

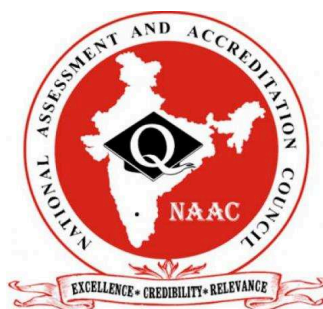
Annual Quality Assurance Report (AQAR)
For the Period 2017 to 2018

ST. THOMAS' COLLEGE (AUTONOMOUS)
THRISSUR – 680001, KERALA, INDIA



Re-Accredited by NAAC with A Grade with a CGPA of 3.4 out of 4 in 2016

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Annual Quality Assurance Report (AQAR)

For the Period 2017 to 2018

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
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Principal: +91 94962 17317

Name of the Head of the Institution:

Dr. Ignatius Antony

Tel. No. with STD Code:

+91 487 2444486
+91 487 2444486 (Off.)

Mobile:

+91 94962 17317



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	1 st Cycle	B++	-	2005	2010
2	2 nd Cycle	A	3.58	2011	2015
3	3 rd Cycle	A	3.40	2016	2021
4	4 th Cycle	-	-	-	-

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

1.8 AQAR for the year (for example 2010-11) 2017-2018



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

i. AQAR 2016-2017 Submitted to NAAC on 26/12/2017

1.10 Institutional Status

University	State <input type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>	Private <input type="checkbox"/>
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>	
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>	
Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>	
	Grant-in-aid + Self Financing <input checked="" type="checkbox"/>	Totally Self-financing <input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts <input checked="" type="checkbox"/>	Science <input checked="" type="checkbox"/>	Commerce <input checked="" type="checkbox"/>	Law <input type="checkbox"/>	PEI (Phys Edu) <input type="checkbox"/>
TEI (Edu) <input type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>	Management <input checked="" type="checkbox"/>	
Others (Specify)	<input type="text" value="Social Work"/>			

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



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

Autonomy by State/Central Govt. / University	<div>Autonomy by State Govt / UGC</div>	
University with Potential for Excellence:	<div></div>	UGC-CPE <div>Yes</div>
DST Star Scheme:	<div>No</div>	UGC-CE <div>No</div>
UGC-Special Assistance Programme:	<div>No</div>	DST-FIST <div>Yes</div>
UGC-Innovative PG Programmes:	<div>Yes</div>	Any other (<i>Specify</i>): <div></div>
	UGC-COP Programmes:	<div>No</div>

2. IQAC Composition and Activities

2.1 No. of Teachers	<div>15</div>
2.2 No. of Administrative/Technical staff	<div>2</div>
2.3 No. of students	<div>2</div>
2.4 No. of Management representatives	<div>1</div>
2.5 No. of Alumni	<div>1</div>
2.6 No. of any other stakeholder and Community representatives	<div>2</div>
2.7 No. of Employers/ Industrialists	<div>1</div>
2.8 No. of other External Experts	<div>1</div>
2.9 Total No. of members	<div>25</div>



2.10 No. of IQAC meetings held:

4

2.11 No. of meetings with various stakeholders:

No.

6

Faculty

2

Non-Teaching Staff

1

Alumni

1

Others

2

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

✓

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.

13

International

National

1

State

3

Institution Level

9

(ii) Themes

The Challenging Role of the Teacher in Higher Education, Office Administration and Capacity building, Responsible Citizens, Academic and Administrative Audit, Online Learning Tools

2.14 Significant Activities and contributions made by IQAC

- i. The IQAC organized Faculty Orientation Programme for the teaching faculty on 1st June 2017 on the theme 'The Challenging Role of the Teacher in Higher Education'.
- ii. The IQAC monitors and ensures upgradation of the Online Academic Management Software, titled STAMS (St. Thomas' Academic Management System) as per the emerging needs. The IQAC masterminded the automation of the Fine Arts Festival of the college by introducing a new module in the college online package, STAMS.
- iii. The IQAC organized Orientation Programme for the PG students on 19th July 2017.
- iv. The IQAC organized Orientation Programme for the UG students on 15th June 2017.
- v. The IQAC organized a National Workshop on 'Acquiring API Scores & Submitting PBAS based Proposal under CAS' on 5th August, 2017 for the Academic Staff.



- vi. The IQAC in collaboration with the department of Physics organized a workshop on MOODLE, entitled 'St. Thomas' E-Learning Platform (STEP)' on 11th July, 2017.
- vii. The IQAC organized a one-day workshop for the Administrative Staff on 'Capacity Building on Administration of Colleges' on 27th January, 2018.
- viii. The IQAC submitted data for National Institutional Ranking Framework (NIRF 2018) as stipulated by MHRD, New Delhi and St. Thomas' College (Autonomous), Thrissur was placed at Rank 79 in the College Category.
- ix. The IQAC prepared AQAR (2016-2017) and made timely submission it to the NAAC and uploaded it on the college website.
- x. The IQAC organized a workshop on Academic and Administrative Audit on 10th January, 2018.
- xi. The IQAC convened meetings of IQAC, meetings of Department IQAC Staff Coordinators and IQAC Core team regularly for planning, monitoring and implementing quality initiatives.
- xii. The IQAC carried out Online Faculty Evaluation by the students, collated the data and prepared the report.
- xiii. The IQAC in collaboration with the Research Council organized Research Meet for the Research Scholars and Research Guides on 27th September, 2017.
- xiv. The IQAC facilitated and supported the faculty, research scholars and PG students for research paper presentations.
- xv. The IQAC supported departments to organize Conferences, Seminars, Workshops, Training programmes and extension activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Orientation Programs	A One-day Orientation program was organized



