Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(For the Period 1st June, 2016 to 31st May, 2017)

St. Thomas' College (Autonomous)

Thrissur, Kerala – 680001

**(NAAC Re-accredited with 'A' Grade &
College with Potential for Excellence)**

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)**

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi,
Bangalore - 560 072, India

TABLE OF CONTENTS

The Annual Quality Assurance Report (AQAR) of the IQAC

For the Period 1st June, 2016 to 31st May, 2017

St. Thomas' College (Autonomous), Thrissur – 1, Kerala

Part – A

1. Details of the Institution

1.1 Name of the Institution	St. Thomas' College (Autonomous)
1.2 Address Line 1	College Road
Address Line 2	Thrissur -1
City/Town	Thrissur
State	Kerala
Pin Code	680001
Institution e-mail address	stcthrissur@gmail.com
Contact Nos.	Office :+91 487 2420435 Fax :+91 487 2421510 Principal : +91 94472 70095 : +91 480 2752669 (Res.)
Name of the Head of the Institution:	Dr. P. O. Jenson
Tel. No. with STD Code:	+91 487 2444486 - +91 487 2444486 (Off.) - +91 480 2752669 (Res.)
Mobile:	+91 94472 70095
Name of the IQAC Co-ordinator:	Dr. Anil George Konkoth

Mobile: +91 94475 18665

IQAC e-mail address: iqacnewsstc@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) KLC019

1.4 NAAC Executive Committee No. & Date: EC/54/RAR/053

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.stthomas.ac.in

Web-link of the AQAR: http://stthomas.ac.in/showcontent?cid=361&title=AQAR+Reports

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	-	2005	2010
2	2nd Cycle	A	3.58	2011	2015
3	3rd Cycle	A	3.40	2016	2021
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY   08/06/2004

1.8 AQAR for the year (for example 2010-11)   2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)

- i.   AQAR 2011-2012 Submitted to NAAC on 01/12/2012
- ii.   AQAR 2012-2013 Submitted to NAAC on 10/12/2013
- iii. AQAR 2013-2014 Submitted to NAAC on 12/07/2014
- iv.   AQAR 2014-2015 Submitted to NAAC on 10/10/2015

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes [√]   No ☐

Constituent College   Yes ☐   No [√]

Autonomous college of UGC   Yes [√]   No ☐

Regulatory Agency approved Institution   Yes [√]   No ☐
(eg. AICTE, BCI, MCI, PCI, NCI)

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 ☐

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management [√]

Others (Specify) _____._____

1.12 Name of the Affiliating University *(for the Colleges)*:   University of Calicut

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

Autonomy by State Govt / UGC

University with Potential for Excellence:

UGC-CPE | Yes

DST Star Scheme: | No

UGC-CE | No

UGC-Special Assistance Programme: | No

DST-FIST | Yes

`   UGC-Innovative PG Programmes: | Yes

Any other (*Specify*):

UGC-COP Programmes: | No

2. IQAC Composition and Activities

2.1 No. of Teachers | 13

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | 2

2.4 No. of Management representatives | 2

2.5 No. of Alumni | 2

2. 6 No. of any other stakeholder and
    Community representatives | 2

2.7 No. of Employers/ Industrialists | 1

2.8 No. of other External Experts | 2

2.9 Total No. of members | 26

2.10 No. of IQAC meetings held: | 4

2.11 No. of meetings with various stakeholders: No. 4   Faculty 2

Non-Teaching Staff Students 1   Alumni 1   Others

2.12 Has IQAC received any funding from UGC during the year?   Yes √   No

If yes, mention the amount   Rs. 40,000

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No. 5   International   National 1   State   Institution Level 4

(ii) Themes

Academia and Administration, Global Challenges and Local Responsibilities, Teachers as Mentors, Orientation to be Responsible Citizens, Soft Skill Training for Office Administration

2.14 Significant Activities and contributions made by IQAC

- IQAC interacted with the Departments and heads of departments in order to ensure streamlining of processes and general framework.

- Collection of data and preparation of SSR for 3rd Cycle NAAC visit, 2016.

- Preparations for the visit of UGC team for 3rd Cycle NAAC visit was undertaken by IQAC. Guidelines for the preparation of Department wise PPT slides were given.

- IQAC ensures the timely and proper implementation of the status of 'College with Potential for Excellence'.

- The Faculty, Research Scholars and Postgraduate students were financially supported by IQAC to present papers in seminars and conferences.

- IQAC, in collaboration with CPE, organized one National Colloquium on challenges and promises of higher education in India, inviting eminent speakers from internationally acknowledged institutions.

- IQAC organized orientation talks to the Faculty, Research students, PG students and UG students.

- IQAC conducted soft skill training for the Administrative Staff of the college.

- Annual orientation program was conducted for research scholars in various research departments in research methodology.

- IQAC supports with a seed grant to all departments to organize seminars and conferences every year.

- Feedback and Student evaluation of teachers is collected online periodically every year, data is processed and analysed.

- Overviewed the restructuring of Syllabi of all courses.

- IQAC facilitated the publication of two issues of the Journal of the Department of English.

- A committee was constituted to collect feedback and department-wise report on the 3rd cycle NAAC accreditation held in December, 2016 and the report was discussed in the College Council and recommendations were to be implemented by IQAC.

- IQAC decided to collaborate with Research Council to mobilize research funds for supporting full time Research Scholars.

- It was resolved to enhance Social Action Programme by focussing on community development.

- Orientation for the young and newly joined faculty was conducted in collaboration with Research Council to encourage them to take up research projects from various agencies such as UGC, DST, ICHR, ICCR, ICSSR etc.

- IQAC has played a role of liaison between the college and media to share various events and information on academics and co-curricular activities.

- IQAC ensured regular counseling sessions for students to sort out personal problems and to face life with courage. Every Friday, two hours were spent by 15 mentors to listen and guide the students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC for the academic year towards quality enhancement and the outcome*

Plan of Action	Achievements
Orientation Programme for Teaching Staff (1st June, 2016)	An Orientation Programme was conducted at the beginning of the academic year for the whole Faculty of the College by Dr. E.J. James, Officiating Vice-Chancellor, Karunya University, Coimbatore. The event provided an opportunity for the staff to get oriented and focussed on teaching-learning along with the perusal of research.
Introducing Certificate Courses in the Autonomous Scheme	A total of 11 Certificate Courses were introduced by various departments for both Under Graduate and Post-Graduate students.
Preparation for NAAC 3rd Cycle Re-Accreditation	Various Committees were organized for the smooth conduct of NAAC Visit. Reports prepared by the criterion wise sub-committees were verified and necessary changes were incorporated. An additional Self Study Report covering the events and achievements from the cut-off date of SSR uploaded, was prepared by the IQAC and was uploaded in the College

	Website and submitted at the NAAC office, Bangalore.
	Pre-NAAC visit by a team of external experts was organized
	The NAAC peer team visited the College in December 2016 and re-accredited the College with 'A' Grade with a score of 3.40/4.0
Organization of National Colloquium on Higher Education	A high profile National Colloquium was organized on 7th and 8th March, 2017 with the talks delivered by eminent personalities like Dr. T. P. Sreenivasan, former Indian Diplomat, K. Jayakumar IAS, Vice Chancellor and Dr. Suresh Das, Secretary, KSCSTE, Kerala.
Upgradation on Quality	Dr. B.S. Ponmudiraj Deputy Adviser, NAAC, Bangalore, delivered a talk on Academic and Administrative Auditing for the faculty in March, 2017.
	Dr. Anil George K, IQAC Coordinator, attended a workshop on Academic and Administrative Auditing held at St. Joseph's College, Devagiri, Kozhikode.
	An expert committee under the leadership of Principal visited St. Joseph's College, Devagiri, Kozhikode to incorporate quality related updations.
Administering feedback and evaluations systems	Feedback and evaluation of teachers and teaching-learning process by the students were carried out using an online system in October, 2016.
	Parents' feedback was collected during the general staff meeting and through individual class PTA meetings.
	Feedback on College and various activities by the students were gathered from Students' Representatives' Forum.
Automation of Academic and Administrative Activities in the College	*Linways Online System* was further strengthened with additional modules to meet all requirements like admission process, Attendance System, Examination system, office management, publication of results etc.

