ST. THOMAS COLLEGE (AUTONOMOUS), THRISSUR

IQAC ANNUAL REPORT 2019-2020

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INTERNAL QUALITY ASSURANCE CELL

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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. Joy K. L., Principal (Chairman)

Dr. Anil George K. (Coordinator)

Dr. Thomas Paul Kattookaran, Vice Principal

Dr. Joby Thomas K., Vice Principal

Dr. (Fr.) Martin K. A., Vice Principal

Dr. Alphonsa Mathew

Mr. P. M. Joy

Dr. Francy K. Kakkassery

Dr. Paulson Mathew

Dr. C. S. Biju

Dr. V. M. Chacko

Ms. Geethu Elizabath Thomas

Ms. Jilna John

Dr. Sajesh T. A.

Dr. Johns Naduvath

Dr. (Fr.) Stishin K. Paul

Mr. Sanjo Jose

Ms. Bindhia K. F.

Mr. Joy C. C.

Mr. Thomas C. J.

Dr. Benny Joseph, CEO, Jubilee Mission Group (External Expert)

Dr. E. J. James, Former V. C., Karunya University (External Expert)

Mr. Deon Sunny (Student Representative)

Ms. Shilpa Paul (Student Representative)

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NIRF INDIA RANKING 2020

The College participated in the NIRF Ranking 2020. The data was submitted on 8th January 2020. When NIRF Ranking 2020 results were announced by MHRD, St. Thomas College (Autonomous), Thrissur, secured 63rd Rank in India with 53.42 points and 8th position among the Colleges in Kerala. It is the third consecutive year that the college has found a place among the best 100 Colleges in India as per NIRF Ranking parameters.

4.5 STARS: Innovation and Start-up in the Campus

IQAC and Innovation Cell jointly took initiatives to collect data and submitted the credentials of the college to participate in Atal Ranking of Institution on Innovation Achievement (ARIIA) for the category of 'Institutions and Colleges (Govt. and Govt. Aided) during the academic year. MHRD'S Innovation Cell recognized the innovation initiatives of the college.

RUSA Funding

The initiative of IQAC became successful when the college was granted with Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Funding of Rupees Two Crores on 29 August 2019. The fund was earmarked for the enhancement of infrastructure and Research facilities in the college. The college submitted the project for purchasing Research equipments, construction of multi-purpose hall and for the renovation of the existing Postgraduate Hostel building.

STAR College Scheme by DBT

IQAC took initiatives to apply for Star College Scheme by DBT for the college. As a result, St. Thomas College, Thrissur, was recognized by the Department of Bio-Technology and was sanctioned with Rupees 82 Lakhs for strengthening of Life Sciences and Bio-Technology Education and training at Undergraduate Level under the Star College Scheme, for a period of three years. The sanction letter was issued on 29 February 2020.

No. BT/HRD/11/08/2020
Government of India
Ministry of Science & Technology
Department of Biotechnology

Block 2, 6-8th Floor
CGO Complex, Lodi Road
New Delhi - 110003
Dated: 29/02/2020

ORDER

Sanction of the President is hereby accorded under Rule 18 of the Delegation of Financial Power Rules, 1978 for the financial support for strengthening of Life Science and Biotechnology Education and Training at undergraduate level under Star College Scheme to **St. Thomas College, (Autonomous), Thrissur (Kerala)** at a total project cost of **Rs. 82.00 lakhs (Rupees eighty two lakhs only)** for **three years** as per budget details are given below:-

Amount (Rs. In lakhs)

Head	1st Year rel	2nd Year rel	3rd Year rel	Total
Non-Recurring Equipment @ Rs. 10.00 lakhs per dept. (Botany, Zoology, Physics and Chemistry)	40.00	0.00	0.00	40.00
Recurring to all four depts. @ Rs. 3.00 lakhs per year (Botany, Zoology, Physics and Chemistry)	12.00	12.00	12.00	36.00
Travel Grant (Mentoring, Monitoring and Site Visit) @ Rs. 1.00 lakhs per year	1.00	1.00	1.00	3.00
Contingency @ Rs. 1.00 lakh per year	1.00	1.00	1.00	3.00
Total:	54.00	14.00	14.00	82.00

2. **Dr. Francy K. Kakkassery, Associate Professor & HOD, Department of Zoology, St. Thomas College, (Autonomous), Thrissur (Kerala)** will be the coordinator for this programme and will submit utilization certificate and statement of expenditure duly signed by him, finance/accounts officer of college and head of college in duplicate at the end of

Quality Initiatives by IQAC

Revisiting Vision & Mission of St. Thomas College

A workshop entitled 'Revisiting Vision & Mission of St. Thomas College' was organized in the conference hall by IQAC for the representatives of Management, administration, college council and IQAC on 12th June 2019. Dr. Anil George K, IQAC Coordinator welcomed the manager, the resource person and the participants. Mar Tony Neelankavil, the Manager, underlined the importance of the event. He said that the vision and mission are to be rearticulated in the context of changing times when the college has crossed over a century of its existence.

Dr. Abraham Mathew SDB from Chennai was the resource person. He said that it is the stakeholders who collectively deliberate, evolve and bring in modifications to the vision and mission, if any. However, he detailed the philosophy and process in re-articulating the vision and mission. He helped in orienting the participants and the need to revisit the Vision and Mission of a century old college in the changed scenario. It was decided to carry out the process in the coming days with the involvement of all stakeholders in various sessions. Dr. Joy K. L, Principal, thanked the resource person and the participants.

Policy Documents

Policy Documents were further enhanced and revised by incorporating new policies as per the requirements from the management, government, affiliating university and other statutory bodies. The revised policy documents were promulgated with the approval of the Governing Council.

Preparation of Academic Calendar

The Academic Calendar for the new academic year was prepared by taking inputs from Governing council, academic council, office of the CoE, college council, principal, departments, cells and clubs

under the leadership of Dr. Thomas M.T. The proposed events and data were collected, collated and streamlined. Academic Calendar of the college was prepared taking into consideration the curricular, co-curricular and extra-curricular activities in the College and the proposed examination schedules.