	<p>for the Academic Staff on 1st June, 2017.</p> <p>A workshop on MOODLE, online learning platform was organized on 11th July, 2017</p> <p>A workshop on PBAS and API score was organized for the faculty on 5th August, 2017.</p> <p>Orientation programs were organized for UG students and PG students.</p> <p>Orientation program was organized for the Research Scholars on 27 September, 2017.</p>
Conducting Academic and Administrative Audit	A workshop for the Academic Staff was organized 10 th January, 2018 and an exclusive AAA Committee was constituted to conduct the internal Audit.
Quality Enhancement for the Administrative Staff	A one-day workshop for the Administrative Staff was on 'Capacity Building on Administration of Colleges' on 27 th January, 2018
Ensuring Quality	Cells for Green Audit, Energy Audit and Gender Audit were formed. Guidelines for the Audit were created. Green Audit was conducted and report was submitted to the IQAC.
Decentralized Governance and Administration	Feedbacks were collected from the stakeholders. Meetings of Management Committee, Governing Council, College Council, Council of HODs, Academic Staff, Administrative Staff, Alumni, PTA, College Students' Union, Class representatives were organized periodically to chalk out plans and to take collective decisions.
Enhancing Quality of Teaching-Learning	<p>Several more classrooms were converted into ICT-enabled.</p> <p>All departments were provided with several teaching aid equipments appropriate for them.</p> <p>Remedial Classes were arranged for the under-</p>

	performers. Advanced Learners were exposed to challenging research oriented projects and internships.
Online Document Collection	An online public cloud-based data collection system was introduced by the IQAC connecting all departments, cells, associations and clubs for easy data collection and dissemination of information. Pre-Event Registration system was introduced in June 2017 for all events in the campus to be registered and documented systematically.
Automation of Fine Arts Festival	An online module was introduced in August 2017 for easy organization of the Fine Arts Festival in the college.
Equity and Inclusiveness	More disabled-friendly infrastructure was installed in terms of ramps, toilets etc. Events were organized for women students focussing the women on 2 August, 2017 and 23 January, 2018.

* Attach the Academic Calendar of the year as Annexure.

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

Management ☒ Syndicate ☐ Any other body ☒

Provide the details of the action taken

The AQAR was presented in the College Council. The College Council approved the AQAR.



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	0	0	0
PG	14		4	
UG	20		6	
PG Diploma	1			
Advanced Diploma				
Diploma	1	1		
Certificate	13	4		
Others				
Total				

Interdisciplinary				
Innovative		1		

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	51
Trimester	
Annual	3



1.3 Feedback from stakeholders*Alumni ☐ YesParents ☐ 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.

Boards of Studies of all departments were convened to review and revise the existing syllabi. The revisions proposed by the Boards of Studies were approved by the Academic Council and were further forwarded to the affiliating university for the final nod.

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

No new departments / centres were introduced during 2017-2018.

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
94	72	21	0	1

2.2 No. of permanent faculty with Ph.D.

51

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
	11								11



2.4 No. of Guest and Visiting faculty and Temporary faculty

15

11

50

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	30	197	46
Presented papers	27	18	5
Resource Persons	8	18	24

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

- Most of the classrooms were converted ICT-enabled for effective Teaching-Learning process
- Several value-added courses were introduced as Certificate Courses.
- Online evaluation was introduced for certain value-added courses.
- Remedial classes and Peer Group Learning introduced for the benefit of slow learners.
- Students are provided with guided assistance to refer to NPTEL lectures, MIT courseware etc.
- Educational Trips and Industry Visits organized for exposure of learning.
- Distinguished Alumni placed in eminent institutions interact with students on domain of their expertise.
- Online Learning Materials are made available to the students through STAMS

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

205

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, Double Valuation, Online Examination



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

1	20	5
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93%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Undergraduate Programs:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc Botany	34	52.9	20.6	2.9	0	76.5
BSc Chemistry	43	60.5	30.2	2.3	0	93.0
B. Com (Finance)	58	56.9	39.7	1.7	0	98.3
B. Com (Banking)	57	47.4	50.9	1.8	0	100.0
BSc Computer Science	32	31.3	34.4	6.3	0	71.9
BA (Economics)	46	19.6	52.2	8.7	0	80.4
BA (English)	52	25.0	46.2	3.8	0	75.0
BSc Maths with Physics	46	34.8	39.1	2.2	0	76.1
BSc Maths with Computer	46	45.7	43.5	0.0	0	89.1
BSc Physics	47	63.8	19.1	0.0	0	83.0
BSc Statistics	25	8.0	44.0	0.0	0	52.0
BSc Zoology	29	65.5	20.7	10.3	0	96.6
BBA	47	8.5	55.3	14.9	0	78.7
BCA	36	13.9	72.2	8.3	0	94.4
B. Com (Self)	48	29.2	62.5	4.2	0	95.8
BSc Electronics Self	30	10.0	20.0	0.0	0	30.0
BA Multimedia	22	4.5	54.5	31.8	0	90.9
BA Visual Communication	29	3.4	55.2	24.1	0	82.8

Post-Graduate Programs:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MSc. Botany	10	30.0	70.0	0.0	0	100.0



MSc. Chemistry	11	18.2	81.8	0.0	0	100.0
M.Com	20	15.0	70.0	10.0	0	95.0
MSc. Computer Science	11	9.1	90.9	0.0	0	100.0
MA. Economics	19	0.0	84.2	5.3	0	89.5
MA. English	18	5.6	77.8	11.1	0	94.4
MSc. Mathematics	19	10.5	63.2	15.8	0	89.5
MSc. Physics	12	25.0	75.0	0.0	0	100.0
MSc. Statistics	10	30.0	50.0	0.0	0	80
MSc. Zoology	10	50.0	50.0	0.0	0	100.0
MSc. Electronics	12	0.0	8.3	41.7	0	50.0
MA. Social Work	19	0.0	63.2	36.8	0	100.0
MA. Visual Comm.	6	0.0	50.0	16.7	0	66.7
MSc. Computer Science (Self)	11	9.1	81.8	9.1	0	100.0

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

- The IQAC collected feedback from students at the end of Odd and Even Semesters
- Faculty Evaluation by students was carried out
- Parent Evaluation and feedback was gathered during PTA meetings
- Results Analysis was carried out in the Departments to identify slow learners to implement remedial coaching.
- The IQAC ensured training of Online Learning platform, MOODLE to the Academic Staff.
- Necessary measures were taken to convert classrooms with digital infrastructure and necessary teaching equipments.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	16
UGC – Faculty Improvement Programme	1
HRD programmes	285
Orientation programmes	7
Faculty exchange programme	2
Staff training conducted by the university	23
Staff training conducted by other institutions	4



Summer / Winter schools, Workshops, etc.	68
Others	5

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	18	3	Nil	3
Technical Staff	17	1	Nil	1

Criterion – III

3. Research, Consultancy and Extension

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

- A research policy has been defined for efficient research outcomes and to curb plagiarism in research articles.
- Research Scholars and Post Graduate students in small groups are mentored to assist them with the art of writing research papers. Training in LaTeX 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.
- A Research Meet was organised for the benefit of Research Scholars and Research supervisors.
- The IQAC facilitated erection of a Central Research lab to augment research in Physical sciences.
- Seminars, Conferences and workshops organized by various departments are financially supported by the IQAC.
- Nine departments in the college are Research Centres with 40 Research Guides and 102 Research Scholars.



