

# **ST. THOMAS COLLEGE PALAI**

*NAAC Accredited with A Grade (CGPA : 3.30)*

*Recognized by UGC as College with Potential for Excellence(CPE)*

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

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

**Phone: 04822-212316, 212317; Fax: 04822-216313; Mob: +919447140859**

**(Affiliated To Mahatma Gandhi University, Kottayam)**



## **THE ANNUAL QUALITY ASSURANCE REPORT**

**2017-2018**

**Submitted To**

**NATIONAL ASSESSMENT & ACCREDITATION COUNCIL**

**September 2018**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Period of Report: June 1, 2017 to May 31, 2018.

### PART – A

#### 1. Details of the Institution

1.1	Name of the Institution	<b>ST. THOMAS COLLEGE PALAI</b>				
1.2	Address Line	Arunapuram P. O. Kottayam (Dist.) Kerala, India. PIN – 686574				
	Institution e-mail address	<a href="mailto:principal.stc@gmail.com">principal.stc@gmail.com</a>				
	Contact Nos.	04822-212317				
	Name of the Head of the Institution	Rev. Dr. James John				
	Tel. No. with STD Code	04822-212317				
	Mobile	09447140859				
	Name of the IQAC Co-ordinator	Dr. Sunil C. Mathew				
	Mobile	09495109316				
	IQAC e-mail address	<a href="mailto:sunilcmathew@gmail.com">sunilcmathew@gmail.com</a>				
1.3	NAAC Track ID (For ex. MHCOGN 18879)	KLCOGN10058				
1.4	Website address	<a href="http://www.stcp.ac.in">www.stcp.ac.in</a>				
	Web-link of the AQAR	<a href="http://www.stcp.ac.in/DownloadCenter/IQACReports/AQAR2017-18">http://www.stcp.ac.in/ Download Center/ IQAC Reports/ AQAR2017-18</a>				
1.5	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 <sup>st</sup> Cycle	4 Star	-	2000	Upto 2007
	2	2 <sup>nd</sup> Cycle	B++	82.5	2007	Upto 2012
	3	3 <sup>rd</sup> Cycle	A	3.3	2015	Upto 2020

1.6	Date of Establishment of IQAC		22/03/2004						
1.7	AQAR for the year ( <i>for example 2010-11</i> )		2017-18						
1.8	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ( <i>for example AQAR 2010-11 submitted to NAAC on 12-10-2011</i> )								
	I. AQAR 2014-15 Submitted to NAAC on 10-11- 2015								
	II. AQAR 2015-16 Submitted to NAAC on 31-10-2016								
	III. AQAR 2016-17 Submitted to NAAC on 26-10-2017								
1.9	Institutional Status								
	University: Not Applicable								
	State	Central		Deemed		Private			
	Affiliated College		Yes	✓	No				
	Constituent College		Yes		No		✓		
	Autonomous college of UGC		Yes		No		✓		
	Regulatory Agency approved Institution (e.g. AICTE, BCI, MCI, PCI, NCI)		Yes		No		✓		
	Type of Institution	Co-education	✓		Men		Women		
		Urban			Rural	✓	Tribal		
	Financial Status	Grant-in-aid		UGC 2(f)	✓	UGC 12B		✓	
		Grant-in-aid + Self Financing		✓	Totally Self-financing				
1.10	Type of Faculty/Programme								
	Arts	✓	Science	✓	Commerce	✓	Law	PEI (Phys Edu)	✓
	TEI (Edu)		Engineering		Health Science		Management	Others (B. Voc.)	✓
1.11	Name of the Affiliating University ( <i>for the Colleges</i> )			Mahatma Gandhi University, Kottayam					

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

## 2. IQAC Composition and Activities

2.1	No. of Teachers				9			
2.2	No. of Administrative/Technical staff				0			
2.3	No. of Students				0			
2.4	No. of Management representatives				1			
2.5	No. of Alumni				1			
2.6	No. of any other stakeholder and community representatives				0			
2.7	No. of Employers/ Industrialists				1			
2.8	No. of other External Experts				1			
2.9	Total No. of members				13			
2.10	No. of IQAC meetings held				4			
2.11	No. of meetings with various stakeholders							
	Faculty		Non- teaching staff		Students		Alumni	Others (Parents)
	5		3		4		3	3
2.12	Has IQAC received any funding from UGC during the year?				Yes		No	✓
	If yes, mention the amount							
2.13	Seminars and Conferences (only quality related)							
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC							
	Total Nos.		International		National		State	Institution Level
	2		Nil		Nil		Nil	2
	(ii) Themes		The Role of Teachers in Student Mentoring New Technology in Office Administration					
2.14	Significant activities and contributions made by IQAC							
	<p>The IQAC chalked out the activities to be implemented on a priority basis and conveyed the Principal and the Management for necessary action. At the behest of the IQAC a group of well-known scientists visited the campus to motivate the student community.</p> <p>The group included Dr. Andrew M Raim (Research Mathematical Statistician, Center</p>							

for Statistical Research and Methodology, Census Bureau, USA), Dr. George Ostrouchov (Senior Data Scientist, Scientific Data Group, Computer Science and Mathematics Division, Oak Ridge National Laboratory, Tennessee, USA), Dr. Agaraj Neerchal (Professor of Statistics, University of Maryland, Baltimore County, USA), Sri. C. M. Suchindran (Department of Biostatistics, Carolina Population Research Center, University of North Carolina, Chapel Hill), Dr. Krishnan Unni (Deshabandhu College, Delhi), Dr. T. J. Abraham (Central University, Thiruvarur, Tamilnadu), Dr. Anup Kumar Dhar (Ambedkar University, Delhi), Mr. George Kurian (Vice Chairman, National Minority Commission), Dr. Herman P J (Assistant Professor, Department of Hindi, Calicut University), Dr. Seema Chandran (Assistant Professor, Department of Hindi, Central University, Kasargode), Kalamandalam Unnikrishnan (Kerala Kalamandalam), Prof. Mathiys Lamberiges (Leu van University, Belgium), Sri. AV Sathish (Scientist, KKNPP, Koodamkulam), Dr. Aninda J. Bhattacharyya (Professor and Chair, Solid State and Structural Chemistry Unit, Indian Institute of Science, Bengaluru, INDIA), Dr. I. Ibnusaud (Director, Institute for Intensive Research in Basic Sciences (IIRBS), Kottayam), Prof. Uday Maitra (Professor Department of Organic Chemistry · Indian Institute of Science, Bangalore, India.), Prof. R. B. Sunoj (Department of Chemistry, IIT Bombay), Dr. Subi Jacob George (Associate Professor. New Chemistry Unit Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR)), Dr. Kuruvilla Joseph (Professor, IIST Thiruvananthapuram), Dr. S Abraham John (Professor, Dept. of Chemistry, Gandhigram Rural Institute and Deemed University, Dindigul, Tamilnadu), Dr. Jinu Jacob George (Associate Professor, Dept. of Polymer Science and Rubber Technology, CUSAT), Sri. Aneish P. Rajan (IRS) (Joint commissioner, GST, Trivandrum), Dr. Cyriac Thomas (Former vice-chancellor, M. G. University & Former member – Minority Commission for Educational Institutions, Govt. of India), Dr. Joseph. C. C. (Department of International studies and History, Christ University, Bangalore), Sri. Sidharth Deshmukh, (Faculty, Symbiosis University Pune), Dr. Sunny Luke (Academic Director IIAC, USA), Dr. Leema George (Informational Biology Lab VIT), Dr. Santhosh Kumar K (NIT, Calicut), Dr. S Shanavaz (Scientist, Central Tuber Crops Research Institute, TVM), Dr. Sutheeshma Babu, (Nodal Officer, NIWS Goa), Dr. Vinu C.T. (Assistant Professor, IIM Trichy), Dr. Anil C. Mathew (Professor of Biostatistics, PSGIMSR, Coimbatore).

The bench mark of IQAC to conduct an International seminar every year was fulfilled by the Department of Physics, Chemistry and English. Other Significant Activities and contributions made by IQAC include the following:

- More attractive and informative college website.
- Encouragement for undertaking more research projects by the faculty members.
- Orientation programmes for newcomers at UG/PG levels.
- Conduct of student meetings to explain to them the scope and potential of different Open Courses that offer choice/flexibility in their academic pursuits.
- Conducted ‘Open House’ to collect feedback about teachers, college, library, etc.

	<ul style="list-style-type: none"> <li>▪ Advocated strengthening of the departmental Alumni Associations.</li> <li>▪ Played a significant role in introducing ICT methods at all levels.</li> <li>▪ Renovation and updation of Science Labs.</li> <li>▪ Academic Audit.</li> <li>▪ Teacher Evaluation by students.</li> <li>▪ Training programme to administrative staff</li> </ul>																
2.15	Plan of Action by IQAC/Outcome																
	The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *																
	<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achievements</th> </tr> </thead> <tbody> <tr> <td>CPE Status</td> <td>The College is granted CPE status by UGC for the period 1 April 2017 to 31 March 2022 and received Rs. 95.76 Lakhs as the first instalment from the total sanctioned amount of Rs. 1.5crores</td> </tr> <tr> <td>Introduction of Public Announcement system</td> <td>Announcement system covering the entire campus with 150 speakers is installed.</td> </tr> <tr> <td>Formulation of a Green Protocol document</td> <td>The Green Protocol 2018 is introduced.</td> </tr> <tr> <td>Batch wise meet-the-parent programme twice in a semester</td> <td>Close interaction with parents has resulted in improving discipline and pass percentage.</td> </tr> <tr> <td>Remedial coaching for all weaker students.</td> <td>Results of SC/ST/OEC students have improved significantly.</td> </tr> <tr> <td>UGC Test coaching for all PG students.</td> <td>10 JRF qualifiers and 25 NET qualifiers.</td> </tr> <tr> <td>Interactive sessions and invited talks by eminent scholars and scientists.</td> <td>Dr. Joshy Joseph (Scientist and Ramanujan Fellow, National Institute for Interdisciplinary Science and Technology, Thiruvananthapuram), Dr. Babu Joseph (Head of the Department of Hindi, K. E. College, Mannanam &amp; Syndicate Member, Sree Sankara University, Kalady), Dr. K. M. Sureshan (Associate Professor, School of Chemistry, IISER Thiruvananthapuram), Dr. K. R. Gopidas (Chief Scientist, Chemical Sciences and Technology Division National Institute for Interdisciplinary Science and Technology, Thiruvananthapuram) etc interacted with the students of various departments.</td> </tr> </tbody> </table>	Plan of Action	Achievements	CPE Status	The College is granted CPE status by UGC for the period 1 April 2017 to 31 March 2022 and received Rs. 95.76 Lakhs as the first instalment from the total sanctioned amount of Rs. 1.5crores	Introduction of Public Announcement system	Announcement system covering the entire campus with 150 speakers is installed.	Formulation of a Green Protocol document	The Green Protocol 2018 is introduced.	Batch wise meet-the-parent programme twice in a semester	Close interaction with parents has resulted in improving discipline and pass percentage.	Remedial coaching for all weaker students.	Results of SC/ST/OEC students have improved significantly.	UGC Test coaching for all PG students.	10 JRF qualifiers and 25 NET qualifiers.	Interactive sessions and invited talks by eminent scholars and scientists.	Dr. Joshy Joseph (Scientist and Ramanujan Fellow, National Institute for Interdisciplinary Science and Technology, Thiruvananthapuram), Dr. Babu Joseph (Head of the Department of Hindi, K. E. College, Mannanam & Syndicate Member, Sree Sankara University, Kalady), Dr. K. M. Sureshan (Associate Professor, School of Chemistry, IISER Thiruvananthapuram), Dr. K. R. Gopidas (Chief Scientist, Chemical Sciences and Technology Division National Institute for Interdisciplinary Science and Technology, Thiruvananthapuram) etc interacted with the students of various departments.
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Merit day	Departmentwise Victory Day celebrations were held to felicitate the UGC-CSIR winners, rank holders, National Toppers in Spots and Games, NCC etc.
Celebration of the National Science Day	The National Science Day was celebrated year with the financial support from KSCSTE, Govt. of Kerala. On the first three days of the celebrations, 22, 23 and 26 February 2018, various competitions were organized to promote the scientific aptitude among students. The competitions conducted were an Interdepartmental Science Quiz Competitions for PG students, Power point presentation Competition for UG students and Essay writing competitions for both PG and UG students of our college in the topic “Science and Technology for Sustainable Future”. The main celebration on 27 February 2018. Dr. Nandakumar Kalarikkal, Director, International and Inter University Centre for Nanoscience and Nanotechnology, Mahatma Gandhi University, Kottayam inaugurated and delivered the Science Day Lecture on “Science and Technology for Sustainable Future”.
The conduct of a green audit.	A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. Dr. Sunny Kuriakose, Dept. of Chemistry was in charge of the Green audit.
Call for more research output	62 research papers were published by the faculty members.
More seminars and workshops	4 departments received financial assistance for the conduct of seminars/ conferences/ workshops from govt. agencies. In addition, One day Workshops and Seminars as well as invited talks by reputed experts were organized by various departments using self funding or funding from other agencies.
Encouraging faculty members to attend refresher courses.	16 faculty members participated in Refresher Courses or Orientation Programmes.



