have a provision to continue the course and carry on to the next semester in spite of a backlog. Also, migration from one college to another college during the course of study is permitted by the university. Extra credit acquisition through activities such as NSS, NCC, sports and fine arts is possible for the students.

Our joint efforts for seamless collaboration, internationalization of education and joint degrees to enable collaboration with credit transfer are showing results. A committee has been formed for the policy formation of the same. Members of the faculty offer several career/ industry oriented add-on courses to the students and the curriculum and assessment framework is designed meticulously. Faculty members are also encouraged to design their own curricular and pedagogical approaches within the approved framework through learning management system. Also, students are encouraged to enroll and successfully complete courses through online platforms such as Swayam, Coursera etc.

#### **17.Skill development:**

Our college institutes several programmes for the skill development of the students to enable them to thrive in this highly competent world. Presently the college offers add-on courses like Special functions numerical analysis, LED light fabrication, Diploma in plant propagation and nursery management, Breeding and rearing of aquarium fishes, Foundation course of Human Rights Education, Anchoring in Malayalam-theory and practical, Business entrepreneurship, Web technology, Certificate course in business communication, SPSS for clinical data analysis, Certificate course for Bioinformatics, Nutrition and public health, Disease management in crops, Travel and heritage tourism, Polymer science, polymer processing and rubber technology, English for life skills, Hindi translation and documentation, Diploma in fundamentals of stock market and Statistical computing and data analysis. Additional Skill Acquisition Programme (ASAP, supported by the government of Kerala, offers skill training to selected students of the college. In addition, the institution provides skill development programmes, entrepreneurship development programmes and career guidance. Internships, On-job training, hands-on experience and industry visits are mandatory for the students of some disciplines that provide practical training to develop professional skills required for employment.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Being situated in Kerala, where the native language is Malayalam, both Malayalam and English are employed for teaching, learning and communication. The communication and conveyance of ideas will be most effective if it is made in the vernacular language itself. Though students and teachers are fluent in both languages, Malayalam being the mother tongue, most of the classes and interactive sessions are conducted in the same. Classes in Malayalam are also more comfortable for the students who studied in Malayalam medium upto class X. Even in the online mode of teaching, faculty members took extra care to ensure that the contents delivered were understood by the students. Students are allowed to write both internal and university examinations in Malayalam or English according to their preference. The College offers various Science, Social science, Humanities and Business studies courses for UG and PG students. In Science and Business studies classes, concepts are delivered both in Malayalam and English, but the students mostly write answers in English as the terms used in Science and Business studies are mostly familiar English words. Also there is a lack of technical books in Malayalam, but there are a good number of conceptual books and videos in the same which helps them to conceive and understand concepts. In Social sciences, the classes are conducted in both Malayalam and English and there are a good number of reference books in both so that the students can read, understand and write in both the languages. Many students prefer Malayalam in writing examinations in these courses. The course in humanities being English literature, the students have to use English itself for writing. In addition the students have to learn Malayalam or Hindi as the second language during their under graduate programme.

We celebrate the cultural and traditional festivals and days to imbibe the cultural diversity of India. Cultural events are frequently organised by the students union and active participation of the students is ensured and it creates in the an awareness of the diversity of our culture . The days of national importance are celebrated in order to reawaken their innate pride in the rich cultural heritage of our country. Field trips and nature camps are also conducted to imprint a love for nature in the students.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

St. Thomas College, Palai, affiliated to Mahatma Gandhi University, Kottayam, gives emphasis to the quality outcomes of achievement after attaining knowledge. We offer Undergraduate, Postgraduate and Research Programs and courses under the Faculty of Arts, Commerce and Science following the curriculum

designed by our university. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes are designed as per the curriculum developed by the university and evaluated by the institution and is communicated to the students. The outcome is set to develop basic life skills, vocational skills, intellectual skills and interpersonal skills. The outcome is made to reflect in the students through careful analysis of the syllabus and through effective exercise of team project labs and self-creating activities.

Each department focuses on the overall skill development and the students are encouraged to involve actively in all the academic and non-academic activities of the college. The college provides various platforms to develop the communication and interpersonal skills with the help of Debate & Oratory club, English club, Chess club and quiz club along with NCC and NSS. The vocational skills are attained by job training, internships and entrepreneurship programs which are organised by the Departments of Economics, English, Commerce and B.Voc. Departments. The Centre for Gandhian Studies provides an opportunity for all the students in the college to showcase their basic vocational skills and aid them to sell their products thereby ensuring that they earn while they learn. All the science Departments provide first hand laboratory experience and all the departments provide 6 months training for project preparation and presentation strictly bounded to course structure but on the most relevant and updated areas. The emotional intelligence of each student is deeply observed and we give strong support to develop self-awareness and empathy by giving mentoring and counseling sessions. The level of attainment of Course Outcomes are measured via formal as well as informal mechanisms such as internal and external evaluation in association with feedback forms and frequent mentoring systems.

St. Thomas College, Palai aims at the holistic development of our students and psycho somatic wellness for all. The moulding of a refined individual is the result of a systematic outcome design and the strategic execution of the programmes through various clubs and cells in the college. The physical education department concentrates on bringing up national and international level sports personnel. The college offers facilities for the intellectual, physical and social development of its students. Being a premier institution in the higher education sector of the state, the college focuses and ensures the implementation of all its strategies for the overall holistic development of the students and the society.

#### **20.Distance education/online education:**



Regular classroom teaching was performed employing ICT enabled tools. The Covid pandemic forced the academic community to shift to online mode of teaching-learning this year. A training programme was conducted in the online mode for the familiarization of the online teaching tools and for developing online teaching strategies. Following the workshop, the teachers could shift effectively to the online mode. The internet facility of the college was upgraded.