3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		12.75		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	16	8	Nil	Nil
Outlay in Rs. Lakhs	45.7	17.52	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	34	7	2
Non-Peer Review Journals	10	3	
e-Journals			
Conference proceedings	3		

3.5 Details on Impact factor of publications:

Range	0.525-7.023	Average	2.675	h-index	29	Nos. in SCOPUS	4
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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	Received
Major projects	2016-2019	DST	1275000	Nil
Minor Projects	2016-2018	UGC	1752000	386765
Interdisciplinary Projects	2017-2018	KSCSTE	20000	20000
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	2016-2017	KSCSTE	51080	Nil
Any other(Specify) JRF	2017-2018	UGC, KSCSTE	4242704	3672704
Total			7340784	4079469

3.7 No. of books published

i) With ISBN No.

4

Chapters in Edited Books



ii) Without ISBN No. **3.8 No. of University Departments receiving funds from**

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy**3.11 No. of conferences / Workshops organized by the Institution**

Level	International	National	State	University	College
Number	Nil	5	10	1	32
Sponsoring agencies		KSCSTE, IQAC, CPE	IQAC	IQAC	IQAC, CPE

3.12 No. of faculty served as experts, chairpersons or resource persons**3.13 No. of collaborations**

International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

From funding agency	9.41
From Management of University / College:	2.46
Total:	11.87

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
	1	3	5			5

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

37

and students registered under them

101

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

5

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

JRF SRF Project Fellows Any other*

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

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="3"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="58"/>	State level	<input type="text" value="9"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="14"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="20"/>
		Any Other	<input type="text" value="-"/>

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

- San Thom Counselling Centre is a Counselling Centre that has access to the public at large. The centre provides the services of the qualified and a total of 19 individuals were provided Counselling in 2017-2018. Besides, Youth Empowerment Scheme (YES) program of the college gave counselling to an average of 35 students every week.
- A Seminar on POCSO Act 2012 was organized in the college on 27th November, 2017.
- A workshop on Street Play was organized in the college on 23rd November, 2017.



- ‘UNARV-2017’ – A Medical Camp cum Parenting Awareness Camp was organized for the children and parents on 21st July, 2017 at Government HSS, Poonkunnam, in collaboration with SMART PLAST, Tirur, Thrissur.
- ‘Karuthal-2017’ – A Tribal Empowerment Program was organized by the department of Social Work for the Tribal Community People at Gottiyarkhandi, Attappady on 17th October, 2018.
- The coastal population devastated by the OKHI cyclone were supported with Food Distribution kits in association with KIDS (an NGO for Social Work), Kottappuram on 22nd December, 2017. Funding was supported by the Faculty and Students.
- Targeting Village Child Empowerment, Six Children’s camps were organised at Parappur, Ponnur, Kunnamkulam, Tholur, Vadookkara and second one at Ponnur during May 2018 under the leadership of department of Social Work.
- The department of Physics organized a Teachers Enrichment Program for the teachers of Higher Secondary Schools on 1st February, 2018.
- The department of Physics organized a visit to an Orphanage in which students and the faculty participated.
- In connection with Christmas in December 2017, the students of the department of Physics with the support of the Faculty made glittering Stars of LED and sold it. The amount thus collected, was utilized for the benefit of an orphanage.
- Several departments organised UGC NET/JRF Coaching and JAM Coaching on holidays as part of academic extension activities.
- Srishti^{1.7}, an inter-collegiate techno-cultural Fest was organized by the department of Computer Science in August 2017.
- ‘URJA KIRAN-2017’ was organized by the department of Statistics in order to create awareness among the public and students on Energy Preservation through street processions, slogans, distribution of pamphlets etc. The faculty and 30 students organized it.
- ‘Iniyenth?’ (What next?) was a Career Guidance Program by the department of Statistics for the Higher Secondary Students of government School benefited by 80 HS students.
- Jubilee Housing Project - the department of Commerce supported its students from poor financial background to repair and maintain their houses with a total amount of Rupees Five Lakhs collected through contribution from the faculty, students and alumni.
- Touro Fest-2017 was organised by the department of Commerce on 25th September, 2017 as its academic extension activity.



- ‘*Anna Dana*’ (Food Distribution): 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.
- ‘*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.
- Teachers visited homes of students as part of mentoring and relating to the real life situations of their wards.
- World Environment Day was observed by the departments of Botany and Malayalam and NSS. In order to conscientize the young generation on the need to protect and preserve the environment, saplings were distributed to the students on 7th July, 2017.
- International Yoga Day was observed on 21st June, 2017 by NSS in collaboration with Nehru Yuva Kendra, Government of India and College Yoga Club inaugurated by Sri C.N. Jayadevan, M.P.
- NSS unit of College collaborated with Thrissur Corporation and Mathrubhumi Daily in the ‘Clean Thrissur’ drive on 15th July, 2017.
- NSS associated with the ‘mass Run for Sustainable Development’ organized by the government of Kerala on 5th August, 2017.
- Swachatha Mission - NSS Volunteers made a survey on ward 16 of Thrissur Corporation to get ground realities on Cleanliness and communicate to the government. On 26th August, 2017, the volunteers indulged in a Clean Drive at Government Mental Hospital, Thrissur.
- Legal Service Authority Awareness Program was organised on 13th November, 2017 in collaboration with Legal Service Authority Cell.
- Communal Harmony Week was observed between 19-25 November, 2017 in the college with music, drama and choreography.
- AIDS awareness program was organized on 1st December, 2017 in connection with World Aids Day in collaboration with Health Department, Government of Kerala at Thrissur Pooram Grounds.