Quality Audits

Green & Energy audit

An internal Green, Energy and Water Audit was conducted by IQAC during the academic year under the leadership of Energy Audit Cell with the support of student volunteers from the departments of Botany and Physics. Dr. Joby Paul spearheaded the initiative.

Gender audit

To evaluate and understand the aspect of Gender Sensitivity in the campus, a Gender Survey and Audit was jointly conducted by IQAC and Women's Cell, St. Thomas College, Thrissur in December 2019. The final year UG students were the participants and they were handed out a questionnaire carrying fifteen Gender Sensitive questions. Students were granted full anonymity. Survey results were analysed and the findings were submitted to the principal and college council for adopting enhancive and corrective measures.

Accreditation / Certification / Ranking

Participation in NIRF Ranking 2020

In order to participate in NIRF Ranking 2020, data was collected from departments and all relevant academic and co-curricular units. Institutional, departmental, faculty and student Data of 2018-2019 was collected exhaustively with the support of SQAC, DQAC and IQAC core team members. Data was cleaned and processed as per the proforma. Before the final submission, the credentials were presented before the college council and was approved in the management committee meeting.

AISHE Data Submission

Annual data collection and submission to the online portal of All India Survey on Higher Education (AISHE) for the academic year was successfully completed by the IQAC and the data submitted was approved by AISHE on 18 February, 2020.

AQAR, KSHEC Data Submission

Submission of Annual Quality Assurance Report for the year 2018-2019 was made online by NAAC for the first time. The college registered with the NAAC website with unique credentials. Data collected was uploaded online. The final submission of AQAR for the current academic year was done on 27 December, 2019.

Data for Kerala State Higher Education Council (KSHEC) portal was also prepared as per requirements of the online format. The data prepared was approved by the management committee and submitted in due course of time.

ISO Certification

IQAC kicked off initiatives towards obtaining ISO certification for the institution as part of its quality benchmarking process. It was decided to carry out ISO certification in two steps. In the first stage, the college office will be ISO-certified, followed by the ISO certification of the all aspects of the institution. It was decided to realize the process with the support of an external team.

Initiatives for NAAC 4th Cycle Accreditation

Workshop on Quality Enhancement and NAAC Accreditation

A workshop for the faculty was organized by IQAC on revised NAAC Accreditation process on 3 August 2019 in the Menachery Seminar Hall. Dr. S. V. Sudheer, Director, HRDC, Kerala University, was the resource person for the event. Dr. Anil George K, IQAC Coordinator, welcomed the participants. Fr. Varghese Kuthur, Executive Manager, addressed the gathering. Dr. Joy K. L., Principal, presided over the meeting. A session was organized exclusively for the IQAC members and representatives of the management in the conference hall in the afternoon to utilize the expertise of Dr. S. V. Sudheer.

Workshop on Challenges of 4th Cycle NAAC Accreditation

A workshop on Challenges of 4th Cycle NAAC Accreditation was organized by the IQAC under UGC Paramarsh Scheme, on 18th February, 2020. Dr. M. P. Rajan, NAAC Peer team member, was the

resource person. All the faculty of St. Thomas College and representatives from the mentee colleges attended the workshop.

National Webinar & Online Interactive Session on NAAC Accreditation

IQAC organized a Webinar & Online Interactive Session on NAAC Accreditation for Autonomous Colleges on 22nd May 2020, Friday. The Resource Person for the event was Dr. B. S. Ponmudiraj, Adviser, NAAC, Bangalore. More than 1800 participants from across India registered for the event. Dr. Fr. Anil George Konkoth, IQAC Coordinator, moderated the session. https://youtu.be/0dKo5QTqFpU

Faculty Self-Appraisal

As part of quality assurance strategy, self-appraisal of faculties was collected from all teachers and submitted to Mar Tony Neelankavil, Manager. The process was aimed at assessing the performance and the continuous enhancement of teaching-learning, research and co-curricular endeavours of faculty members.

Feedback Mechanisms

Feedback on curriculum

Feedback on curriculum was collected from students, teachers, alumni and employers through online and offline methods. The collected data were collated, processed and statistically analysed. The analysis report was posted on the college website. Discussions regarding the recommendations and suggestions put forth by the stakeholders were conducted in the respective department councils based on the instructions given by IQAC. The proposed changes regarding the curriculum were discussed and ratified by the Board of studies and Academic Council. The summary and action taken report of the same was posted on the college website.

The syllabus is relevant to professional development and preparation for job

Feedback
Average
Excellent
Good
Poor
Very Good
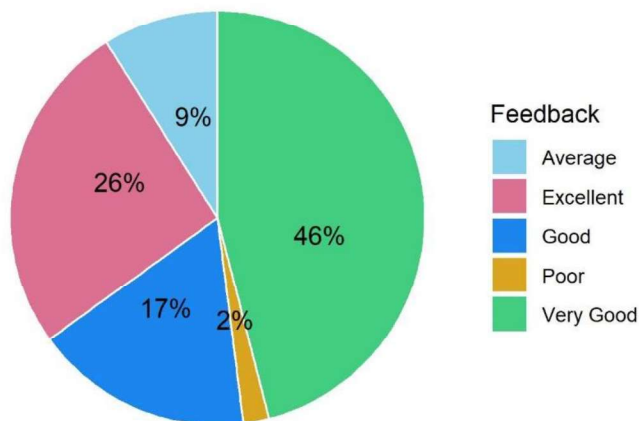
Sample snapshot from analysis of feedback on syllabus by students

Feedback on teacher evaluation

Feedback on teacher evaluation by students was collected through STAMS, the online ERP platform of the college. The input of the feedback was automatically processed by the online tool. The analysis of the feedback was evaluated and made available to the respective teachers for further improvement in

the teaching learning process. Principal took corrective and enhancive measures with the individual teachers wherever necessary.

Student Satisfaction Survey in the Campus

A students satisfaction survey was conducted among the students using a customized questionnaire designed by the IQAC. The feedback covered questions on academics, infrastructure, quality of teaching, placement prospects, library and discipline. The feedback was processed, analysed and the findings were submitted before the college council. After discussions in the councils, the suggestions were submitted to the Management through Bursar and necessary actions were taken.