* Academic Calendar attached as Annexure I.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body √

Provide the details of the action taken

- Installation of the Academic Management System, *Linways* is an effective innovation in teaching, learning and evaluation. Multi-layered academic practices of uploading and downloading of study materials, attendance, assignments, evaluation and feedback to ensure active participation of students in the academic environment.
- IQAC encourages teachers to participate in seminars, conferences and workshops by providing financial support.
- As per students' feedback, IQAC encourages students to participate in workshops, seminars and conferences outside the College and they are also financially supported.
- The Coordinator of the Research Council is an invited member of IQAC and the coordinator reports research admission and other details.
- IQAC supports financially all academic departments to conduct a conference (national/international) every year.
- Teachers and PG students benefit highly from IQAC seminar/conference on Higher Education and Research conducted every year.
- IQAC proposes online examination and evaluation in order to strengthen the evaluation process.
- IQAC conducts SWOC analysis to explore the possibilities and realize the challenges of the present higher education scenario.
- IQAC insists the use of Information Communication Technologies in teaching and learning by employing digital technology.

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
PhD	9	1	-	-
PG	14	-	4	-
UG	20	-	6	-
PG Diploma	1	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	-	-	-
Certificate	11	11	-	-
Others	-	-	-	1
Total	56	12	10	1

Interdisciplinary	-	-	-	-
Innovative	-	-	-	3

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	All UG/PG Programmes
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni [Yes] Parents [Yes] Employers [ ] Students [Yes]

(On all aspects)

Mode of feedback: Online [√] Manual [√] Co-operating schools (for PEI) [ ]

* Analysis of the feedback is attached as Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects

Based on the insights of Academic Community and to keep pace with the needs of the Industry, the Syllabus Restructuring Committee revamped the Syllabi of UG and PG and got it approved by the Academic Council of the College for implementation from the Academic Year 2017-18.

1.5 Any new Department / Centre introduced during the year. If yes, give details.

No new departments were added in the year 2016-17

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
155	117	23	0	15

2.2 No. of permanent faculty with Ph.D. [53]

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty | 8 | 1 | 6 |

.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	163	163
Presented papers	14	16	2
Resource Persons	-	-	10

2.6 Innovative processes adopted by the institution
    in Teaching and Learning:

| ICT enabled lectures, Online resource sharing, *Linways* AMS |

2.7 Total No. of actual teaching days during this academic year | 193 |

2.8 Examination/ Evaluation Reforms initiated by the Institution
    (for example: Open Book Examination, Bar Coding, Double Valuation,
     Photocopy, Online Multiple Choice Questions)

| Bar Coding and Double Valuation |

2.9 No. of faculty members involved in curriculum
    restructuring/ revision/ syllabus development
    as member of Board of Study/Faculty/Curriculum Development workshop

| 60 | 5 | 7 |

2.10 Average percentage of attendance of students: | 91.88% |

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc Mathematics (with Physics)	57	33	43	6	6	78
BSc (Mathematics with Computer)	57	40	42	0	0	89
BSc Statistics	25	24	20	0	0	44
BSc Physics	54	50	43	0	3	93
BSc Chemistry	54	61	30	4	2	97
BSc Botany	35	37	40	3	0	80
BSc Computer Science	31	32	39	0	0	71
B Com Finance	58	45	50	2	0	97
B Com Banking	59	42	47	3	0	92
BA Economics	51	20	45	0	9	65
BA English and History	53	9	58	0	6	73
BSc. Electronics	28	7	25	4	0	36
BCA	33	18	61	6	0	85
BVC	29	3	59	14	0	76
BMMC	17	0	59	18	0	77
B Com (Self Finance)	50	14	72	6	4	96
BBA	46	13	54	13	7	87

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MSc Mathematics	19	47	32	0	5	84
MSc Statistics	11	36	45	0	9	90
MSc Physics	11	45	36	9	0	90
MSc Chemistry	12	75	25	0	0	100
MSc Botany	11	64	36	0	0	100
MSc Zoology	12	75	25	0	0	100
MSc Computer Science	22	32	68	0	0	100
M. Com	20	55	45	0	0	100
MA Economics	18	22	61	0	0	83
MA English	17	29	53	6	0	88
MSc. Electronics	13	15	77	0	0	92
MVC	7	0	86	0	0	86
MSW	18	0	61	17	11	89

2.12 How does IQAC Contribute / Monitor / Evaluate the Teaching & Learning processes:

IQAC acts as a catalyst in organizing seminars, workshops and conferences and provides financial assistance to Departments for organising them. The IQAC keeps a close watch on every aspect of Teaching and Learning process. IQAC is privy to the feedback collected from students through open forum and regular online feedback, feedback from teachers obtained through regular staff meetings and council meetings, feedback from parents collected through regular PTA meetings and feedback from Alumni collected through meetings of Old Students Association which are analysed by the IQAC to render further improvement. Staff Appraisal form collected on an annual basis helps IQAC to monitor the activities related to teaching and learning in the college.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefited
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes by HRDCs	12
Faculty exchange programme	-
Staff training conducted by the Institution	2
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	7
Others	-

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	35	3	-	3
Technical Staff	-	1	-	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC is working in unison with the Research Council to promote Research in our college.

- IQAC plays a catalytic role in getting financial assistance for conducting seminars and workshops in our college.

- A One-Day National Seminar was organized for the Faculty in collaboration with Research Council of the College to orient them towards sustaining research along with teaching-learning process.

- Various workshops are constantly being organized in collaboration with IQAC to assist Research Scholars with the art of writing research papers. Training in LaTeX, a document preparation system, is regularly provided to Post-Graduate Science students to orient them for writing research papers.

- Financial Support is extended to Faculties, Research Scholars and Post Graduate students for Paper Presentation in National and International Conferences.

- Research Scholars are provided with regular updations and orientation towards quality Research in collaboration with Research Council.

- IQAC plays a vital role in preparing the Annual Report on College with Potential for Excellence.