As classes were conducted through online mode this academic year, full use of the available ICT tools have been made. Teachers created interesting, well-designed and engaging classroom activities. Assignments were submitted through Google Classrooms/ moodle which made the entire evaluation and recording process hassle free. The practicals and lab sessions were conducted on virtual platforms which to an extent compensated for the students' absence in classrooms. Along with live sessions, recorded lectures were also provided for students who could not attend the live classes.

## Extended Profile

### 1.Programme

1.1	1299
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2656
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	255
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	



File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>956</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>131</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>135</b>
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>85</b>
Total number of Classrooms and Seminar halls	
4.2	<b>131.66802</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>309</b>
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

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

Every academic year, the college prepares an academic calendar listing all academic activities. The Departments publish the syllabus for instructors, and the HoDs assure its timely completion. The curriculum is taught in line with the teaching plan, and its effectiveness is evaluated. Students learn about POs, PSOs, and COs. Students are also provided guidance for extracurricular activities. Each semester, each batch has two internal exams. Answer scripts are promptly returned to pupils with suggestions for improvement. Faculty members conduct seminars/assignments to UG/PG students. Through open houses, mentoring and tutorial sessions students' feedback is collected. Lessons learned from students are reviewed in Department staff meetings. In certain classes, demonstrative software is utilised to help students grasp curricular information. The curriculum requires each student to complete a project under the guidance of a supervisor. Seminar lectures and workshops by experts and students enrich the curriculum. Class-level PTA meetings are also held every semester to get the feedback and to adopt corrective measures. E-resources in the college portal and new books/journals/periodicals in the library support the college's active engagement in curriculum progress. Through College and Department level staff meetings and College Council meetings we ensure effective and timely implementation of the curriculum.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stcp.ac.in/Curricular_Planning_and_Implementation.php">https://www.stcp.ac.in/Curricular_Planning_and_Implementation.php</a>

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College Staff Council gives priority to prepare an academic calendar in keeping with the University Calendar. Each Department is asked to prepare an action plan for the year and to furnish accurate details about them which will be incorporated into the general academic calendar. There is a Cell (IEC) for ensuring the quality of Internal Examinations and Internal Assessment through Continuous and specific Methods of evaluation. The Second Internal Examination is strictly in keeping with the pattern of the University Examination and is held just before the University Examinations at the end of

each Semester. Publication of the internal marks, forwarding them to the respective Departments, uploading the marks etc. are closely under the guidance and supervision of the Principal. Both at the Department and institutional levels a teacher is put in charge of coordinating these activities. There is a Grievance Redress System in the college exclusively for Internal Assessment. The activities of the clubs, cells, associations etc. are planned well in advance and carried out in the most efficient manner. The IQAC Academic Audit is done every year to ensure the faultless functioning of all departments and other bodies in the college.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stcp.ac.in/NAAC_Academic_calender.php">https://www.stcp.ac.in/NAAC Academic calendar.php</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

**43**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

497

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The different programmes offered in various disciplines have incorporated cross-cutting themes pertaining to gender, environment, etc. into the curricula, ensuring the involvement of all Departments. Throughout their tenure in the institution, students acquire the fundamental principles of cross-cutting concerns and their multifaceted academic orientation and social application

through the academic programmes. According to the new UGC guideline, Environment Studies and Human Rights have been included to the UG curriculum for the fifth semester. For both UG and PG programmes, there are semester-long courses designed to educate students on topics such as Gender Studies, Feminist Criticism, Queer Literature, Renewable Energy, Bioethics, Econometrics, Nationalism and Civic Sense, Human Rights, Environmental Impact Assessment, Ethical Agriculture, Food Technology, Geriatric Ethos, Business Etiquette, Analytical Chemistry, Sports Medicine, Health and Hygiene, First Aid Practices, etc. Teachers and students have published interdisciplinary research papers in scholarly journals and popular periodicals. The NSS units of the college engage in social awareness and cultural programmes, such as the Legal Awareness Programme for Undergraduates, Traffic Awareness Programme in collaboration with the Kerala Police, and Drug Abuse Awareness Programme in collaboration with the Kerala Excise and Covid 19 awareness programme in collaboration with the Health Department.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

36

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

1.3.3 - Number of students undertaking project work/field work/ internships	
559	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
1.4 - Feedback System	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	<a href="https://www.stcp.ac.in/images/pdf/NAAC/Student%20feedback%20Cor.pdf">https://www.stcp.ac.in/images/pdf/NAAC/Student%20feedback%20Cor.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.stcp.ac.in/images/pdf/NAAC/Student%20feedback%20Cor.pdf">https://www.stcp.ac.in/images/pdf/NAAC/Student%20feedback%20Cor.pdf</a>
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

1023

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

201

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

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

**Certificate Courses/ Add- on courses**

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

**Teachers Act as Mentors**

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



### Special Classes/ Remedial Classes

Special classes and Remedial classes are conducted on holidays and during vacations.

### Aptitude and Placement Training

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

### Peer Teaching

Peer teaching is promoted at Undergraduate and Postgraduate level for topics related to the curriculum.

### Merit Day

Every academic year Merit Day celebration is organized to commend students who win laurels in University examinations, competitive examinations, sports events, youth festivals etc.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/images/pdf/Special%20Programmes%20for%20Advanced%20&amp;%20Slow%20Learners.pdf">https://www.stcp.ac.in/images/pdf/Special%20Programmes%20for%20Advanced%20&amp;%20Slow%20Learners.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2748	137

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

When St. Thomas College, Palai, plans a programme or an activity,

the student centric planning is given top. This is one of our prime guiding principles, as evidenced by our student-centric learning processes. Charts, diagrams, power-points, and other study aids corroborate support traditional lectures. For first-hand experiences, field tours, industrial visits and vocational training are organised. Numerous quiz programmes cater to the young academics' inquisitive brains.