STUDENT SATISFCATION SURVEY ON OVERALL INSTITUTIONAL PERFORMANCE

Legend:
- Admission Process in the College
- Discipline in the College
- Learning atmosphere in the College
- Quality of teaching offered by the College
- Curriculum of the course and teaching methods
- Timely conduct of lectures, practicals and related activities
- Timely conduct of examinations and transparency of evaluation processes
- Exposure to Extra Curricular Activities
- Parent-teacher interactions
- Hostel facilities
- Library facilities
- Canteen facilities
- Basic Infrastructure
- Placements

Exit Survey for the Outgoing Students

Exit survey was conducted for the out-going students which plays a significant role in the institutional planning. The survey consists of two sections; the first enquires about the achievement of student learning outcomes and the second asks about satisfaction with various aspects and services of the college.

Survey on Online Teaching

A survey regarding online teaching was conducted for students to evaluate the effectiveness, efficacy and to take corrective and enhancive measures. Feedback was taken from teachers on online teaching to perceive the challenges and hurdles faced by teachers during the Pandemic regarding teaching-learning process.

Documentation and Newsletters

In order to strengthen documentation, Chronicle, the college newsletter, was released in Oct 2019 and May 2020. In addition, a new initiative was introduced during the academic year. The initiative of Daily Newsletter was introduced this year, which was released online in the college website every day. Ms. Anu Paul, Assistant Professor, department of English, is the chief editor of the daily newsletter. Regular data collection is supported by the SQAC members.

Curriculum Development/Restructuring

Based on the feedbacks on syllabus and to the needs of the emerging times, the curriculum and syllabus in the college was restructured and revamped. Training programmes on curriculum, workshops on outcome-based education and orientations were organized in preparation for the implementation of the new curriculum and syllabus.

Faculty Development on Outcome Based Education

A workshop series on Outcome Based Education (OBE) was conducted at different levels to equip the faculty with the sound knowledge on OBE, mapping outcomes and developing corresponding evaluation patterns. The sessions gave an introduction of OBE, learning objectives, outcomes and their assessment method for attainment of outcomes.

Workshop on Outcome Based Education in collaboration with KSHEC

A two-day workshop on Outcome Based Education was organized by IQAC in collaboration with Kerala State Higher Education Council (KSHEC), Thiruvananthapuram for the selected representatives from all departments on 26 and 27 August 2019. The purpose of the workshop was to be introduced to the Outcome based learning, bloom's taxonomy and drafting Program outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO). The workshop was inaugurated by Fr. Varghese Kuthur, Executive Manager in the presence of Dr. Joy K. L., Principal. Dr. Manulal P. Ram, Dr. Shefeeque V and Dr. Saji Mathew, the research officers, KSHEC, were the resource persons of the workshop. The workshop was highly interactive, hands on and using online resources.

A department level follow-up workshop on Outcome Based Education

IQAC organized a follow-up workshop at the departmental level with the help of the faculty who participated in the workshop on OBE on 19 September 2019 in the departments.

Workshop for Syllabus revision and Outcome Based Education

A third workshop for Syllabus revision and on outcome-based education at the departmental level was organized on 19 October 2019 at the departmental level to finalize the PSO and CO for respective programs and courses. The finalized PSO and CO were later submitted to the Syllabus Monitoring Committee for review.

Faculty Development Workshop on Revisiting Program Outcomes, PSOs & Course Outcomes

A hands-on workshop was arranged by IQAC, St. Thomas College (Autonomous), Thrissur, on 10 February 2020 in College Conference Hall. The workshop was organized for the Heads of the

Departments and the Department wise syllabus Coordinators to equip them to define the Course Outcomes as well as to map them with the Programme Outcomes and Programme Specific Outcomes. The Department Syllabus Coordinators and HODs were responsible to train all the teachers in the respective departments to develop their course outcome and to map them with the PSOs and POs. The workshop was inaugurated by Dr. Joy K L, Principal. Dr. Anil George K, IQAC Coordinator, welcomed the teaching faculty from various departments. He also explained the necessity of mapping the course outcomes with the PSOs and POs. Dr. Shefeeque V, Research Officer, Kerala State Higher Education Council (KSHEC), Thiruvananthapuram, was the resource person of the workshop. Workshop was concluded at 5.00 pm with a vote of thanks by Dr. Britto Joseph, the dean of science.

National Webinar on Outcome Based Education

Kerala State Higher Education Council (KSHEC) and IQAC, St. Thomas College (Autonomous), Thrissur jointly organized a Webinar on Outcome Based Education on Wednesday 13th May 2020 from 10.30 am to 11.45 am. Dr. Manulal P. Ram, Research Officer, Kerala State Higher Education Council (KSHEC), was the main resource person for the event. Dr. Joy K. L. Principal, welcomed the resource person and the participants. Dr. Fr. Anil George Konkoth, IQAC Coordinator, moderated the webinar. 400 participants from across India attended the webinar. https://youtu.be/twkL3yhfyi0

Orientation on new Curriculum

The faculty was given an orientation on the newly introduced Curriculum by Dr. C. L. Joshy, Associate Professor, Department of Chemistry on 25th June, 2019, in the Medlycott Hall. Dr. Joy K. L, Principal welcomed the resource person, emphasising on the need of the orientation on curriculum.

The technical aspects of credits, audit courses, open courses and structure of the curriculum were detailed during the event. The newly introduced module of voluntary social work for the completion of undergraduate program was briefed to the faculty. The faculty interacted with the resource person for clarifications. Dr. Anil George K, proposed vote of thanks, at the end of the program.

Faculty Professional Development

Faculty Development: Excellence model in Higher Education

Orientation for the Faculty was organized on the first day of the new Academic year on 6 June 2019 at DBCLC, Thrissur. Dr. Babu Sebastian, the former VC, MG University was the resource person who took a session on "The excellence model in Higher Education". The second session was handled by Dr. Anil George K, IQAC Coordinator, on revised NAAC Criteria parameters. The next session included departmental discussions to chalk out strategies for the new academic year based on the revised NAAC parameters. Each department presented their suggestions and a draft of the plan was later submitted to IQAC.