- All departments have been encouraged to have a Research Component in the existing curriculum.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	12.25	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	16	8	-	-
Outlay in Rs. Lakhs	47.30	17.52	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	42	9	-
Non-Peer Review Journals	3	7	-
e-Journals	2	-	1
Conference proceedings	21	7	-

3.5 Details on Impact factor of publications:

Range [0.48– 4.85]   Average [2.64]   h-index [26]   Nos. in SCOPUS [13]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received (Rs.)
Major projects	2016-2019	DST	12, 25,000/-	5,00,000/-
Minor Projects	2016-2018	UGC	-	48,92,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	2016-2017	KSCSTE	56,000/-	41,000/-
Any other(Specify) Fr. Nicholas Endowment Dr. C. V. Krishnan Research Fellowship *(Instituted by the College)*	2016 onwards	-	4,80,119/-	11,500/-
Total	-	-	17,61,119/-	54,44,500/-

3.7 No. of books published   i) With ISBN No. [1]   Chapters in Edited Books [1]

ii) Without ISBN No. [6]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [Yes]   CPE [Yes]   DBT Star Scheme [ ]

INSPIRE [Yes]   CE [ ]   Any Other (specify) [DST-FIST]

3.10 Revenue generated through consultancy [Rs. 1,03,675/-]

3.11 No. of conferences / Workshops organized by the Institution

Level	International	National	State	University	College
Number	3	15	3	-	6
Sponsoring agencies	KSCSTE, IQAC, CPE	KSCSTE, IQAC, CPE	IQAC	-	IQAC

3.12 No. of faculty served as experts, chairpersons or resource persons [32]

3.13 No. of collaborations   International [1]   National [1]   Any other [15]

3.14 No. of linkages created during this year: [0]

3.15 Total budget for research for current year in lakhs:

From funding agency

| 54.33 |

From Management of University / College:

| 2.25 |

Total:

| 56.58 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. Of Research awards/ recognitions received by Faculty and Research Fellows

of the institute in the year

Total	International	National	State	University	Dist	College
3	-	2	1	-	-	-

3.18 No. of Faculty from the Institution who are Ph. D. Guides

| 37 |

and students registered under them

| 72 |

3.19 No. of Ph.D. awarded by faculty from the Institution

| 2 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | 14 | SRF | 3 | Project Fellows | 1 | Any other* | 17 |

*E-Grant, RGNF, KSCTE, St. Thomas' College Fellowship

3.21 No. of students Participated in NSS events:

University level | 6 | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | 66 | State level | 3 |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | 1 |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | 2 | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | 14 |

NCC | 8 | NSS | 6 | Any Other | - |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. A project titled '*Sahapaddikkoru Veedu*' (A Home for my Classmate) through which all the staff and students of the college contributed a sum of Rs. 4 Lakhs which was utilized to construct a house for the family of one of our students with financial constraints.

2. Teachers make visits to homes of selected students as a part of mentoring and relating to the real life situations of their wards.

3. Several departments took students to various social welfare institutions (orphanages, home for the aged, jail etc.) to create social awareness.

4. Research Orientation Seminar was organized for the Faculty to promote and orient more research in the campus. Students and the faculty are financially supported by the college for research paper presentations.

5. Student Journals are published by various departments to create research aptitude among the students.

6. In order to conscientize the young generation on the need to protect and preserve the environment, saplings were distributed to the students in connection with World Environment Day under the leadership of the department of Botany.

7. An exhibition that demonstrated the experiments of physics and showcasing the possibilities of Science was organized by the College under the leadership of the department of Physics in which 1000 students from schools and the higher secondary schools participated.

8. '*SheDrives*': The college organized *'SheDrives'*, a project through which girl-students of the college were given opportunity to learn driving and take driving license with the financial support from the college. A total of 34 of girls availed the opportunity.

9. '*Anna Dana*': Students regularly bring extra food packets on every Friday to feed the poor hungry at the Railway station, District Government Hospital and Jubilee Mission Medical College and in the streets of the city.

10. '*SASAP*' (San Thom Academic and Social Assistance Program): The faculty of the college give remedial classes every week to the students of classes VIII, IX and X residing at St. Anne's Orphanage, West Fort, Thrissur. The project covers Mathematics, English, Chemistry, Physics and Biology.

11. Students performed awareness street plays in and off the campus on important occasions like Anti-Drug Day, Environment Day, World AIDS Day and International Women's Day. In collaboration with the Department of Police, an awareness programme was conducted for the students on Anti-Drug Day.

12. Students organized a 'Bleed-Blood' program by painting on canvas to conscientize on Blood Donation. The Faculty of the College donated blood in connection with the family day celebrations of the College.

13. In order to promote awareness on energy preservation, students of the department of Physics designed LED based light systems and sold in the market to utilize the profit for charity.

14. In order to inculcate entrepreneurship among the students, an exhibition cum sale event was organized in which craft works, food items and other articles produced by students and the staff were exhibited and sold under the leadership of Entrepreneurship Club.

15. *Srishti*[1.6]: An intercollegiate techno-cultural fest was organized by the department of Computer Science in which hundreds of students from various colleges participated in technical and cultural events.

16. *Tourofest* was organized by the department of Commerce in connection with the World Tourism Day.

17. Programs to create spiritual and value orientation among the students are organized by the college regularly. In addition, a project titled 'YES' (Youth Empowerment Scheme), through which 15 faculty members give mentoring and counselling to the students every Friday between 11.30 AM and 1.30 PM.

18. Filming of various short films that communicate socially relevant themes are undertaken by the department of Visual Communication and uploaded in YouTube for the larger public viewership.

19. The faculty of the college give extension lectures and orientation programmes for various groups and at various campuses to spread messages on topics like Parenting, Youth empowerment, Career Opportunity, Orientation and Anti-Drug.

20. NSS organized Blood Donation Camp.

21. NSS organized One-Week Camp at Puthur Village in December 2016 and conducted Eye camp, delivered classes to villagers, helped them in testing water from village wells.

22. NSS organized Traffic Awareness program for the drivers and the general public by distributing pamphlets and other materials.

23. *'Mazhapolima'*: An open well revival programme was conducted at Nadathara by the Department of Social Work in October 2016.

24. *'Cancer Suraksha Padhathi'*: An awareness programme on Cancer was organized at Kuriachira for school children in association with Govt. Medical College, Thrissur and Childline, Thrissur on 6th February 2017 by the Department of Social Work.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28 acres	-		28 acres
Class rooms	102	6		108
Laboratories	22	1	Management & UGC	23
Seminar Halls	6	1	UGC	7
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		3	UGC, Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		23.93		
Others				

4.2 Computerization of administration and library

The circulation activities of Library are automated with '*Koha*', open source software. The Library deployed an Online Public Access Catalogue (OPAC) to help the users to search and trace the documents they require from their desktops or mobile gadgets from anywhere. The OPAC is enriched with the content from online books, which help the users to choose the documents with relevant information. It is accessible from the Library page in 'Resources' tab of the College website at http://stthomas.ac.in/. Office procedures like salary disbursement, tenders, etc are also automated.

Linways, a customized Online software system is used for administration and managing of academic activities like admission, teachers' evaluation, attendance, examination system, fee collection, issuing TC etc. It provides students' portal for easy access of various facilities available online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Approximate Value	No.	Approximate Value	No.	Approximate Value
Text Books	91250	-	4020	-	95270	-
Reference Books	1806	-	20	-	1526	-
e-Books	3000000	-	-	-	3000000	-
Journals	112	-	2	-	114	-
e-Journals	6000+	-	-	-	6000+	-
Digital Database	1	-	-	-	1	-
CD & Video	150	-	-	-	150	-
Others (specify)		-	-	-		-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	308	7	308	1	-	25	238	3 Servers
Added	24	1	24	-	-	-	-	-
Total	332	8	332	1	-	25	238	3 Servers

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The faculty was trained to use the Linways Software which is used for the academic and administrative use of the college.

A national workshop on SPSS was organized for the faculty by the department of Statistics.

A certificate course was organized on MATLAB for the PG students of Computer Science.

A training program on LATEX was conducted for the PG students of the department of Statistics.

A training program on computer proficiency and office automation was organized for the administrative staff of the college.

4.6 Amount spent on maintenance in Lakhs:

i) ICT   : 13.98
ii) Campus Infrastructure and facilities   : 142.61
iii) Equipments   : 4.60
iv) Others   :
   Total   : **161. 19**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC provides awareness regarding various scholarships and other financial assistance, students can avail from various sources in the beginning of the academic year itself. An orientation programme is also conducted with the help of IQAC to the new entrants of UG and PG every year in which a clear cut idea regarding various cells and clubs which aid students in both curricular and extra-curricular aspects. Financial assistance in the form of reimbursement of registration fees is provided by IQAC to students for attending seminars and conferences. Student Journals are published by various departments to create research aptitude among the students with the help of IQAC.