The English Speaking Corner, a project of the English Department, is a special activity instilling in all college students a love for speaking English fluently. A green protocol has been developed and implemented by the college. There are arts festivals, competitions for the best graduating student, etc. Alternative outlets for the generation and dissemination of knowledge are provided via demonstration classes and exhibitions. Various festivals of the Department serve as a venue for a carnival of learning. Numerous campus publications including journals, magazines, wall magazines, photo exhibits, etc., inspire students to bring out their hidden abilities. The college celebrates Science Day to foster scientific temperament in students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stcp.ac.in/images/pdf/NAAC/Student%20Centric%20Methods.pdf">https://www.stcp.ac.in/images/pdf/NAAC/Student%20Centric%20Methods.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution maintains ongoing vigilance to adapt to the ever-changing teaching and learning process. Since the advent of ICT, the academic community as a whole has been through a fundamental transformation. The university has a well-appointed Language Laboratory and Computer Center. A significant portion of the college's administrative and academic tasks are performed on online platforms. Our online attendance system was an excellent illustration of this. The Wi-Fi-enabled campus creates a virtual environment favourable to learning. Each department has a number of technologically advanced classrooms. The interactive boards and projectors in the intelligent classrooms are utilised extensively. Students are invited to utilise these amenities when presenting their seminars. In addition to the Computer Centre, the college Library provides students with browsing options. The MG University

Study Centre on campus provides professors and students with resources such as INFLIBNET and N LIST, among others. Under the leadership of the instructor, departments maintain WhatsApp groups by class. These groups function around the clock as engaging platforms. Teachers and students share notes and other study materials, immediate departmental announcements, brief reminders of special classes, assignment subjects, and career counselling, among other things.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

137

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

137

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

44

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

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

1135

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

### Seminars

Students of Semester V and Semester VI degree batch are asked to prepare different seminar topics, the schedule of which is prepared in advance.

### Projects

Topics for the Projects may be given to the students in advance and time limit is given. The projects are advised to be syllabus

oriented but relevant topics are acknowledged too.

#### Online Assignments

After adequate discussions on assignment topics, students are asked to submit the same online abiding by the green protocol of the college.

#### Timely valuation

Time bound evaluation and distribution of answer scripts are ensured by the institution.

#### Students Grievance Cell

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

#### Weekly/Monthly Test

These tests are conducted in addition to the internal examinations to keep a consistent performance record of the students.

#### Evaluation Process

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

#### Giving information about Internal Evaluation to students

The college prepares an Academic Calendar in line with university calendar prior to the commencement of the academic year in consultation with the Heads of the Departments.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stcp.ac.in/images/pdf/NAAC/2.5.1%20-%20Mechanism%20of%20Internal%20Examination_St%20Thomas%20College,%20Palai_2020-21.pdf">https://www.stcp.ac.in/images/pdf/NAAC/2.5.1%20-%20Mechanism%20of%20Internal%20Examination_St%20Thomas%20College,%20Palai_2020-21.pdf</a>

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

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

The grievances regarding University examinations are brought into its notice. Most of the grievances are redressed in the teacher level itself. The college has an Examination Cell headed by a senior teacher who acts as the Controller of Examinations. The department Internal Examination Coordinator makes sure that valued answer sheets are returned within a week with necessary feedback. The distribution of answer sheets is followed by peer discussion and class room analysis.

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

Collecting feedback from the students creates a sense of belongingness, seriousness and responsibility in their approach towards exams.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stcp.ac.in/images/pdf/NAAC/2.5.2%20-%20Grievance%20Mechanism%20-%20St%20Thomas%20College%20Palai.pdf">https://www.stcp.ac.in/images/pdf/NAAC/2.5.2%20-%20Grievance%20Mechanism%20-%20St%20Thomas%20College%20Palai.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

MG University has various faculties and Board of Studies for each programme which are responsible for periodically revising the set of Pos, PSOs and Cos. The programme Outcome of our college in general is moulding Graduates and Postgraduates.

All information about the College is communicated to the stakeholders through different media like website, prospectus, handbook and calendar etc. MG University maintains a website which provides POs, PSOs and Cos of every programme/ course offered by it. They are framed by Board of Studies in consultation with experts and discussed in workshops. The College website also provides POs, PSOs and Cos of every programme/ course offered by it. They are prepared by IQAC and teachers in consultation with experts. The various assessment tools for measuring Course Outcomes include- mid-semester and end- semester examinations, tutorials, assignments, project works, seminars/ presentations, employer/ alumni feedback etc which are monitored by the IQAC. The educational objective of the programme is measured through annual employer satisfaction surveys, alumni surveys, placement records and internal and external audits. The College intermittently evaluates these feedbacks and necessary steps are taken under the IQAC to rectify the drawbacks in POs, PSOs and Cos pointed out by the respondents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stcp.ac.in/admin/downloadcenter/policy%20documents.pdf">https://www.stcp.ac.in/admin/downloadcenter/policy%20documents.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

#### ASSIGNMENTS

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

#### PROJECTS

Our students bring fresh thinking and innovative approaches in order to achieve real world outcomes.

#### INTERNAL EXAMINATIONS

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

#### ANALYSIS OF EXAMINATION



The statistical analysis of examination results leads to the theoretical formation of teaching evaluation, research and reform. By analysing examination results, in one hand, the teachers can get to know how much knowledge students have obtained.

#### FEEDBACK COLLECTED FROM PASSING OUT STUDENTS

Students, teachers, parents and alumni play an important role in the evaluation, development and enhancement of the quality of learning experience. Feedback from students helps the college to evaluate its service policies and to make changes as per stakeholders requirements. The Feedback Process has put an emphasis on the need for involvement of students in the quality assurance of higher education.