- As part of World day for the Disabled, the NSS unit of College associated with the Collectorate in the organization of Arts Festival for the disabled held at Thrissur Town Hall on 3rd December, 2017.
- Other events organized by the NSS units of college are:
 - Road Safety Program
 - Nirbhaya Keralam, Surakshita Keralam on 13th December, 2017
 - World Blink Walk on 12th October, 2017
 - A Seminar on Pain & Palliative Care on 7th February, 2018 in collaboration with Thrissur chapter of Pain and Palliative Care Society of Kerala
 - Seven Days' Residential Camp at Mannuthy, 22-28, December, 2017.
 - Blood Donation Camp – 15th February, 2018 in collaboration with IMA

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		Management	28
Class rooms	108	Nil	Management	108
Laboratories	23	6	CPE, DST, FIST, Autonomous, Management	29
Seminar Halls	7	2	Autonomous, Management	9
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		3	CPE, DST, FIST, Autonomous, Management	32
Value of the equipment purchased during the year (Rs. in Lakhs)		4236147		4236147
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.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	93444		531	Rs. 335287	93975	
Reference Books	1826		126	Rs. 1106019	1952	
e-Books	3000000 +	5750	1,35,000 +	5900	31,35,000 +	
Journals & periodicals	114		Renewed	135678	114	
e-Journals	6000	5750	Renewed	5900	6000	
Digital Database	1		Renewed		1	
CD & Video	150		0		150	
Library automation	95270		657		95927	
Weeding (Hard & Soft)	0		0		0	
Others - Articles delivered	0		90		90	
Others – Articles checked for plagiarism	0		54		54	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	350	12	350	1		25	280	77*
Added	48	1	48	0		5	48	
Total	398	13	398	1		30	328	77

* Library Computer 40, PA System with Podium-11, Speaker with built in Amplifier-7, LED TV-7

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

- The Campus is WiFi-enabled.
- The number of computers in the campus is 398.



- The college has 13 Computer labs.
- In addition, the College Library provides internet access to students.
- The college has one PG program, Two UG programs and one Diploma program in Multi Media and Visual Communication.
- A total of 30 selected students were admitted for a 6-month long Diploma in Computer Application which they successfully completed.
- Ten selected students were given a 60-Hour long training program in Ethical Hacking in collaboration with LiveWire, Thrissur.
- Fifty Academic Staff members were trained in MOODLE Online learning system for 12 days by the IQAC in collaboration with the department of Physics.
- Twenty Two Academic Staff were given expertise in Advanced Features of Google Drive, Google Sheets, MS-Excel, etc.
- The Administrative Staff of the college were trained in the use of MS-Excel, Internet usage, MS-Word etc.

4.6 Amount spent on maintenance in lakhs:

i) ICT	13.33
ii) Campus Infrastructure and facilities	32.42
iii) Equipments	27.04
iv) Others	13.74
Total:	86.53

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Measures are taken to present all Student Support Services in the College Handbook for the reference of students' community.



- The College Prospectus is published annually in connection with the admission of new students to introduce the Student Support Services to the newly admitted.
- Digital Screens, notice boards, PA Systems, Online software entitled STAMS all are utilized to publicize information on various Student Support Systems time to time.
- IQAC provided awareness regarding various scholarships and other financial assistance that students can avail from various sources in the very beginning of academic year. An orientation programme was conducted with the help of IQAC to the new entrants of UG and PG in which a clear cut idea regarding various cells and clubs which aid students in both curricular and extra-curricular aspects was given.
- 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.
- Feedback is collected from students on the quality of delivery of various services in the college and remedial measures are taken whenever necessary.

5.2 Efforts made by the institution for tracking the progression

- Every class of the college was assigned with a faculty mentor who met 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 met once in two months and discussed 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.
- Result Analysis is done at the department level at the end of every semester to assess the progress of students. Result Analysis, Feedback from the faculty and class level PTA help tracking of the progression of current students.
- In 2017-2018, approximately 55% of the students, who passed UG, joined for various PG programmes in different specialization in prestigious institutions at national level. Nearly 18% 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. Placement Cell is effective in gathering progression of students who are placed.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2263	393	101	Nil

(b) No. of students outside the state

22

(c) No. of international students

Nil

Men

No	%
1158	42%

Women

No	%
1599	58%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1749	325	9	594	8	2684	1752	350	11	644	13	2770

Demand ratio: **20.55**Dropout %: **1.22%** (34 students)**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

UGC NET Coaching are provided to the Post Graduate students by the Faculty of the respective departments. A good number of students attended the UGC- NET Coaching sessions. Additional Skill Acquisition Programme (ASAP) training programs are conducted on a regular basis for the benefit of the selected UG students. JAM (Joint Admission Test for MSc) Coaching is provided to the aspiring students by the faculty in collaboration with faculty from other eminent institutions on holidays. The institution offered continuous training for CPT and Bank Coaching headed by the Department of Commerce in association with the experts in the field. Besides, Career Guidance and Counselling was regularly provided to the students by the Career Guidance and Placement Cell. Remedial Coaching for the slow learners was arranged by various departments.



5.5 No. of students qualified in these examinations

NET	39	SET/SLET	3	GATE	7	CAT	
IAS/IPS		State PSC		UPSC		Others	53

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 and counselling facilitation talk is provided to 36 students on an average by qualified personnel and personal counselling (one-to-one) is provided to each of them by 15 counsellors. In addition, the faculty of the department of social work offers regular counselling to the students recommended by the mentors.

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 143 students got placed at various firms and organizations and 420 students pursued higher studies after having completed courses in the college.

No. of students benefitted: 100%

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	243	50	107

5.8 Details of gender sensitization programmes

Gender Sensitization Programmes were 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 organized an orientation talk on “Women Empowerment and Personality Development” by **Dr. Honey Sebastian** on 23rd January, 2018 undergraduate students. Women



Cell, in connection with the 'World Breastfeeding Week Observation' organized an orientation program for Post Graduate girl students on 2nd August, 2017 with the talk delivered by **Dr. Joe Abraham**, Amala Institute of Medical Sciences, Thrissur.

