

# St Thomas College Kozhencherry

Established in 1953



## Academic and Administrative Audit Report 2018-2019



# **ST THOMAS COLLEGE, KOZHENCHERRY**

## **ACADEMIC AUDIT REPORT**

**Year under purview: 2018-19**

**Date of visit: 13-14<sup>th</sup> March 2019**



Name and Address of the College:	St Thomas College, Kozhencherry
Year of Establishment:	1953
Three major features in the institutional context:	<ul style="list-style-type: none"> <li>• A co-educational women-majority college in a rural green setting of the Western Ghats</li> <li>• An aided college with self-financing courses affiliated to Mahatma Gandhi University situated in Central Kerala.</li> <li>• A college under Mar Thoma Management with potential for expansion and growth.</li> </ul>
Date of visit of the team:	13-14 March 2019
Members of the peer team:	<ol style="list-style-type: none"> <li>1. Dr John Abraham Former Principal Scottish Church College, Kolkata</li> <li>2. Dr M. Jezer Jebenesan Former Principal Scott Christian College(Autonomous) 19 a/1b, Zion(West) Street Nagercoil</li> </ol>

<b>General Observations</b>
<b>Criterion I: Curricular Aspects</b>
<ul style="list-style-type: none"> <li>• The institution follows the curriculum designed by the university</li> <li>• Seven teachers are members of the UG and PG Board of Studies.</li> <li>• Teachers are actively involved in the curriculum revision process of the affiliated University.</li> <li>• College has not started any new programme during the post-accreditation period.</li> <li>• More Certificate and Value Added Courses are to be started by each Department.</li> <li>• Feedback collection and analysis on curriculum is to be made more systematic and suggestions are to be reported to the curriculum development councils of the University.</li> </ul>

**Criterion II: Teaching—Learning and Evaluation**

- Teaching-Learning Process needs revamping. Innovative teaching and learning mechanism is to be used by the teachers. The process needs improvement by incorporating collaborative learning in an organized manner.
- The teacher quality is noteworthy. However, efforts should be made to get government approval for appointment of remaining vacancies.
- Teacher participation in national and international seminars and workshops should increase.
- Bridge Course is to be properly conducted by each Department.
- Resource materials provided to the students are to be recorded.
- List of slow learners and advanced learners and resources provided to them are to be recorded.
- Evaluation process is transparent and good. However student performance in the examination needs drastic improvement. Academic results are not encouraging and not found suitable for an A grade college.
- Result analysis of each Department should be done on the basis of each quota (Community, Management, General and reservation).
- Remedial and mentoring should be done in a systematic manner with proper documentation.
- Records regarding online courses (MOOC) done by the students should be maintained.
- Besides effective orientation, ensure that all students make frequent visits to the library and make use of its facilities.

**Criterion III: Research, Consultancy and Extension**

- All research departments should have a Coordinator.
- All Departments should take up initiatives to conduct studies, research on topics which are relevant to and beneficial to the district to which the college belongs. All details regarding major/minor projects need to be properly documented.
- Apply for more projects funded by government/non-governmental agencies like UGC/DST/KCHR/KCSTE, etc.
- Teachers should take up more research projects and conduct seminars and workshops in collaboration with other institutions/organizations.

**Criterion IV: Infrastructure and Learning Resources**

- High-speed internet facility is required.
- Appropriate power backup system for the whole college is required.
- Fully automated library is mandatory. Walk-in register is to be maintained. A policy is required to discard obsolete books. Separate shelves for new arrivals, faculty/ student/ alumni authored books and special section for rare books may be kept.
- Maintenance of campus facilities should improve.
- At least two sanitary vending machines are required on the campus.
- At least two working incinerators should be installed.
- Sports hostel, Fitness Centre and Canteen need drastic improvements.
- All departments should have access to a smart classroom.
- Chemistry lab needs to be fully renovated.