Strengthening Campus placements	During the academic year 33 organizations visited our campus. 14 students from campus and 56 students from off campus got placement in these organisations.						
Sending at least 40% of UG students to respective PG programmes	Among the UG students, more than 50% have opted for PG courses.						
Securing more student scholarships	1395 students received various scholarships from govt. Agencies, 29 students received financial support from govt./ other agencies and 166 students received various scholarships from College or PTA.						
Harvesting of more solar energy.	We have a 10kw solar system which is powering one of our academic buildings.						
Science lab renovation	Work started						
New theatre-cum-seminar hall	Work started						
<i>* Academic Calendar is given in Annexure II.</i>							
2.16	Whether the AQAR was placed in statutory body		Yes	✓	No		
	Management	✓	Syndicate		Any other body (College Council)		✓
	Provide the details of the action taken						
<p>The managing board discussed the AQAR in detail and expressed their satisfaction on the progress of the college in academic as well as co-curricular activities. The board suggested to fix a bench mark of 100% pass in all programmes of study. It sought various means to strengthen the remedial coaching and skill development programmes. Besides the placement cell has been advised to take measures to double the number of recruits in the coming year. It was decided to complete all other renovation works at the earliest. The College Council also discussed and endorsed the action plan.</p>							

## Part – B

### Criterion – I

#### 1. Curricular Aspects

1.1	Details about Academic Programmes				
	Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
	Ph.D.	10	-	-	-
	PG	15	-	3	-
	UG	17	-	3	-
	PG Diploma	-	-	-	-
	Advanced Diploma	-	-	-	-
	Diploma	10	-	-	10
	Certificate	6	-	-	6
	Training Programmes	-	-	-	-
	<b>Total</b>	58	-	6	16
	Interdisciplinary	-	-	-	-
1.2	(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options CBCS/Core/Elective option / Open options are available for all programmes of study.				
	(ii) Pattern of programmes				
	<b>Pattern</b>	<b>Number of programmes</b>			
	Semester	34			
	Trimester	0			
	Annual (Ph.D.)	10			

1.3	Feedback from stakeholders* <i>(On all aspects)</i>							
	Alumni	✓	Parents	✓	Employers	✓	Students	✓
	Mode of feedback	Online		Manual	✓	Co-operating schools (for PEI)		
	<i>*Analysis of the feedback is given in the Annexure III.</i>							
1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.							
	The Process of revision and updating of the UG and PG curriculum and syllabi was started by the Mahatma Gandhi University, Kottayam and as a part of this process, the syllabus revision workshops were conducted for most of the subjects. Many of our teachers actively participated in these workshops as chairman or subject experts.							
1.5	Any new Department/Centre introduced during the year. If yes, give details.							
	No.							

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1	Total No. of permanent faculty									
	<b>Total</b>		<b>Asst. Professors</b>		<b>Associate Professors</b>		<b>Professors</b>		<b>Others</b>	
	97		59		38		0		0	
2.2	No. of permanent faculty with Ph.D.						49			
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year									
	<b>Assistant Professors</b>		<b>Associate Professors</b>		<b>Professors</b>		<b>Others</b>		<b>Total</b>	
	R	V	R	V	R	V	R	V	R	V
	0	11	0	0	0	0	0	0	0	11
2.4	No. of Ad-hoc faculty		No. of Guest faculty		No. of Visiting faculty		No. of Temporary faculty (FDP Vacancy)			
	46		11		8		5			
2.5	Faculty participation in conferences and symposia									
					No. of Faculty					
					International level		National level		State level	
	Attended Seminars/ Workshops				18		50		11	
	Presented papers				16		15		2	
Resource Persons				5		19		8		
2.6	Innovative processes adopted by the institution in Teaching and Learning				Peer Teaching by research scholars, surprise tests, instant quizzes.					

2.7	Total No. of actual teaching days during this academic year	192
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Module-wise test papers.
2.9	No. of faculty members involved in curriculum restructuring / revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	26
2.10	Average percentage of attendance of students	93%
2.11	Course/Programme wise distribution of pass percentage :	
	<b>U G Programme : 2015-18 Batch</b>	
	<b>Title of the Programme</b>	<b>No. of students</b> <b>Grade</b> <b>Pass %</b>
		<b>Appeared</b> <b>Passed</b> <b>A+</b> <b>A</b> <b>B</b> <b>C</b> <b>D</b>
	B.A. English	30   21   1   4   11   7   -   70.00
	B.A. Malayalam	35   9   -   3   2   4   -   25.71
	B.A. Economics	50   36   4   9   8   11   4   72.00
	B.A. Politics	43   21   1   2   10   8   -   48.83
	B.A. Voc. History	17   10   -   1   3   4   2   58.82
	B.A. Commu. Eng	27   17   -   3   8   6   -   62.96
	B. Sc .Mathematics	31   28   9   8   9   2   -   90.32
	B. Sc. Physics	42   35   7   21   7   -   -   83.33
	B. Sc .Chemistry	35   23   4   6   11   2   -   65.71
	B. Sc. Botany	36   18   2   5   7   4   -   50.00
	B. Sc. Zoology	27   13   1   3   8   1   -   48.14

B. Sc. Sports	21	12	-	1	6	5	-	57.14	
B.C.A.	38	16	-	4	3	9	-	42.10	
B.Com	62	52	9	27	10	5	1	83.87	
B.Com/SF	41	36	3	12	10	7	4	87.80	
<b>P G Programme 2015-17 Batch</b>									
Title of the Programme	No. of Students		Grade						Pass %
	Appeared	Passed	A+	A	B+	B	C+	C	
M. A. English	22	18	4	-	3	9	5	1	81.81
M. A. Hindi	22	14	8	-	-	11	3	-	63.63
M. A. Malayalam	14	9	5	-	2	7	-	-	64.28
M. A. Economics	24	15	9	-	2	11	2	-	62.50
M. A. Politics	24	21	3	-	2	10	9	-	87.50
M. A. History	11	9	2	-	-	9	-	-	81.81
M. Sc .Mathematics	15	13	2	5	5	3	-	-	86.66
M. Sc. Statistics	14	12	2	4	6	1	-	-	85.71
M. Sc. Physics	22	20	2	-	4	15	1	-	90.90
M. Sc .Chemistry	20	14	6	-	3	10	1	-	70.00
M. Sc. Botany	12	8	4	-	1	5	2	-	66.66
M. Sc .Bio Statistics	15	14	1	-	4	7	3	-	93.33
M. Sc. Microbiology	19	18	1	-	-	16	2	-	94.73
M. Sc. Bio Technology	14	8	6	-	-	2	6	-	57.14
M.Com.	18	14	4	-	1	7	6	--	77.77

2.12	<p>How does IQAC Contribute/Monitor/Evaluate the Teaching &amp; Learning processes</p> <p>In the beginning of the academic year, the IQAC prepares an academic calendar and constantly monitors its effective implementation. Semester-wise assessment is made a part of the evaluation measures and suitable remedial measures are taken. Based on the feedback from the stakeholders, suitable measures are initiated for compensating the lapses and ensuring excellence in all endeavours.</p>																																											
2.13	<p>Initiatives undertaken towards faculty development</p> <table border="1" data-bbox="277 646 1435 1314"> <thead> <tr> <th data-bbox="277 646 902 726">Faculty/ Staff Development Programmes</th> <th colspan="3" data-bbox="902 646 1435 726">Number of faculty benefitted</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 726 902 789">Refresher courses</td> <td colspan="3" data-bbox="902 726 1435 789">10</td> </tr> <tr> <td data-bbox="277 789 902 852">UGC – Faculty Improvement Programme</td> <td colspan="3" data-bbox="902 789 1435 852">2</td> </tr> <tr> <td data-bbox="277 852 902 915">HRD programmes</td> <td colspan="3" data-bbox="902 852 1435 915">4</td> </tr> <tr> <td data-bbox="277 915 902 978">Orientation programmes</td> <td colspan="3" data-bbox="902 915 1435 978">5</td> </tr> <tr> <td data-bbox="277 978 902 1041">Faculty exchange programme</td> <td colspan="3" data-bbox="902 978 1435 1041">Nil</td> </tr> <tr> <td data-bbox="277 1041 902 1104">Staff training conducted by the university</td> <td colspan="3" data-bbox="902 1041 1435 1104">Nil</td> </tr> <tr> <td data-bbox="277 1104 902 1167">Staff training conducted by other institutions</td> <td colspan="3" data-bbox="902 1104 1435 1167">8</td> </tr> <tr> <td data-bbox="277 1167 902 1230">Summer / Winter schools, Workshops, etc.</td> <td colspan="3" data-bbox="902 1167 1435 1230">5</td> </tr> <tr> <td data-bbox="277 1230 902 1314">Others (Staff Training by the Institution)</td> <td colspan="3" data-bbox="902 1230 1435 1314">Nil</td> </tr> </tbody> </table>				Faculty/ Staff Development Programmes	Number of faculty benefitted			Refresher courses	10			UGC – Faculty Improvement Programme	2			HRD programmes	4			Orientation programmes	5			Faculty exchange programme	Nil			Staff training conducted by the university	Nil			Staff training conducted by other institutions	8			Summer / Winter schools, Workshops, etc.	5			Others (Staff Training by the Institution)	Nil		
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2.14	<p>Details of Administrative and Technical staff</p> <table border="1" data-bbox="277 1402 1435 1757"> <thead> <tr> <th data-bbox="277 1402 581 1608">Category</th> <th data-bbox="581 1402 760 1608">Number of Permanent Employees</th> <th data-bbox="760 1402 902 1608">Number of Vacant Positions</th> <th data-bbox="902 1402 1203 1608">Number of permanent positions filled during the Year</th> <th data-bbox="1203 1402 1435 1608">Number of positions filled temporarily (adhoc)</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1608 581 1692">Administrative Staff</td> <td data-bbox="581 1608 760 1692">37</td> <td data-bbox="760 1608 902 1692">1</td> <td data-bbox="902 1608 1203 1692">Nil</td> <td data-bbox="1203 1608 1435 1692">Nil</td> </tr> <tr> <td data-bbox="277 1692 581 1757">Technical Staff</td> <td data-bbox="581 1692 760 1757">Nil</td> <td data-bbox="760 1692 902 1757">Nil</td> <td data-bbox="902 1692 1203 1757">Nil</td> <td data-bbox="1203 1692 1435 1757">2</td> </tr> </tbody> </table>				Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily (adhoc)	Administrative Staff	37	1	Nil	Nil	Technical Staff	Nil	Nil	Nil	2																									
Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily (adhoc)																																								
Administrative Staff	37	1	Nil	Nil																																								
Technical Staff	Nil	Nil	Nil	2																																								

## Criterion – III

### 3. Research, Consultancy and Extension

3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution				
	Research Monitoring Cell coordinates all the research activities. Teachers are encouraged to apply for research projects funded by various agencies. Best research output from faculty as well as students are recognized and appreciated. Teachers are allowed to engage in collaborative research with experts in India and abroad. Some of the teachers utilized exchange fellowship to visit foreign countries.				
3.2	Details regarding major projects				
		<b>Completed</b>	<b>Ongoing(Started previously)</b>	<b>Sanctioned</b>	<b>Submitted</b>
	Number	1	2	0	0
	Outlay Rs. in lakhs (For the entire project period)	6.76	68.73	Nil	Nil
3.3	Details regarding minor projects				
		<b>Completed</b>	<b>Ongoing(Started Previously)</b>	<b>Sanctioned</b>	<b>Submitted</b>
	Number	0	1	0	0
	Outlay in Rs. Lakhs	Nil	2.85	Nil	Nil
3.4	Details on research publications				
		<b>International</b>	<b>National</b>	<b>Others</b>	
	Peer Review Journals	25	2	Nil	
	Non-Peer Review Journals	1	7	2	
	e-Journals	8	Nil	1	
	Conference proceedings	1	11	2	



3.5	Details on Impact factor of publications				
	Range	Average	H-index (Highest)	Nos. in SCOPUS	
	0.41 – 6.939	3.28	13	104	
3.6	Research funds sanctioned and received from various funding agencies, industry and other organisations				
	<b>Nature of the Project</b>	<b>Duration Year</b>	<b>Name of the funding Agency</b>	<b>Total grant Sanctioned</b>	<b>Received (To date)</b>
	<b>Major projects</b>				
	Dr. K. K. Jose	2015-18	KSCSTE	6.76 Lakhs	6.76 Lakhs
	Dr. Toji Thomas	2015-18	KSCSTE	18.91 Lakhs	7.97 Lakhs
	Dr. Ginson P. Joseph	2015-18	DST	25.35 Lakhs	21.00 Lakhs
	Dr. Ginson P. Joseph	2015-18	CSIR	17.71 Lakhs	6.00 Lakhs
	<b>Minor Projects</b>				
	Dr. Babu Jose	2018-19	ICSSR	2.85 Lakhs	Nil
	<b>Total</b>			<b>71.58 Lakhs</b>	<b>41.73 Lakhs</b>
3.7	No. of books published				
	With ISBN No.	3	Chapters in Edited Books	4	Without ISBN No. 8
3.8	No. of University Departments receiving funds from: <b>Not Applicable</b>				
	UGC-SAP	CAS	DST-FIST	DPE	DBT Scheme/funds
3.9	For colleges				
	Autonomy	CPE	✓	DBT Star Scheme	
	INSPIRE	CE		DST-FIST	✓
3.10	Revenue generated through consultancy			Rs. 85,500/-	

3.11	No. of conferences organized by the Institution						
	Level	International	National	State	University	College	
	Number	3	6	5	1	9	
	Sponsoring agencies	DST, KSCSTE, MoSPI, & College	UGC, KSCSTE, Indian Academy of Sciences, Bangalore; Indian National Science Academy, New Delhi and the National Academy of Sciences India, Allahabad	Biodiversity Board, College, Department	Geojit Financial Services Ltd, College & Department	PTA, College, Royal Educational Group Kottayam, Academy for Future Professionals & Departments	
3.12	No. of faculty served as experts, chairpersons or resource persons					28	
3.13	No. of collaborations						
	International	Nil	National	1	Any other	1	
3.14	No. of linkages created during this year					4	
3.15	Total budget for research for current year in lakhs						
	From Funding	From Management of University/College				Total	
	60.5	8				68.5	
3.16	No. of patents received this year						
	Type of Patent					Number	
	National	Applied				Nil	
		Granted				Nil	
	International	Applied				Nil	
		Granted				Nil	
	Commercialised	Applied				Nil	
		Granted				Nil	
3.17	No. of research awards/ recognitions received by faculty and research fellows of the institute in the year						
	Total	International	National	State	University	District	College
	5	2	2	1	Nil	Nil	Nil

3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them during 2016-17			26	
				17	
3.19	No. of Ph.D. awarded by faculty from the Institution			10	
3.20	No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)				
	JRF	SRF	Project Fellows	Any other	
	13	1	Nil	Nil	
3.21	No. of students Participated in NSS events				
	University level	State level	National level	International level	
	4	Nil	Nil	Nil	
3.22	No. of students Participated in NCC events				
	University level	State level	National level	International level	
	5	12	6	Nil	
3.23	No. of Awards won in NSS				
	University level	State level	National level	International level	
	3	Nil	Nil	Nil	
3.24	No. of Awards won in NCC				
	University level	State level	National level	International level	
	5	8	6	Nil	
3.25	No. of Extension activities organized				
	University forum	College forum	NCC	NSS	Any other
	Nil	12	10	10	1
3.26	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility				
	<ul style="list-style-type: none"> <li>• Under the Miss-a-meal project of Jesus Youth, students donate their noon meal packets to the inmates of Maria Sadanam Orphanage, Palai on every Friday.</li> <li>• The NSS Unit of the college observed Environment Day on June 5<sup>th</sup> 2017 with tree planting in the campus and the surroundings.</li> <li>• The NCC Naval wing of the college also observed Environment Day celebration 5<sup>th</sup> June 2017.</li> <li>• International Yoga day was celebrated on 21<sup>st</sup> June 2017 under auspicious of NSS Unit of the college. Almost all the volunteers were participated.</li> <li>• The NCC army wing of the college also celebrated International Yoga day on June 21,</li> </ul>				

2017. 82 cadets participated in the programme.