Gender Audit was initiated by the Women Cell to take stalk of the situation in the college with regard to gender sensitization.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	171	260511
Financial support from government	1357	11627415
Financial support from other sources	467	659334
Number of students who received International/ National recognitions	Nil	

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- i. Every Friday Students from various departments brought and collected Food packets and distributed them at the Railway station, Government District Hospital etc.
- ii. Students of the Department of Commerce collected a sum of Rupees Five Lakhs to partially construct houses for their classmates from financially weaker background.
- iii. In connection with Christmas in December 2017, the students of the department of Physics with the support of the Faculty made glittering Stars of LED and sold it. The amount thus collected, was utilized for the benefit of an orphanage.
- iv. The students of the Department of Physics visited an orphanage with the faculty.
- v. The undergraduate students of Mathematics visited an orphanage at Mariapuram, Thrissur.
- vi. The post graduate students of the department of Social Work conducted children's camps in six villages.
- vii. Students of Jesus Youth visited Christ Villa Old Age home at Cherur, Thrissur in connection with Christmas.
- viii. Several students from various departments donated blood on and off the campus.
- ix. Flash-Mob was performed by the students of NSS in connection with Anti-Narcotics Day.
- x. 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)
- xi. 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.
- xii. Srishti^{1.7}: An intercollegiate techno-cultural fest was organized by the students of the department of Computer Science in which hundreds of students from various Colleges of South India participated in technical and cultural events. (National Level)
- xiii. Tourofest was organized by the students of the Department of Commerce in connection with the World Tourism Day.



5.13 Major grievances of students (if any) redressed:

- More number of toilets was constructed for both boys and girls as per the requests from the Students.
- More disabled-friendly infrastructure was constructed and arranged as requested by the students' community.
- More research-oriented books were purchased to the library as requested by the research scholars of the college.

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

St. Thomas' Academic Management System (STAMS) is a cloud-based platform to automate and simplify daily administrative, managerial and academic tasks in the college. It makes use of creative workflows and learning theories like the Outcome Based Education and blended

learning to help teachers and management to take care of their mundane everyday activities. STAMS helps to manage:

- Admission
- Examinations
- Performance Reports
- Lesson Planning
- Assessment Reports,
- Mark Lists,
- Attendance
- Assignment Submission
- Timetable
- Student planning
- Faculty Appraisal
- Document Repository etc.

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. Restructuring of Curriculum is carried out only once in three years, if found necessary after through scrutiny and study. 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 UGC/NET, JAM, CAT etc.

- Strategies are taken to include eminent Academicians from reputed institutions in all Boards of Studies.
- Syllabus Evaluation is carried out at different levels.
- Feedback from students was collected on the syllabus at the department level
- Syllabus of each course is extensively discussed by the respective faculty of each department; Suggestions and proposals are submitted to the Chairman of respective Board of Studies.
- Board of Studies of each department is convened once in every semester to review and to discuss the feedbacks.



- A Syllabus monitoring committee is in place to overview the process.

6.3.2 Teaching and Learning

Student feedbacks and parent feedbacks are effectively utilized to enhance teaching-learning process.

The college ensures effective teaching and learning through use of the latest available ICT. More classrooms have been IT-enabled during the academic year. The college has well-equipped labs and library. The digital library enables the students with wider learning experience.

The teaching faculty use a variety of methods for effective teaching as per the requirement of their subjects. Training sessions and technical updations are made to equip teachers to be tech-savvy. Remedial classes are arranged for the slow learners other than peer learning.

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. The language lab is effectively utilized to enhance communication skills, especially that of language students.

All UG and PG students undertake projects for one semester as part of experiential learning.

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 larger discrepancy beyond a threshold, 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.

Examinations procedures are managed online through STAMS. Students can register online and get hall tickets if they are eligible to appear for examinations in terms of attendance and other factors.

Centralized Valuation System is being followed in the college. Necessary steps were taken to declare the results as soon as the last exam of the semester was completed. 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 101 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 108 research consultancies have been provided by different research departments of the college associating with 42 different organizations. The IQAC and the college have been working towards building up well equipped research laboratories using various funds.

A centralised Research Lab was set in 2017-2018 and an XRD was installed for better research outcome of scholars from physical sciences and life sciences.

Undergraduate and Post Graduate students are mentored to take up research-oriented projects in their last semester.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well-equipped, fully digitised library management system. The library employs 'KOHA' software for the management of its library system. The library gives access to INFLIBNET which is a repository of academic journals. The digital library of the college, 32 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. Besides, under the auspices of library, Book Exhibition was organized in collaboration with popular Publishers.



In the year of 2017-18, a total of 657 number of new books/resources were added to the existing library. The library is ICT-enabled. CCTVs are installed to ensure security of books and discipline in the library.

The process of converting the classrooms into smart classrooms by equipping them with technological infrastructure has been intensified. Most of the classrooms are ICT-enabled. All departments are equipped with Computers, Printers, Scanners, LCD projectors and internet connection. The college has three multimedia labs, one shooting floor, one editing studio, one browsing centre and several computer labs apart from specialised science labs. STAMS, the online academic management system of the college takes care of online management of administrative and academic activities like admission, attendance, examination etc.

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 programmes regularly. The administrative staffs are given soft skill training in office management and capacity building.

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 IQAC, the Placement Cell, Women Cell, Entrepreneurship Club, ASAP and Research Council. 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. Regular counselling takes place in the college under the aegis of 'YES' and the department of Social Work. Besides, counselling sessions are held for students as per their needs and requirements.

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment is absolutely transparent and merit-based. 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.

6.3.8 Industry Interaction / Collaboration

Experts from Industry who are alumni of the College are invited to the campus to utilise their expertise and it provides students opportunities to interact. Industry visits are organized for better exposure to the industry. Syllabus grants freedom to take up study tours for interaction with eminent institutions. 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

Admission is done online for both UG and PG. The selection criteria are in accordance with the norms of Government of Kerala and University of Calicut. In the year 2017-18, the college received 18902 applications, out of which 792 students were admitted in various UG courses. For PG courses, the College received 1649 applications, out of which 204 students were admitted.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	1

6.5 Total corpus fund generated 29,77,778/-

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	No	-	Yes	IQAC
Administrative	No	-	Yes	Management

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.