5.2 Efforts made by the institution for tracking the progression

Every class of the college is assigned with a faculty mentor who meets the respective mentees for about an hour every week through which the progress of their wards is ensured. Heads of the department and officials meet regularly to discuss on the progress of students in academics. Personal Counselling is provided to students to face challenges of life. The college council meets once in two months to discuss various matters on the college including student progression in academics. The suggestions and feedback from teachers and heads help the college in taking policy decisions in amending a suitable system to assure and enhance academic performance of the students in each and every semester.

In 2016-2017, approximately 61% of the students, who passed UG, joined for various PG programmes in different specialization in prestigious institutions at national level. Nearly 16% of PG students who have successfully completed courses got placed at various institutions.

An active Alumni Association is functioning in the college, at College level and at each department level which meets annually through which progression of the alumni is updated. Online tools and social networking is employed for effective communication with the alumni of the College.

5.3 (a) Total Number of students 2016-2017

UG	PG	Ph. D.	Others
2303	381	72	34

(b) No. of students outside the state:

7

(c) No. of international students:

0

Men Women

No	%
1138	40.79

No	%
1652	59.21

	Last Year						This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	1519	272	10	463	7	2271	1511	277	8	500	7	2303
PG	254	53	1	82	1	391	237	48	1	94	1	381
Total	1773	325	11	545	8	2662	1749	325	9	594	8	2684

Demand ratio: **17.257**   Dropout %: **3.94% (106 Students)**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The students were provided with UGC NET Coaching and this venture has been enriched with the help of various departments. A total of 138 students attended the UGC- NET Coaching sessions. In addition, Additional Skill Acquisition Programme (ASAP) and JAM (Joint Admission Test for MSc) Coaching were conducted for the benefit of students. The institution has been providing continuous training for CPT and Bank Coaching headed by the Department of Commerce in association with the experts in the field.

No. of students beneficiaries   521

5.5 No. of students qualified in these examinations

NET 21   SET/SLET 1   GATE 4   CAT

IAS/IPS   State PSC   UPSC 1   Others

5.6 Details of student counselling and career guidance

Counselling: The counselling programme of the college is known as 'YES' (Youth Empowerment Scheme). Every Friday, a personality orientation talk is provided by qualified personnel and personal counselling (one-to-one) is provided to students by 15 mentors.

No. of students benefited: 628

Career Guidance: The Career Guidance and Placement Cell facilitate the placement and career guidance in the college. The Cell provides soft skill training, communication skills, training for Group Discussions and preparing to face interviews. A total of 63 students got placed at various firms and organizations and 392 students pursued higher studies after having completed courses in the college.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	123	42	21

5.8 Details of Gender Sensitization Programmes

Gender Sensitization Programmes are organized by the Equal Opportunity Cell and the Women Cell of the institution. Equal Opportunity Cell has been providing financial assistance to the students in addition to conducting such programmes. Women Cell has conducted a talk on "Women Empowerment" by **Dr. Mary Regina** from the Agricultural University. Women Cell has also hosted an international programme regarding the gender issues prevailing in the two countries entitled "Indo-German Gender Issues" by **Prof. Dr. Beate Kowalski,** Dortmund University, Germany.

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level $\boxed{114}$ National level $\boxed{47}$ International level $\boxed{0}$

No. of students participated in cultural events

State/ University level $\boxed{30}$ National level $\boxed{26}$ International level $\boxed{}$

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level $\boxed{150}$ National level $\boxed{8}$ International level $\boxed{}$

Cultural: State/ University level $\boxed{29}$ National level $\boxed{1}$ International level $\boxed{}$

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	113	Rs. 1,56,500/-
Financial support from government	1278	Rs. 1,17,28,235/-
Financial support from other sources	2	Rs. 5,000/-
Number of students who received International/ National recognitions	-	-

5.11   Student organized / initiatives

Fairs   : State/ University level [1]   National level [1]   International level [   ]

Exhibition: State/ University level [2]   National level [   ]   International level [   ]

(a) An exhibition that demonstrated the experiments of Physics and showcasing the possibilities of Science was organized by the College under the leadership of the Department of Physics in which 1000 students from schools and the higher secondary schools participated. (Exhibition - State Level)

(b) In order to inculcate entrepreneurship among the students, an exhibition-cum-sale event was organized in which craft works, food items and other articles produced by students and the staff were exhibited and sold under the leadership of Entrepreneurship Club. (Exhibition - State Level)

(c) Srishti[1.6]: An intercollegiate techno-cultural fest was organized by the department of Computer Science in which hundreds of students from various Colleges participated in technical and cultural events. (Fair-National Level)

(d) Tourofest was organized by the Department of Commerce in connection with the World Tourism Day. (Fair-State Level)

5.12   No. of social initiatives undertaken by the students [8]

5.13 Major grievances of students (if any) redressed:

As per the requests from the students, more number of Clubs to enhance and strengthen the cultural and co-curricular activities in the campus was instituted. The clubs organized various events and workshops to showcase the talents and train the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

St. Thomas' College, Thrissur is an autonomous institution of research and higher education which has an excellent record of imparting modern and quality scientific education to various sections of the society. The founding fathers of St. Thomas' College envisaged *'Veritas Vos Liberabit'* ('Truth will set you free') as the Vision and 'The diffusion of Knowledge and Truth and the promotion of peace and concord among the various sections of the people' as the Mission. The college aims at forming the young men and women of integrity and quality to be spearheads in all walks of life.

The governance, leadership and management of this institution are enlightened by the democratic idea of participative organization and decentralization in an effort to achieve excellence in the domains of higher education, research and job market. The academic and administrative governance has been given the most prominent place in defining the goals and vision of the college. The management consistently strives to interact with different bodies functioning in the institution and various stakeholders including local community, industry and alumni in order to cater to the needs of the nation and society at large.

6.2 Does the Institution has a management Information System?

Yes, the Management Information System named 'Academic Management System' (AMS) running in the college takes care of various academic and administrative needs of the institution. All prominent functions of the college from admissions, attendance, examinations, teachers' evaluation, students' and teachers' portals, uploading and viewing of results and administrative functions are handled effectively by AMS.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Review and critical assessment of curriculum is systematically carried out and curriculum development is done within the framework of autonomy and parameters of and in line with the affiliating University. Under the close supervision of respective Board of Studies constituting of eminent academicians from leading institutions and representatives from the Industry, the respective syllabi of various departments are assessed, updated and upgraded and submitted to the University for approval. Initiatives are also being taken to bring various syllabi in such a way that the students can clear competitive exams like CBSE-NET, CSIR–NET, JAM, CAT etc.

The Syllabus Restructuring Committee has restructured syllabi which was duly ratified and approved by the Academic Council and will be implemented in the academic year 2017-18.

6.3.2 Teaching and Learning

The college ensures effective teaching and learning through use of the latest available ICT. The ICT facility has been extended to more classrooms during this year and a total of 65% of classrooms are ICT enabled. The college has well-equipped labs and library. The digital library enables the students with wider learning experience. The new language lab opened in the current year has opened avenues to enhance communication skills.

The teaching faculty use a variety of methods for effective teaching as per the requirement of their subjects. Under the aegis of IQAC, various efforts are made to equip teachers to be tech-savvy. Lecture method along with assignments and seminars are widely used by the faculty in all the departments.