- The WWS and Anti-narcotic club of the college jointly conducted a talk on “Observance of Anti - Narcotic day 2017” on 22 June 2017. Dr. N. M. Sebastian, Director, ADART Pala gave the keynote address.
- NSS observed World Population day on 11<sup>th</sup> July 2017.
- Dept. of Sustainable Agriculture conducted training to farmers and sales of agricultural products to public on July 5<sup>th</sup> & 6<sup>th</sup> 2017.
- Rev. Dr. Kurian Mattam Foundation conducted a study tour to Vaikom Mohammed Basheer’s home, who was a famous novelist and story writer of Kerala. This helped the students to visualize the story environments in Basheer’s literature and met with various characters of Basheer’s literature.
- NSS unit of the college in association with the forest department conducted a nature camp at Thattakkad Bird sanctuary from 29 to 31 July 2017. The camp was another evidence of the social commitment of NSS unit to make the young generation aware of the importance to conserve forest and wildlife. Camp also included awareness classes by BFOs on topics Birds, role of youth in environment protection.
- As part of the Swachh Bharath Mission, NSS volunteers cleaned the tourist spot, hill view point and its nearby places at Thattakkad Bird sanctuary.
- NSS unit of the college organised Blood donation camp.
- A blood donation camp was conducted NCC also.
- Besides, the Blood donor’s forum of the college donated about 204 units of blood under 77 requests from various parts of the society.
- NSS volunteers planted 20 tree saplings in and around the campus on August 3, 2017. This was an initiative taken as rain was comparatively less in the previous year and temperature was gone high.
- NSS unit started organic farming in the premises of Govt. L P School Kadayam Pala on 8<sup>th</sup> August 2017.
- Independence Day celebration was organised by the NCC Army wing of the college on 15 August 2017.
- NSS seven day camp JAIVOM 2017 of the NSS volunteers of the college was started on 31 August 2017 in the college campus. NSS volunteers took great initiative to conduct the JAIVOM 2017 survey in the 13 wards of Mutholy Panchayath under the leadership of the program officers were always there to clear the doubts of NSS volunteers regarding the project JAIVOM 2017. The volunteers gave awareness regarding Organic Farming to the people and volunteers keenly resolved their doubts regarding the various aspects of Organic Farming.
- World Ozone Day (15-09-2017) was celebrated by the NSS members.
- A Health Survey was conducted in Pala Municipality and Mutholy Panchayath during August-September 2017 by Department of Biostatistics.

- Swachh Bharat Mission was taken up by the Students on 2<sup>nd</sup> October 2016.
- Department of History conducted an Extension Programme at Meenachil Aided LP School on 3<sup>rd</sup> October 2017. The students planted trees, cleaned the school campus, conducted mock and settled a school library.
- Animal welfare Day was arranged on 4 October 2017 under the auspices of NSS unit with a talk on “Extinct species in India”.
- Students of the Department of Zoology participated in First Meenachil Dragonfly Survey conducted on 4 and 5 November 2017 conducted by the Tropical Institute of Ecological Sciences.
- Department of Botany participated in Biodiversity documentation of old teak plantations of Kerala on 21-11-2017 for Kerala Forest Department.
- NCC Day was celebrated on 27 November 2017.
- The NCC Naval wing of the college conducted AIDS campaign on 1<sup>st</sup> December 2017.
- A blood donation camp was conducted on 4 December 2017. The program gave another opportunity for the energetic youth in the campus to contribute for the society.
- National Pollution Prevention day was organized by NSS on 4 December 2017 with an informative session on “E-waste management”.
- A team of 60 students conducted an Industrial Visit to MILMA the major milk marketing federation in India at Thiruvallam, Trivandrum on 13 December 2017 under the auspices of Entrepreneurship Development Club (ED Club). This helped the students to understand different functional aspects (Procurement, storage, production, Packing etc) of a factory in detail.
- NSS Unit of St Thomas College Pala took an initiative for the whole college to help the marginalized section of the society. For helping the old citizens who were left alone by their children, volunteers conducted a campaign to collect daily utilities from the students and staff on December 15, 2017.
- Students of Malayalam department visited St. Vincent Home for old age on 15<sup>th</sup> December 2017.
- Students collected money for the treatment of patients who are financially weak.
- Physics Department executes an LED bulb mission from the department.
- Department of Biostatistics conducted a Seminar on “Opportunities for undergraduate students in mathematical sciences in USA” for the undergraduate students from nearby colleges. The resource person was C. M. Suchindran, Department of Biostatistics, Carolina Population Research Center, University of North Carolina at Chapel Hill on 6 January 2018.
- Rev. Dr. Kurian Mattam Foundation conducted a Visit to St. Vincent Providence Home Pala, home for destitute on 17 January 2018. Students visited St. Vincent Providence home, Pala and performed various cultural programme in collaboration with the inmates. There was an interaction section with the inmates too. Students gave a small

amount of money to the institution, which were collected by them.

- NCC army Commemorations run to commemorate the contributions of our brave soldiers on Jan 26, 2018.
- Republic day Celebrated on January 26 by the NCC army and NCC Naval wings of the college.
- An Awareness Programme on Impacts of Alcohols, Drug Abuse, Tobacco and Pan Masala was conducted by the Anti-narcotic club of the college on 15 Jan 2018. Sri. Suresh Richard, Deputy Commissioner of Excise, Govt. of Kerala and Sri. Mathew Kurian, Assistant Commissioner of Excise, Govt. of Kerala addressed the students.
- World wetland Day was celebrated on 02/02/2018. Dr. Thomas Scaria (Dept. of Malayalam) gave a talk on wetland preservation.
- Department of Statistics organized a one day awareness workshop on official statistics and opportunity in government sector on 16<sup>th</sup> February 2018 for the undergraduate & post graduate students of nearby colleges.
- Department of Commerce produced 400 carry bags from old shirts and distributed under the brand of RESTONE.
- Department of Biotechnology and Applied Microbiology organized a Blood Grouping camp among students.
- The ED Club of the college organized a half day seminar “Meet the Entrepreneur” on 21<sup>st</sup> February, 2018. Two hundred students participated in the programme. The programme focused on various opportunities and challenges in the field of food industry.
- Rev. Dr. Kurian Mattam Foundation conducted a study tour to Kalamandalam, Vallathol Museum, Iringol kavu etc., on 24 February 2018. This was to make an opportunity for the exposure to literature and nature.
- Under the Road safety awareness campaign, NCC Naval wing conducted a motor cycle rally on February 2018 along with Pala Bullet club.
- A team of 18 students conducted an Industrial Visit to one of the leading Tea exporter in India ‘Kannan Devan Hill Plantations Company Pvt. Ltd’ at Munnar on 10<sup>th</sup> March 2018 under the activities of ED Club. This helped the students to see the operational aspects of tea processing in a real factory environment and to build entrepreneurial orientation in them.
- Department of Biotechnology and Applied Microbiology delivered classes on basics of Biotechnology and Microbiology Science to under graduate students of St. George’s College Aruvithura, and Alphonsa College Pala on 13<sup>rd</sup> April 2018 and 16<sup>th</sup> May 2018 respectively.
- Dept. of Sustainable Agriculture raised vegetable seedlings in mist chamber and distributed it to the staff and students of the College.
- Dept. of Food Processing Technology organised exhibition and a class about food safety

measures and sales of various processed food demo.

- To inculcate deep love and social concern among our students, a very active blood donor's forum (in addition to the blood donation activity of the NSS) is working in our college.
- Many of the faculty members have authored articles of general interest with a view to familiarizing the young with current areas of Science and new discoveries.
- The college acts as a live wire when it comes to important social issues. The Learned Articles published by its faculty in periodicals and newspapers and Expert Talks through Radio and TV broadcasts have great magnitude both in size and impact.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1	<b>Details of increase in infrastructure facilities</b>				
	<b>Facilities</b>	<b>Existing</b>	<b>Newly created</b>	<b>Source of Fund</b>	<b>Total</b>
	Campus area	28.58 Acre	Nil	NA	28.58 Acre
	Class rooms	74	7	NA	81
	Laboratories (Including Computer Labs)	20	Nil	NA	20
	Seminar Halls	4	Nil	NA	4
	No. of important equipment purchased ( $\geq$ 1.0 lakh) during the current year.	58	Nil	NA	58
	Value of the equipment purchased during the year (Rs. in Lakhs)	347	Nil	NA	347
	Others - Auditorium	1	Nil	NA	1
	Swimming Pool	1	Nil	NA	1
	Indoor Stadium	1	Nil	NA	1
	Canteen	1	Nil	NA	1
4.2	<b>Computerization of administration and library</b>				
	<ul style="list-style-type: none"> <li>• Office and Library are automated.</li> <li>• Staff salary and related matters are done online.</li> <li>• Admission is under centralized allotment process through the university website.</li> <li>• Admission procedures are fully computerized.</li> <li>• Registers related to admission, attendance, examination etc. are also kept in soft form.</li> <li>• Online Public Access Catalogue (OPAC) facility is available in the library.</li> <li>• The students themselves can search the books.</li> <li>• NLIST/INFLIBNET facility is provided to all members of the staff and students so that they can avail of this facility in and outside the campus.</li> <li>• Information about the library is available in the college website.</li> <li>• Issue-return and search facilities are automated.</li> <li>• Three computers with OPAC facility are made available for the users.</li> </ul>				



	<ul style="list-style-type: none"> <li>• INFLIBNET facilities are also available at the University Study Centre functioning in our college.</li> <li>• The selection of our college library as the Best College Library by the Darsana International Book Fair 2013 at Kottayam was also based on its rich collection of books and journals, neatness and order as well as the digital face.</li> </ul>								
4.3	Library services								
		Existing		Newly added		Total			
		No.	Value	No.	Value	No.	Value		
	Text Books	79181	2,35,39,486/-	218	1,20,334/-	79,399	2,36,59,820/-		
	Reference Books	8600	4,44,008/-	40	30,115/-	8640	4,74,123/-		
	e-Books	-	5,000/-	-	-	-	-		
	Journals/Periodicals	307	1,12,490/-	-	-	307	1,12,490/-		
	e-Journals	-	5,000/-	-	-	-	5,000/-		
	Digital Database	-	-	-	-	-	-		
	CD & Video	62	-	-	-	62	-		
	Others (specify)	-	-	-	-	-	-		
4.4	Technology upgradation (overall)								
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
	Existing	266	208	266	84	266	14	29	Nil
	Added	7	5	Nil	Nil	Nil	2	Nil	Nil
	Total	271	208	266	84	266	16	29	Nil
4.5	Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)								
	<ul style="list-style-type: none"> <li>• We have 3 high speed internet connectivity in our campus of which one is of bandwidth 50mbps and others have bandwidth 10mbps each.</li> <li>• Video conferencing facility has been instituted in the Library seminar hall. This will help augment input from advanced centres of learning.</li> <li>• IP Camera Surveillance system is put in place to help access anytime and</li> </ul>								

	<p>everywhere the activities in the college.</p> <ul style="list-style-type: none"> <li>• The Facility in the Language lab has been enriched by meeting the requirements of 60 students at a time. Besides, the software for the same has been upgraded to the international standards.</li> <li>• All staff members are given proper training in the optimum use of internet resources for teaching and research.</li> <li>• Awareness programmes for the better use of internet resources and the precautions to be taken while using the social networks like facebook, twitter etc. were conducted for students and staff.</li> <li>• Support staff is provided adequate training in computer usage as well as office automation software including SPARK for preparation of salary bills.</li> <li>• They are sent for training programmes organized by KSHEC, DCE and the University.</li> <li>• The institution conducts orientation programmes for newly recruited non-teaching staff. It also arranges training on ICT methods and computer applications.</li> </ul>				
4.6	Amount spent on maintenance in lakhs				
	ICT	Campus Infrastructure and facilities	Equipment	Others	Total
	2.57	14.22	0.99	5.6	23.38