Examination Procedures have been completely automated with online interfaces for the students, parents, faculty, valuation camp and the controller of examinations. 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?

Expert members from University have been nominated by the university to the Governing body, the Academic Council and all Boards of Studies of all departments. The university also has the role of approving the syllabus submitted by the academic council of the college.

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 college has a registered Alumni Association, namely, Old Students' Association (OSA).

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.

Live Strings: The eminent Alumni in the field of music and art came together to hoist an event entitled 'Live Strings' under the leadership of Mr. Ouseppachan, National Award Winning Music Composer, and contributed immensely for the Fine Arts activities of the college.

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.

The total contribution of the alumni during the period to the college for various purposes is Rupees 22.85 Lakhs (Rupees Twenty Two Lakhs Eighty Five Thousand Only).

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 2017-2018, the PTA availed a financial support of Rupees. 1.75 Lakhs for the promotion of cultural and fine arts activities and Rupees 1.45 Lakhs for the promotion of Sports activities in the college. PTA made financial support for the welfare of the women students of the college. Besides, the PTA supported the college library with a financial support of Rupees 2.16 Lakhs for better maintenance and enhancement.

In addition, awards, recognitions and scholarships were conferred to the students who secured DST Inspire scholarships, toppers of UG and PG programmes; and to the faculty who secured Ph. D and M. Phil degrees. Class PTAs are conducted by each department periodically, especially to discuss the improvement of their wards.



6.13 Development programmes for support staff

The newly recruited support staffs are guided and provided with on-the-job training by the existing senior staff of the college. The support staff was given orientation programme for technical up-gradation. A One day Workshop was organized on office administration and handling of Government/UGC Funds to the administrative staff by the IQAC. The newly recruited administrative staffs are provided with Peer training and mentoring by the senior members of the administrative staff.

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

Energy Audit Cell and Green Audit Cell were constituted to undertake Energy Audit and Green Audit in the campus. Green Audit was completed and report was submitted to the management for further action. Water testing was conducted for sources of water in the college and hostel. Electrical lighting facilities in the college have been upgraded to LED to minimize electricity consumption. Rainwater harvesting was enhanced and solar panel has been installed partially on some parts of the roof to collect solar energy.

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.

1. **Decentralization of Administration:** In order to implement efficient and quick decision making, a decentralized administrative mechanism is being executed in the campus. Governing body, Management committee and college council take policies for collective decision making. 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.
2. **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.
3. **Green Audit** was conducted in the campus and report was submitted to responsible administrative bodies and remedial actions were taken.
4. **Distinguished Alumni musicians** under the leadership of National Award Winning Musician, Ouseppachan, organized a live musical program in order to collect funds to support fine arts activities of the college.
5. **Centralized Research Lab** with major research equipments was instituted.
6. **Selected Students** were trained in Ethical Hacking in the context of security being compromised in online communications.



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

1. MOODLE Training workshop was organized for the faculty and successfully completed in order to enhance e-learning.
2. Online-Feedback system was implemented in the campus.
3. Orientation Programs was conducted for the Faculty, administrative staff, students and parents.
4. A workshop on PBAS submission for acquiring API under CAS for the Academic Staff was organized by the IQAC.
5. A workshop for soft skill training and office management for the Administrative Staff was conducted.
6. More number of teachers got Research Supervisorship during the period.
7. Number of Research Scholars registered for Ph.D in the research centres of the college considerably increased.
8. Research Scholars' Meet was organized for both research scholars and the faculty.
9. More efforts to implement plastic-free-campus were put in place.
10. Green Audit was conducted in the campus.
11. College Website was renovated.
12. Solar Power System was installed.
13. A Fine Arts Directory was prepared and published.
14. Automation of Fine Arts was completed for online processing of the event.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

1. Title of Practice: Research Enhancement Project

Objectives of practice:

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

Context:

The number of students pursuing post-graduation is considerably high in Kerala; however, the number of research centres and research guides available to do research work is limited.



The practice:

- 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)
- A central research lab was established

Evidence of success:

- There are 37 Research supervisors spread among 9 Research Departments in the college
- Number of students enrolling for Ph. D has grown to 101 research scholars.
- Number of research publications from the campus has increased.
- 39 students qualified UGC NET/JRF during the period.
- A total of 18 Ph.Ds has been produced in the college.
- 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.

2. Title of Practice: Social Extension Program

Objectives of practice:

To extend academically and socially to the society around.

Context:



Many of the students in the college are from financially poor families who struggle at different levels for survival. There are also several students around who need support in their academics and livelihood.

The practice:

- The students and faculty collected Rupees Three Lakhs to construct a house for one of the poor students in the college.
- 'UNARV-2017' – A Medical Camp cum Parenting Awareness Camp was organized for the children and parents on 21st July, 2017 at Government HSS, Poonkunnam, in collaboration with SMART PLAST, Tirur, Thrissur.
- 'Karuthal-2017' – A Tribal Empowerment Program was organized for the Tribal Community People at Gottiyarkhandi, Attappady in October, 2018.
- The coastal population devastated by the OKHI cyclone were supported with Food Distribution kits in association with KIDS (an NGO for Social Work), Kottappuram in December, 2017. Funding was supported by the Faculty and Students.
- A team of teachers and students regularly visited St. Ann's Orphanage, West Fort, Thrissur, to give the school-going orphans tuitions and remedial classes.
- The students conducted village camps and exposure programs at five different villages in the district for their intellectual and academic upliftment.
- Every Friday, a team of students visited District Government hospital in the neighbourhood of the college with food packets to feed the poor patients.
- A group of 30 students spent a day with young kids at Akasha Paravakal, Chennaipara to enlighten them mentally and intellectually in December, 2017.
- Selected deserving students were financially supported by the institution to take up trending value-added courses like Ethical Hacking and Diploma in Computer Applications to equip them with employability in emerging technologies.