Departments of Zoology, Botany and Chemistry take students for study tours, Department of Social Work organized several field work programmes and other departments conduct industrial visits as part of learning process. Student feedbacks and parent feedbacks are effectively utilized to enhance teaching-learning process.

A Colloquium was organized by IQAC with the support of CPE Cell on 7th and 8th March, 2017 to discuss and debate the Challenges and Opportunities in Higher Education in India. Eminent resource persons from the academia delivered talks and interacted with the participants which consisted of faculty from other institutions as well.

6.3.3 Examination and Evaluation

The college follows the Semester system and there are two Internal Examinations conducted every semester for both UG and PG students. Question papers for End semester examinations are set externally and internally and Controller of Examinations chooses the appropriate ones. Double valuation is followed for both UG and PG papers. In case of discrepancy, third valuation is employed in the case of PG. The answer scripts are bar-coded to ensure anonymity of the students and unbiased valuation by the teachers.

Centralized Valuation System is followed in the college. Approximately 5 weeks from the completion of examination in a semester the examination, results are declared. Once the passing boards approve the results, it is uploaded on the college website. After the results are announced, departments conduct evaluation meetings to assess the results. Thereafter, Class PTA meetings are arranged separately to discuss the performance and improvement of students with their parents.

6.3.4 Research and Development

The Research Council of the College formulates policy guidelines and rules and regulations conforming to UGC and university norms for various matters related to research and consultancy. It supervises research work at St. Thomas' College continuously and enables research potentials of the college with adequate infrastructure supports. The College has 9 research departments, 37 research guides and 72 research scholars pursuing Ph. D. The research topics are scrutinised by the committee at the time of synopsis presentation. Two Review Committee meetings are held every year to assess the progress and quality of the research. The Research Council holds an annual Research Scholars' Meet in which the experts are invited for interactive sessions with scholars.

The faculty is encouraged to take up minor projects and major projects. The Faculty and students are provided with financial support by the IQAC to present papers at national/international research conferences.

In the current year, a total of 26 research consultancies have been provided by different research departments of the college associating with 15 different organizations. The IQAC and the college have been working towards building up well equipped research laboratories using various funds.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well-equipped, fully digitised library management system. It has access to INFLIBNET which is a repository of over 6000 academic journals. The digital library of the college, 40 systems are provided equipped with internet and Wi-Fi for the use of the students to browse the E-resources. Our Library subscribes to the UGC N-LIST programme.

In the year of 2016-17, a total of 4042 number of new books/resources were added to the existing library. The process of converting the classrooms into smart classrooms by equipping them with technological infrastructure has been initiated. Currently, 65% of classrooms have been converted as smart classrooms.

6.3.6 Human Resource Management

The college has a well-defined policy on appointment of staff, training and development. Measures are taken to organize events that could enhance the faculty and the administrative staff in their functioning. The faculty attend orientation programs and refresher programmess regularly. The administrative staffs are given soft skill training in office management.

The college has a well-established Placement cell which caters to the job requirements of the students. It conducts training and soft skills and communication, organizes Campus Placement drives and ensures information dissemination regarding important off-campus interviews.

Various skill oriented programmes and workshops are conducted in the college by various bodies like the Placement Cell, Women Cell, Entrepreneurship Club, ASAP and so on. These are conducted for the students by bringing in experts from various fields.

Orientation programmes for freshers are conducted at the beginning of every academic year. Teachers also begin their academic year with a one-day Orientation Programme. Counselling sessions are held for all the students as per their needs and requirements.

6.3.7 Faculty and Staff recruitment

The college advertises in various newspapers regarding the vacancies in the institution and adheres strictly to the norms of University of Calicut, UGC and Government of Kerala. At the time of interview, experts from the respective fields are brought in to ensure selection of the eligible and best candidate. Preference is always given to candidates who have prior research experience. Vacancies in the self-financing section are also filled with meritorious candidates.

6.3.8 Industry Interaction / Collaboration

Experts from Industry who are alumni of the College are invited to the campus and students are given opportunities to interact. Two of the departments have collaborations with the industry for vocational exposure. UGC approved community college is functioning in St. Thomas' College which is also in collaboration with the respective industry. The Board of Studies usually consists of at least one member from the industry to ensure that the industry needs are taken into consideration at the time of updating syllabus.

6.3.9 Admission of Students

The college conducted a fully online admission procedure for both UG and PG sections. The selection criteria are in accordance with the norms of Government of Kerala and University of Calicut. In the year 2016-17, the college received 16376 applications, out of which 803 students were admitted in various UG courses. For PG courses, the College received 2400 applications, out of which 204 students were admitted.

6.4 Welfare schemes for

Teaching	Mutual Benefit Fund
Non-teaching	Mutual Benefit Fund
Students	Life Insurance

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done   Yes √   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Experts	No	No
Administrative	Yes	Experts	No	No

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?

The college has a well-functioning centralised examination and evaluation system. Feedback from the students and other stake holders are collected and analysed to continuously improve the system. The college collects regular feedback from various officials of the college and Heads and Coordinators of the department on matters for reforms.

The Office of the Controller of Examinations is completely computerised. Examination forms are filled online and the semester examination results are uploaded as per the examination calendar. The statement of marks,

printing of hall tickets, processing of the examination application forms, allocation of register numbers are all done online. Bar Coding is done to ensure transparency and unbiased evaluation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The autonomy review committee from the university provides insights on areas of concern in autonomous colleges. It enables the autonomous colleges to revive its autonomy in a meaningful and relevant manner.

6.11 Activities and support from the Alumni Association

St. Thomas' College celebrates its Centenary in 2019. The college, over the years, has built up an alumni consisting of several eminent personalities. The Old Students' Association is an active body of the college. They conduct regular meetings throughout the year. They have always extended their helping hands towards the infrastructural development of the College. Each department also holds respective alumni association meetings.

Commerce Lecture Series: In 2016-2017, a lecture Series was organized by the alumni of the department of Commerce. The alumni were the resource persons for the event. Jubilee Housing Project was initiated by the commerce department. The alumni supported immensely to construct the house for the family of a poor student.

Physics – An Alumnus of the department of Physics contributed an amount of Rs. 14 Lakhs for the research activities of the department

The alumni of various departments associate with respective departments for placements, industry collaboration etc.

6.12 Activities and support from the Parent – Teacher Association

The college has a very vibrant Parent Teacher Association (PTA). There is a General Body Meeting held every year and the Executive Body meets mandatorily once every month and as and when the need arises. One parent representative from each batch of each course is selected to be a part of the Executive Body.

In 2016-2017, the PTA provided each department with a laptop. PTA awards the cleanest classroom every year. PTA contributed considerably towards the infrastructural development of the college. PTA honoured the faculty who obtained Ph.D and the students who secured Ranks in examinations.

In addition to the General PTA, class PTAs are conducted by each department periodically, especially to discuss the improvement of their wards.

6.13 Development programmes for support staff

The support staff receives orientation programme related to various fields every year. A One day Soft Skill Training was provided to the administrative staff by the IQAC to enhance their skill in office management. The newly recruited support staffs are guided and provided with on-the-job training by the existing senior staff of the college.

6.14 Initiatives taken by the institution to make the campus eco-friendly.

Electrical lighting facilities in the college have been upgraded to LED to minimize electricity consumption. The academic block of the college was roofed and the rainwater from the terrace gets harvested successfully into the reservoir. Solar panel has been installed partially on some parts of the roof to collect solar energy. The campus conducted a Green Audit in the year 2016-17.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

7.1.1 Academic and Administrative Auditing

A two-member expert committee (Dr. Francis Arakkal, Sree Sankaracharya Sanskrit University, Kalady and Dr. E.J. James, Officiating Vice-Chancellor, Karunya University, Coimbatore) made a visit to the College and to each and every department for Academic and Administrative Auditing in order to enhance and improve the academic and administrative processes and outcomes in the College. The management committee led by Dr. Raphael Thattil, Manager visited every department and interacted with administrative bodies for the performance evaluation and enhancement.

7.1.2 Decentralization of Administration

In order to implement efficient and quick decision making, a decentralized administrative mechanism is being executed in the campus. Regular department meetings, the system of having separate Vice Principals for different streams like Arts, Science and Commerce, interaction with Student representatives and Student Union, meetings of HODs Faculty meetings and meetings with administrative staff ensure smooth functioning of the College.

7.1.3 Interaction with distinguished Alumni

Distinguished alumni were invited to interact with the students. Some of them significantly contributed towards the research, recruitment and also financially.

7.1.4 Feedback from the Faculty

Feedback from the faculty was collected on the third Cycle NAAC Visit and Accreditation and new plans were chalked out based on the outcome of the feedback.

7.1.5 Administrative Innovations

- Audio-Visual Notice Board
- Digitization
- e-Filing
- Online Admission System
- Online Feedback System on teaching-learning Process
- Automated Examination system with barcode
- Online Hall ticket generation

7.1.6 Identification of New species by Faculty Members

Identification of New species – 2 new botanical species were found and published in 2016-17.

a. *Ophioglossum raphaelianum*
b. *Murdannia nampyana*

7.1.7 Club Activities.

Onam market organized by ED club of St. Thomas' College, Thrissur help to cater entrepreneur skills, organizing capacity, management of money, developing potential for self-employability from hobbies. A total 29 girl students were given training in specialised Embroidery for two days in 2016-2017. Under the auspices of Quiz Club, several students participated in quiz competitions held at various institutions and secured prizes.

7.1.8 Students' Research Journals

Students Research Journal was introduced and published by the department of Mathematics and English in order to inculcate research aptitude among Post Graduate students.

7.1.9 Research Training

Post Graduate students are given training in LaTeX software in order to improve their skills in scientific writing and in writing research papers.

7.1.10 Science Exhibition organized by Students

An exhibition that demonstrated the experiments of physics and showcasing the possibilities of Science was organized by the College under the leadership of the department of Physics in which 1000 students from schools and the higher secondary schools participated.

7.1.11 *'SheDrives'*

The college organized *'SheDrives'*, a project through which girls students of college were given opportunity to learn driving and take driving license with the financial support from the college. A total of 34 of girls availed the opportunity.

7.1.12 Facilitation for differently abled students

The differently-abled students are accompanied by and provided with support by classmates to meet their needs in academics and co-curricular activities. Infrastructural facilities were provided for the support of the differently-abled students of the college. Special spatial provisions are provided to the differently abled for writing examinations.

7.1.13 Rain water harvesting

The college has 2400 square metres of roof area which has been utilized to harvest the abundant rains. A water tank that can contain 2 Lakhs Litres of water has been constructed for the purpose.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Admission to UG and PG programmes completed as per schedule
- Different Statutory Bodies were constituted and their meetings were held.
- Timely announcement of results and First UG Autonomous batch graduated.
- Complete automation from Admission, Attendance marking, Examination system and publication of exam results.
- Laboratory upgradation- Installation of English language lab and SIFC laboratory.
- Installation of 5 KW Solar power systems with storage in Campus sustaining the working of College Canteen.
- Physics department was recognised as Research centre of Calicut; 8 new research supervisors; 13 new research students.
- Installation of rain water harvesting system in the Campus

7.3. Give two best practices

1. Title of the practice:

Automation of Examination and Evaluation related processes

Objectives of practice:
   a) timely and transparent publication of internal and external evaluation results, attendance
   b) update teacher evaluation
   c) redressal of student grievances if any
   d) communication between teachers and students
   e) examination related work

Context:

While the measurement of learning cannot be adequately measured by the examination system, it is one of the systems available at the moment. Late publication of results, suspicions of result manipulation and not addressing genuine grievances of the students regarding the conduct of exams and publication of results will have a negative impact on the morale of the students and their results.

The practice:

a. Adequate pre-notice about the date and schedule of tests conducted by the College
b. Attendance entered regularly, students can view the same.
c. Previous question papers are available in the College website.
d. Examination related works are completely automated.
e. Timely and transparent publication of internal and external evaluation results, attendance
f. Internal marks are uploaded per semester, students can view the same.
g. The final results are published and displayed as early as possible to ensure that students have an opportunity to go through them and bring forth complaints if any.
h. Students are given the opportunity to evaluate teachers. Teachers can view their evaluation and do necessary rectification in their teaching methodology.
i. Through teacher's portal, teachers can share notes and power point presentations with students.

Evidence of success:

- Students have expressed their satisfaction with the system
- The number of pending complaints from students at the end of an academic semester has gone down to negligible for all tests conducted by the departments.
- Timely publication of results

Problems encountered: All students may not have net connection and access at home

Resources required:

Lack of space becomes a problem when multiple exams are conducted and results need to be published simultaneously.

2. Title of Practice:

Supporting Progression to research

Objectives of practice:

To increase opportunities for students to continue with higher studies and research.

Context:

Increase and diversify courses so that students especially from underprivileged backgrounds may have exposure to research and have the opportunity to opt for the same

The practice:

- Nine departments with research facilities in the college.
- Research rooms with computer and Wi-Fi facilities have been provided for their work.
- A Research Council constituting the research guides has been in place. Financial support is extended to those scholars who are not having stipends.
- Financial support is provided by IQAC to research scholars for publication of papers at conferences.
- Annual Research Scholars Meet-2016 was held on 18th February, 2017. It helped in bringing together the guides and scholars of different departments together, instilling a spirit of camaraderie, interdisciplinary research and introduce newcomers to the system.
- Eminent resource persons are invited to talk about the latest and best practices of research.
- Timely conduct of Research Advisory committee (RACs)

Evidence of success:

- Number of students enrolling for research, especially the post-graduate alumni of our College, has gone up.
- More students are participating in seminars and conferences and presenting their work

Problems encountered:

Need more cutting edge technology and facilities, lack of link ups with R & D institutions; difficulty in balancing teaching and supervising duties of guides

Resources required:

Spatial requirements, Financial Grants and infrastructure like animal house for biology.

7.4. Contribution to environmental awareness / Protection

An active Nature Club is functioning in the College. The College, especially the Departments of Zoology and Botany are committed to an environmentally-friendly and sustainable policy. Environmental consciousness is spread using various schemes.

7.4.1 Seminars and programmes conducted: These departments regularly organize seminars/ workshops/ conferences, etc., to spread awareness and sensitize students and others towards nature and environment (Table 1).

Table 1.List of programmes conducted for environment / nature sensitization:

Sl.No.	NAME AND TITLE OF SEMINAR	FUNDED BY	DATE & YEAR
1	World Environment Day 2016 Species The Passion –II (Two day National Seminar) Convenor: Dr. Ignatius Antony	KSCSTE	16, 17 June, 2016
2	World Wetland celebrations On 2nd February 2017 Convener: Dr. Britto Joseph K.	KSCSTE	2nd February, 2017
3	National Science Day Celebrations Convener: Dr. Binoy C F	KSCSTE	28th February, 2017
4	Ozone Day Celebrations -2016 Convener: Dr. Joyce Jose	KSCSTE	23rd September, 2016

7.4.2 Student projects on Environmental Issues (Botany, Chemistry and Zoology) Students with aptitude and interest are encouraged to do student research projects relevant in biodiversity, environmental issues in local habitats, industry both at undergraduate and post graduate level. This not only gives students a direct experience but also provides authentic and scientific documentation of the same.

7.4.3 Field trips/Visits: The students of undergraduate and post graduate courses of Botany and Zoology are taken for field trips (one day and multiple days up to 5 days) to provide them a direct experience of nature and natural habitats and to develop appreciation of natural resources in them. During such visits they also visit institutions to learn about various biological and environment-friendly techniques.

7.4.4 Academic/Research Publications: The faculty and students are encouraged to publish their work on environment and biodiversity and have published 9 research papers. IQAC provides financial support to faculty and students to present papers.

7.4.5 Energy conservation: The use of bulbs is minimized and the habit of using natural light from open windows is followed in all classrooms except where natural light is not available. LED screens are replacing conventional computer screens. Solar panels with a capacity of 5 KW have been implemented and rain harvesting has been implemented.

7.5. Whether environmental audit was conducted.

No
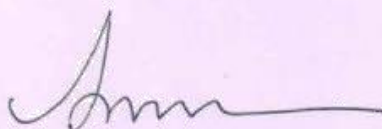
7.6. Any other relevant details

The college obtained the status of 'College with Potential for Excellence' in the current year. The third cycle of NAAC re-accreditation was held in 2016-2017 and was re-accredited with 'A' Grade with 3.40 out of 4.0. As the college is celebrating Centenary in 2018-2019, several curricular, co-curricular and infrastructural plans have been chalked out.

8. Plans of Institution for next year

1. To provide training for Online Learning tools like MOODLE and use of MOOC, NPTEL
2. To enhance use of e-learning and provide facilities for the same
3. To augment peer-teaching in order to facilitate the capacity of advanced learners
4. To implement online feedback system for parents
5. To organize orientation programmes for the Faculty and the students.
6. To organize a workshop on PBAS submission for acquiring API under CAS for the Faculty
7. To organize a workshop on activities leading to Extension and Innovation for the Faculty
8. To organize a workshop for soft skill training and office management for the Administrative Staff.
9. To encourage more teachers to apply for Research Guideship
10. To strengthen Research by admitting more number of Research Scholars
11. To organize Research Seminar for the Faculty

12. To organize a Research Scholars' Meet

13. To conscientize the Faculty on the importance to have more publications in SCOPUS, Web of Science etc.

14. To conduct more extensive Academic and Administrative Auditing

15. To strengthen Mentor-Mentee System

16. **Implementation of the status of 'College with Potential for Excellence'**

17. Plastic free campus

18. To conduct Environmental audit

19. Centenary Celebrations

20. Launching revamped College website

21. Installation of 10KW On-Grid Solar power system

22. Fundraising and planning for Centenary Campus Construction

23. Creating a Fine Arts Directory

24. Online Registration and Result Publication for Fine Arts

Dr. Anil George Konkoth

Signature of the Coordinator, IQAC

Date: 21-12-2017

Dr. ANIL GEORGE KONKOTH
IQAC Coordinator
St. Thomas' College (Autonomous)
Thrissur - 1, Kerala, India

Dr. Jenson P.O.

Signature of the Chairperson, IQAC

Dr Jenson P O
Principal
St Thomas' College
(Autonomous)
Thrissur - 680 001

***

Annexure I

ACADEMIC CALENDAR JUNE - 2016					
Date	UG 1st Sem	UG 3rd Sem	UG 5th Sem	PG 1st Sem	PG 3rd Sem
Jun. 1		3rd Sem Classes begin	5th Sem Classes begin		3rd Sem Classes begin
Jun. 2					
Jun. 3					
Jun. 4	Saturday				
Jun. 5	Sunday World Environment Day (Holiday)				
Jun. 6					
Jun. 7					
Jun. 8					
Jun. 9					
Jun. 10					
Jun. 11	2nd Saturday (Holiday)				
Jun. 12	Sunday (Holiday)				
Jun. 13					
Jun. 14					
Jun. 15	1st Sem Classes begin				
Jun. 16					
Jun. 17					
Jun. 18	Saturday				
Jun. 19	Sunday (Holiday)				
Jun. 20					
Jun. 21					
Jun. 22					
Jun. 23					
Jun. 24					
Jun. 25	Saturday				
Jun. 26	Sunday (Holiday)				
Jun. 27					
Jun. 28					
Jun. 29					
Jun. 30					

`

ACADEMIC CALENDAR JULY - 2016		UG 1st Sem	UG 3rd Sem	UG 5th Sem	PG 1st Sem	PG 3rd Sem
Date						
Jul. 01	Centenary Block Foundation Stone Laying				1st Sem Begins	
Jul. 02	Saturday					
Jul. 03						
Jul. 04						
Jul. 05						
Jul. 06	Eid-al-fitr (Holiday)					
Jul. 07						
Jul. 08						
Jul. 09	2nd Saturday (Holiday)					
Jul. 10	Sunday (Holiday)					
Jul. 11						
Jul. 12						
Jul. 13						
Jul. 14						
Jul. 15						
Jul. 16	Saturday					
Jul. 17	Sunday (Holiday)					
Jul. 18						
Jul. 19						
Jul. 20						
Jul. 21						
Jul. 22						
Jul. 23	Saturday					
Jul. 24	Sunday (Holiday)					
Jul. 25						
Jul. 26	**College Union Election**					
Jul. 27						
Jul. 28						
Jul. 29						
Jul. 30	Saturday					
Jul. 31	Sunday (Holiday)					

ACADEMIC CALENDAR AUGUST - 2016					
Date	UG 1st Sem	UG 3rd Sem	UG 5th Sem	PG 1st Sem	PG 3rd Sem
Aug. 01					
Aug. 02	Karkidaka Vavu(Holiday)				
Aug. 03					
Aug. 04					
Aug. 05					
Aug. 06	Saturday				
Aug. 07	Sunday (Holiday)				
Aug. 08					
Aug. 09	Ist Internal Mark Submission(Department Wise)				
Aug. 10					
Aug. 11					
Aug. 12					
Aug. 13	2nd Saturday (Holiday)				
Aug. 14	Sunday (Holiday)				
Aug. 15	Independence Day(Holiday)				
Aug. 16	Graduation Day				
Aug. 17					
Aug. 18					
Aug. 19					
Aug. 20	Saturday				
Aug. 21	Sunday (Holiday)				
Aug. 22					
Aug. 23					
Aug. 24	Sreekrishishna Jayanthi(Holiday)				
Aug. 25					
Aug. 26	Common Internal Exam Begins				
Aug. 27	Saturday				
Aug. 28	Sunday Ayyankali Jayanthi(Holiday)				
Aug. 29					
Aug. 30					

ACADEMIC CALENDAR SEPTEMBER - 2016					
Date	UG 1st Sem	UG 3rd Sem	UG 5th Sem	PG 1st Sem	PG 3rd Sem
Sept.01					
Sept.02					
Sept.03	Saturday				
Sept.04	Sunday (Holiday)				
Sept.05	**Teachers Day**				
Sept.06					
Sept.07					
Sept.08					
Sept.09	**Onam Celebrations**				
Sept.10	**Onam Holidays**				
Sept.11					
Sept.12					
Sept.13					
Sept.14					
Sept.15					
Sept.16					
Sept.17					
Sept.18					
Sept.19	**Answer Scripts Distributed and Marklists Handed over to the Office**				
Sept.20					
Sept.21	Sree Narayana Guru Samadhi(Holiday)				
Sept.22					
Sept.23					
Sept.24	Saturday				
Sept.25	Sunday(Holiday)				
Sept.26					
Sept.27	World Tourism Day				
Sept.28	**Youth Festival**				
Sept.29					
Sept.30					