## Criterion – V

### 5. Student Support and Progression

5.1	Contribution of IQAC in enhancing awareness about Student Support Services
	<ul style="list-style-type: none"><li>• IQAC has arranged several awareness programmes for students on the facilities and support services offered by the college.</li><li>• Value Orientation seminar for III DC, II DC and I DC students was conducted.</li><li>• Special orientation programmes are given to the newcomers regarding the proper use of library books, journals, magazines, newspapers etc. as well as online facilities like INFLIBNET.</li><li>• Awareness programme for providing information on various scholarships and financial assistance available to students and research scholars is also conducted every year.</li><li>• A three day Entrepreneurship Awareness Camp sponsored by NSTEDB, Dept. of Science &amp; Technology (DST), Govt. of India was organised from 21 to 23, Nov 2017 in association with Kerala Industrial and Technical Consultancy Organization (KITCO). The first day of the camp focussed on achievement motivation, innovation and creativity, idea generation etc. The second day was utilised for industrial visit. Participants were divided into three teams and were assigned data collection, evaluation and presentation from Dolphin Rubbers, DC Books and Kenwood paper cups- the three units identified from Poovanthuruth Industrial Estate. The third day focussed on business management, and financial aspects by industrialists and bankers. Bobby Simon, Coordinator, ED Club was in charge of the programme.</li><li>• To cater to the needs of SC/ ST students, a cell under the leadership of Dr. V. K. Jose, Associate Professor, Department of Mathematics and Sri. Jogy Alex, Associate Professor, Department of Chemistry, is functioning in the college.</li><li>• Under the auspices of the IQAC, the Career Guidance and Placement Cell have organized training camps for students.</li><li>• Feedback is collected from students by the IQAC and the suggestions are taken care of for implementation.</li><li>• The IQAC with the help of tutors ensures that each student is an active member of NCC/NSS/Clubs/Forums functioning in the college.</li><li>• The ED Club of the college organized a half day seminar “Meet the Entrepreneur” on 21<sup>st</sup> February, 2018. Two hundred students participated in the programme. The programme focused on various opportunities and challenges in the field of food industry.</li><li>• A team of 18 students conducted an Industrial Visit to one of the leading Tea exporter in India ‘Kannan Devan Hill Plantation Company Pvt. Ltd’ at Munnar on 10<sup>th</sup> March 2018 under the activities of ED Club. This helped the students to see the operational aspects of tea processing in a real factory environment and to build entrepreneurial orientation in them.</li></ul>

5.2	Efforts made by the institution for tracking the progression					
<ul style="list-style-type: none"> <li>• Performance of students in internal and university examinations, their attendance, achievements and participation in co-curricular activities etc. are constantly monitored by the student mentors/ tutors of each batch. A Student's performance record maintained by the tutor comes in handy for necessary corrective steps.</li> <li>• The final year UG and PG students are given awareness programmes regarding avenues open to them.</li> <li>• The PTA general body meeting is held every year and meet-the-parent programme is held twice a semester mainly to track and monitor the progress of students in their studies.</li> <li>• Rev. Dr. Kurian Mattam Foundation of the college conducted Writing competitions for students (Story, Poem, Film criticism etc.) on 16, 17, 18 October 2017 under the name Sahitheeyam 2017.</li> <li>• A club named "Sargam Sahithyavedi" is functioning in the college under Rev. Dr. Kurian Mattam Foundation. This is a platform to improve the writing and performance skills of students in literature.</li> <li>• Discussion on the story "Kinavu" written by the IIIDC Malayalam student Afsal Sahid which was published in Mathrubhoomi Weekly.</li> <li>• Batchwise PTA meetings were arranged after the internal examinations in each semester.</li> <li>• Modulewise test papers were arranged as part of continuous evaluation and progress assessment.</li> </ul>						
5.3	(a) Total Number of students					
UG		PG	Ph.D.	Others		
2090		503	130	18		
(b) No. of students outside the state				4		
(c) No. of international students				Nil		
<b>During 2017-18</b>		Men		No.	%	
		Women		No	%	
				1973	71.98	
				768	28.02	
<b>Last Year (2016-17)</b>						
General		SC	ST	OBC	Physically Challenged	Total
2061		262	63	397	3	2786
<b>This Year(2017-18)</b>						
General		SC	ST	OBC	Physically Challenged	Total
1791		296	82	572	3	2741
Demand ratio			1:9		Dropout %	0.07

5.4	Details of student support mechanism for coaching for competitive examinations (If any)							
<ul style="list-style-type: none"> <li>▪ The Career Guidance and Placement Cell offers special coaching programmes with a view to promoting verbal aptitude, numerical aptitude, general mental ability, clerical aptitude etc. for competitive examinations conducted by UPSC, SSC, PSC, Banks, Railways, etc. and a large number of students get placement. Coaching for Bank Tests, UGC-NET/JRF examinations are also offered at the department-level.</li> <li>▪ The Civil Service Institute functioning in the campus offers coaching for the students for the Civil Services Examination.</li> <li>▪ Training for NET examination is provided by departments. Every year large number of students qualifies NET/JRF examinations.</li> <li>▪ Intensive coaching is given to shortlisted candidates for appearing for the campus placement drive of scheduled banks. Many of our students got placements in such banks.</li> <li>▪ Career-fests are organised every year, which provides ample opportunities for students to secure placement especially in IT related areas.</li> <li>▪ Mock interviews, group discussions and soft-skill development programmes have been conducted.</li> <li>▪ Besides, coaching classes are conducted in many departments as well to equip the students to appear for various competitive examinations.</li> <li>▪ Peer teaching system is introduced in many departments to equip the students to perform well in the interviews for the selection of assistant professors in colleges.</li> <li>▪ This year Department of Biotechnology has started coaching for PSC exams towards the Food Safety department-students appeared but result not announced.</li> <li>▪ Campus Recruitment Drive for PG students by Anthem Bioscience, Bangalore was conducted on 9 March 2018 by Department of Chemistry.</li> <li>▪ Department of Economics organized a Career Guidance Programme on 4<sup>th</sup> December 2017 for I PG students. Smt. Nisha Anna John was the resource person.</li> <li>▪ Coaching for Computational Aptitude Test was given by faculties of self finance department Commerce for Third year students to face competitive exams.</li> <li>▪ Department of Statistics conducted Workshop on High Performance Statistical Computing using R.</li> </ul>								
No. of student beneficiaries							520	
5.5	No. of students qualified in these examinations							
NET		SET/SLET	GATE	CAT	IAS/IPS etc.	State PSC	UPSC	Others
35		4	Nil	Nil	Nil	4	Nil	1
5.6	Details of student counselling and career guidance							

	<ul style="list-style-type: none"> <li>• With the active support of the PTA, the Faculty of Religion offers counselling service to students.</li> <li>• Rev. Dr. Mathew Panthalanickal, specialized in counselling will be available in the college, three days a week for counselling service.</li> <li>• In addition to this students can meet the teachers like, Dr. P. D. George, Dr. Benny Kurian and Dr. P. O. Augusthy for counselling. These teachers have undergone special training in counselling.</li> <li>• The college is having the service of two teachers as Career Counsellors. They are Dr. Seemon Thomas and Dr. C. K. James. After attending a 3-week course at the Institute for Career Studies at Luknow, they have been certified as Professional Career Counsellors. They conduct career orientation programmes.</li> <li>• Programmes for career guidance and personality development are conducted for all the students batch by batch by the Career Guidance Centre.</li> <li>• Coaching for Bank Tests, UGC NET/JRF exam are also offered.</li> <li>• Career fests are organized every year.</li> <li>• Finishing School programmes were organized for UG and PG students and proper career guidance is given to them.</li> <li>• Life guidance programme for PG students was conducted.</li> <li>• An add-on Programme in Hindi Translation and Documentation was conducted for Hindi students in Arts/Social Science Stream.</li> <li>• Spoken Hindi Learning Programme for the students of the college was conducted.</li> <li>• Two day training programme on R and SAS Programming was organized on 6-7 January 2018.</li> <li>• Conducted Workshop on Career Opportunities in Biostatistics.</li> </ul>			
	No. of students benefitted		530	
5.7	Details of campus placement			
	<b>On campus</b>			<b>Off Campus</b>
	Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
	33	231	14	56
5.8	Details of gender sensitization programmes			
	<ul style="list-style-type: none"> <li>• Under the auspices of the Janamaithri Vanitha Jagratha Samithi and the Women's Forum various sensitization/ empowerment programmes were organized for Lady Students.</li> <li>• Orientation on Special rules and privileges for the safeguarding of women, awareness programmes against sexual abuse, harassment, suicidal tendencies, classes on adolescent problems etc. were conducted.</li> <li>• All students expressed their concern about atrocities against women and pledged to protect women from such evils.</li> <li>• Arrange cultural competitions at the department level to showcase their talents.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Arranging classes for girls in home management, cooking, etc</li> <li>• Women's Forum conducted several meetings of lady students of the College. It intended to address the various issues faced by them. The students are given counselling facilities if they needed.</li> <li>• Many competitions were conducted for the students such as Poster Designing Competition, Caption Writing, Miss St. Thomas etc. for the development of extracurricular activities.</li> <li>• The Women's Forum conducted debates on various issues of women.</li> <li>• On January 5, 2018. Dr. Alice Jose, Principal, Alphonsa College, Palai addressed the lady students.</li> <li>• Miss St. Thomas Competition was conducted on March 22 &amp; 23, 2018 with three rounds and winners were awarded cash prize and certificates.</li> <li>• Arts day 2018 was conducted on 5 March 2018. Arts day included a new programme to find out a best outgoing student in which prelims round were conducted before the working days of college and the grand finale had conducted on the auditorium of college.</li> </ul>															
5.9	Students Activities															
	5.9.1. No. of students participated in Sports, Games and Cultural events															
	Sports, Games															
	<table border="1"> <thead> <tr> <th>State/ University level</th> <th>National level</th> <th>International level</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>5</td> <td>Nil</td> </tr> </tbody> </table>	State/ University level	National level	International level	29	5	Nil									
State/ University level	National level	International level														
29	5	Nil														
	No. of students participated in cultural events															
	<table border="1"> <thead> <tr> <th>State/ University level</th> <th>National level</th> <th>International level</th> </tr> </thead> <tbody> <tr> <td>70</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	State/ University level	National level	International level	70	Nil	Nil									
State/ University level	National level	International level														
70	Nil	Nil														
	5.9.2. No. of medals /awards won by students in Sports, Games and Cultural events															
	Sports, Games															
	<table border="1"> <thead> <tr> <th>State/ University level</th> <th>National level</th> <th>International level</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	State/ University level	National level	International level	29	Nil	Nil									
State/ University level	National level	International level														
29	Nil	Nil														
	Cultural															
	<table border="1"> <thead> <tr> <th>State/ University level</th> <th>National level</th> <th>International level</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	State/ University level	National level	International level	10	Nil	Nil									
State/ University level	National level	International level														
10	Nil	Nil														
5.10	Scholarships and Financial Support															
	<table border="1"> <thead> <tr> <th></th> <th>Number of Students</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Financial support from institution</td> <td>166</td> <td>1,95,590/-</td> </tr> <tr> <td>Scholarship from government</td> <td>1395</td> <td>66,50,000/-</td> </tr> <tr> <td>Financial support from govt./ other sources</td> <td>29</td> <td>70,000/-</td> </tr> <tr> <td>Number of students who received International/ National recognitions</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Number of Students	Amount	Financial support from institution	166	1,95,590/-	Scholarship from government	1395	66,50,000/-	Financial support from govt./ other sources	29	70,000/-	Number of students who received International/ National recognitions	Nil	Nil
	Number of Students	Amount														
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Financial support from govt./ other sources	29	70,000/-														
Number of students who received International/ National recognitions	Nil	Nil														

5.11	Student organised / initiatives			
	Fairs			
	College level	State/ University level	National level	International level
	6	3	Nil	Nil
	Exhibition			
		State/ University level	National level	International level
	Nil	Nil	Nil	
5.12	No. of social initiatives undertaken by the students		3	
5.13	Major grievances of students (if any) redressed			
	Implemented public announcement system in the college. More toilets and washing area were provided. Conducted more personality development programmes for students.			



## Criterion – VI

### 6. Governance, Leadership and Management

6.1	<p>State the Vision and Mission of the institution</p> <p><b>Our vision</b> is to create a centre of excellence through the formation of young people empowered to create a bright future for themselves and others, irrespective of caste, creed, religion or language through dissemination of knowledge, skills and noble values.</p> <p><b>The mission</b> of the College is as follows:</p> <ol style="list-style-type: none"><li>i. To provide the students with faith in God, love for their fellow men and devotion to the Motherland by imparting moral, religious, intellectual and physical discipline.</li><li>ii. To empower the students with deep knowledge and awareness of current developments in their chosen subjects.</li><li>iii. To equip the students with skills necessary to succeed at the very highest level in a competitive world.</li><li>iv. To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership.</li><li>v. To encourage scholarship and research, especially those that are locally relevant yet globally acceptable. These will be achieved through teamwork and innovative methodologies making use of opportunities available both inside and outside the classroom.</li></ol>
6.2	<p>Does the Institution have a Management Information System</p> <ul style="list-style-type: none"><li>• Through notices, letters, telephones, emails and website, most of the information services are done.</li><li>• The admission is done from an online list given by the university under the centralized allotment process. However formal admission to the college is managed by the admission committee in the college with the help of software.</li><li>• The internal exam marks, attendance, library usage, fees and scholarships etc. are monitored by an office automation system.</li><li>• Library is managed by the campus network software in which issue of books, return etc. are done using the bar-coded identity card.</li><li>• Staff salary and related matters are operated through SPARK online system.</li></ul>
6.3	<p>Quality improvement strategies adopted by the institution for each of the following:</p> <p>6.3.1 Curriculum Development</p> <ul style="list-style-type: none"><li>• Curriculum development is primarily done by the university through various boards of studies.</li><li>• 26 faculty members of our college are members of UG/PG Board of Studies or in both and are directly involved in the curriculum development process.</li><li>• In addition our faculty members actively participate in the workshops and camps for syllabus revision and restructuring. In the last year 26 of our faculty members</li></ul>

participated in curriculum restructuring workshops for UG and PG of the University and different Autonomous Colleges.