Evidence of success:

- The new house was constructed for a student and inaugurated. Accordingly, the academic performance of the student improved.
- The students of the orphanage came out in flying colours in their examinations.
- Invitations from several other villages are in pending for conducting exposure programs for students.
- More students of the college express readiness to join such projects.
- Increased passion and commitment is observed among the students to take up projects with social commitment.

Problems encountered:

Logistics to organize social activities is a crisis. Finding enough time in the thick of academic activities is a challenge. Financial resources become a hurdle in accomplishing desired projects.

Resources required:



Finance, vehicle conveyance and Time.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4. Contribution to environmental awareness / Protection

Several measures were taken to create environmental awareness and protect the environment. The following are some of them:

- Environment Club is active in the campus.
- Nature Club organized a field trip to the forest for selected students.
- Plastic ban has been enforced in the campus.
- Flexboards have been restricted and have been replaced with Cloth banners.
- A program titled 'Urja Kiran' was conducted for the public in collaboration with the Corporation and the government.
- Samplings were distributed to the students and the faculty in connection with environmental day.
- Awareness programs were organized in favour of environmental consciousness.
- Ozone Day was celebrated in the campus.

7.5. Whether environmental audit was conducted:

YES

8. Plans of Institution for next year

1. To conduct a workshop on Revised NAAC Manual
2. Automation of an online documentation system
3. To conduct online examinations for certificate courses and internal examinations
4. To organize a mega-Exhibition in connection with Centenary of the college
5. Organization of Centenary Celebrations
6. To conduct International Conferences with Proceedings
7. To enhance use of e-learning and provide facilities for the same
8. To collect, collate and analyse feedback from students, parents, alumni and the faculty
9. To organize orientation programmes for the Faculty and the students.
10. To organize a workshop on Income Tax and related issues for the Faculty
11. To undertake more organized activities leading towards social extension
12. To organize a workshop for soft skill training and office management for the Administrative Staff.
13. To enhance research culture and outcome in the college



14. To strengthen Research by admitting more number of Research Scholars
15. To organize Research Seminar for the Faculty and a Research Scholars' Meet
16. To conscientize the Faculty on the importance to have more publications in SCOPUS, Web of Science etc.
17. To conduct more extensive Academic and Administrative Auditing
18. To partially support the construction of three houses of three poor students.
19. Visiting of Industries and Eminent academic institutions
20. To organize the visits of several eminent professors from Abroad and other eminent institutions.
21. To strengthen Mentor-Mentee System
22. To conduct Gender audit, Energy Audit and Green Audit
23. To conduct value-added courses on GST Practitioners, Ethical Hacking and Diploma in Computer Applications.
24. To organize events to commemorate important days of the year.
25. Creating a Fine Arts Directory
26. Online Registration and Result Publication for Fine Arts



Dr. Anil George Konkoth

Signature of the Coordinator, IQAC

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



Dr. Ignatius Antony

Signature of the Chairperson, IQAC

Dr. Ignatius Antony
Principal
St. Thomas' College
(Autonomous)
Thrissur - 680 001



ST. THOMAS' COLLEGE (Autonomous), THRISSUR – 1
ACADEMIC CALENDAR JUNE 2017

Annexure - I

Date						
1		Faculty Orientation Program	UG 3 rd Sem classes begin	UG 5 th Sem classes begin		PG 3 rd Sem classes begin
2						
3	Saturday	National Seminar On GST				
4	Sunday, (holiday)					
5	World Environment Day - Distribution of Saplings					
6						
7		IQAC Core Meeting				
8	College Council					
9						
10	2 nd Saturday (holiday)					
11	Sunday (holiday)					
12						
13	Research Council Meeting					
14						
15		UG1 st Sem classes begin				
16	PTA Executive Meeting					
17	Saturday					
18	Sunday (holiday)					
19						
20						
21	International Yoga Day Celebrations					
22						
23						
24	Saturday					
25	Sunday Eid-al-Fitr (holiday)					
26						
27						
28	Board of Studies English					
29						
30						

ACADEMIC CALENDAR JULY 2017

Date						
1	Saturday					
2	Sunday					
3	St. Thomas’ Day (holiday)					
4						
5	Academic Council					
6	Anti-Drug Observation					
7	IQAC General Meeting					
8	2 nd Saturday (holiday)					
9	Sunday (holiday)					
10	General Staff Meeting					
11						
12						
13						
14						
15	Saturday	UG 1 st Sem Graduation Ceremony				
16	Sunday (holiday)					
17						
18	PTA Executive Meeting					
19		Orientation Talk to I PG Students	PTA Annual General Body Meeting		PG 1 st Sem classes begin	
20			(3 rd and 5 th Sem)1 st Test papers begin (Department wise)			PG 1 st Test papers begin
21	College Union Election					
22	Saturday					
23	Sunday, Karkidaka vavu (holiday)					
24	Pass Board Meeting					
25						
26						
27						
28						
29	Saturday					
30	Sunday (holiday)					
31						

ACADEMIC CALENDAR AUGUST 2017

Date						
1						
2		UG Sem 1st Internal Exams begin	World breastfeeding week observation			
3						
4						
5	Saturday					
6	Sunday (holiday)					
7						
8	College Council					
9		UG 1st & UG 3rd Sem 1st Test paper WGP Uploaded				PG 3rd Sem 1st WGP Uploaded
10						
11			Health and Wellness check up camp	Placement Cell Meeting		
12	2 nd Saturday (holiday)					
13	Sunday (holiday)					
14	Food Fest					
15	Independence day (holiday)					
16	Freedom Quiz					
17						
18						
19	Saturday					
20	Sunday (holiday)					
21					PG 1st Sem 1st Test papers begin	
22						
23						
24						
25						
26	Saturday					
27	Sunday (holiday)					
28	Ayyankali Jayanthi (holiday)					
29						
30						
31	Alumni Meeting				PG 1st Sem 1st Test paper WGP Uploaded	