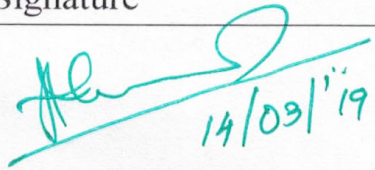
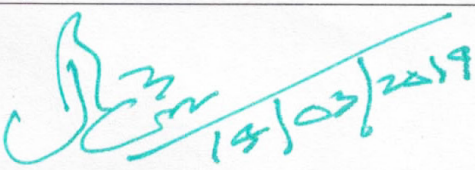
<ul style="list-style-type: none"> <li>• Computer lab of the Dept of Computer Science is to be supported by power back-up system.</li> <li>• Steps should be taken to increase fund allocation to the library of Self-Financing Departments.</li> </ul>
<b>Criterion V: Student Support and Progression</b>
<ul style="list-style-type: none"> <li>• Job-fair should be conducted every year.</li> <li>• Student progression and placement need improvement.</li> <li>• Student participation and activities should be properly documented.</li> </ul>
<b>Criterion VI: Governance, Leadership and Management</b>
<ul style="list-style-type: none"> <li>• The vision and mission of the institution is good. Departments need to have a specific vision and mission in tune with that of the institution.</li> <li>• The possibility of appointment of Vice-Principal and Dean (Academic/Administrative) to reduce the burden of the Principal and for the smooth functioning may be explored.</li> <li>• Visit to other reputed colleges/universities by the faculty and administrative staff so as to learn the administration, profile, innovative and best practices adopted by the institutions will be of advantage.</li> </ul>
<b>Criterion VII: Innovations and Best Practices</b>
<ul style="list-style-type: none"> <li>• All innovative practices are general. Please make it more unique and specific to the college.</li> <li>• Retain Solar Photovoltaic system and Vegitos as best practices.</li> </ul>

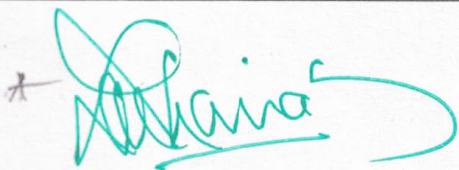
<b>Recommendations</b>
<ol style="list-style-type: none"> <li>1. Visit to top-graded colleges in and outside the state should be encouraged.</li> <li>2. Resource mobilization shall be one of the top priorities of the college Management. The college may explore the possibilities of resource mobilization through MP/MLA LA fund, resourceful alumni, PTA and support from other beneficiaries and well-wishers of the college.</li> <li>3. Faculty should be given regular exposure to modern trends in higher education and administration by sending them to reputed institutions and inviting eminent academic administrators/experts to the college.</li> <li>4. Maintenance of Teacher Work diary is a good practice, though it is not seriously followed in several Departments. Efforts should be made to make it more systematic.</li> <li>5. Smart classrooms are strongly recommended for the college as it is the need of the time.</li> <li>6. To ensure quality of students, a minimum mark shall be prescribed for Management Quota admissions as well.</li> <li>7. Other than mandatory, it appears that teachers do not try to improve their academic base or keep abreast with their subjects.</li> </ol>

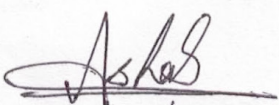
8. Research output in terms of peer reviewed publications is not satisfactory.
9. All Departments should celebrate silver, golden jubilee etc with noteworthy initiatives.

The College has to put in lots of efforts before the next accreditation is due. A joint effort by the management and staff in war footing is strongly recommended for the further growth of the institution.

Name(s) & Signature(s) of the members of the Peer team:

	Name	Signature
Member 1	Dr John Abraham Former Principal Scottish Church College, Kolkata	 14/09/19
Member 2	Dr M. Jezer Jebenesan Former Principal Scott Christian College(Autonomous) 19 a/1b, Zion(West) Street Nagercoil	 14/09/2019

  
Prof. K. C. Zachariah  
Principal-in-charge

  
Dr Asha Susan Jacob  
IQAC Coordinator