### 6.3.2 Teaching and Learning

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

### 6.3.3 Examination and Evaluation

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

performance is evaluated. These are made part of the internal assessment. Besides, instant quizzes, objective type tests, etc. are also conducted.

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

#### 6.3.4 Research and Development

- A research monitoring committee is constituted with a view to promoting and monitoring research activities in the college. The committee, chaired by the Principal, consists of an external expert, a representative of the management, IQAC Coordinator and five active research guides from different disciplines.
- Autonomy is accorded to the principal investigator as per rules. Fund is transferred to the account of the principal investigator as and when released by the funding agency based on the request of the principal investigator subject to the condition that audited statement of accounts and utilization certificates are to be produced.
- All facilities including infrastructure and human resources of the college are extended to the principal investigator. Investigators are given permissible duty leaves and special recognition also. The college supports investigators in their technology and information needs by making available good library with modern facilities including NLIST online library and free access to internet, etc.
- The college subscribes to 307 national/international journals/periodicals.
- The college provides support in timely auditing and submission of utilization certificate to the funding authorities. All projects are up-to-date in this respect.
- The college encourages teachers to apply for major and minor research projects of UGC, DST, CSIR and other funding agencies. The college offers various scholarships for promoting research and conducts project presentation competitions for students under the auspices of the Research and Consultancy Services (RACS) Cell and Dr. P. J. Thomas Foundation.
- Each research scholar in the college has to present his work before a meeting of teachers and students in the college, prior to the submission of his or her Research Thesis to the University.
- The college publishes two international journals namely; STARS: Int. Journal (Sciences), and STARS: Int. Journal (Humanities) with ISSN numbers.

- Copies of the above journals are distributed to all PG students at a discounted rate.
- The publications by faculty and research scholars as well as Ph.D. thesis are exhibited in the college library.
- Individual and group projects are given to students and research facilities in the college are extended to them. Project work of each student is guided and supervised personally by teachers.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- We have a full-fledged and spacious library with over 88,039 books, 307 journals/periodicals, 27 copies of newspapers and over 10000 e-journals under NLIST/INFLIBNET set up in a three-storied building.
- Issue-return and search facilities are automated.
- Total area of the library-1860 sq. metres.
- Total seating capacity- 250 (three floors)
- Working hours- 8.00 am to 6.00 pm on all working days.
- Separate reading room, reference section, PG & UG Sections are available.
- Online Public Access Catalogue (OPAC) facility is available in the library. The students themselves can search the books.
- Green boards are introduced in selected classes.
- Whiteboards and interactive boards are provided in selected classrooms.
- Computers with internet connectivity are made available in selected classrooms.
- Most of the departments are applying ICT methods in classroom teaching, project work and lab experimentation.
- Seminar halls are available in all buildings.
- Tutorial spaces, modern laboratories with the latest equipment are available for all the science departments.
- All the science departments have received financial assistance from the DST, Government of India for the modernization of the laboratories.
- All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students.
- There is a central Computer Lab with 100 PCs for staff and students in the G block. Internet use is free for all the students.
- A full-fledged Study Centre cum Library of MG University is also functioning in the campus.

#### 6.3.6 Human Resource Management

- A sound system of selection and recruitment with a view to ensuring transparency and quality is followed by the college.
- Induction programmes have been organised to identify and nurture the potential of the staff. Staff members are required to attend training programmes, refresher courses, orientation programmes, conferences and seminars.
- Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes.

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

#### 6.3.7. Faculty and Staff recruitment

- All appointments are based on pure merit and as per the UGC/Govt. /University rules.
- The college appoints well qualified teachers from different parts of the State to avoid inbreeding.
- Candidates with higher degrees such as Ph.D., M. Phil., etc. are given weightage in appointments.
- During 2017-18, 11 Guest Lectures were appointed.

#### 6.3.8 Industry Interaction / Collaboration

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

#### 6.3.9 Admission of Students

	<ul style="list-style-type: none"> <li>• Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college.</li> <li>• Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota.</li> <li>• There is no provision to conduct entrance test for admission in to conventional programmes in affiliated colleges. However, admission to UGC sponsored B.Sc. Sports Studies is done based on a merit list prepared after conducting an entrance test conducted at the college level under the supervision of an expert from the university.</li> <li>• For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university.</li> <li>• The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category.</li> <li>• The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redress Cell functioning in the College and University.</li> <li>• The high entry level marks show that our college is a dream destination of students for their higher studies. Students are free to point out any number of options regarding their choice of colleges at the time of applying for courses through the Common Admission Process of the university. It is learnt that for most of the programmes our college was the first choice for majority of applicants.</li> <li>• Moreover, it is evident from the admission data that St. Thomas College was the first choice of most of the students admitted into the various programmes of the college.</li> <li>• Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered by the college with great enthusiasm with a view to ensuring justice and transparency in the admission process.</li> <li>• Meetings of HODs and department level staff coordinators of admissions are convened to assess the progress of the admission process. Dr. V. K. Jose, Associate Professor of Mathematics serves as the college level coordinator of admissions.</li> <li>• When the process is complete, a meeting of the coordinators and HODs is held to review the process of admission.</li> </ul>
6.4	<p>Welfare schemes for Teaching, Non-teaching, Students</p> <ul style="list-style-type: none"> <li>▪ A govt. approved financial institution called the St. Thomas College Staff Co-operative Society Ltd. No. K. 434 cater to the financial well-being of the members of the staff. It mobilizes the savings of teachers and non-teaching staff of the college as well as gives loans for purposes such as housing, purchase of cars, domestic needs, Cash Credit to meet contingencies, etc. The Society has 771 members with a working capital of Rs. 20.00 crores. The Society also conducts</li> </ul>

Group Deposit Credit Schemes for the benefit of members. The Society is capable of meeting almost all financial requirements of the staff. It gives loans at a low interest rate of 11% per annum and has instituted Scholarships for the benefit of the children of the members of the staff.

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

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

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

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



	<ul style="list-style-type: none"> <li>• Subsidized Meals for students from College Canteen</li> <li>• Grievance Redress Cell</li> <li>• SC/ST Monitoring Cell</li> <li>• Purified drinking water facilities and water coolers</li> <li>• English Speaking Corner, English Quest</li> <li>• Commerce and Management Fest</li> <li>• Economic Fest</li> <li>• Subject Associations for each department</li> <li>• Soft skill training and personality development programmes</li> <li>• Entrepreneurship Development (ED) Club</li> <li>• Personal and Psychosocial Counselling Service</li> <li>• Most Ethical Business Man Award instituted by Alumni</li> <li>• Value education classes, Life orientation programmes and annual retreat</li> <li>• Health Club and Multi-gym</li> <li>• Multipurpose Indoor Stadium</li> <li>• Sports hostel and special diet for the sports persons</li> <li>• Miss a Meal Programme for Orphanages</li> <li>• Civil Service Institute</li> <li>• Blood Donors Club (Red Ribbon Club)</li> <li>• Legal Aid Service</li> <li>• Grievance Redress Cell</li> <li>• Opening Bank account with zero balance</li> </ul>			
6.5	Total corpus fund generated	Rs. 161 Lakhs		
6.6	Whether annual financial audit has been done	Yes	✓	No
6.7	Whether Academic and Administrative Audit (AAA) have been done?			
	Audit Type	External		Internal
		Yes/No	Agency	Yes/No Authority
	Academic	Yes	M.G. University	Yes IQAC
	Administrative	Yes	CAG Office	Yes Managing Board
6.8	Does the University/ Autonomous College declare results within 30 days?			
	For UG Programmes	Yes		No ✓
	For PG Programmes	Yes		No ✓
6.9	What efforts are made by the University/ Autonomous College for Examination Reforms?			
	<ul style="list-style-type: none"> <li>• The Principal acts as the Chief Superintendent of University examinations.</li> <li>• A senior teacher is appointed as the Controller of Examinations at the college level.</li> <li>• The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms.</li> </ul>			

	<ul style="list-style-type: none"> <li>• A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time.</li> <li>• In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs.</li> <li>• Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.</li> <li>• Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.</li> <li>• The university is conducting end semester examinations as part of Credit Semester System for UG and PG.</li> <li>• The university has made facilities for uploading internal marks in the university web portal.</li> <li>• The exam hall tickets can be downloaded from the university website.</li> <li>• The results are being published in the university website.</li> </ul>
6.10	<p>What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?</p> <ul style="list-style-type: none"> <li>▪ During the year 2007-08 the college applied for autonomous status and UGC shortlisted the college for granting autonomy. But MG University refused to give NOC as other Govt. policy regulations stood in the way.</li> <li>▪ Later, the Govt. of Kerala has taken a policy decision to grant autonomy to selected Arts and Science Colleges with A Grade by NAAC.</li> <li>▪ The Management of the college is currently conducting discussions with various stakeholders on applying for autonomy.</li> <li>▪ Now, the college is accredited with A grade by NAAC; but the present government is against granting autonomy to affiliated colleges.</li> </ul>
6.11	<p>Activities and support from the Alumni Association</p> <ul style="list-style-type: none"> <li>▪ The college has a registered alumni association with Reg. No. KTM/13/2013. All students who pass out from this college are given membership in the association.</li> <li>▪ St. Thomas College Alumni Association is an active organisation which aims at the inculcation of intimate fellowship and promotion of frequent interaction among the former students of the College.</li> <li>▪ The Alumni Association is having different chapters abroad, such as PASTCOS - Kuwait, Bahrain, Doha, Dubai, USA, etc.</li> <li>▪ Besides this, each department has its own Alumni Association.</li> <li>▪ The College Alumni Association organises a rich variety of programmes aimed at the integral growth of the college. Its activities include organizing Seminars, Memorial Lectures, Conferences, Quiz Programmes, Debates and Discussions etc.</li> <li>▪ It also assists the college in conducting various academic programmes as well as sports activities utilizing the expertise of the members. They are actively involved in the infrastructure development of the college.</li> <li>▪ They celebrate the Alumni Day on 7th August, being the day of the foundation of</li> </ul>

	<p>the college.</p> <ul style="list-style-type: none"> <li>▪ The Alumni serve as resource persons for various enrichment programmes.</li> <li>▪ It has instituted an Endowment fund with corpus amount Rs. 7.50 Lakhs to gratefully acknowledge the services of the Founder Fathers namely, Late Bishop Mar Sebastian Vayalil, the founder-Patron of the college, Late Msgr. Joseph Kureethadom, former Principal and Late Prof. V.J. Joseph, the first Vice-Principal of the college.</li> <li>▪ The Founding Fathers Trust of the Alumni Association has instituted awards for those excelling in various fields such as Education, Science &amp; Technology, Social Service, Agriculture, Literature and Administration.</li> <li>▪ The Alumni Association together with Sri. George Thomas Kottukapally Trust has instituted an award worth Rupees One Lakh for the “Best Ethical Business Man of Kerala” in memory of Sri. George Thomas Kottukapally, former M.P. who was instrumental in the starting of the college. A corpus sum of Rs. 11 lakhs has been paid by Kottukapally family.</li> <li>▪ Statistics Alumni Association sponsors Prof. Ramakrishna Pillai Statistics Quiz Competition.</li> <li>▪ The alumni association of Bio statistics department had instituted Scholarships for meritorious poor students.</li> <li>▪ Alumni meeting is held annually and their responses are collected and as far as possible changes are made in the biotechnology and microbiology department.</li> <li>▪ Diamond Jubilee Celebration of M A Hindi Programmes was conducted on 25 November 2017.</li> <li>▪ Alumni Gathering of the 1986-88 Batch of M A Hindi Programme 2017.</li> <li>▪ Physics BSc 1987 batch Alumni sponsored Prof. A. V. Varkey Memorial Physics Quiz competition held on 23-02-2018.</li> <li>▪ Batch wise alumni meeting of Department of chemistry were arranged.</li> <li>▪ In connection with the Golden Jubilee Celebrations, the MA batch 1967 -68 was honored on 30<sup>th</sup> October 2017.</li> <li>▪ Alumni Meet MA 1988-90 batch.</li> <li>▪ Alumni of Department of Biotechnology and Applied Microbiology deliver lectures and skill trainings programmes from their own expertise. And actively participate in the progress of department library.</li> <li>▪ A department website created and maintained (<a href="http://www.biostatisticskerala.com">www.biostatisticskerala.com</a>) by the Alumni of Department of Biostatistics.</li> <li>▪ Training Programme on R and SAS and Personality Development Programme are also conducted by the Alumni of Department of Biostatistics.</li> </ul>
6.12	<p>Activities and support from the Parent – Teacher Association</p> <ul style="list-style-type: none"> <li>• PTA meetings are conducted at least once in a semester and score sheets are given to parents and their suggestions are used to improve the system.</li> <li>• Complaints are collected; necessary changes are made as per their demands.</li> <li>• The PTA gives proficiency prizes to top scorers in the internal examinations.</li> <li>• The PTA also has instituted a number of scholarships for students on merit cum means.</li> <li>• The PTA is instrumental in ensuring discipline and academic excellence of students</li> </ul>