ACADEMIC CALENDAR SEPTEMBER 2017

Date						
1	Eid al-Adha Bakrid (holiday)					
2	Onam holidays					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12	Sreekrishna Jayanthi (holiday)					
13						
14	One Day Seminar on Gender Sensitization					
15	College Council					
16	Saturday					
17	Sunday (holiday)					
18	Extension Seminar for the Faculty					
19		2nd Internal Examinations				
20						
21	Sree Narayana Guru Samadhi (holiday)					
22	PTA Executive Meeting					
23	Saturday					
24	Sunday (holiday)					
25	World Ozone Day Celebrations 2017					
26	Youth Festival					
27						
28						
29	Mahanavami (holiday)					
30	Saturday, Vijayadasami, Muharram (holiday)					

ACADEMIC CALENDAR OCTOBER 2017

Date						
1	Sunday (holiday)					
2	Gandhi jayanthi (holiday)					
3						
4						
5						
6	Jam Coaching					
7	Saturday (holiday)					
8	Sunday (holiday)					
9						
10						
11						
12						
13						
14	2 nd Saturday (holiday)		Folk Film Festival			
15	Sunday (holiday)					
16				UG 5 th Semestral exams begin		
17			UG 3 rd Semestral exams begin	Uploading Internal marks		
18	Deepavali (holiday)					
19			UG 3 rd Uploading Internal Assessment			
20						PG 3 rd Sem Semestral exams begin
21	Saturday					
22	Sunday (holiday)					
23						PG 3 rd Sem Uploading Internal WGP
24						
25						
26						
27						
28	Saturday					
29	Sunday (holiday)					
30						
31						

ACADEMIC CALENDAR NOVEMBER 2017

Date	ACADEMIC CALENDAR NOVEMBER 2017					
1		UG 2 nd Semestral exams begin				
2		UG 2 nd Uploading Internal marks				
3						
4	Saturday (Staff Family Get-together)					
5	Sunday (holiday)					
6			UG 4 th Sem classes begin	UG 6 th Sem classes begin		PG 4 th Sem classes begin
7				Panel Discussion on Climate Change	Placement Cell Meeting	
8						
9	Convocation of Community College Diploma Students			Governing Council		
10						
11	2 nd Saturday (holiday)					
12	Sunday (holiday)					
13		UG 2 nd Sem classes begin				
14						
15						
16	Alumni Executive Meeting					
17					PG 2 nd Sem classes begin	
18	Saturday	PTA Executive Meeting				
19	Sunday (holiday)					
20					PG 2 nd Uploading Internal WGP	
21	Placement Cell Meeting					
22						
23						
24						
25	Saturday					
26	Sunday (holiday)					
27						
28						
29						
30						

Date						
1						
2	Saturday, Mila-di-sharif (holiday)					
3	Sunday (holiday)					
4						
5						
6						
7						
8			Blood donation camp	Cancer Awareness Program		
9	2 nd Saturday (holiday)					
10	Sunday (holiday)					
11						
12						
13						
14						
15	Film Festival	1 st Test papers begin (Department wise)				
16	Saturday					
17	Sunday (holiday)					
18		Research Council	IQAC Meeting			
19	Christmas Carnival					
20	90 th Anniversary of Mahatma Gandhi's Visit to the College					
21	College Council					
22	Christmas Celebration / NSS Camp begins					
23	<div>Christmas holidays</div>					
24						
25						
26						
27						
28						
29						
30						
31						

ACADEMIC CALENDAR JANUARY 2018

Date						
1					1 st Semestral exams begin	
2	Mannam jayanthi (holiday)					
3						
4	The Language of New Cinema	2 nd ,4 th , 6 th UG & 2 nd , 4 th PG -First Internal Marks / WGP Uploaded,				
5						
6	Saturday					
7	Sunday (holiday)					
8						
9						
10	Workshop on Academic Administrative Audit					
11						
12						
13	2 nd Saturday (holiday)					
14	Sunday (holiday)					
15						
16						
17						
18						
19						
20	Saturday					
21	Sunday (holiday)					
22						
23						
24						
25						
26	Republic day (holiday)					
27	Saturday	IQAC Training in office management to the Administrative Staff				
28	Sunday (holiday)					
29						
30						
31						

ACADEMIC CALENDAR FEBRUARY 2018

Date						
1						
2	Sports Day	World Wetlands Day Celebration				
3	Saturday					
4	Sunday (holiday)					
5						
6						
7						
8						
9	College Day					
10	2 nd Saturday (holiday)					
11	Sunday (holiday)					
12						
13	Shivarathri (holiday)					
14						
15						
16						
17	Saturday					
18	Sunday (holiday)					
19						
20						
21						
22		2 nd Test papers begin (Common)				
23						
24	Saturday					
25	Sunday (holiday)					
26						
27						
28	National Science Day					

ACADEMIC CALENDAR MARCH 2018

Date		UG 2 nd Sem	UG 4 th Sem	UG 6 th Sem	PG 2 nd Sem	PG 4 th Sem
1						
2						
3	Saturday					
4	Sunday (holiday)					
5		2 nd Test papers marks / WGP Uploaded				
6						
7						
8	Women's Day			UG 6 th Semestral exams begin		
9			UG 4 th Semestral exams begin	UG 6 th Uploading Internal assessment		
10	2 nd Saturday (holiday)					
11	Sunday (holiday)					
12			UG 4 th Uploading Internal assessment			
13						
14						
15						
16						PG 4 th Semestral exams begin
17	Saturday					
18	Sunday (holiday)					
19						PG 4 th Uploading Internal assessment
20						
21						
22						
23		UG 2 nd Semestral exams begin				
24	Saturday					
25	Sunday (holiday)					
26		UG 2 nd Uploading Internal assessment				
27					PG 1 st Uploading Internal assessment	
28					PG 1 st Semestral exams begin	
29	Maundy Thursday (holiday)					
30	Good Friday (holiday)					
31	College closes for summer holidays					

Staff Assessment Report (2017-2018)

All the faculty of the college was assessed by the students on their teaching and effectiveness. A total 32 faculty members scored above 90% Score in the faculty assessment by the students. 57 faculty members were given scores above 80% by the students. Only 5 of total faculty members scored below 80% who were given feedbacks by the principal personally for enhancements in the effectiveness of teaching. The analysis of the staff assessment for 2017-2018 is summarised as below:

