ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR

IQAC ANNUAL REPORT 2017-2018

INTERNAL QUALITY ASSURANCE CELL

stthomas.ac.in
iqac@stthomas.ac.in

INTERNAL QUALITY ASSURANCE CELL

OBJECTIVE

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

VISION

The Internal Quality Assurance Cell (IQAC), established in accordance to NAAC guidelines, aim to work towards quality sustenance and enhancement of the academic and administrative performance of the Institution.

MISSION

- Developing a system for conscious, consistent and catalytic improvement in the performance of its principal stakeholders, that is staff and students of the Institution.
- Promoting innovative practices that continually improves the effectiveness of the learning experiences of students/staff.
- Upholding the goals of quality enhancement and sustenance towards organizing various activities and programmes on the Campus.
- Promoting a learner centric environment for students and staff that foster the mission and vision of the Institution.

FUNCTIONS

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Organising orientation programmes for the Staff and the Administrative Staff.
- Administering Feedback Mechanism for the College.

IQAC Composition

Dr. Jenson P. O., Principal (Chairman)

Dr. Anil George K. (IQAC Coordinator)

Dr. Alphonsa Mathew (J. Coordinator)

Dr. Thomas Paul Kattookaran

Dr. Ignatius Antony

Dr. Fr. Martin K. A.

Dr. Joby Thomas K.

Dr. George Alex

Dr. K. L. Joy

Dr. C. S. Biju

Dr. Francy K. Kakkassery

Dr. V.M. Chacko

Mr. Emmanuel Thomas

Dr. Raphael Joseph

Dr. Rani Jasmine Thomas N.

Ms. Geethu Elizabath Thomas

Ms. Jilna John

Dr. Johns Naduvath

Mr. Sanjo Jose

Ms. Seema Sunny

Mr. Joy C. C.

Dr. Benny Joseph, External Expert

Ms. Gopikrishna P. B., Student Representative

TABLE OF CONTENTS

NIRF India Ranking 2018

St. Thomas College (Autonomous), Thrissur, was ranked at 79th position in the National Institutional Ranking Framework (NIRF) India Ranking 2018 nationally in the college category. It is for the first time the college participated in NIRF India Ranking.

Quality Initiatives by IQAC

Strategic Planning Exercise

The advisory committee of the college deliberated on the future and development of St. Thomas College (Autonomous), Thrissur. The committee strategized that the multi-dimensional growth of the institution should be envisioned, planned and an implementation plan should be devised in view of the future. It was decided that a strategic/perspective plan should be in place that should become a guiding document in the journey ahead. It was decided to constitute a committee entrusted with the responsibility of devising Strategic Plan Document in line with the vision and mission of the college. The Governing Council of the college was apprised of the decision and it ratified the decision.

The strategic planning committee interacted with the decision makers regarding the *modus operandi* in devising the strategic plan. Inputs were collected from students, parents, alumni, faculty, staff, industry and academicians. The views and insights of experts in the Boards of Students, academic council and governing council were collated. Inputs were also gathered through meetings of college council, faculty meetings, department council meetings, alumni meetings and from students' union. Based on the deliberations and inputs, a draft Strategic Plan 2017-2032 was devised and submitted to the Advisory Committee. The advisory committee studied the draft document, proposed suggestions, enhancements and approved the Strategic Plan 2017-2032 with necessary modifications for implementation.

SWOC Analysis

As part of devising a Strategic Plan for the institution, a SWOC (Strengths-Weaknesses-Opportunities-Challenges) analysis exercise in order to focus on areas of enhancement and to address the weak areas of the institution and to exploit the opportunities available in the higher education scenario.

Preparation of Academic Calendar

The process of preparing College Calendar for the new academic year was taken up by IQAC. The events and draft schedules were collected from the stakeholders. Based on the inputs, a draft college manual cum calendar was prepared which was evaluated and necessary corrections were made. The finalized version was printed and distributed to all faculty and students.

Participation in NIRF Ranking 2018

The college decided to participate in NIRF Ranking 2018 for the first time. Data was collected from Departments and all academic and co-curricular units. Institutional, departmental, faculty and student Data of 2017-2018 was collected exhaustively with the support of Heads of Departments, IQAC department coordinators and IQAC core team members. Data was streamlined and processed as per the proforma. Before the final submission, the data was presented before college council and was approved.

