



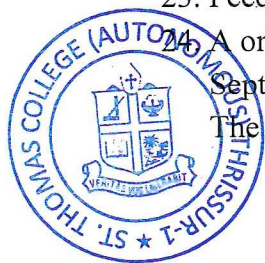
ACTION TAKEN REPORT 2018-2019

1. Faculty orientation programme was conducted beginning from 1st June 2018. Mar Tony Neeankavil, manager, Dr Valson Thampu, former principal, St Stephen's College, New Delhi, were the resource persons on the theme '*Challenges and prospects of being effective in higher education*'. It was evaluated that the programme could be extended and could be conducted in the last week of May every year before commencing the new academic year.
2. IQAC in collaboration with the Admission Cell organized a training and orientation for the Admission Nodal officers regarding the admission procedures on 4 June 2018.
3. Orientation Program for the third and the fifth semesters undergraduate and the third semester postgraduate students was organized by IQAC on 4th June 2018. Mar Tony Neelankavil, manager and Dr. Fr. Devassy Panthallookkaran, former principal, were the resource persons on the theme realizing the goals of life.
4. IQAC recommended to the research council and management to increase seed money to budding researchers in the college.
5. An evaluation and analysis of NIRF Ranking 2018 (the college obtained Rank 79) was conducted for the improvement of the college.
6. A committee under the leadership of Prof. Paul Jose was constituted for the implementation of Academic and Administrative Auditing in the college.
7. Students Induction Programme was organized for the freshers from 9th June 2018 commencing with the orientation by Dr. Devassy Panthallookkaran, former principal.
8. A seminar entitled Lectures on Perspectives on higher education in Kerala was organized on 12th June, 2018. Prof. Pius Malekandathil, Centre for Historical Studies, Jawaharlal Nehru University, New Delhi, Prof. NJ Francis, Department of History, Sree Sankaracharya University of Sanskrit, Kalady, Dr Demin Tharayil, archivist, Archdiocese of Thrissur, and Dr George Alex, Head of the Department of History, were the resource persons.
9. IQAC organized a training cum orientation program for the faculty involved in the mentoring and personal counselling on 19 June 2018. Mr. C. K. Suresh, Director, Atma Foundation, Thrissur, was the resource person.
10. Induction Program for the first year Post Graduate Students commenced by IQAC on 22 June 2018. Fr. Varghese Kuthur, Executive Manager and Prof. P. C. Thomas, were the resource persons.
11. A committee was constituted to look into the promotion procedures of the eligible faculty members. Dr. Saju M. I was appointed as the chairman of the committee.



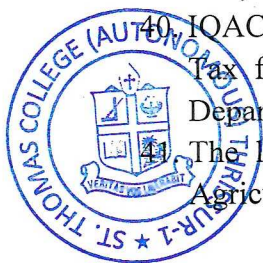


12. A committee was constituted under the leadership of Dr Thomas M T for applying funds from UGC and other agencies for various schemes. The committee already submitted proposals for Block Grant, Star College scheme and RUSA funds.
13. Women cell was entrusted with the task of carrying out 'Gender Audit' in the campus.
14. As soon as the Floods hit Kerala in August 2018, IQAC promptly gathered and deliberated for quick response to the need and society. The students and coordinators of NSS, NCC and SFS (St. Thomas for Society) were convened to do the needful to the flood affected. A new relief work team under the banner '*Koode*' ('to be with') was constituted.
15. Dr. Vimala K John was given the charge to complete 'Gender Audit'. A committee was constituted for the same.
16. Dr. Joby Paul was given the charge for "Green audit" and he submitted a completed report of the same
17. Dr. Vimal Kumar and Dr. Johns Naduvath were entrusted to complete 'Energy Audit' and report was submitted.
18. IQAC and PTA jointly organized a motivational talk entitled Effective Parenting in the Modern Times for parents of the final year postgraduate and undergraduate students on 4th September, 2018 at Palocaren Square. Dr. Suresh Kumar P, psychologist, trainer & life coach, was the resource person.
19. An awareness program on the Code of Conduct was organized for the nonteaching Staff of the college on 4th October, 2018, organized by the IQAC with sessions by Fr. Varghese Kuthur, executive manager and Dr. Ignatius Antony, Principal.
20. IQAC and the administrative Staff jointly organized a Workshop on office and laboratory management in colleges on 6th October 2018. Sri Sunil KP, HRD trainer and business coach and Sri VS Muhammad Ibrahim, Director (retd), Backward Classes Development Department, handled the sessions. Parallel sessions with demonstration were conducted in science laboratories by Dr Anto PV (botany), Dr Sunil Jose T. (chemistry), Dr Binoy CF (zoology) and Dr Ann Mary KA (physics) for the laboratory staff.
21. A 2-day training program on invigilation process and supervision and valuation of examinations was jointly organized by IQAC, Examination cell and office of the Controller of Examinations on 8th and 9th October 2018 for the faculty.
22. It was informed that self-appraisal of faculty was going on to be completed by the end of November, 2018.
23. Feedback of Students on teachers and syllabus was taken using the online survey system.
24. A one-day workshop on Revised NAAC manual was organized at DBCLC, Thrissur on 28 September, 2018, in which all the metrics in the revised manual were discussed in groups. The suggestions of the groups were presented in the general gathering.