	<p>through timely intervention and interaction with teachers.</p> <ul style="list-style-type: none"> <li>• The PTA of the college also extends financial support for the needy sports person and has instituted scholarship for the excellence in sports.</li> <li>• The PTA is playing an active role in providing additional funds for the development of the college.</li> <li>• Merit Days are held every year under the auspices of the PTA to encourage and felicitate the rank holders and winners of various competitive exams. <ul style="list-style-type: none"> <li>▪ Attractive prizes are given by PTA to students who excel in social service activities.</li> <li>▪ PTA of economics dept extends financial support for conducting the annual conference organised by the Dr. P. J. Thomas Centre for Social Sciences Research The New Executive Committee was constituted on March 2017.</li> <li>▪ Three Executive Committee Meeting was conducted on 04-04-2017, 14-06-2017, 09-06-2018.</li> <li>▪ PTA Organized an award ceremony on 09/03/2018, those who have excellent performance.</li> <li>▪ Farewell party for Retired Teachers on 12/04/2018.</li> </ul> </li> </ul>
6.13	<p>Development programmes for support staff</p> <ul style="list-style-type: none"> <li>▪ Training/motivational programmes for teaching and non teaching staff were organized.</li> <li>▪ Support staff is provided adequate training in computer usage as well as office automation software.</li> <li>▪ They are sent for training programmes organized by KSHEC, DCE and the University.</li> <li>▪ The institution conducts orientation programmes for newly recruited non-teaching staff.</li> <li>▪ It also arranges Human Resource Development Programmes and training on ICT methods and computer applications.</li> <li>▪ The performance of non-teaching staff is monitored and appraised by the Administrative Assistant.</li> <li>▪ Spiritual renewal and value education classes are organised exclusively for the support staff.</li> </ul>
6.14	<p>Initiatives taken by the institution to make the campus eco-friendly</p> <ul style="list-style-type: none"> <li>▪ The Green Protocol 2018 is introduced.</li> <li>▪ The use of plastic cups and bottles in the campus is minimized. The entire college community takes utmost care in not using plastic bottles/cups/lunch boxes.</li> <li>▪ As part of Green Protocol we bid adieu to plastic banners, rappers, disposable containers, writing materials etc.</li> <li>▪ Brought down the usage of paper for academic assignments through e-submission and online dissemination of study materials.</li> <li>▪ Environment day is celebrated on every June 5<sup>th</sup> by planting more trees and plants in the campus. NSS unit of the College organized the environment day celebrations. The college Principal planted a tree sapling near the B block of the college. The volunteers and Programme co-ordinator along with the Principal took the oath to</li> </ul>

preserve and protect the environment. The volunteers also planted tree saplings at various sites in the college campus.

- NSS unit of St. Thomas College Pala is always at the forefront of keeping the college campus clean. On 19<sup>th</sup> June 2017 Monday, they conducted a clean college awareness campaign. Through brief speeches and interactions the NSS volunteers were able to make all the students aware of the need and the ways to keep the campus clean.
- A general campus cleaning was organised by NSS volunteers as part of world Nature Conservation Day (27-7-2017). Video presentation about the need for conserving nature was conducted for students.
- A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments.
- The Herbal Garden has renovated and beautified.
- Energy Conservation: The College has installed solar powered lamps in the campus.
- Solar panels have been installed in the college. Electricity generated through this is used for the functioning of the entire B building of the college.
- Use of Renewable Energy: The college hostel has a bio-gas plant. The college canteen also boasts of a bio-gas plant and a waste disposal unit.
- Water Harvesting: The College has a water harvesting tank with a capacity of one lakh litres. Also, a well and a pond with pure water for drinking are maintained. Furthermore, the college maintains the topography of the campus in order to ensure proper water bed.
- NSS volunteers planted 20 tree saplings in and around the campus on August 3, 2017. This was an initiative taken as rain was comparatively less in the previous year and temperature was gone high.
- Plantation: The college campus is filled with plants and trees such as Mahagani, Teak, Mango trees, Coconut plants, etc. Medicinal plants and rare plants are also grown in the campus. Besides, we have a rubber plantation of more than 10 acres in the campus.
- The college has a well maintained beautiful garden with a rich variety of flowers and decorative plants.
- A full time gardener is appointed for the maintenance of the college garden as well as plants and trees in the campus.
- Hazardous Waste Management: The waste from the Chemistry and other science labs are disposed of/ managed properly.
- E-waste Management: E-waste is collected and stored separately and disposed every year.
- To help the activities of keeping the campus eco-friendly, the students and staff spend at least two afternoons in every semester for cleaning the campus.
- Bhoomithra Sena, an organization for protecting the earth for the future generations, is organizing various awareness programmes for keeping the campus eco-friendly.
- The 'Nature Club' also conducts environmental awareness programmes.
- World wetland Day was celebrated on 2<sup>nd</sup> February 2018 with a talk on wetland preservation by the NSS volunteers.

## Criterion – VII

### 7. Innovations and Best Practices

7.1	<p>Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.</p>
	<ul style="list-style-type: none"> <li>▪ Extensive use of ICT methods in teaching-learning process.</li> <li>▪ Online registration for examination and transmission of internal marks.</li> <li>▪ Online transmission of question papers by the university.</li> <li>▪ Research Monitoring Cell to mobilize and monitor research projects and grants.</li> <li>▪ Office automation and networking made more effective.</li> <li>▪ Library automation and networking for issue and return of books.</li> <li>▪ INFLBNET/NLIST online subscription for books and journals.</li> <li>▪ Interaction with national/international experts in different fields.</li> <li>▪ Collaborations and exchange visits to national/international institutions.</li> <li>▪ Alumni Association sponsored developmental projects.</li> <li>▪ Infrastructure development with the support of staff and parents.</li> <li>▪ Renovated laboratories with modern equipment.</li> <li>▪ Modern Computer labs with advanced software.</li> <li>▪ Installation of more Solar Energy Panels.</li> <li>▪ Transformer and Generators for uninterrupted power supply.</li> <li>▪ High speed Internet Broadband connection with optical fibres.</li> <li>▪ Uniform for PG Students.</li> <li>▪ Online teacher evaluation by students.</li> <li>▪ Public announcement system is installed in the college.</li> </ul>
7.2	<p>Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.</p>
7.3	<p>Give two Best Practices of the institution (<i>please see the format in the NAAC Self-study Manuals</i>)*</p>

	<p><b>1. Value Education and Skill Development</b></p> <p>As part of value education, moral and value education classes are conducted every year. Faculty for value education, which is formed every year, includes teachers from various departments, having experience in the field. Moral education classes are organized by the faculty, in clearly set apart time schedule, after designing well-structured syllabus for the same. Examinations are also conducted based on the classes and cash prizes are distributed to the top scorers. Apart from that students are asked to bring one additional lunch on every Fridays, which is being collected for supplying the same to ‘Mariasadan’, a rehabilitation centre for mentally retarded. This practice gives the students a practical lesson on different social and ethical values they study from the classes.</p> <p>For skill development of the students, a career and placement cell has been established in the college. The cell periodically conducts orientation programmes, career orientation classes, employability skill development training and soft skill development programmes. The teachers from all the departments of the college is actively involved in the career development programmes of the cell and conducts career orientation and training programmes with special focus to their respective fields of study.</p>
	<p><b>2. Green Protocol</b></p>
	<p>Our campus is one of the best campuses in Kerala. The campus is blessed with a variety of trees and plants including rare species. We have a well maintained loan and garden. We keep on planting new trees every year. Green house to be renovated and maintained very well. We are planned to grow a garden exclusively for medicinal plants. As a result of motivation by teachers, many students are so far stopped using disposable lunch packets and started using re-usable stainless steel lunch boxes. At the institutional level there is a total ban in the use of Styrofoam glasses and plates. Teachers are regularly encouraging the students for the minimal and effective use of chemicals. We provide water purifiers and filters at highest standard to ensure the drinking water quality. No waste is dumped into the Meenachil river from the campus. Various activities are planned to re-vitalise Meenachil river in association with local government bodies and nearby institutions.</p>
7.4	<p>Contribution to environmental awareness / protection</p> <ul style="list-style-type: none"> <li>▪ A Green Audit of our campus was conducted in the college and we ourselves were pleasantly surprised by the biodiversity that we were a part of. Proposals are submitted to the Principal to reduce the use of hazardous chemicals and to encourage the use of more Green protocols for experiments. Dr. Sunny Kuriakose, Dept. of Chemistry was in charge of the Green audit.</li> <li>▪ That ours is a green campus well kept and maintained is a matter of modest pride for us.</li> <li>▪ Under the leadership of the Study Group on Environment functioning in the college, a Herbal Garden is maintained in the campus.</li> <li>▪ The college is committed to protect the environment and inculcate an environment consciousness among our students and other stakeholders.</li> </ul>

- The college campus is known for its natural beauty and diversity of plants and trees.
- That, all the trees and plants are enumerated and labelled with botanical names, only adds to its richness.
- The NSS volunteers and Bhoomithra Sena celebrate ‘Vanamahotsav’ every year and plant trees in the campus as well as public places including road sides.
- NCC cadets also organize various awareness programmes for protecting plants and preventing deforestation.
- Dr. Jommy Augustine, HOD of Botany is a noted environmentalist who has conducted extensive bio-diversity studies in the ‘Sahyadris’.
- The ‘Nature Club’ also conducts environmental awareness programmes.
- The open courses offered by departments of Botany, Zoology and Chemistry have thrust areas on issues like Environment, Ecology and Biodiversity, Pollution Control and Climate Change.
- Bhoomithra Sena is an initiative by the NSS to create awareness on saving the earth from all sorts of pollutions.
- The college campus is kept as ‘smoke free’, and ‘ever green’.
- A water harvesting tank with a capacity of one lakh litres.
- The college has a system of collecting and disposing plastic and non-plastic waste separately without causing any pollution to the environment.
- Solar systems and lamps are fitted in the campus. All security lamps in the campus are solar powered.
- Environment Day is observed by the college by organizing special programmes. Environmental activists are invited to the campus for interacting with our students.
- Campus cleaning by students is done once in three months.
- Trees were planted in front of the college and are being protected and properly maintained by the students.
- Posters depicting slogans on protection of environment.
- Value added carry bags from old shirts- this programme was collecting old shirts from students of various departments and then converting these shirts in to carry bags against the plastic carry bags.
- The department of Physics gives special caring for the trees in front of the department.
- Department of Politics celebrated Swachh Bharath on Environmental day and distributed tree sapling to students to promote Green India.
- Department of Commerce produced cloth carry bags from old shirts under the brand of RESTONE and the materials were collected from the students. Above 400 bags were distributed in the college.
- Encourage our students to conduct planting trees in their living localities.
- Faculty of Sustainable Agriculture gave training on “Pesticide free Organic Vegetable Cultivation” to public as well as NSS students of Alphonsa College & St. Thomas College, Palai.
- Environmental Awareness is part of M.Sc. syllabus for Biostatistics and students are made familiar with Ecological issues and need for protecting bio-diversity.

7.5	Whether environmental audit was conducted?	Yes	✓	No	
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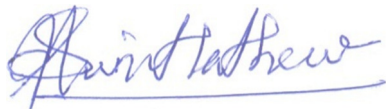


7.6	Any other relevant information the institution wishes to add. (for example SWOC Analysis)
	<p>With a view to recognizing and acknowledging the achievements of the students and staff as well as each department we publish a Newsletter every year. The management of the college organizes internal as well as external auditing of the campus regularly. The audit team consists of experts in different fields in and outside. In their audit report, they provide detailed SWOC analysis. In addition to this, the college conducts a number of brainstorming sessions with teaching and non-teaching faculty, students and their parents, alumni of our college. Special attention is accorded to the views of those alumni working in reputed institutions in India and abroad and the opinions of experts in different fields visiting the college from India and abroad. We have formulated a 'VISION-2025' document which envisages the shape of the college by the year 2025.</p>

## 8. Plans of institution for next year

1. Construction of a new Seminar Hall in B-block.
2. Shifting University Study Centre to Library Hall.
3. Recreation room for staff.
4. Room for Vice Principal.
5. Increase of Drinking water Facilities.
6. Campus beautification and Waste Disposal unit.
7. Website updating and renovation.
8. Connecting A, B, G and Library and C block.
9. Hostel Library and Internet.
10. Digital Library.
11. Media Centre.
12. Auditorium stage renovation.
13. Construction of a Research Block.
14. Autonomous Status to the College.