Preparation of AQAR and Submission

IQAC spearheaded the preparation of Annual Quality Assurance Report (AQAR) for the academic year. Data pertaining to credentials of 2016-2017 was collected from departments, cells, committees and clubs. The data was cleaned, refined and converted into appropriate forms as required by NAAC. The data was submitted before the management committee and it was approved. AQAR was submitted at the due time.

Data was further formatted as required by All India Survey on Higher Education (AISHE) and submitted in the AISHE portal.

Evaluation of NAAC 3rd Cycle Accreditation

IQAC appointed a committee to collect feedback on NAAC third Cycle Visit and the NAAC Score and submit a report on the same. The members of the committee are Dr. Thomas Paul Kattookkaran, Dr. Biju CS, Dr. Chacko VM, Dr. Fr. Anil George K and Mr. Sanjo Jose.

The committee circulated a feedback proforma to all the teaching staff and collected the feedback. The staff members responded through an online questionnaire. In addition, feedbacks were collected from the members who closely associated with the third cycle NAAC accreditation through personal interactions. Based on the responses to the questionnaire, feedbacks and also based on the report of the NAAC Peer team, observations and recommendations were made for follow up actions.

Digital Documentation

In order to simplify documentation of IQAC, an online based data collection was implemented entitled Pre-Event Registration and Post-Event Recording using Google Forms. Prior to the conduct of any event, the organizer had to register the details in the online form with details including brochure and the print out of the same had to be produced before

the principal. Likewise, at the completion of the event, the details including photos, report and participation list had to be uploaded in the Post-Event form. The system ensured smooth running of documentation. Mr. Aijo was assigned from the college office to support documentation in IQAC.
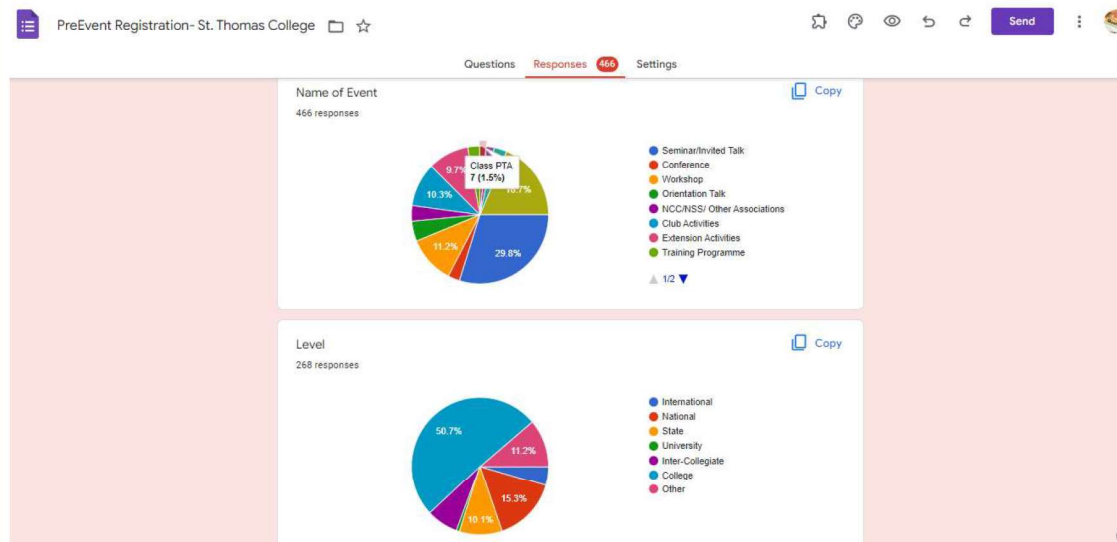
Faculty Appraisal and Promotion

Self-Appraisal was collected from all teaching faculty. Data in the format of Performance Based Appraisal System (PBAS) was collected from faculty whose promotion is due. The data was approved by IQAC and requests were forwarded to the Calicut University, to constitute a Screening Committee and facilitated the conduct of the screening process by inviting External experts, including University Nominees. As a result, university approved screening committees. PBAS of the respective faculty members were scrutinized by the committee appointed by IQAC. The PBAS after scrutiny and screening committee meeting was sent to Calicut University for approval.