Colloquium on the role of faculty in Academics and Administration

A colloquium on the role of faculty in Academics and Administration was organized on 18th October, 2019. Dr. Fr. Anil George K, IQAC Coordinator, welcomed the resource person and the participants. Fr. Varghese Kuthur, Executive Manager, stressed the need for the faculty to take both teaching,

research works and administrative tasks together in the emerging times. He also introduced the resource person. Dr. Joy K. L., Principal, presided over the colloquium.

Dr. Cyriac Thomas, former Member of the National Commission for Minority Educational Institutions of India was the resource person. He lauded the rich heritage of the college and exhorted the faculty to feel proud to be part of the great institution. Dr. Joby Thomas K., Vice Principal, proposed vote of thanks.

A Symposium on 'Draft National Education Policy-2019'

A symposium entitled 'Draft National Education Policy-2019: Perspectives and Responses on Higher Education' was organized by IQAC on 12th July, 2019. Sri. K. Jayakumar IAS (Retd), former chief Secretary, Government of Kerala and Dr. Fr. Prasanth Johnson Palackapilly CMI, Principal, SH College, Thevara, Kochi and Mar Tony Neelankavil, the Manager, were the main resource persons of the event.

Dr. Sr. Alphonsa Mathew, Joint IQAC Coordinator, welcomed the panellists and the participants. Dr. Joby Thomas K., Vice Principal, delivered introductory talk during the event. Dr. Fr. Prasanth, one of the panellists, welcomed the proposals in the draft National Education Policy 2019. However, Sri. K. Jayakumar IAS, critically commented various articles on the draft NEP. He commented that the proposed NEP documents appeared to be elitist in character. Mar Tony Neelankavil expressed concern about the politicisation of education over some of the proposals. The faculty interacted with the panellists for clarifications and expressing concerns. It was decided to communicate the concerns and deliberations of the symposium to the Committee responsible for drafting national education policy.

A Colloquium on 'Draft National Education Policy – 2019'

IQAC, in collaboration with the Chair for Christian Studies, Calicut University, organized a colloquium on 'Draft National Education Policy – 2019' on 22nd July, 2019 for the managers and principals of colleges affiliated to Calicut University run by the Christian minorities. Dr. Anil George K, IQAC Coordinator, welcomed the resource persons and welcomed the gathering. Dr. Fr. Prasanth Johnson Palackapilly CMI, Principal, SH College, Thevara, Kochi and Dr. Paul Pulickan, Secretary, Chair for Christian Studies, Calicut University, were the resource persons. Mar Tony Neelankavil, the Manager, presided over the colloquium. Dr. Joy K. L., Principal and Fr. Varghese Kuthur, Executive Manager, felicitated the gathering. Dr. Alphonsa Mathew, Vice Principal, proposed the vote of thanks.

Workshop for College Teachers of Thrissur District

IQAC and department of Economics, St. Thomas College (Autonomous), Thrissur, in association with Kerala State Higher Education Council, Thiruvananthapuram; Azim Premji University, Bangalore;

Organised a one Day Professional Development workshop for College Teachers of Thrissur District on 25th October 2019. The workshop was led by Mr. Santhakumar from Azim Premji University. Dr. Anil George K, IQAC Coordinator, Dr. Shafeeque V., Research Officer, KSHEC and Dr. Sabu P. J, HoD, Dept. of Economics, Felicitated the programme. Prof. Eljo Joseph T, Assistant Professor Dept. of Economics was the teacher Coordinator of the Workshop.

Workshop for Faculty Enrichment at XIME, Kochi (13-12-2019)

IQAC organized a Faculty Enrichment and Enhancement programme for the faculties of St. Thomas College at XIME, Kochi in three different batches. The first batch of teachers attended the program on **13 & 14 December 2019**. The second batch of teachers attended on **2 & 3 January 2020** and the third batch on **14 & 15 February, 2020**. Prof. J. Philip, he Principal Founder and builder of Xavier Institute of Management & Entrepreneurship (XIME), Dr. J. Alexander I.A.S. (Retd.), Mr. P. C.Cyriac, IAS (Retd.), Prof. (Dr.) PK Michael Tharakan, Chairman, Kerala Council for Historical Research and Mr. V.O. Sebastian, Chairman, Areca LLC, Dubai, were some of the esteemed resource persons. Ms. Ranjana Mary Varghese, Asst. Dean, XIME Kochi, was the institutional coordinator of the programme.

Soft Skill Training for Academic Excellence

A training program for the faculty of the college was jointly organized by IQAC and CPE cell, to equip the faculty with soft skills for Academic excellence on 6th March, 2020 in the Menacherry Hall. The inaugural function was enriched by the presence and address by Fr. Varghese Kuthur, Executive Manager, Dr. Joy K. L., Principal and Dr. Fr. Anil George K, IQAC Coordinator, who welcomed and delivered introductory message. Prof Dr. Joseph Mathew, Registrar, Kerala Veterinary and Animal Sciences University, Pookode, Wayanad, was the resource person of the training program.

Training for e-Content Generation to Departmental IQAC coordinators

IQAC, St. Thomas College (Autonomous), Thrissur, organized a one-day Training programme for the departmental IQAC coordinators on 19th July 2019. The Development Programme was entitled as 'Training for e-Content Generation to Departmental IQAC coordinators'. Dr. Joy K L, Principal, welcomed all the DQAC members. He also explained the need for training the faculty to generate e-contents for teaching as well as for documentation. Dr. Anil George K, Assistant Professor, Department of Computer Science, was the resource person of the session. Programme started at 9:30 am in the Conference hall. Departmental IQAC coordinators from all the departments participated in the training programme organised by IQAC. The session was interactive to clear the doubts of the DQACs. The programme was concluded with a vote of thanks by Dr. Alphonsa Mathew, Assistant Professor, Department of Mathematics.