Name: Dr. Sunil C Mathew



Signature of the Coordinator, IQAC

Name: Rev. Dr. James John



Signature of the Chairperson, IQAC

(Principal)



## ANNEXURE I

### Abbreviations:

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

**ANNEXURE II**

**ACADEMIC CALENDAR FOR THE YEAR 2017-18**

**JUNE 2017**

1	Thu	College Re-opens	1
2	Fri		2
3	Sat		
4	Sun	Holiday	
5	Mon	Environmental Day Celebration conducted by Dept. of Political Science and Department of Zoology	3
		Guest Lectures Interview	
		Invited talk in respect to Environmental Day by Dept. of Computer Application	
6	Tue	UGC Coaching (Humanities) Inauguration	4
7	Wed		5
8	Thu	World Oceans Day	6
9	Fri	Admission coordinator's meeting	7
		English – Invited Talk	
10	Sat	Holiday - Second Saturday	
		1977 batch gathering conducted by Dept. of Commerce	
11	Sun	Holiday	
		Commitment Ceremony for College Jesus Youth	
12	Mon		8

13	Tue	English – Erudite Lecture	9
		National Lecture Workshop conducted by Dept. of Chemistry	
		Workshop about Disaster Management by Govt. of Kerala organized by Dept. of Commerce	
14	Wed	National Lecture Workshop conducted by Dept. of Chemistry	10
		Blood Donation Camp Conducted by Blood Donor’s Forum in connection with World Blood Donor’s Day	
		PTA Executive Committee Meeting at Council Hall	
15	Thu	National Lecture Workshop conducted by Dept. of Chemistry	11
16	Fri	Commerce – Invited Talk	12
17	Sat	Motivational class for students conducted by WWS	
18	Sun	Holiday	
19	Mon	Film Review organized by Department. of Malayalam	13
		English – Association Inauguration	
		Clean College Awareness Campaign conducted by NSS	
20	Tue		14
21	Wed	IQAC Meeting	15
		Yoga Day Celebration conducted by NSS	
22	Thu	Seminar conducted by Dept. of Computer Applications	16
		Lecture on “Observance of Anti - Narcotic Day 2017” conducted by Anti Narcotic club and WWS	
		Essay writing Competition conducted by Dept. of Malayalam	
23	Fri	Film Review competition conducted by Dept. of Malayalam at Tisserent Hall	17

24	Sat	Orientation programme about Civil Service conducted by WWS	
25	Sun	Holiday, Id-ul-fitr	
26	Mon		18
27	Tue		19
28	Wed		20
29	Thu	Seminar organized by Dept. of Statistics	21
		Sent-off meeting for Mr. K S John by College at Canteen	
30	Fri	Statistics day celebrations	22
		Inauguration of ED Club	

### JULY 2017

1	Sat		
2	Sun	Holiday	
3	Mon	St. Thomas Day- Local Holiday	
4	Tue		23
5	Wed	Induction meeting for First year Students by Principal	24
6	Thu	B.Voc. Fest conducted by Dept. of Vocational Education	25
		Seminar conducted for Second and Third year commerce student by Dept. of Commerce	
7	Fri	B.Voc. Fest conducted by Dept. of Vocational Education	26
8	Sat	Holiday - Second Saturday	
9	Sun	Holiday	

10	Mon	Class Tutors Meeting by Principal	27
		English – Invited Talk	
		Green Protocol meeting	
11	Tue	Council Meeting	28
		Seminar on “Population explosion” in connection with World Population Day conducted by NSS	
12	Wed	Malayalam - Association Inauguration	29
		A meeting by Women’s Forum	
13	Thu	History - Association Inauguration	30
		Manager’s Meet in personal to Non-Teaching Staff	
		An Invited talk conducted by Dept. of Biostatistics	
14	Fri	Commerce – Invited Talk	31
		Squad Meeting Conducted by Principal	
15	Sat		
16	Sun	Holiday	
17	Mon	World day for International Justice	32
18	Tue	An Induction meeting to First year politics students by Dept. of Political Science	33
19	Wed		34
20	Thu	Fresher’s Day Meeting by Dept. of Physical Education	35
		Career Club Inauguration	
21	Fri	BSNL Mobile Aadhaar linking Camp	36
		Chemistry – Association Inauguration	
22	Sat	BSNL Mobile Aadhaar linking Camp	

		Class for Teachers about API	
23	Sun	Holiday – Karkidaka Vavu	
24	Mon	Chemistry – Invited Talk	37
25	Tue		38
26	Wed	Seminar on GST conducted by Dept. of Commerce	39
27	Thu	NSS Mini Camp	40
		Foundation Day Committee meeting	
28	Fri	Local Holiday- St. Alphonsa Day	
		NSS Mini Camp	
29	Sat	One day programme “Leo the Friend” by College Jesus Youth	
30	Sun	Holiday	
31	Mon	A Workshop on API Score conducted by Dept. of Physics	41
		A Campus Interview by Dept. of Vocational Education	

### AUGUST 2017

1	Tue	Fresher’s Day Celebrations by Dept. of Communicative English	42
2	Wed	Merit Day Celebrated by Dept. of Commerce	43
3	Thu	Programme about Science and Religion	44
		Planting of Tree Saplings conducted by NSS	
4	Fri	Alumni Meeting conducted by Dept. of Chemistry	45
		Seminar by Dept. of Physics	
		Foundation Day Committee meeting	



5	Sat	Rev. Dr. Kurian Mattom Foundation – “Aksharakoottu” by Dept. of Malayalam	
		NCC RDC Selection and Cultural Programmes	
6	Sun	Holiday, Hiroshima Day	
7	Mon	Foundation Day Celebrations	46
8	Tue	Awareness on Organic Farming conducted by NSS	47
9	Wed	Inter Collegiate Department Fest conducted by Dept. of Computer Application	48
10	Thu	Inter Collegiate Department Fest conducted by Dept. of Computer Application	49
11	Fri	Inter Collegiate Department Fest conducted by Dept. of Computer Application	50
		Staff Meeting	
12	Sat	Second Saturday	
		International Youth Day	
13	Sun	Holiday	
14	Mon	Politics - Independence Day Celebration	51
15	Tue	Holiday - Independence Day, Independence Day Celebration	
16	Wed	UGC Sponsored National Seminar Conducted by Dept. of English	52
17	Thu	UGC Sponsored National Seminar Conducted by Dept. of English	53
		‘ComArena’ by Dept. of Commerce	
18	Fri	‘ComArena’ by Dept. of Commerce	54
		Class on API Scores and Promotion	
19	Sat	‘ComArena’ by Dept. of Commerce	

20	Sun	Holiday	
21	Mon		55
22	Tue		56
23	Wed		57
24	Thu		58
25	Fri		59
26	Sat	Free swimming training programme for students by Dept. of Physical Education at Indoor Stadium	
27	Sun	Holiday	
28	Mon	Ayyankali Jayanthi – Holiday	
29	Tue		60
30	Wed		61
31	Thu	Seven day NSS Camp started	62
		Onam Celebrations, College Closes for Onam Holidays	

### SEPTEMBER 2017

1	Fri	Onam Holidays – Started	
2	Sat		
3	Sun	Holiday, First Onam	
4	Mon	Holiday – Thiruvonam	
5	Tue	Teacher's Day	
		Holiday- Third Onam	

6	Wed	Holiday – Fourth Onam, Sree Narayana Guru Jayanthi	
		Seven day NSS Camp ended	
		Jesus Youth Camp	
7	Thu	Jesus Youth Camp	
		Economics 1979-81 batch get-together by Dept. of Economics	
8	Fri	Jesus Youth Camp	
9	Sat	Holiday - Second Saturday	
		Jesus Youth Camp	
10	Sun	Holiday	
11	Mon	College reopens after Onam Holidays	63
12	Tue	Holiday – Sreekrishna Jayanthi	
13	Wed		64
14	Thu	National Hindi Day Celebrations	65
15	Fri	Class about Internal Assessment and External Examination for First Year Graduate students by Dr. Simon Augustine	66
		Awareness programme on “World Ozone Day” conducted by NSS	
16	Sat	‘Sargam Sahithya Vedi’ by Dept. of Malayalam	
17	Sun	Holiday	
		Department get-together by Dept. of Commerce	
18	Mon	National Seminar conducted by Dept. of Biochemistry	67
		Mathematics - Association Inauguration	
19	Tue	National Seminar conducted by Dept. of Biochemistry	68

20	Wed	Model Examination for all students started	69
21	Thu	Holiday - Sree Narayana Guru Samadhi	
22	Fri		70
23	Sat		
24	Sun	Holiday	
25	Mon		71
26	Tue		72
27	Wed	Model Examination for all students ended	73
28	Thu	Merit Day celebrated by Dept. of Malayalam	74
29	Fri	Holiday – Mahanavami	
30	Sat	Holiday – Vijayadasami, Muharam	

### OCTOBER 2017

1	Sun	Holiday	
2	Mon	Holiday – Gandhi Jayanthi, World Habitat Day, World Reading Day	
3	Tue	Seminar conducted for first year students of Commerce and Economics by ED Club	75
4	Wed	Class about Internal Assessment and External Examination for First Year Post Graduate students	76
		Manager Interact with teachers – I day	
		Talk on “Extinct species in India ” conducted by NSS in connection with “Animal welfare Day”	

5	Thu	Synergy	77
6	Fri	Manager Interact with teachers – II day	78
7	Sat		
8	Sun	Holiday	
9	Mon	Mattam Foundation ‘Sargam Sahithya Vedi’ by Dept. of Malayalam	79
10	Tue	Manger Interact with Head of the Departments	80
11	Wed	International day for Girl child	81
12	Thu	National Seminar by Dept. of Chemistry	82
13	Fri	National Seminar by Dept. of Chemistry	83
		An invited talk by Dr. N. Ravindra Nathan to Statistics & Biostatistics Students conducted by Dept. of Statistics and Dept. of Biostatistics	
14	Sat	Holiday - Second Saturday	
15	Sun	Holiday	
16	Mon	World food day	84
17	Tue	IQAC meeting	85
18	Wed	Holiday – Deepavali	
19	Thu	Chemistry –Debate Competition	86
20	Fri	Alumni meeting	87
21	Sat	Ph.D. Course work Classes by Dept. of English	
22	Sun	Holiday	
23	Mon	Induction programme to First year post graduate students of Commerce and Economics by Career and Placement Cell	88
24	Tue	Union Member’s Pledge	89

25	Wed	Manager Interacts with Union Members, Class Monitors & Representatives	90
		KSEB Power Quiz	
26	Thu	Workshop by Career and Placement Cell	91
27	Fri	Workshop by Career and Placement Cell	92
		English – Drama Fest	
28	Sat		
29	Sun	Holiday	
30	Mon	Felicitation to Mr. E. S. Joseph	93
31	Tue	Promotion Interview for Teachers –I	94
		Fresher’s Day for PG Students by Dept. of English	

**NOVEMBER 2017**

1	Wed	Kerala Piravy Day	95
		Union Inauguration	
2	Thu	Staff meeting by Manager	96
3	Fri	Kerala Piravy Celebrations	97
		Promotion Interview for Teachers – II	
		Kadakali by Dept. of Malayalam	
4	Sat	Alumni Meeting	
5	Sun	Holiday	
6	Mon		98

7	Tue		99
8	Wed	Association Inauguration by Dept. of Applied Microbiology & Biotechnology	100
		Workshop on Educational opportunities abroad by Career and Placement Cell	
9	Thu	Restone- II Stage Inauguration by Dept. of Commerce	101
		Staff meeting for Non-Teaching by Manager	
10	Fri	Economics - Association Inauguration	102
		World Science Day for Peace and Development	
11	Sat	Holiday - Second Saturday	
12	Sun	Holiday	
13	Mon		103
14	Tue		104
15	Wed		105
16	Thu	International Day for Tolerance	106
17	Fri	International Students' day	107
18	Sat	Hindi – Invited Talk	
19	Sun	Holiday	
20	Mon	All Kerala Weight Lifting Championship	108
21	Tue	Entrepreneurship Awareness Camp conducted by ED Club	109
22	Wed	Entrepreneurship Awareness Camp conducted by ED Club	110
23	Thu	Entrepreneurship Awareness Camp conducted by ED Club	111
24	Fri		112

25	Sat	Alumni meet by Dept. of Hindi	
		Alumni meet by Dept. of Botany	
		Training Programme for Non-Teaching Staff	
26	Sun	Holiday	
27	Mon		113
28	Tue	A programme by Career and Placement Cell	114
29	Wed	Association Inauguration by Dept. of Physics	115
		Seminar conducted by Dept. of Botany	
30	Thu	A programme by Career and Placement Cell	116
		Association Inauguration by Dept. of Physics	

**DECEMBER 2017**

1	Fri	World Aids Day Celebration	117
2	Sat		
3	Sun	Holiday	
4	Mon	Moral Classes second year students started	118
		Blood donation camp conducted by NSS	
		Talk on “E-waste management” in connection with National Pollution Prevention day conducted by NSS	
5	Tue	Association Inauguration by Dept. of Political Science	119
		Women’s Forum Inauguration	
		First year tutor’s meeting	



6	Wed	Annual Accounts Auditing from Dy. DCE Kottayam	120
7	Thu	Association Inauguration by Dept. of Communicative English	121
		PTA Meeting by Dept. of History	
8	Fri	Moral Classes second year students ended	122
9	Sat	Holiday - Second Saturday	
10	Sun	Holiday	
11	Mon	Youth Festival	123
		Mathematics – Ramanujan Day	
12	Tue		124
13	Wed	Quiz competition conducted by Alumni Association	125
		Industrial Visit to MILMA Factory at Thiruvallam conducted by ED Club	
14	Thu		126
15	Fri	KARUNYASPARSAM: Hands of help for the marginalised conducted by NSS	127
16	Sat	Retired Teachers gathering	
		A seminar for lady students by Women's Forum	
17	Sun	Holiday	
18	Mon	Christmas Celebrations	128
19	Tue		129
20	Wed	Retreat for teaching staff	130
21	Thu	Retreat for teaching staff	131
22	Fri	Retreat for teaching staff	132
		College closes for Christmas Holidays	

23	Sat	Christmas Vacation starts	
24	Sun		
25	Mon	Holiday – Christmas	
26	Tue	Botany 1979-1981 batch gathering	
27	Wed		
28	Thu		
29	Fri		
30	Sat	All Kerala Chess Championship Competition by Chess Club	
31	Sun	Holiday	

### JANUARY 2018

1	Mon	New Year	133
2	Tue	Holyday - Mannam Jayanthi	
3	Wed	College Re-opens after Christmas Vacation	134
4	Thu	Mathematics – Regional Seminar	135
		Seminar on Agriculture conducted by B.Voc. Department.	
5	Fri	International Seminar on Statistics by Dept. of Statistics	136
		Seminar conducted by Women’s Forum	
6	Sat	International Seminar on Statistics by Dept. of Statistics	
7	Sun	Holiday	
		International Seminar on Statistics by Dept. of Statistics	

8	Mon	Model Examination for PG Students Started	137
		Film Review for Communicative English	
9	Tue	Chemistry – “Scientia 2017” Inter Collegiate Quiz Competition	138
10	Wed	An Awareness programme on Narcotic and Cybercrime	139
11	Thu	Baul Signer’s Programme by Dept. of English	140
		Seminar on GST by Dept. of Commerce	
12	Fri	Elected Representative Meeting	141
13	Sat	Holiday - Second Saturday	
14	Sun	Holiday	
15	Mon	International Seminar conducted by Dept. of Malayalam	142
		Awareness Programme on “Impacts of Alcohols, Drug Abuse, Tobacco & Pan Masala” conducted by Anti Narcotic Club	
16	Tue	Invited talk on Nuclear Power Projects by Dept. of Physics	143
17	Wed	Youth Festival	144
18	Thu	One day Seminar on Financial Derivatives by Dept. of Commerce	145
19	Fri	An Inter collegiate fest by Dept. of Chemistry	146
20	Sat		
21	Sun	Holiday	
22	Mon	Placement drive by Malayala Manorama conducted by Career and Placement Cell	147
		Association Inauguration by Dept. of Hindi	
23	Tue	Commerce – Invited Talk	148
24	Wed		149