Feedbacking Mechanism

Feedback on Syllabus and Curriculum

Feedback on Syllabus and Curriculum from the students, teachers, alumni and employers was collected from 2017-2018. The feedback collected was analysed by IQAC with the support of statisticians in the department of Statistics. The analysis reports were availed to respective Boards of Studies for consideration in the revision of syllabus.

Course content has enough scope for development of analytical, logical, technical and creative skills to the students	
Attribute	Percentage of Responses
Excellent	39
Very Good	49

Good	10
Average	2
Poor	0

Snapshot from analysis of Alumni Feedback on syllabus

Feedback on Teachers and Teaching-Learning Process

Feedback on teaching process and faculty members was collected from students to assess the efficacy and efficiency of teaching-learning process in the college. The feedback was collected online in the college ERP. All students of the college participated in the feedback survey. The feedback analysis report was availed to the principal. Principal took remedial measures based on the feedback analysis report.

e-Governance Initiatives in the College

- The database of the ERP was enhanced with the details of the newly recruited staff and the newly admitted students.
- The ERP was enabled with the digital payment system for admissions and examinations modules.
- Payment for various services such as the library, college fee, examinations fee has been enabled online for the convenience of the students and faculty.
- Examinations (mid semester and end semester) of the current academic year were conducted online successfully. This has resulted in faster publication of results and access of results by students.
- Scholarships and grants for the deserving students were administered online. Applications for Scholarships and e-grants were submitted online by the students; the notifications and transfer of amounts were done online.
- Payroll management and service book management of the staff was managed online through Service and Payroll Administrative Repository for Kerala (SPARK) online tool.
- Feedback on syllabus and feedback on teachers and teaching-learning process were conducted online through college ERP.
- Use of ICT-enabled teaching has been enhanced with new equipment's and software. Teaching-Learning was automated with MOODLE platform with unique user credentials for all faculties and students.
- College Website (stthomas.ac.in) was updated regularly during the academic year with latest developments.
- Library activities including book transactions (using KOHA software) and online journals, online resource repository (e-Journals, e-ShodhSindhu, Shodhganga, N-List, etc) successfully functioned during the academic year.
- LCD projects/computers and Wi-Fi connectivity was availed to all departments and classrooms in the campus.

IQAC Meetings

Proper planning and organization of initiatives and activities of IQAC was ensured through regular meetings IQAC and IQAC Core team during 2017-2018, which facilitated effective functioning of IQAC. In the context of NAAC 3rd cycle NAAC re-accreditation, regular meetings were held and documentation processes were taken up.

Support to Departments and Clubs to organize Seminars

All academic departments, clubs and cells of the institution were availed incentives and funds to organize seminars/conferences/workshops/ training programmes during the current academic year. Departments, Cells and Clubs were also supported with personnel and infrastructure to organize events that would enhance quality. It was recommended that the seminars/conferences of departments supported by CPE may not be availed with IQAC funds; but may be considered favourably after assessing the merits of individual cases.

Strategies to improve Extension Activities in the College

The department of Social Work had been asked to chalk out plans to strengthen the extension activities with social outlook. The department made a study to make strategies and made a presentation of the same in the IQAC room on 6th July, 2017. Ms. Seema Sunny, head of the department of Social Work, took up the initiative. It was suggested that village penetration activities shall be planned so that more students get exposure to the social realities of life.

Extensive extension activities were organized by various departments in the college. 'Karuthal – 2017' was a weeklong tribal village extension programme organized at Gottiyarkandy tribal village, Attappady, which consisted of medical camp, children enhancement programme, women empowerment events and village surveys.

Professional Development Programmes

Faculty Orientation: The changing role of the Teacher in Higher Education

IQAC organized a one-day orientation program for the faculty at the very beginning of the new academic year on 1 June, 2017. The orientation began with a divine invocation by Ms. Viji M, assistant Professor of Mathematics. Dr. Anil George K, welcomed the resource person and the participants. Dr. Jenson P. O, Principal, presided the event and remarked the importance of the orientation in the emerging roles of teachers in higher education. He also expressed gratitude to the resource person for his willingness to enlighten the faculty of St. Thomas College. Dr. Vincent Briganza SJ, director of the Loyola Centre for Research & Development, St. Xavier's College, Ahmedabad and former Principal of St. Xavier's College Ahmedabad, was the resource person for the event. Dr. Fr. Martin K. A., Vice Principal, thanked the resource person and congratulated IQAC for having organizing the event.

Dr. Jenson, principal addressing the faculty during the Orientation Programme

Workshop on Faculty Enrichment & Promotion: Acquiring API Scores & Submitting PBAS based Proposal under CAS

A one-day workshop for the faculty on acquiring API Scores and Submitting PBAS based Proposal under CAS was organized by IQAC on 5 August, 2017. The workshop was intended to enrich and equip the faculty to take up tasks and challenges beyond curriculum and become enlightened teachers and thus become eligible for promotion based on PBAS under CAS. Mr. Saju M. I., Assistant Professor of Mathematics, was the coordinator of the event. Dr. Anil George K, IQAC Coordinator, welcomed the resource person and the faculty from various colleges.

Dr. T. Mohammad Saleem, Assistant Professor and Research Guide, Farook Training College, Calicut was the resource person. The event was a hands-on session enabling the faculty to prepare PBAS. Dr. Saju M.I. thanked the resource person, IQAC and the participants for the success of the workshop.

MOODLE (Online Learning Platform) Training Workshop

IQAC organized a workshop cum Training program in MOODLE, an online opensource Learning Platform for the faculty of St. Thomas College, Thrissur, starting from 18 July, 2017 as an orientation in the Menacherry Hall and lasting for 6 weeks in computer lab. Dr. Johns Naduvath, Assistant Professor, Department of Physics, was the main resource person. Dr. Anil George K., IQAC Coordinator, Dr. Alphonsa Mathew and Ms. Rameela Ravindran K., coordinated the event. A total of 40 faculty members consistently attended the workshop.
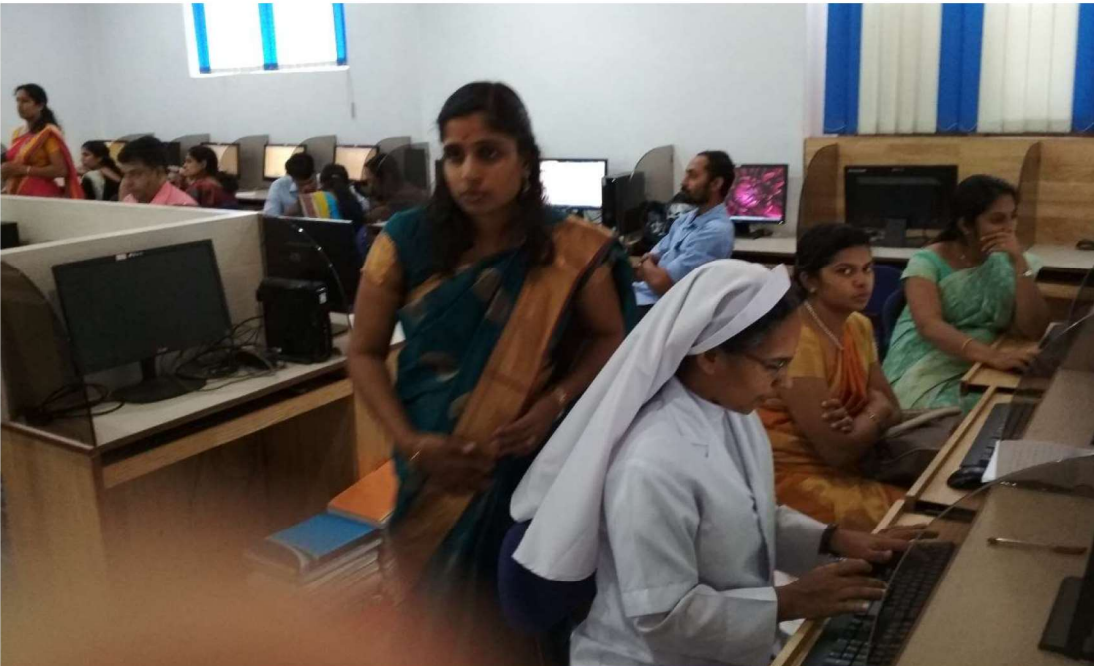
Workshop on Research Methodology and Data Analysis

Five days' Workshop on Research Methodology and Data Analysis was organized on 3rd February, 3rd March, 17th March, 24th March and 7th April of 2018 in St. Thomas College (Autonomous), Thrissur. The inaugural ceremony was organized held at Menachery Hall, St. Thomas College (Autonomous), Thrissur. Dr. B. Johnson, Professor and Head, Department of Commerce and Management Studies, University of Calicut, made the inaugural address. Dr. Gabriel Simon Thattil, Professor, Department of Commerce, CUSAT, Dr. Rajesh P, Department of Economics, Government Engineering College, Thrissur, Dr. K. P. Mani, Department of Economics, University of Calicut were the resource persons. More than 75 scholars and academicians participated in the workshop.

Workshop on Google Tools

A workshop on Google Tools like Google Drive, Google Forms and Google Sheets was organized on 27 July 2017 for the department faculty coordinators of IQAC (DQAC). The event was aimed at training the faculty in online documentation techniques and thus making documentation process easier and more efficient. Dr. Sajesh T.A., Assistant Professor, Department of Statistics, was the resource person. Dr. Anil George K, IQAC Coordinator, welcomed the principal and all the participants. Dr. Jenson P. O., Principal, lauded the efforts of IQAC in equipping the faculty in the use of computers.

Workshop on Academic and Administrative Audit

A workshop on Academic and Administrative Audit was organized by IQAC and AAA Cell, to enlighten the faculty on its importance and dynamics on 10 January, 2018. Dr. Sajesh T. A., was the convenor of the event. Dr. Fr. Anil George K, IQAC Coordinator welcomed the resource person, dignitaries and the faculty and stressed up on the importance of the event in the quality pursuit. Dr. Jenson P. O., Principal, gave presidential address. Prof. Harry Cletus, former Principal, St. Albert's College, Ernakulam, was the resource person of the event. Dr. Fr. Martin K.A. felicitated the program. Vote of thanks was delivered by Dr Sajesh T. A., Convenor.

Oru Nalla Appante Chavarul: Orientation to the Non-Teaching Faculty

An orientation on right living based on the life and letters of Kuriakose Elias Chavara, a social reformer of 19th century, was conducted on 23 February, 2018, for the administrative and supporting staff of St. Thomas College, Thrissur. Sr. Sharon CV, member of organizing committee, welcomed the participants. Fr. Varghese Kuthur, in his presidential address, remarked that the study of life of Chavara is very significant for ethical living and behaviour. Dr. Jenson P. O., Principal, congratulated IQAC and non-teaching staff for organizing the event. Sr. Dr. Julie Andrews was the resource person and delivered the message of harmony and the need of co-existence and helping others at workplace and family. Mr. Joy CC, Superintendent of office, proposed vote of thanks.

Workshop on Capacity Building in Administration of Colleges

IQAC, in collaboration with the Administrative Staff of St. Thomas College (Autonomous), organized a one-day Workshop entitled *Capacity Building in Administration of Colleges* on 27th January 2018, to streamline the administrative, financial, and other functions of the college offices. The purpose of the Workshop was to provide orientation on statutory information regarding college administration. Sri. NAJEEB P.S., Former DDE-in-charge, Ernakulam, was the resource person for the event. Sri. Sanjo Jose, the librarian, was the coordinator of the event.

Mr. Joy C.C., superintendent of office, welcomed the resource person and the participants. Dr. Jenson P. O., Principal, presided over the inaugural function. Dr. Anil George K., IQAC Coordinator and

Dr. Ignatius Antony, Vice-principal, felicitated. 52 office staff from 12 colleges attended the program raising their queries on the issues encountered during their day-to-day functions.

Workshop on Work Processing and Excel

IQAC organized a workshop on Word Processing and Excel for the administrative and clerical staff of the college. Dr. Sajesh T. A., Assistant Professor, Department of Statistics, was the resource person. The event was coordinated by Mr. Antu P. J. The session was conducted in the college office with the support of computers in the office. It was a workshop completely hands on and based on practical tips and techniques.

Quality Initiatives for Students

Student Induction to the Undergraduate Students

The newly admitted undergraduate students of St. Thomas College (Autonomous), Thrissur, was given orientation and induction program on 15 June 2017. The event was inaugurated by Mar Thomas Kakkassery, the executive Manager of the college. Dr. Jenson P. O., Principal, in his presidential address, welcomed all the students and their parents to the St. Thomas College fraternity. The orientation and induction program was guided by Dr. Devassy Panthallookkaran, former Principal, Dr. Ignatius Antony, the vice principal, Dr. Fr. Martin KA and Dr. Thomas Kattookkaran, Vice Principals. During the event, Principal introduced the class teachers of respective programs to the students and parents. Various student support systems, clubs, cells, associations and facilities of the college were presented to the students. An inherent insight into the Vision Mission and Core Values were given by Rev. Dr. Martin K A, Vice principal. Dr. Mejoy Jose introduced various support systems, cells, clubs and associations and invited the students to join them as per their interest. Furthermore, office superintendent introduced the college office and various sections, office timings, and functions were explained.

In the next session special emphasis was given on anti-ragging cell, anti-narcotic cell and grievance redressal cell. Women Cell Coordinator, Sr. Sheeba addressed the students regarding the major challenges faced Students were also given clear cut idea regarding the working of discipline committee and were informed about the action taken if anyone found violating rules. Department-wise introduction of teachers and various facilities was done at respective departments.

In continuation of the Induction Programme, an orientation on library and information services was organized for the first-year undergraduate students on 16 and 20 June 2017, under the leadership of Mr. Sanjo Jose, the college librarian.

Students Induction Programme for the newly admitted postgraduate Students

The postgraduate students newly admitted to the institution were formally welcomed in an official function organized by IQAC on 19 July, 2017. An interreligious prayer session was followed by welcome address by Dr. Jenson P. O., Principal. He exhorted the students to take up the post graduate studies in an excellent manner to pursue research.

In the latter part of the program was the orientation to the new PG students. The orientation was given by Mr. Ajith Kumar IPS, Commissioner of Police, Thrissur and Fr. Roy Joseph Vadakkan, faculty, Jyothi Engineering College, Cheruthuruthy, Thrissur. Dr. Fr. Martin K A, Vice principal, addressed the students. He oriented the parents and students on the Vision, Mission and Core values of the institution. Dr. Thomas Paul Kattookaran, Vice Principal, thanked the resource persons, parents, students and IQAC, at the end of the orientation program.

Department-wise induction along with cultural activities by the first-year students and senior students was done on various days. These provided the new students a platform to showcase their talents and build a network.

Orientation Programme on Gender Equality in Classroom

An orientation programme on Gender Equality in Classroom was conducted on 04 July 2017 Tuesday at 2.30 PM at Electronics Lab. The program was inaugurated by Dr. P.O Jenson, our Principal and the Keynote address was delivered by Mr. Jinesh Paul C, Assistant Professor, Department of Electronics, St. Thomas College (Autonomous), Thrissur.

Orientation on library and information services for research scholars

An orientation programme was organized for research scholars in the college on the use of library and information services available in the library on 16 August 2017. Mr. Sanjo Jose, the college librarian, was the resource person of the event. During the session, an introduction to the research methodology in the context of facilities in the college was delivered. The need and techniques of similarity check in research articles was explained to the research scholars.

Anti-Drug Sensitisation Programme

In connection with the observation of International Day Against Drug Abuse and Illicit Trafficking, an orientation and anti-drug sensitisation programme was organized in connection with Anti-Narcotics Cell, at Jubilee Block Auditorium, on 26 June 2017. Sri. T. Narayanan IPS, the Commissioner of Police, Thrissur, delivered the keynote address in the meeting presided over by Dr. Jenson P. O., Principal. Dr. Chacko V. M., was the coordinator of the event.

The official programme was followed by street plays, posters and banners for the awareness and sensitisation against usage of drugs.

Mentor-Mentee Programme

Mentor-mentee programme was availed to address the personal, academic, social and emotional needs and problems of students in the college. Mentor-mentee ratio in the college is 1:20. Mentor-mentee was distributed from IQAC. Every mentor met all mentees allotted to them at least twice during the academic year. In addition, personal counselling was availed to the needy students under the auspices of Youth Empowerment Scheme (YES) and the Department of Social Work. YES organized regular orientation and counselling sessions for the second year Undergraduate students on Wednesdays.

Value-Added Courses

Value-added Courses were offered to the students with the aim of skill developments and enhancing employability of the students. Value-added courses were via academic departments. Each department offered one value-added course for the Postgraduate students and another for the undergraduate students. Value-added courses were pertained to the nature and employability characteristics of the respective discipline.

St. Thomas College (Autonomous) Thrissur

Value Added Courses
2017-18
ADMISSION OPEN
CLASSES WILL BE AT 3.30 TO 4.30 PM ON WEEKDAYS

Certificate Course for Software Professionals
Certificate programme in MATLAB
Post Graduate Certificate Course in English for Communication (PGCCEC)
Certificate Programme in Statistical Computing using R
Certificate Programme on Statistical Computing using SPSS
Certificate Programme in Entrepreneurship Development Programme
Certificate Programme in Tourism and Travel Management
Certificate Course in Horticulture
Certificate Course in Advanced Pharmacognosy and Phytochemistry
Certificate Programme in Office Automation Tools
Certificate Programme in LATEX
Certificate Course in Nanoscience and Technology
Certificate Programme in Instrumental Analytical Techniques
Diploma in Visual Communication
Quantitative Aptitude for Competitive Examinations
Programming with Python
Certificate Course in Fresh Water Ornamental Fish Culture
Certificate Course in Molecular Biology Laboratory Techniques
Certificate Course in Basics of Research Methodology
Certificate Course in Basics of Research in Social Sciences
Certificate Course in VLSI Design and Programming
Certificate Course in Advanced Microcontroller and Sensors

For more details: VICE-PRINCIPAL, ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR
WWW.STTHOMAS.AC.IN | 0487-2420435

Research and Innovation

Strategies for Research Enhancement

IQAC interacted with Research Council and the Research coordinator to seek ways and means to augment research output in the campus. It was suggested that research orientation programmes and workshops research methodology and plagiarism could be organized under the auspices of IQAC in collaboration with Research Council. It was suggested to organize events on IPR, patents, major projects and consultancy. It was suggested that the best research awardees be honoured with prizes

assessing the merits of Individual cases based on proposal submitted to the IQAC. It was also suggested to enhance seed money to the budding researchers.

Research Fellowships & Awards

Dr. Joby Thomas K, Associate Professor, Department of Chemistry, was awarded with prestigious INSA Award by Indian National Science Academy during the academic year.

Dr. Raphael Joseph, Assistant Professor, Department of English, obtained a Post-Doctoral Fellowship at Zurich University, Switzerland, during the current academic year.

Dr. Alphonsa Mathew, Assistant Professor, Department of Mathematics, won IMRF Young Scientist Award, during the academic year.

Ms. Anu Paul, Assistant Professor, Department of English, obtained Research Fellowship from UGC to complete PhD.

Dr. Anto Thomas, Associate Professor, Department of English, was awarded Fellowship from UGC to present research paper at 23rd International Research Society for Children's Literature Biennial Congress, Canada, 2017.

Dr. Joby Thomas K   Dr. Anto Thomas C.

Dr. Alphonsa Mathew   Ms. Anu Paul

PhD Awarded

Dr. Saju M. I.   Dr. Stishin Paul K.

Dr. Saju M. I., Assistant Professor, Department of Mathematics, was awarded Ph. D. on 24 January 2018 from Calicut University.

Dr. Stishin K Paul, Department of English, was awarded Ph.D. on 24 November 2017, under Dr. S. Joseph Arul Jayraj from Bharathiar University, Trichy.

Dr. Jenson P. O.
Principal

Dr. Anil George K
IQAC Coordinator