Workshop for NAAC Criteria Institutional Coordinators

IQAC, St.Thomas College, (Autonomous), Thrissur, organised a Workshop for NAAC Criteria Institutional Coordinators on 26th July 2019 at 9.30 am in IQAC Office. This workshop was arranged for the criteria coordinators of the college and their team members. Dr. Joy K L, Principal, presided over the function. Dr. Anil George K, IQAC Coordinator, was the resource person. Dr. Thomas Paul Kattookaran, Vice Principal, felicitated the programme. Dr. Sandya Neelankavil, Department of Botany, Dr. Sajeesh A, Department of Statistics, Dr. Joyce Jose, Department of Zoology, Dr. C V David, Department of Zoology, Dr. Anto P V, Department of Botany, Dr. Viju M J, Department of English, and Dr. Sunil Sunny, Department of Computer Science were the seven criteria coordinators. Dr Saju M I, NAAC Coordinator welcomed all participants to the workshop. The workshop was intended to clarify the criteria coordinators regarding the upcoming NAAC visit and also helps them to prepare the team for documentation according to the new revised NAAC manual. The programme was concluded with a vote of thanks by Dr. Sr. Alphonsa Mathew.

Awareness Programme for Teaching Faculty on Sexual Harassment and Discrimination in Workplaces

Sexual harassment is a violation of the constitutionally guaranteed fundamental rights. The Hon. Supreme Court deems it the employer's duty to prevent and prohibit acts of sexual harassment and resolve grievances pertaining to sexual harassment. In order to create awareness on legal matters regarding sexual harassment and discrimination among the staff in the light of POCSO Act, an Awareness Programme for the Faculty on Sexual Harassment and Discrimination in Workplaces was organized on 13 November, 2019, jointly by Internal Complaints Committee and IQAC. The Resource person for the event was Advocate. Pious Matthew, Government Pleader, Thrissur District. Dr. Joyce Jose was the convenor of the Program. Fr. Varghese Kuthur, executive manager, underlined the importance of the event. Dr. Fr. Anil George K, IQAC Coordinator, felicitated the event. The session by the resource person was followed by queries and clarifications by the faculty.

Faculty Development Programme on Online Learning Apps and Tools for Higher Education

IQAC, St. Thomas College, (Autonomous), Thrissur, organized a Faculty Development Programme on Online Learning Apps and Tools for Higher Education, exclusively for the faculties of St. Thomas College (Autonomous), Thrissur and its mentee colleges (under UGC Paramarsh Scheme) on 27 May 2020.

FDP programme aimed to make the faculties of our college well-versed in using online teaching tools, which help them to face the challenges of the present scenario. Dr. Binu Thomas, Associate Professor & Joint Director, Marian Institute for Innovations in Teaching Learning and Evaluation, Marian College, Kuttikkanam, Kerala, was the Resource Person. Dr. Anil George K, IQAC Coordinator delivered the welcome address. Principal Dr. Joy K L inaugurated the Programme. Vice Principals Dr. Thomas Paul Kattookaran and Dr. Joby Thomas K felicitated the Programme. Dr. Sr. Alphonsa Mathew, IQAC Joint Coordinator, proposed vote of thanks.

SETalks (Santhome Erudite Talks)

Faculty Development Lectures: During the academic year 2019-20, St Thomas College conducted a talk series for the members of faculty by one of the faculty members of the college. The first talk in the series titled Enhancing Teaching-Learning and Research through Information Resources was delivered by Sri Sanjo Jose, College Librarian, on Teachers' Day, 5th September. The second talk "Awareness on Snakebites, Envenomings, first aid and treatment" was delivered by Dr. Joyce Jose, Asst. Professor, Department of Zoology.

Enhancement Programmes for the Nonteaching staff

A workshop on Office Administration in Colleges for the administrative staff of colleges was organized on 22 February 2020 inaugurated by Dr. Joy K. L., Principal. Mr. Joy CC, Superintendent welcomed the participants. Dr. Fr. Anil George Konkoth felicitated followed by resourceful talks by the experts. E A Suvarna, Account Officer, Office of Regional Deputy Director of Collegiate Education and Mr. P Salim, Retired Administrative Assistant, Directorate of Technical Education were the resource persons. Mr. Antu P.J., head accountant, proposed the vote of thanks. Around 60 administrative staff from 17 colleges attended the program. Mr. Sanjo Jose, Librarian, was the coordinator of the event.

Capacity Building Programme on Basic Office Etiquettes

A capacity building programme was held for the administrative staff on Professional ethics to be followed in the administration session. The session began with a silent prayer. The session was welcomed by Dr. Joy K.L, Principal. Dr. Martin K.A felicitated the gathering. The session was on the basic etiquettes to be followed in the front office, mannerisms to be shown while dealing with the people. The session was an interactive one filled with queries and discussions. Vote of thanks was proposed by the office superintendent, Mr. Joy C. C.

e-Governance Initiatives

The admission module of the college ERP was further enhanced and refined before the beginning of the new academic year. Admission of Students was conducted completely online with the ERP of the college under the leadership of Dr. Sunil C. Sunny, the admission coordinator.

The website of the college was updated with new content and facelift and was released in February 2020. Several functional enhancements have been incorporated to the college website. Dr. Chacko V. M., convenor, headed the project.

The management of all the examinations, both internal and external, was successfully conducted using the college ERP. It included the submission of question papers, conduct of valuation camps, tallying of marksheets, generation of mark lists, registration for examinations, publication of results, issuing of mark lists and certificates, etc. all were managed in the college ERP.

Event Management of Fine Arts festival, college sports day and other competitions was managed by the new module of the college ERP.

ExAT (Excellence and Assessment Tool), a software, was used for the documentation process of credentials of departments, students, faculty and cells. The system facilitated easy data processing in

IQAC office. Feedback mechanism regarding syllabus and teaching-learning process was done online evaluation module of the college ERP.

The college library is completely automated with KOHA. Besides, online journals and other online resources are availed in the college library.

Financial Accounting is completely automated in the college using Tally Enterprise version.