25	Thu	A movie show conducted by Dept. of Malayalam	150
26	Fri	Holiday – Republic Day	
		Dance Fest conducted by Dance Club	
27	Sat	Batch gathering by Dept. of Economics	
		Workshop on Research in Finance by Dept. of Commerce	
		Staff Society Interview	
28	Sun	Holiday	
29	Mon		151
30	Tue	A farewell programme by Retiring Teachers at Indoor stadium	152
31	Wed		153

**FEBRUARY 2018**

1	Thu	An International Seminar and Symposium by Dept. of Malayalam	154
		Book Fair	
2	Fri	International Seminar and Symposium by Dept. of Malayalam	155
		International Seminar by Dept. of History at Library Hall	
		Talk on “wetland preservation” in connection with “World wetland Day” conducted by NSS	
3	Sat	International Seminar and Symposium by Dept. of Malayalam	
		Economics - 1988-90 batch Gathering	
4	Sun	Holiday	
5	Mon	International Seminar by Dept. of Malayalam	156
6	Tue		157

7	Wed	Programme by ASAP	158
8	Thu	'Ecofiesta' by Dept. of Economics	159
9	Fri	Problem solving contest by Dept. of Statistics at Library Hall	160
10	Sat	Holiday - Second Saturday	
11	Sun	Holiday	
12	Mon	Mr. P J Thomas Foundation seminar by Dept. of Economics	161
13	Tue	Holiday – Maha Sivarathri	
14	Wed	Budget Analysis by Dept. of Economics	162
15	Thu	Food Fest by Dept. of Vocational Education	163
		Mathew Matheickal Quiz Competition by Dept. of Mathematics	
		Research Guides Meeting	
16	Fri	Awareness workshop by Dept. of Statistics	164
		Merit Day Celebration	
17	Sat	'Sargam Sahithya Vedi' by Dept. of Malayalam	
		GD and Interview Coaching by Career and Placement cell	
18	Sun	Holiday	
19	Mon	Training Programme by Dept. of Vocational Education	165
20	Tue	Training Programme by Dept. of Vocational Education	166
21	Wed	Class on GST by Dept. of Economics	167
		Open Forum	
22	Thu	Open Forum	168
		Essay writing competitions for PG and UG students in connection with National Science Day conducted by RACS Cell	

23	Fri	Prof. Antony Simon Lecture and Prof. A. V. Varkey Quiz Competition by Dept. of Physics	169
		Power point Presentation competition for UG students conducted by RACS cell in connection with National Science Day	
		An invited talk on 'One MP one Idea' by Mr. Jose K Mani	
24	Sat		
25	Sun	Holiday	
26	Mon	Programme to find 'Best Outgoing Student' by College Union	170
		Quiz competition for MSc students in connection with National Science Day conducted by RACS Cell	
27	Tue	Science Day Celebration by Dept. of Chemistry	171
28	Wed	Research Co-ordinator's meeting	172
		National Science Day celebration by RACS Cell	

### MARCH 2018

1	Thu	Researchers Meeting	173
		Training programme to students of B. Voc. Food Processing Technology conducted by Dept. of Vocational Education	
2	Fri	Training programme to students of B. Voc. Food Processing Technology conducted by Dept. of Vocational Education	174
3	Sat		
4	Sun	Holiday	
5	Mon	Arts Day Celebrated by College Union	175

6	Tue	Arts Day celebrated by Dept. of Physics	176
		'COMNOS' by Dept. of Commerce	
7	Wed	College Day Celebration	177
8	Thu	Farewell Day to Teachers, Non-Teachings and final year students	178
		Farewell day celebrated by Dept. of Communicative English	
		Campus Placement by Dept. of Physical Education	
9	Fri	Blood group detection programme by Blood Donor's Forum	179
		PTA Meeting	
10	Sat	Holiday – Second Saturday	
		Training & placement drive Programme for Second year Post Graduate Commerce students	
		Industrial Visit to KDHP Factory, Munnar conducted by ED club	
11	Sun	Holiday	
		Training & placement drive Programme for Second year Post Graduate Commerce students	
12	Mon	Farewell by Dept. of Biotechnology	180
		Farewell by Dept. of Botany	
13	Tue	PTA meeting by Dept. of Computer Application	181
		Book Presentation by Dept. of Malayalam	
14	Wed	Voc Edu – Food and Agri Association Valedictory Function	182
15	Thu	Tharian Endowment Lecture by Dr. Cyriac Thomas conducted by Dept. of Politics	183
		Placement Drive by Federal Bank conducted by Career and placement Cell	
16	Fri	National Seminar conducted by Dept. of Physical Education	184

17	Sat	National Seminar conducted by Dept. of Physical Education	
		Training programme for first year PG students by career and placement cell	
18	Sun	Holiday	
19	Mon	Farewell meeting by Dept. of Vocational Education at Library Hall	185
20	Tue	Send off programme to Dr. Michael Augustine by Dept. of Physics	186
		Send off programme to Dr. Mathew Thomas by Dept. of Hindi	
		Farewell meeting to retiring teachers conducted by College Council	
21	Wed	Internal academic audit of the college.	187
22	Thu	“Miss St. Thomas” conducted by College Union at Auditorium	188
23	Fri		189
24	Sat	UGC NET Coaching conducted by Dept. of History	
25	Sun	Holiday	
		UGC NET Coaching conducted by Dept. of History	
26	Mon	UGC NET Coaching conducted by Dept. of History	190
		Annual Get-together at Auditorium	
		Farewell meeting by Dept. of Chemistry at Library Hall	
		Farewell meeting by Dept. of Mathematics at Library Hall	
27	Tue	UGC NET Coaching conducted by Dept. of History	191
		Staff meeting – Dept. of Communicative English at Council Hall	
28	Wed	UGC NET Coaching conducted by Dept. of History	192
		A training programme for Second year PG students conducted by career and placement cell at Library and Tisserant Hall	
		A send off programme by Dept. of Communicative English	



29	Thu	Holiday – Maundy Thursday	
30	Fri	Holiday – Good Friday	
31	Sat	Holy Saturday, College closes for Mid- Summer Vacation	

**APRIL 2018**

1	Sun	Holiday- Easter	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat	World Health Day	
8	Sun	Holiday	
9	Mon		
10	Tue		
11	Wed	Farewell conducted by Dept. of Biostatistics	
12	Thu		
13	Fri	Seminar presentation by Dept. of Biostatistics	
14	Sat	Holiday - Second Saturday, Dr. Ambedkar Jayanthi	
15	Sun	Holiday, Vishu	
16	Mon		
17	Tue		

18	Wed		
19	Thu		
20	Fri		
21	Sat	Astronomy Day	
22	Sun	Holiday	
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun	Holiday	
30	Mon		

**MAY 2018**

1	Tue	Holiday – May Day, World Labour Day	
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	Holiday	
7	Mon		
8	Tue		

9	Wed		
10	Thu		
11	Fri		
12	Sat	Holiday - Second Saturday	
13	Sun	Holiday	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	Holiday	
21	Mon	2014-2017 Physics batch gathering of students	
22	Tue		
23	Wed	University Examination for II PG Students started	
24	Thu		
25	Fri		
26	Sat		
27	Sun		
28	Mon		
29	Tue		
30	Wed	2003- PG - Politics batch Gathering	
31	Thu		

## ANNEXURE III

### ANALYSIS OF THE FEEDBACK

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

#### **STRENGTHS**

- Able and active Management.
- Well qualified, skilled and sincere faculty.
- Service minded supporting staff.
- Very good updated infrastructure facility.
- CPE status for the college.
- FIST (DST) and SARD (KSCSTE) supported science departments.
- Support from all funding agencies like UGC, DST, KSCSTE, CSIR etc.
- Wide, Calm, clean, eco-friendly and peaceful campus.
- Academically motivated students with very good examination results.
- Commendable track record of placements.
- Active departmental associations.
- Student representations from all sections of the society (SC+ST+OBC >30%) and all regions of the state.
- Admitting all applicants belonging to SC/ST/OBC.
- Practically no dropouts.
- Student training is value based.
- CBCSS (UG) and CSS (PG) are implemented.
- A large number of our students are getting scholarships under different schemes.
- Career oriented add on courses and soft skill development programmes.
- Regular remedial support to weak students.
- Active alumni associations and PTA.
- Ten research departments engaging vigorous research
- Large number of Major and Minor projects of state and central agencies.
- About 50 international peer reviewed journal publications per year.
- Organizing a large number of international and national conferences and workshops.
- INFLIBNET/NLIST and High speed broadband connectivity to staff and students.
- Active Career Guidance and Placement cell.
- Large number of JRF/NET, GATE and other competitive exam winners.
- Spacious library with more than 88,039 books and 307 journals/periodicals.
- Separate hostel facilities for boys and girls.

- Student Amenity Centre catering to the diverse needs of the students.
- Wide playgrounds and training facilities.
- Wi-Fi enabled campus.
- Public announcement system in the campus.

### **WEAKNESSES**

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

### **OPPORTUNITIES**

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

### **CHALLENGES**

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

## ANNEXURE IV

### BEST PRACTICES OF THE INSTITUTION

#### 1. GREEN PROTOCOL

##### Objectives :

- Keep the campus green and free from plastic and other toxic wastes
- A scientific waste management protocol
- Inculcate eco-friendly habits and healthy lifestyles among staff and students
- Collaborate with local governmental and non-governmental agencies to clean and re-vitalise the Meenachil river

##### The Context

As an educational institution of 3000 students, lot of waste including plastic and E-waste are generated. Quite often the students are unaware and insensitive towards the environmental problems. We rarely get supports from the municipal authorities for the disposal of wastes. Lot of hazardous chemicals are daily handled in different laboratories in connection with research works and practicals of UG and PG students. The disposal of the by-products is a big challenge. Our campus is situated in the banks of Meenachil river. Unfortunately the river is highly contaminated and affects the quality of the drinking water in the campus.

##### The Practice

Our campus is one of the best campuses in Kerala. The campus is blessed with a variety of trees and plants including rare species. We have a well maintained loan and garden. We keep on planting new trees every year. Green house to be renovated and maintained very well. We are planned to grow a garden exclusively for medicinal plants.

As a result of motivation by teachers, many students are so far stopped using disposable lunch packets and started using re-usable stainless steel lunch boxes. At the institutional level there is a total ban in the use of Styrofoam glasses and plates. Teachers are regularly encouraging the students for the minimal and effective use of chemicals. We provide water purifiers and filters at highest standard to ensure the drinking water quality. No waste is dumped into the Meenachil river from the campus. Various activities are planned to re-vitalise Meenachil river in association with local government bodies and nearby institutions.

##### Evidence of Success

The green coverage of the campus is kept at the optimal level. As and when old trees fled, new trees are planted. There is huge and positive response from the students to avoid disposable lunch packets. Students are well aware of the minimal and effective use of chemicals.

##### Problems Encountered and Resources Required

- Sensitizing the students to the concept
- Lack of support from local government authorities

##### Contact Details

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## **2. VALUE EDUCATION AND SKILL DEVELOPMENT**

### **Objectives:**

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

### **The Context**

The entire academic community of the college including teachers and students is a cross section of the society. The College, from its initiation onwards, is keen about imparting values to the students. The current scenario is characterized by redefining the value system. Only a higher education institution with profound sociocultural, spiritual and philosophical experience of many decades, can impart these changing value system to the students without disrespecting the moral principles followed by the past generation.

The current employment structure is defined by the corporate entities in such a way that only skilful candidates with ability to compete for the achievement of the given targets are selected, while others will be marginalized. Understanding this scenario, it is necessary to prepare the students to develop a generation with employability skills to suit for the corporate and also to become entrepreneurs, if they are having such skills.

### **The Practice**

As part of value education, moral and value education classes are conducted every year. Faculty for value education, which is formed every year, includes teachers from various departments, having experience in the field. Moral education classes are organized by the faculty, in clearly set apart time schedule, after designing well-structured syllabus for the same. Examinations are also conducted based on the classes and cash prizes are distributed to the top scorers. Apart from that students are asked to bring one additional lunch on every Fridays, which is being collected for supplying the same to 'Mariasadan', a rehabilitation centre for mentally retarded. This practice gives the students a practical lesson on different social and ethical values they study from the classes.

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

### **Evidence of Success**

The current students as well as the alumni of the college are actively involving in the social issues of all kind without compromising the value system. Students are actively participating in all such initiatives proposed by their departments. The College is able to supply enough lunch to 'Mariasadan', a local rehabilitation centre for the mentally challenged, where more than 300 patients reside permanently, on every Fridays without any shortage.

The students who completed courses proved that they are employable, having different skills for the same. A good number of students are placed in different organizations every year, through in-campus and off-campus placement programmes. Many recently passed out students are successful business people in different parts of the state.

### **Problems Encountered and Resources Required**

Since the academic schedule is very compact, it is not easy to find out more number of formal working hours for conducting classes by the faculty of value education. Currently the formal working hours are limited to 5 hours/year. All other classes and practices are conducted outside the formal working hours of the college.

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

### **Contact Details**

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City: Pala, Pin Code: 686574

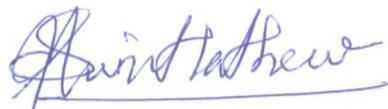
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Name: Rev. Dr. James John



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



Palai,  
28-09-2018