#### SYNOPSIS VIVA FOR UG AND PG

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stcp.ac.in/attainment_of_Outcomes.php">https://www.stcp.ac.in/attainment_of_Outcomes.php</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

685

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.stcp.ac.in/Annual_Report_of_the_Principal.php">https://www.stcp.ac.in/Annual_Report_of_the_Principal.php</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.stcp.ac.in/images/pdf/NAAC/Student%20Satisfaction%20Survey%20cor.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

19.24

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

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

24

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.stcp.ac.in/Sources_of_Funding.php">https://www.stcp.ac.in/Sources_of_Funding.php</a>

## 3.2 - Innovation Ecosystem

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

### Incubation Centre

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

#### Initiatives of Incubation Centre/ start up

A natural anti-arthritic oil was generated by the Department of Biochemistry. Neera, the coconut inflorescence sap, is converted into its powder form by scientific methodology, by the Department of Biochemistry. Novel hair oil was developed by the Department of Biochemistry under the guidance of Dr. Ratheesh M. to prevent premature graying of hair, dandruff, hair fall. Prof. Raju K. Augustine from the Department of English prepared a traditional Hair

oil. Further scientific studies are going on.

### Collaborations/Linkages

The Department of Biochemistry collaborated with prestigious institutes like IISc (Bangalore), Drug standardization Unit (Thiruvananthapuram) and Govt. Ayurveda College (Thiruvananthapuram) in the formulation of anti-arthritic oil. After the successful presentation the anti-arthritic oil, Glowderma, a multi-national firm, has agreed to proceed with its further clinical trials and signed an MoU with the Department of Biochemistry and has also sanctioned a project.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stcp.ac.in/Incubation_Centre.php">https://www.stcp.ac.in/Incubation_Centre.php</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

18

File Description	Documents
URL to the research page on HEI website	<a href="https://www.stcp.ac.in/rsrch_welcome.php">https://www.stcp.ac.in/rsrch_welcome.php</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

35

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

St. Thomas College actively participates in neighbourhood outreach initiatives. These programmes aim to make the pupils aware of social and economic issues while also promoting the overall growth of the

community. The following is a list of some of the activities from the previous five years:

**Tuition classes:** Students from our college provide low-income school students with free and regular tuition classes. Children who qualify are chosen and paired with our college's top students, who study with them for a whole semester. The most popular tuition subjects are English and mathematics.

**Visits to care facilities for those with special needs:** Each Friday, our day scholars deliver meal packs to Mariasadanam, a 200-person rehabilitation facility. Inmates of rehabilitation facilities, nursing homes and homes for the poor are visited by our students working under the auspices of various groups to perform volunteer work on local and national holidays. Numerous performances are also put on by and for students.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/Campus.Club.Extension_Activities.php">https://www.stcp.ac.in/Campus.Club.Extension_Activities.php</a>
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

41

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

6204

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

86



File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The College has a Computer Lab with 84 computers, all set up with licenced software. It has a Language Lab with software that will help the students improve their language skills. The college library has a lot of books, research journals, and other publications. The Laboratories of Chemistry, Physics and Botany are all well-equipped. The Statistics Department has its own computer lab. The college library is well-stocked with books and online resources. The campus also has a University Study Centre with a good collection of reference books, e-journals, and other paid services. On campus, the College has the Christu Raj Hostel for male students, the Philip's Hostel for guests and teachers, and a staff quarters. There is a sports hostel on campus for people who play sports. The campus also has a lot of space for fun and relaxation. The college has a canteen

where students and staff can get good food at a price they can afford. On campus, there is a Chapel where people can pray and meditate. The Bishop Vayalil Seminar Hall has 2100 seats and is air-conditioned and well-furnished. It is part of the Indoor Stadium Complex.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stcp.ac.in/Resources/Infrastructure.php">https://www.stcp.ac.in/Resources/Infrastructure.php</a>

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

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

**International standard swimming pool**

Our Institution is credited very high in addressing the social issues; we also impart survival swimming to our students, students of other educational institutions and the public.

**Multipurpose Indoor training hall**

Wooden flooring (tongue and groove system) is ideal for the conduct of competition in badminton, basketball, table tennis, volleyball and netball. The Indoor Stadium Complex also accommodates an air conditioned Bishop Vayalil Seminar Hall with a seating capacity of 2100.

**Jimmy George Stadium**

We have an excellent outdoor stadium for Volleyball and Basketball with a seating capacity of 3000.

**Gymnasium and Open gymnasium:**

We have a separate block which is maintained as a well-equipped Gymnasium and have separate space for aerobics, yoga, wrestling & Judo. We also have a well equiped open gymnasium.

**Tennis Court**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stcp.ac.in/Resources.Infrastructure.php">https://www.stcp.ac.in/Resources.Infrastructure.php</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

55

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stcp.ac.in/Resources.ICT_Facilities.php">https://www.stcp.ac.in/Resources.ICT_Facilities.php</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

58.55427

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college library is well-furnished. It is a four-story structure with ancillary facilities. The library has been automated with KOHA. There are separate Reading, Reference, Undergraduate, and Postgraduate sections in the library. The Library is open daily from 9 a.m. to 5 p.m., excluding Sundays and other office holidays. The library has around ninety thousand books, magazines, journals, CDs, newspapers, theses, dissertations, monographs, previous years' examination papers, bound volumes of journals and periodicals, and other electronic resources. The library offers specialised services such as photocopying, e- library searching, book reservations, INFLIBNET, the N- LIST application, etc. The books have designated parts for WWS, SSP, NET coaching, remedial studies, Civil Service test, FIST, and career counselling. Faculty, students, and research scientists have access to the facility. In addition, the Study Centre offers a help desk for the Single Window admission procedure for UG and PG programmes. Each faculty member is assigned a unique user name and password. The library is equipped with WiFi. The library appropriately recognises Readers' Day and other significant days. Typically, book displays are organised with the assistance of language departments to mark these days.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.stcp.ac.in/Resources.Library.php">https://www.stcp.ac.in/Resources.Library.php</a>

### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

1.63731

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

150

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The College has always been adding to its IT facilities to keep up with changing trends in education and to meet the needs of students who are tech-savvy. The Institution has a well-kept website where people can find out about events and activities going on in the College. Students can use the Centres services, such as scanning, printing, photocopying, and so on. The College has a Language Lab right next to the Computer Centre. It has audio-visual equipment and software for teaching and learning languages. Students from all programmes go to the Language Lab to improve their ability to talk to other people. There are also software programmes made just for beginners. All of the Science departments have their own computer labs or other places where computers are used. The current system, which is partly automated, was put in place in 2017. The office has several computers, a photocopier, a desktop printer, and a machine for making ID cards. The whole campus has Wi-Fi, so all of the

departments have access to the internet. For all of its IT needs, the College depends on a number of network providers with the fastest speeds.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.stcp.ac.in/Resources.ICT_Facilities.php">https://www.stcp.ac.in/Resources.ICT_Facilities.php</a>

#### 4.3.2 - Number of Computers

289

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

169.54379

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college maintains its facilities using the funds procured from various Government and other agencies, Management and the PTA. The college maintains a 250 KW HT transformer in the campus. The power requirement is partially met through a solar power station installed in the campus, generating 17 KW power. The college has four high speed-internet connections. The college has established three water reservoirs. There is also an Open Gymnasium in the campus. A Swimming Pool with a capacity of 18 lakh litres is regularly purified by sand filters and the pH level is maintained between 7.2 and 7.5. The Sports Complex also houses a fully airconditioned auditorium spanning 15000 square feet area with a capacity of 2000 conducive for conferences and seminars. Two study centres, one of the IGNOU and the other of the M.G. University, are functioning in the college. Statutory maintenance and utilization of library resources are ensured. An executive class, fully air-conditioned seminar hall with a seating capacity of 180, is taken care of by a technician who looks after its audio-visual Lecture Capturing and video recording facilities. The college provides well-furnished and maintained hostels for staff and students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stcp.ac.in/Resources.Infrastructure.php">https://www.stcp.ac.in/Resources.Infrastructure.php</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year



**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****861**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****87**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.stcp.ac.in/Skill_Enhancement_initiatives.php">https://www.stcp.ac.in/Skill_Enhancement_initiatives.php</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

150

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

150

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

79

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

160

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

23

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

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

21

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

The Institution ensures the active participation of students in the effective governance of the College through the Students' Union, various other associations, clubs and forums. The College Union is

formed by election held in the parliamentary mode in accordance with the guidelines of Lyngdoh Committee, Government of Kerala and Mahatma Gandhi University. The College Union Executive Committee is composed of Chairman, Vice-Chairperson (reserved for women), General Secretary, two University Union Councilors, Arts Club Secretary, College Magazine Editor and two Lady Representatives. The Union organizes various extra and co-curricular activities for students. Each Department of the College has an Association to co-ordinate various student activities. A member of the faculty is given charge of the association. A President and a Secretary with an Executive Committee to assist them are elected for organizing the activities of each association. National and religious festivals like Onam, Christmas etc are celebrated with a spirit of unity and amity. The NCC (Army and Navy wing), the NSS and other national level voluntary organizations function very effectively in the College. Students at all levels are eligible to join these organizations engaged in grooming the youth of the country into disciplined, socially oriented and patriotic citizens.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/Campus.CollegeUnion.php">https://www.stcp.ac.in/Campus.CollegeUnion.php</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

199

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

The Alumni Association of St. Thomas College, Palai was established on 11th November, 1999 with an aim to promote interaction and networking among the alumni of the institution. It has been successfully carrying out its goals and objectives since its inception and has steadily risen into a full-fledged association. The Alumni Association has instituted an endowment fund to gratefully acknowledge the services of the founding fathers of the college. The Alumni debate forum organizes debates on every first Saturday at the HRD centre. An All Kerala Quiz Competition for the Undergraduate students is conducted every year by the association. It helps in the intellectual development of the students. The association is having different chapters abroad such as Kuwait Pastcos, Bahrain Alumni Association, Doha Alumni Association etc. All the students who have passed out from this college are members of the association. Members of the alumni who are academicians visit the college and deliver lectures to the students on various occasions. The Alumni Association of our college plays a vital role in shaping the future of our college by representing the views of its members, contributing to the infrastructure and other student facilities.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/Campus.Alumni.php">https://www.stcp.ac.in/Campus.Alumni.php</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

A. ? 5Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

St. Thomas College Palai is a centre of higher learning which moulds the destiny of students by effective channeling and fostering of human resources. The institution has a good academic tradition of about seventy-two. Effective leadership has made the institution an exemplary college not only in the state but also in the country.

#### Vision of the College:

To create a centre of excellence through the formation of young people empowered to create a bright future for themselves and others, irrespective of caste or creed, religion or language through dissemination of knowledge, skills and noble values.

#### Mission of the College:

- To inculcate the students with faith in God, love for their fellow-men and devotion to motherland by rendering moral, religious, intellectual and physical instruction.
- To empower the students with deep knowledge and awareness of current developments in their chosen subjects of study.
- To equip the students with skills necessary to achieve success at the highest level in a competitive world.
- To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, and loyal citizenship.
- To encourage scholarship and research, especially in locally relevant yet globally acceptable areas.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/vision_and_mission.php">https://www.stcp.ac.in/vision and mission.php</a>
Upload any additional information	<a href="#">View File</a>

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

St. Thomas College, Palai, which was founded and is administered by the Diocese of Palai, is a minority institution that adheres to the democratic principles of decentralisation and participatory administration in its entirety. In addition to its fundamental objective of academic empowerment, these institutional tenets promote the multifarious growth of all its stakeholders in a clear and visible manner. These ideas are incorporated into the

administrative mode and operational structure of the organization's fundamental design. Our college has been designated as a College with Potential for Excellence (CPE) as a result of its improved teaching and research via creative use of human and physical resources, making it eligible for the funds allotted to such institutions.

Department-wise Open Houses in the presence of the Principal/ Vice-Principal are convened. Students are able to provide verbal and written feedback which was codified and categorised. These are followed by Department level meetings where the student feedback and the suggestions by the teachers are codified and Department level priorities set. The suggestions and priorities from all the departments are discussed in detail at the Council meetings. The Council thus identifies the college level priorities taking into consideration the department infrastructural necessities.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/organogram.php">https://www.stcp.ac.in/organogram.php</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The administration of the college has decided to use a one-of-a-kind project to demonstrate its managerial prowess and make use of the college's internal resources in order to meet the deadline for project implementation. The dream project of an integrated sports complex and swimming pool is a crowning achievement for the college, which serves the requirements of students who predominantly come from rural backgrounds. This is a feather on the college's cap.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stcp.ac.in/Strategic_Plan_Deployment_Documents.php">https://www.stcp.ac.in/Strategic_Plan_Deployment_Documents.php</a>
Upload any additional information	<a href="#">View File</a>



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

The Bishop of Palai Diocese is the Patron of the college. Presently the Administrative Head of the College is the Manager. The Manager is the appointing authority and hence oversees its activities. He visits the College regularly and interacts with teachers, supporting staff, students and other stakeholders. Major Policy decisions of the College are taken in the meetings of the Managing Board. The Managing Board consists of eminent academicians and administrators - especially educational administrators, industrialists etc. The Principal is the academic and administrative authority of the College in the day to day affairs, who is assisted by the Vice Principal, Bursar, Staff Council and IQAC. The IQAC members are selected from teaching staff, supporting staff, students, alumni, industrialists etc. Regular IQAC meetings are conducted to discuss issues related to quality improvement. The infrastructural development of the institution is carried out by a committee headed by the college Bursar. The College Council consists of the Principal, Vice-Principal, Bursar, IQAC Co-ordinator, Heads of the Departments, Librarian and three elected teacher representatives. All the policy decisions/changes of the college are implemented taking the College Council and IQAC into confidence. The IQAC suggests/monitors quality initiatives to the Managing Board.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/admin/downloadcenter/policy%20documents.pdf">https://www.stcp.ac.in/admin/downloadcenter/policy%20documents.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.stcp.ac.in/organogram.php">https://www.stcp.ac.in/organogram.php</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

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

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

(i) St. Thomas College Staff Co-operative Society, Ltd. No. K-434

Major functions of the society include granting of loans, accepting deposits and conducting group deposit and credit schemes. It is run by a Board of Directors elected from among the members of the staff of St. Thomas College, Palai, Alphonsa College, Palai and St. Thomas College of Teacher Education, Palai. The society also offers scholarships to the children of its members, who excel in various University/Board examinations as well as sports and cultural activities.

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

The society, under the presidentship of the Principal, owns and operates a Bookstall and a Canteen. Meals and refreshments are provided at subsidized rates.

The college offers a number of facilities to maintain and improve the health of its stakeholders. The college conducts regular health check-up campaigns, Yoga classes, meditation sessions, Psycho somatic wellness classes etc.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/Welfare_Associations.php">https://www.stcp.ac.in/Welfare_Associations.php</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

26

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

78

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The institution uses a performance appraisal method to evaluate its human resources on a regular basis while upholding its unwavering quality standards. The yearly meeting with the institution's manager serves as the foundation of the evaluation process. Every member of the teaching staff is required to keep a Teacher Performance Record (TPR), which serves as a log of daily evaluations. These records,

which are properly checked by the Department Heads, are delivered annually for the Principal's evaluation. The faculty members are asked to submit it to the Manager at the time of promotion. During the times of feedback, the students evaluate the performance of the teachers. The evaluations gathered in this way are assembled, and the combined product is given to the teachers in secret. In accordance with the University's vision and goal, each Department likewise develops a vision, mission, and action plan. Each faculty member is encouraged by the institution to participate in co-curricular, extension, professional development, and other teaching-learning and evaluation-related activities. The Principal and the Manager play key roles in the institution's evaluation and assessment process for its non-teaching employees as well.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/Best_Research_Paper_Award.php">https://www.stcp.ac.in/Best_Research_Paper_Award.php</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

There are external financial audits of all the financial activities of the college by the Government agencies of the Government of Kerala - Deputy DCE, Kottayam, DCE and the Accountant's General's Office, Trivandrum every year. The receipts, bills and vouchers, payments statements of income and expenditure, and the utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis. They verify all the documents including the bills and vouchers, asset registers, cash books and ledgers, Library registers, log books etc. The college is asked to provide additional documents as and when doubts arise or clarification is needed on the documents submitted. The college has an internal audit mechanism too for a preliminary audit of all the financial matters. This is taken care of by a team of teachers and administrative staff. The audit team visits each department on the scheduled date. The HODs are asked to prepare their Departments with the help of their colleagues to undergo internal audit. The internal audit team checks PTA funds and other income and expenditure reports. Objections if any are asked to be rectified within the

stipulated time.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/images/pdf/NAAC/Financial%20Audit%20Reports.pdf">https://www.stcp.ac.in/images/pdf/NAAC/Financial%20Audit%20Reports.pdf</a>
Upload any additional information	No File Uploaded

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

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

2.5

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The majority of its financial resources come from the UGC in the form of UG and PG grants. The organisation has always pushed its academics to engage in many research initiatives in partnership with other organisations like the UGC, DST, CSIR, DBT, ICSSR, etc. The money raised as a result of this is a significant economic source as well. The college has been using its RUSA portion for a variety of purposes. The Integrated Sports Complex was built with the financial aid of the UGC as well as public funding raised through membership. The college is always willing to accept the alumni's financial assistance. The college also depends on MP and MLA funds for the improvement of its infrastructure. The institution takes great care to use these acquired financial resources as effectively as possible. The college has an annual financial strategy to ensure that resources are used as effectively as possible. The Bursar, Principal, Vice-Principal, IQAC Coordinator, HODs, Administrative Assistant, PTA Executive Members, etc. make up the Planning Committee. The institution's economic policies are mostly decided by

the Managing Board. The institution conducts frequent internal and external audits, which attest to its financial openness.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/Resources.php">https://www.stcp.ac.in/Resources.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The college regularly conducts academic audits—both institutionally and departmentally—in order to maintain track of its academic output and determine how closely it adheres to the NAAC's quality standards. Internal and external audits are typically conducted upon the IQAC's request to periodically review the college's planned outcome in a transparent manner, with the former being overseen by the institution's authorities and the latter being guided by and receiving input from an outside expert. Open Houses are held in accordance with the democratic ideals embodied in the college's mission. They serve as an interactive forum where students may voice their concerns and suggestions. These student-focused activities are carried out department-by-department in front of the relevant authorities. Students are free to verbally express how they feel about the institution. Students are also asked for written feedback regarding the priorities of the requirements. Before important decisions are made, the IQAC and the College Council thoroughly review these needs. The institution takes action to satisfy the needs of the students after consulting with the academic and administrative entities. The success of the Open House approach as a student-centered evaluating mechanism is also examined through the numerous audits carried out at the institution.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/images/pdf/NAAC/Major%20Quality%20Reflectors.pdf">https://www.stcp.ac.in/images/pdf/NAAC/Major%20Quality%20Reflectors.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the



incremental improvement in various activities

The college regularly conducts academic audits—both institutionally and departmentally—in order to maintain track of its academic output and determine how closely it adheres to the NAAC's quality standards. A team made up of the Manager, Principal, Vice-Principal, Bursar, and IQAC Coordinator conducts internal academic audit. A team made up of members of the NAAC Peer Team, principals, IQAC co-coordinators, and other esteemed academics conducts the external audit. The departments get ready for the external audit after addressing the issues brought up in the internal academic audit. Both of these audits assist the institution in maintaining the high standards of quality demanded by the UGC and other agencies. Open Houses are held in accordance with the democratic ideals embodied in the college's mission. These student-focused activities are carried out departmentally in front of the principal, viceprincipal, bursar, IQAC coordinator, head of department, and instructors from the relevant departments. At the beginning of the academic year, each department is expected to submit its yearly proposal, which serves as the basis for creating the institution's academic calendar. To verify departmental adherence to the suggested schedule, periodic staff meetings are arranged.

File Description	Documents
Paste link for additional information	<a href="https://www.stcp.ac.in/NAAC_Feedback.php">https://www.stcp.ac.in/NAAC_Feedback.php</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.stcp.ac.in/Annual_Reports_IOAC.p hp">https://www.stcp.ac.in/Annual_Reports_IOAC.p hp</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is constantly conscious of the pressing issue of gender equality. The institution is concerned about women's issues, and as a result, gender sensitivity is instilled in students and faculty members through numerous organisations and cells that run gender-sensitization programmes. Women's Forum, Anti-ragging Cell, Prevention of Sexual Harassment Cell, and other Gender-Sensitive Organisations exist.

Gender sensitization programmes are held in the College on a regular basis. The College employs an open and transparent selection process that is solely based on merit, regardless of gender. The majority of the seats are available through a single-window arrangement. A dedicated Common Room for female students has been built, complete with resting facilities. Female pupils who experience any form of ailment or anxiety during class hours are escorted to the Common Room by a female teacher. Female students have their own common room, which offers them with the essential first aid.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.stcp.ac.in/Gender_Sensitization_Action_Plan.php">https://www.stcp.ac.in/Gender_Sensitization_Action_Plan.php</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.stcp.ac.in/Campus.Club.Womens.php">https://www.stcp.ac.in/Campus.Club.Womens.php</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

#### **Solid waste management**

Solid waste is collected and separated into two distinct containers designated for glass, metal, and miscellaneous wastes. Our solid waste management approach is centred on the reduction, reuse, and recycling of materials. Organically grown medicinal plants and other trees are nourished with vermicompost made from bio-waste. Vermicompost is created on campus from bio-waste as organic fertiliser for the plantations, with the explicit goal of promoting trash recycling and spreading the practice of organic farming. Additionally, the institution has established a biogas plant.

#### **Liquid waste management**

The College adheres to a strict green protocol of liquid waste disposal in its laboratories. The liquid waste generated in the campus include Sewage, Laboratory, Laundry, hostel and canteen

effluent waste.

#### E-waste management

All Electronic waste - CPU's, Hard disks, Laboratory Equipment scrap - is sent to the market for sale. The cartridges of printers are refilled. The college also encourages the use of refill inkjet cartridges and laser toners. The monitors have been upgraded to power efficient LCD from CRT ones. UPS batteries are recharged and repaired by the suppliers. Minor repairs are set right by the laboratory assistants.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The visionary founders of the institution infused democratic values of cultural, regional, linguistic, and communal harmony into its constitutional framework, and the college takes special effort to instil these values in its stakeholders. Admission to UG and PG programmes is administered using the single window system, in accordance with University regulations. There are special reservations for SC, ST, and other disadvantaged groups. In addition, seats are reserved for pupils based on cultural and athletic quotas. A specific provision is made for the admission of students from Lakshadweep. The college takes special care of economically disadvantaged students and has implemented various programmes to facilitate their integration into the mainstream.