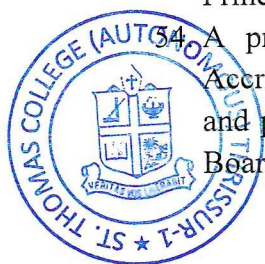
25. Seminar for Parents on the topic 'Effective Parenting in the modern times' was organized on 4th September 2018 in collaboration with PTA.
26. The faculty, students, management, NSS and NCC of our college were actively involved in the relief works of Kerala Floods 2018. The district Collector, various other government representatives and the general public greatly acknowledged and expressed their gratitude for the wonderful services rendered by St. Thomas College, Thrissur.
27. The requests for financial support for organising Conferences/Seminars were considered and approved after due deliberations.
28. As a result of several efforts and detailed planning by IQAC, Innovation Cell was formally founded on 12 December 2018, in the college inaugurated by Mr. Pranab G., Asst. District Industries Officer. Dr. Johns Naduvath was appointed the coordinator of Innovation Cell.
29. A workshop on Intellectual Property Rights was organized on 12 December 2018. Adv. Febin James was the resource person.
30. Upon recommendation of IQAC, solar panels were installed and solar energy was utilized for energy resources in the campus.
31. International conference with expertise from resource persons was organized by the department of Chemistry in collaboration with IQAC, in pursuit of giving access to eminent professors from 19 December 2018 for three days.
32. Department were oriented towards the designing of programme outcome, Programme specific Outcome and course outcome with proper guidelines issued.
33. External Academic and Administrative Audit was conducted in November 2018 with the support of external members.
34. Scholar Support Program Cell in collaboration with IQAC organized a Cluster Workshop on Mentoring Methodologies for the Faculty of the Regional Colleges, sponsored by Higher Education Directorate of Collegiate Education, Government of Kerala, on 29th November 2018.
35. Steps were taken to enhance student diversity in the college by attracting foreign students, especially SAARC countries.
36. College newsletter for the odd semester was released.
37. Website was revamped with new interface and facelift.
38. It was suggested to organize an event to help faculty to do income-tax filing.
39. KSHEC Funds to invite eminent Academicians was availed to bring Prof. Toshiaki Enoki, Tokyo Institute of Technology and Japan Science and Technology, Japan
40. IQAC in collaboration with the Income Tax department, organized a workshop on Income Tax filing and related issues on 10 January, 2019. Personnel from the Income Tax Department were the resource persons.
- The lecture on Intellectual Property Rights by Dr. C. R. Elsy (Convenor, IPR cell, Agricultural University) was jointly organized by the Institution Innovation Council, Start-





Up cell and IQAC on 22nd Jan, 2019 for students and faculty. All faculties and 1200 students of various departments attended the session.

42. IQAC and Department of Data Science jointly organized a One Day workshop on Advanced Excel on 19th January, 2019, in the computer science lab for students. Mr. Mahesh D, Data Scientist, Suyati Technologies, was the resource person.
43. Cluster Workshop on Mentoring Methodologies was organized in the college for the Mentors in the neighbouring colleges in November 2019.
44. Workshops on IPR were organized in December 2018 and January 2019 for the Faculty and students.
45. Workshop on Social Skills and Crisis Management was organized for students on 23 December 2018.
46. An orientation entitled 'Healthy Women- An asset for the Family' was organized for the post graduate girl students in the college on 11 January 2019.
47. KSHEC Funds to invite eminent Academicians was availed to bring Prof. Toshiaki Enoki, Tokyo Institute of Technology and Japan Science and Technology, Japan.
48. IQAC initiated the observation of Green Day in the campus on 12 February, 2019. Vehicles were restricted in the campus on the same day. Seed pen distribution, sapling distribution, Food packet distribution, seminars, plots, Green poetry recitation etc. were some of the activities
49. Syllabus feedback from Alumni, Students, Parents and Faculty was collected and analysed and necessary actions were taken. The Manager met each faculty in person and discussed self-appraisal of each faculty.
50. Dr. Anil George K, IQAC Coordinator and Dr. Fr. Martin KA, Management Representative visited Kathmandu, Nepal to build linkages with institutions at part of Foreign Students Drive in the campus.
51. IQAC and Energy & Green Audit cell jointly conducted Green Audit. The environmental awareness among the students, teachers and non-teaching staffs were analysed during 2018-2019 academic year by a questionnaire survey. A total of 340 respondents participated in the survey.
52. IQAC and CPE cell jointly organized an add on course on Ethical Hacking in collaboration with LiveWire beginning from 7th February 2019 that lasted for 30 hours. 30 students successfully completed the course.
53. IQAC and Innovation Cell jointly organized a One Day Seminar on Innovations in Advanced Research for the faculty of the college, held at Kerala Forest Research Institute (KFRI) on 16th February 2019. Mar Tony Neelankavil, Manager and Dr. TV Sajeew, Senior Principal Scientist, KFRI, were the resource persons.
54. A preparatory workshop entitled 'Academic and Administrative Audit and NAAC Accreditation' was organized on 18th February, 2019. Dr. Ordetta Mendoza, former HoD and professor, Stella Maris College, Chennai and Coordinator, AA Audit Cell of Xavier Board, Bangalore was the resource person.





ST. THOMAS COLLEGE (AUTONOMOUS)

THRISSUR, KERALA - 680 001



NAAC 4th Cycle Accreditation

College with Potential for Excellence
NIRF Ranking 2021: 64

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55. Steps were taken to continuing update the college social media accounts.
56. A new online module was generated ERP for the online documentation of documents in February, 2019.



Dr. Anil George K
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