Online Teaching-Learning

E-Content Generation and Online Teaching-Learning

IQAC initiated creation of Video Lectures and generation of other e-content generation. An initiative titled St. Thomas Alternative Learning (STAL) cell was established with the purpose. Video Lectures were shot in the media centre of the college with the support of students and faculty of department of Media. Video Lectures were uploaded in the college YouTube channel.
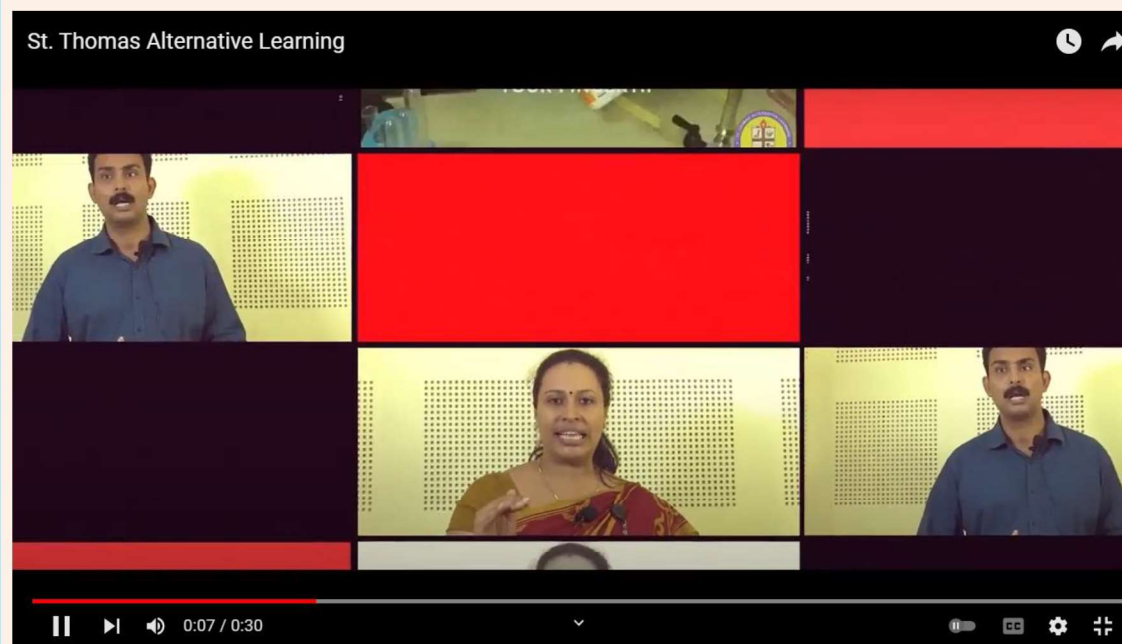
MOODLE Portal

A Moodle portal has been created exclusively for the college. All faculties and students have been allotted unique login credentials. E-contents, video lectures, online quizzes and other online learning contents were availed through the college MOODLE portal.

MOOC Courses

Faculties and students of colleges undertook several courses on skill development, research aptitude, academic writing, manuscript preparation, book writing etc. offered by SWAYAM-NPTEL, other online platforms.

SWAYAM-NPTEL Courses

St. Thomas College is an active authorized SWAYAM-NPTEL Chapter.

SWAYAM ONLINE COURSE CERTIFICATE CUM MARKSHEET

This Certificate is awarded to

AQUINY BEFAIRLYNE T MAWTHOH

for successfully completing the *4 credit* course

Academic Writing

(offered by *Dr. Ajay Semalty, Assistant Professor, Department of Pharmaceutical Sciences, H.N.B. Garhwal University (A Central University), Srinagar Garhwal, Uttarakhand)*

in the proctored examination held on **09.11.2019** for the session July-October 2019.

Roll No.	Internal Assessment (out of 30)	Proctored Examination (out of 70)	Total Marks Obtained (out of 100)
	Marks Obtained	Marks Obtained	
105720	24	44	68

N. Gopukumar
Joint Secretary, UGC
National Coordinator

Prof. R. C. Bhatt
Controller of Examination
H.N.B. Garhwal University (A Central University),
Srinagar Garhwal, Uttarakhand

Date of Issue: 19-12-2019   To validate and check scores, visit: https://swayam.gov.in/

COURSERA MOOC courses at St. Thomas College Platform

Coursera, a world-wide online learning platform founded in 2012 by Stanford University professors, was made available to the faculties and students of St. Thomas College, Thrissur from April, 2020. All faculty and students of the college registered with Coursera and were allotted with unique credentials to login at https://www.coursera.org/programs/st-thomas-college-thrissur-kerala-on-coursera-u12ec. St. Thomas was granted with 4000 Free Licenses (4000 individuals can join any number of courses freely with more than 3800 Courses available).

coursera

COURSE
CERTIFICATE

05/06/2020

Anil George Konkoth

has successfully completed

Coursera Administrator Training

an online non-credit course authorized by Coursera and offered through Coursera

coursera

Verify at coursera.org/verify/GNCAWRMDMZPJ
Coursera has confirmed the identity of this individual and
their participation in the course.

Student Enrichment Programmes

Student orientation program

The orientation program for the first-year undergraduate students and parents was organized on 8 June 2019. Mr. Praveen Chirayath, Motivational speaker was the resource person who emphasized the significance of proper orientation and motivation in view of the changing youth and changing society.

Orientation for the second and Final year UG and PG students was organized on 10 June 2019. Dr. P. P. Suresh Kumar, trainer, mentor and life coach delivered a motivational talk to the students. He spoke at length on code of conduct in higher education institutions.

Student Induction Programs

A 6-day long students' induction program for the first-year students was organized by IQAC and SIP Committee starting from 8 June 2019. Dr. Saju M. I., was the convenor of the program. Induction program was organized at 7 different venues with orientation talks, motivational speeches, introduction of curriculum of UG, introduction of physical facilities in the college, introduction of various cells, clubs and associations in the college, sharing of experiences and several other dynamics. Several teachers and coordinators of various cells were resource persons for the induction program. The project was instrumental in introducing the college and higher education to the freshers. Similar program was organized for the first-year postgraduate students starting from 15 June 2019.

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.

YES (Youth Empowerment Scheme)

Apart from the mentor-mentee programme, a personal counselling programme YES (Youth Empowerment Scheme) was in progress in the college. Motivational session was organized every Wednesday for one of the second-year undergraduate classes followed by personal counselling to individual students by competent counsellors.

Promotion of research, extension and consultancy

Workshop on Intellectual Property Rights

Workshop on Intellectual Property Rights for faculty, research scholars and postgraduate students in association with the Department of Library and Information studies and Institution Innovation Council (IIC) was organised on 3rd February 2020. The workshop was inaugurated by Dr. Joy K. L., Principal. The session was handled by Dr. Jippu Jacob, Adjunct Professor, Department of Mechanical Engineering, Amal Jyothi College of Engineering, Kanjirappally. He gave detailed descriptions about different types of intellectual property and patent filing procedure. Mr. Sanjo Jose, Librarian was the coordinator of the programme.

Patent Filing

A new patent application was filed by Dr. Joseph Joly, Department of Chemistry in May 2020. The international application number is PCT/IN2020/050635. Another patent application filed on prior date was put on fast track on 31 July 2019. The application number of patent filing is 1286/CHE32013.

Initiatives for Innovation and Incubation

Talk on My Story-Entrepreneur's Life & Crossroad: Start up and Innovation Cell organised a motivational talk on My Story: Entrepreneur's Life & Crossroad on 3rd October. Mr. Philip A. Mulakkal, founder of Ocean Polymers, Thrissur was the resource person for the event.

National workshop on Research writing

Department of Library and Information studies in collaboration with IQAC organised a National workshop on Research writing for publication on 6-8th May 2019. The workshop was facilitated by Mr. Ashok R. Chandran, the recipient of New India Foundation for Book writing and former Senior Commissioning editor at Sage Publications. 49 researchers from 11 different institutions attended the Workshop.The participants learnt useful techniques for planning and writing research articles and ethical aspects of academic writing.

Workshop on Reference Management

A Workshop on Reference Management was held on 15th May 2019. The research scholars were familiarised with reference management practices and software packages. The workshop was led by Sri. Sanjo Jose, College Librarian. 35 researcher scholars from 8 different institutions attended the Workshop.

Decentralization of Internal Quality Assurance System

The Internal Quality Assurance System in the college works in a decentralized manner with the following units under the principal and IQAC coordinator:

- IQAC cell
- IQAC core committee
- DQAC (Department Quality Assurance Cell)
- SQAC (Student Quality Assurance Cell)
- NAAC Criteria Committees

Seminar for Students Quality Coordinators (SQAC)

A seminar for the Student Coordinators of IQAC was organized on 30 September 2019 in the Menachery Hall on the role of students in quality enhancement and NAAC accreditation. Dr. Martin

K. A., Vice Principal, inaugurated the seminar. Dr. Joby Thomas K., Vice Principal, addressed the students. Dr. Anil George K., IQAC Coordinator, handled the session. Mr. Deon Sunny, the IQAC student representative, proposed the vote of thanks.

Orientation programme for the student wing of IQAC

Orientation for the Student Representatives of IQAC from each class was organized by IQAC on 23 January 2020. Dr. Joby Thomas, Vice Principal welcomed the students. Dr. Joy K. L., Principal presided over the program. Fr. Dr. Anil George Konkoth, IQAC Coordinator delivered the orientation talk.

Quality Initiatives for the Divyangjan Students

To instil respect towards the divyangjan students and to respect their dignity, a motivational programme was organized by IQAC 10 June 2019. Ms. Swapna Augustine, born with no arms, inspired the students with her words and painted a live picture with foot, giving the message that nothing should be an obstacle in your pursuit of excellence and success.


Infrastructural Enhancements for the Divyangjan

In order to facilitate smooth academic environment for the divyangjan students and to make the divyangjan in the campus at home, infrastructural facilities which are divyangjan-friendly facilities like ramps, wheel chairs, divyangjan-friendly toilets were added to the existing infrastructure.

Observation of Zero Discrimination Day

IQAC and Department of Criminology and Police Science jointly observed Zero Discrimination Day on 6th March 2020. Dr. B. Sandhya IPS, ADGP, Training & Director, Kerala Police Academy, delivered the keynote address. Dr. Febin Baby, the Convenor, welcomed the gathering that was presided over by Dr. Joy K. L., Principal. Fr. Varghese Kuthur, executive manager, addressed the students.
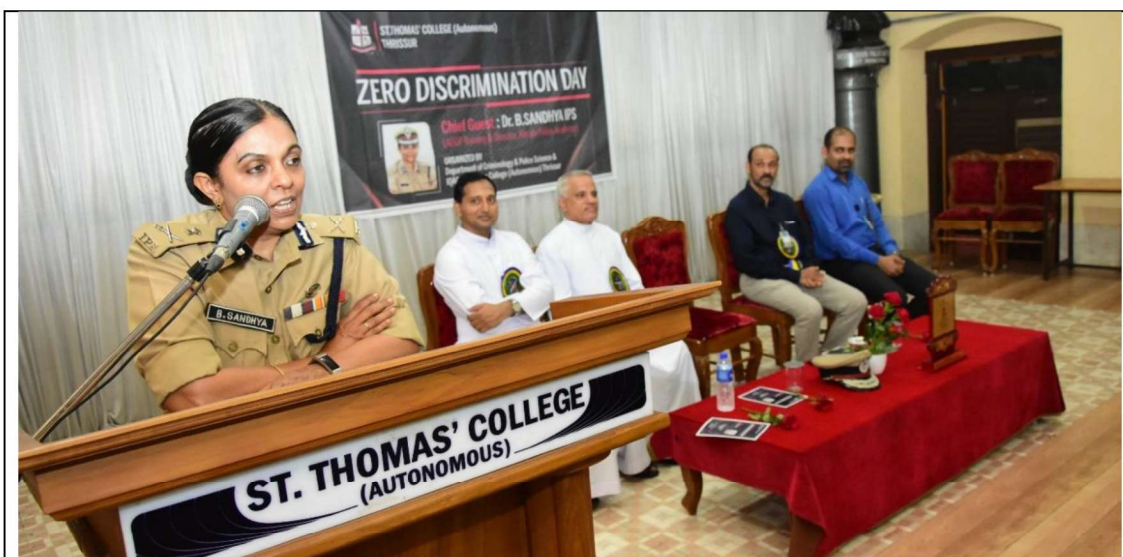
Colloquium on Indian Constitution and Challenges in India

A colloquium on Indian Constitution and the Challenges of India was organized by the IQAC and CPE jointly on 5th March, 2020. Mr. Amit Sengupta, the noted journalist from New Delhi and Sri. E. P. Unni, political cartoonist, the Indian Express and Mar Tony Neelankavil, were the resource persons and panellists. Fr. Dr. Anil George Konkoth, IQAC Coordinator, welcomed the gathering and Dr. Joy K. L., Principal, presided over the event. Dr. C. S. Biju, Associate Professor of English, moderated the session. Dr. Joby Thomas K, Vice Principal, Rev. Fr. Varghese Kuthur, Executive Manager, felicitated the colloquium. Dr. Jency Thomas, Assistant Professor, Research Department of Chemistry delivered the vote of thanks. All the teaching faculty of the college participated in the Colloquium.

MENTORING NON-ACCREDITED COLLEGES

UGC PARAMARSH Scheme

The College was chosen as a Mentor Institution by UGC under the PARAMARSH scheme – a University Grants Commission (UGC) scheme for mentoring NAAC accreditation aspirant institutions to promote Quality Assurance in Higher Education. This scheme targets Higher Education Institutions to focus on quality through mentoring as enumerated in the UGC "Quality Mandate". As per the directives of the UGC, the College has mentored six Mentee institutions to conduct the program for implementation of the scheme:

1. St. Teresa's College of Arts and Science, Mala
2. St. Joseph's College of Arts and Science, Pavaratty
3. Elims College of Arts & Science, Cherur, Thrissur
4. Amala College of Nursing, Thrissur
5. Jubilee Nursing College, Thrissur
6. Sreepathy Institute of Management and Technology, Vavannor.

- A **Workshop on NAAC Accreditation** was organized under UGC Paramarsh Scheme at **Elims College of Arts and Science, Ponganamkadu**, Thrissur, on 19 October 2019. Dr. Fr. Anil George K, was the resource person.

- A **Workshop on NAAC Accreditation** was organized under UGC Paramarsh Scheme at **St. Joseph College of Arts and Science, Pavaratty**, Thrissur, on 25 October 2019. Dr. Fr. Anil George K, was the resource person.

- A **Workshop on NAAC Accreditation and a mock visit** was organized under UGC Paramarsh Scheme at **Amala College of Nursing**, Thrissur, on 02 November 2019. Dr. Fr. Anil George K, was the resource person.

- A **workshop cum orientation program for the IQAC coordinators and representatives of Mentee Colleges** under Paramarsh Scheme was organized on Friday 31st January 2020 in the conference hall of St. Thomas college, Thrissur. Fr. Dr. Anil George Konkoth, IQAC Coordinator, extended a warm welcome to the participants. Dr. Joy K. L., Principal presided over the meeting. Dr. Alphonsa Mathew, IQAC Joint Coordinator, was the resource person of the event. Representatives from 6 colleges attended the program.

- **Workshop on Academic and Administrative Audit and Academic Enhancement in Higher Education** was organized in collaboration with Jubilee Nursing College, Thrissur, for the faculty of mentee colleges on 11th February, 2020 at Jubilee Mission Medical College, Thrissur under UGC Paramarsh Scheme of St. Thomas College, Thrissur. Dr. Antony PL, Accreditation Ambassador, welcomed the participants. Fr. Dr. Anil George Konkoth, IQAC Coordinator, felicitated the meeting. In the forenoon session, Prof. Harry Cleetus, former Principal, St. Albert's College, Ernakulam, handled the session of Academic and Administrative Audit. Dr. Varghese K. J., Associate Professor, Christ College, Irinjalakuda, conducted a session on ICT in Teaching-Learning Process for Higher Education in the afternoon.
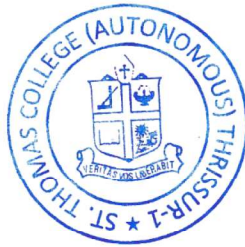
- **Workshop on NAAC Accreditation** was organized under UGC Paramarsh Scheme at **St. Teresa's College of Arts and Science, Kottakal**, Mala, on 15 February 2020. Dr. Fr. Anil George K was the resource person.

- A **Webinar cum Online Workshop on Online Learning Apps and Tools for Higher Education** was organized by the IQAC exclusively for the faculties of St. Thomas College (Autonomous), Thrissur and its mentee colleges (under UGC Paramarsh Scheme) on 27 May 2020. Dr. Binu Thomas, Associate Professor & Joint Director, Marian Institute for Innovations in Teaching - Learning and Evaluation, Marian College, Kuttikkanam, Kerala, was the Resource Person.

Quality Outreach Initiatives

- Signing of Memorandum of Understanding took place between Sreepathy Institute of Management and Technology, Vavannoor and St. Thomas College, Thrissur on mentoring for NAAC Accreditation on 29 November 2019.
- A Workshop on NAAC Accreditation and a mock visit was organized at St. James Pharmacy College, Chalakudy on 30th November, 2019. Dr. Fr. Anil George K was the resource person.
- A Workshop on NAAC Accreditation and a mock visit was organized at St. James Nursing College, Chalakudy on 30th November, 2019. Dr. Fr. George K was the resource person.
- Mock NAAC visit at Naipunnya Institute of Management and Information Technology (NIMIT), Pongam. Dr. Fr. Anil George K was a peer team member.
- An Orientation cum Workshop on NAAC Accreditation and a mock visit was organized at M.O. College, Kunnamkulam on 28 January, 2020. Dr. Fr. Anil George K was the resource person.

Dr. Joy K. L.

Principal

Dr. Anil George K

IQAC Coordinator