The college's NCC and NSS units frequently organise various programmes to promote social inclusion, cultural harmony, and national integration. The NCC unit honours June 21, the international Yoga day, with an emphasis on Psychosomatic Wellness, the college's best practice. On significant days, the NSS Unit organizes rallies.

In an effort to instil social and humanitarian ideals in its pupils, the institution has adopted a portion of Mariasadan, a shelter for the homeless in Palai.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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

The college has an Election Literacy Club that operates under the direction of the Department of Political Science. This club's goal is to raise student awareness of the election process and familiarise them with the protocols of any election.

Courses relating to the Indian Constitution are included in the curriculum of the college's various programmes. Understanding India: Reflections on Indian Polity, Secularism, and Sustainable Development was the title of the fourth semester Common English Course. In the fifth semester of the undergraduate curriculum, the Political Science Department provides Human Rights as an Open Course. As required by the UGC, all UG Programmes in the college offer an Environmental Studies and Human Rights Course.

Admissions to Undergraduate and Postgraduate programmes are handled through a single window system with different reservation quotas.

The college has an active Women's Forum that educates students about gender equality and against harassment. Students, particularly female students, attend legal assistance workshops to learn about their legal rights.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	<a href="https://www.stcp.ac.in/Sensitization%20to%20Constitutional%20Obligations.php">https://www.stcp.ac.in/Sensitization to Constitutional Obligations.php</a>

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></p> <p><b>4. Annual awareness programmes on Code of Conduct are organized</b></p>	A. All of the above
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college takes utmost care to uphold nationalist, democratic, secular and patriotic values envisioned in the constitution of India. In order to instil these values in the students the college observes days of national importance with due reverence and care. World Environment Day In concurrence with the institutions green protocol the college observes this day spreading the message of an eco-friendly existence. World Blood Donor Day The college has a wide database of students willing to donate blood. Vayana Dinam (Reading Day) Vayana Dinam is duly observed in the college. International Day of Yoga The college NCC unit observes the World Yoga Day.

**Independence Day** It is observed with due reverence. **Teachers' Day** Department wise Teachers' Day celebration is held uniquely. **Ozone Day** The NSS organises the Ozone Day observance by conducting rallies by spreading green messages.

**Gandhi Jayanthi** In solidarity with the message of cleanliness by the Father of the Nation the college conducts an exclusive cleaning drive of the institution. **Human Rights Day** The Department of Political Science organised a series of talks thematically centred on human rights. **Republic Day** Besides the customary Republic Day parade by the two NCC wings the institution.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICE - 1Promotion of Psychosomatic Wellness Objectives of the Practice

- Promotion of psychosomatic health for all is a need of the time.
- A comprehensive health programme targeting not only the staff and students of our college but also the local residents who can benefit from the programme.
- Inculcate eco-friendly habits and a healthy lifestyle among staff/students and the public.

**The Context** The aim can be reached effectively through various stages including counselling for staff/students, regular health check-ups and training for various sports.

### BEST PRACTICE - 2Value Education and Career Development Objectives of the Practice

- Inculcate moral and ethical values into the life of all students by imparting moral/value education classes throughout



the academic year.

- Provide students different opportunities to practice the social values they acquire from the value education classes.
- Make students aware of the career opportunities available for them after the current as well as higher education in their respective fields.

3. The Context Our academic community is a cross section of the entire society. The college, from its inception, is keen on imparting values to the students. 4. The Practice As part of value education, moral classes are conducted every year.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.stcp.ac.in/Modus_Operandi.php">https://www.stcp.ac.in/Modus_Operandi.php</a>
Any other relevant information	<a href="https://www.stcp.ac.in/Modus_Operandi_Photo_Gallery.php">https://www.stcp.ac.in/Modus_Operandi_Photo_Gallery.php</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

When the college was established in 1950 on the banks of the River Meenachil with the collective effort of the agrarian population of central Kerala, its visionary founders had great expectations of making it a cultural centre of learning and holistic living. True to its foundational vision of equipping the students to venture out into the competitive world, the college through seven decades of uncompromising journey has grown into a pioneering institution offering 18 under graduate programmes, 15 post graduate programmes and 10 research centres. The augmentation of the infrastructural facilities took a different dimension with the construction of the Integrated Sports Complex with an adjoining Olympic Standard Swimming Pool. Members of the faculty play vital roles as chairman and members of various Boards of Studies, Expert Committees, panels of question paper setters, examination boards, syllabus revision and restructuring committees. We provide service as a mentoring institution for helping NAAC non- accredited under the scheme "Paramarsh". St. Thomas College Palai through seventy years of its pledged commitment to the society in general and the academic world in particular has served generations without diluting its primary vision.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- The college is on the way to Autonomy. Re-submit the proposal.
- Enter into more MoUs, tie-ups, exchange programmes and potential sharing with reputed institutions/Universities.
- Strengthen the ongoing research work in the college.
- Apply for more research projects.
- Strengthen the UG/PG teaching, learning and evaluation processes to improve the results/higher studies/placements, scenario of the college.
- Set up a full-fledged innovation council in the college.
- Arrange research methodology courses for research scholars.
- Start postdoctoral research programmes in the frontier areas of research.
- Strengthen the IPR related activities of the college.
- Complete digitalization of the college office and automation of the library.
- Renovate and upgrade laboratories to meet the present needs and standards.
- Establish an instrumentation wing in the college to monitor and maintain the instrumentation facilities.
- Strengthen the networking/internet/computer facilities in the campus.
- Strengthen the healthy practices of the college to more areas.
- Effective utilisation of sports facilities for more training programs and extension activities.
- Plant more trees in the campus.
- Complete RUSA related infrastructure works as early as possible.
- Augment the member of publications by the faculty.
- Make immediate preparations for the upcoming NAAC visit.