ACADEMIC CALENDAR OCTOBER - 2016					
Date	UG 1st Sem	UG 3rd Sem	UG 5th Sem	PG 1st Sem	PG 3rd Sem
Oct.01	Saturday				
Oct.02	Sunday Gandhi Jayanthi(Holiday)				
Oct.03					
Oct.04					
Oct.05					
Oct.06					
Oct.07					
Oct.08	2nd Saturday (Holiday)				
Oct.09	Sunday Durghashtami(Holiday)				
Oct.10	Mahanavami(Holiday)				
Oct.11	Vijayadasami(Holiday)				
Oct.12	Muharam(Holiday)				
Oct.13					
Oct.14			Semester Exam Begins		
Oct.15	Saturday				
Oct.16	Sunday(Holiday)				
Oct.17			Semestral Exam Begins	Uploading Internal Marks	
Oct.18			Uploading Internal Marks		
Oct.19					
Oct.20					
Oct.21					
Oct.22	Saturday				
Oct.23	Sunday(Holiday)				
Oct.24					Semestral Exam Bgins
Oct.25					Uploading Internal Marks
Oct.26					
Oct.27					
Oct.28		Semestral Exam Begins			
Oct.29	Saturday Deepavali				
Oct.30	Sunday(Holiday)				
Oct.31		Uploading Internal Marks			

ACADEMIC CALENDAR NOVEMBER - 2016					
Date	UG 2nd Sem	UG 3rd Sem	UG 5th Sem	PG 1st Sem	PG 3rd Sem
Nov.01					
Nov.02					
Nov.03					
Nov.04					
Nov.05	Saturday(Staff Family Get-together)				
Nov.06	Sunday (Holiday)				
Nov.07					
Nov.08					
Nov.09		2nd Sem Classes Begin	4th Sem Classes Begin	6th Sem Classes Begin	Semestral Exam Begins	4th Sem Classes Begin
Nov.10					Uploading Internal Marks	
Nov.11					
Nov.12	2nd Saturday(Holiday)				
Nov.13	Sunday (Holiday)				
Nov.14					
Nov.15					
Nov.16					
Nov.17					
Nov.18					
Nov.19	Saturday				
Nov.20	Sunday (Holiday)				
Nov.21					2nd Sem Classes Begin	
Nov.22					
Nov.23					
Nov.24					
Nov.25					
Nov.26	Saturday				
Nov.27	Sunday (Holiday)				
Nov.28					
Nov.29					
Nov.30					

ACADEMIC CALENDAR DECEMBER - 2016					
Date	UG 2nd Sem	UG 4th Sem	UG 6th Sem	PG 2nd Sem	PG 4th Sem
Dec.01				1st Sem Begins	
Dec.02					
Dec.03	Saturday				
Dec.04	Sunday (Holiday)				
Dec.05					
Dec.06					
Dec.07					
Dec.08					
Dec.09					
Dec.10	2nd Saturday (Holiday)				
Dec.11	Sunday (Holiday)				
Dec.12	Mila-Di-Sharif(Holiday)				
Dec.13					
Dec.14					
Dec.15					
Dec.16					
Dec.17	Saturday				
Dec.18	Sunday(Holiday)				
Dec.19					
Dec.20					
Dec.21					
Dec.22					
Dec.23	Christmas Celebrations				
Dec.24	Christmas Holidays				
Dec.25					
Dec.26					
Dec.27					
Dec.28					
Dec.29					
Dec.30					
Dec.31					

ACADEMIC CALENDAR JANUARY - 2017					
Date	UG 2nd Sem	UG 4th Sem	UG 6th Sem	PG 2nd Sem	PG 4th Sem
Jan.01	Sunday(Holiday)				
Jan.02	Sunday Mannam Jayanthi (Holiday)				
Jan.03					
Jan.04					
Jan.05	1st Internal Marks Submission(Department Wise)				
Jan.06					
Jan.07	Saturday				
Jan.08	Sunday (Holiday)				
Jan.09					
Jan.10					
Jan.11					
Jan.12					
Jan.13					
Jan.14	2nd Saturday(Holiday)				
Jan.15	Sunday(Holiday)				
Jan.16					
Jan.17					
Jan.18					
Jan.19					
Jan.20					
Jan.21	Saturday				
Jan.22	Sunday (Holiday)				
Jan.23					
Jan.24					
Jan.25	Food Fest				
Jan.26	Republic Day(Holiday)				
Jan.27					
Jan.28	Saturday				
Jan.29	Sunday (Holiday)				
Jan.30					
Jan.31					

ACADEMIC CALENDAR FEBRUARY - 2017					
Date	UG 2nd Sem	UG 4th Sem	UG 6th Sem	PG 2nd Sem	PG 4th Sem
Feb.01					
Feb.02					
Feb.03	Sports Day				
Feb.04	Saturday				
Feb.05	Sunday (Holiday)				
Feb.06					
Feb.07					
Feb.08					
Feb.09					
Feb.10	College Day				
Feb.11	2nd Saturday(Holiday)				
Feb.12	Sunday(Holiday)				
Feb.13					
Feb.14					
Feb.15					
Feb.16					
Feb.17	Common Internal Exam Begins				
Feb.18	Saturday				
Feb.19	Sunday (Holiday)				
Feb.20					
Feb.21					
Feb.22					
Feb.23					
Feb.24	Shivaratri(Holiday)				
Feb.25	Saturday				
Feb.26	Sunday (Holiday)				
Feb.27					
Feb.28	National Science Day				

ACADEMIC CALENDAR MARCH - 2017					
Date	UG 2nd Sem	UG 4th Sem	UG 6th Sem	PG 2nd Sem	PG 4th Sem
Mar.01					
Mar.02	Answer Scripts Distributed and Marklist Handed over to the Office				
Mar.03					
Mar.04	Saturday				
Mar.05	Sunday (Holiday)				
Mar.06					
Mar.07					
Mar.08	Women's Day				
Mar.09			Semestral Exam Begins		
Mar.10		Semestral Exam Begins	Uploading Internal Marks		Semestral Exam Begins
Mar.11	2nd Saturday(Holiday)				
Mar.12	Sunday(Holiday)				
Mar.13		Uploading Internal Marks			Uploading Internal Marks
Mar.14					
Mar.15					
Mar.16					
Mar.17					
Mar.18	Saturday				
Mar.19	Sunday (Holiday)				
Mar.20					
Mar.21					
Mar.22					
Mar.23		Semestral Exam Begins			
Mar.24		Uploading Internal Marks		Semestral Exam Begins	
Mar.25	Saturday				
Mar.26	Sunday (Holiday)				
Mar.27				Uploading Internal Marks	
Mar.28					
Mar.29					
Mar.30					
Mar.31	College Closes for Summer Holidays				

Annexure II

Staff Assessment Report – February, 2017

The Internal Quality Assurance Cell makes policies and implements steps to ensure sustenance and enhancement of academic quality in the College. IQAC devised plans and tools to carry out feedback mechanisms to make available feedback from students to the management and people at the helm of academics, and thus to take corrective as well as enhancive measures for quality improvement. Every semester feedback on the staff by the students is collected for faculty evaluation. This helps the staff and the management to constantly improve their methodology of imparting the knowledge to the students. Since the Staff Assessment was carried out online by students through the student's portal of Academic Management System (Linways), the process could be completed faster and analysis could be done effectively. The College Council decided that the hall ticket for semester examinations should be issued to only those students who had done Staff Assessment online. This ensured that all students participated in feedback mechanism. The analysis of the staff assessment for 2016-2017 was summarised as below:

****