

# St Thomas College Kozhencherry

Established in 1953



## Academic and Administrative Audit Report

2019-2020

**St Thomas College, Kozhencherry**  
(Re-accredited by NAAC with A grade)

**Academic & Administrative Audit Report**

**Year of Review : 2019-20**

Date of visit:  
19-20 November 2020

IQAC  
St Thomas College Kozhencherry  
December 2020

## Schedule of the Visit

<b>Date</b>		<b>Time</b>	<b>Department</b>
19-11-2020			
<i>Thursday</i>	<i>FN</i>	9.30 a.m.	Meeting with the Principal and IQAC Coordinator
		10.00 a.m.	English
		10.30 a.m.	Hindi
		11.00 a.m.	Maths
		11.30 a.m.	Statistics
		12.00 noon	Physics
	<i>AN</i>	1.30 p.m.	Commerce
		2.00 p.m.	Economics
		2.30 p.m.	History
		3.00 p.m.	Malayalam
20-11-2020			
<i>Friday</i>	<i>FN</i>	10.00 a.m.	Botany
		10.30 a.m.	Zoology
		11.00 a.m.	Physical Education
		11.30 a.m.	Chemistry
		12.00 noon	BBA/BCom (SF)
		12.30 p.m.	Computer Science (SF)
	<i>AN</i>	1.30 p.m.	Library/canteen/hostel etc
		2.00 p.m.	IQAC Subcommittee Convenors

## Introduction

The higher education and accreditation process have been undergoing tremendous changes over the years, both in the international and national spectrums. Teacher as a catalyst to facilitator, self-learning from periphery to core, vocationalisation and skill acquisition, urge for new generation courses, IT-supported the implementation of curricular and co-curricular programmes, shift from qualitative to the quantitative format of accreditation etc. are some of the distinguishing features of the new perspective. It is therefore important to periodically review and update the courses, programmes, infrastructure and administration to cope with the emerging developments in the field of higher education. The National Assessment and Accreditation Council (NAAC) lays emphasis in this regard on quality initiatives, quality sustenance and quality enhancement.

St Thomas College Kozhencherry, established in the early fifties has an academic history of nearly seven decades and has also subjected to three cycles of accreditation. Since the college is preparing for the fourth cycle of accreditation, an academic and administrative audit will provide a reflection on the current academic functioning of the college.

## Criterion I: Curricular Aspects

As an affiliated institution, the curriculum is designed and developed by the University, but implemented by the college. The focus of curricular aspects is the practice of the institution in engaging issues of academic diversity, flexibility, career orientation, skill development, feedback system etc.

- The college offers 15 undergraduates, 9 postgraduate and 5 doctoral degree programmes. In addition to the above, 14 certificate programmes are also available. In terms of number of programmes and options, the institution has academic diversity and flexibility.
- There are seven faculty members of the college in the Mahatma Gandhi University Board of Studies for their respective subjects. They contribute significantly to the design and development of curriculum and also in the restructuring and revision of syllabi.
- Though the college has a good number of academic programmes, it has not started any new regular programmes or BVoC courses during the post-accreditation period.
- Certificate Courses of 30 hours duration are offered by many Departments and also by the Computer Centre and the Tutorial Committee. All the Departments should offer certificates and value-added courses. The syllabus of the certificate courses should be given on the college website.
- Experiential learning/project work/fieldwork in collaboration with other institutions are to be encouraged and proper documents are to be filed.
- The institution collects feedback from all stakeholders on curriculum, teaching-learning process, and infrastructure facilities. Measures are to be taken to report valid suggestions on curriculum and solid initiatives for corrective measures to the Board of Studies of each programme.
- Annual plan and academic calendar for the institution and the Departments are to be prepared prior to the re-opening of the institution. General timetable may be published on the college website.
- Teaching plan as per academic calendar is to be prepared by each teacher for each course per semester.

## Criterion II: Teaching-Learning and Evaluation

Teaching Learning and Evaluation is one of the core criteria in the assessment and accreditation process which stands for the initiatives of the institution in evolving appropriate mechanisms for meaningful and effective delivery of the curriculum. Focus on the competency and adequacy of teachers is also significant.

- Teacher quality is commendable.
- Since the number of filled in vacancies is an important element in the accreditation process, measures should be taken to get government sanction for appointment in all remaining vacancies.
- Teachers work diary is a good practice. Every teacher is expected to keep a record of activities done (both curricular and co-curricular) in the diary. Frequent verification of the same is to be done by the HoD and the IQAC.
- Curriculum transaction monitoring system should be introduced in the form of a curriculum register with feedback from students to ensure time-bound completion of syllabus.
- Mechanism to evaluate attainment of learning outcome is to be introduced. If the attainment level is found to be short of expectation, remedial measures are to be initiated.
- Result analysis of all programmes and courses offered by each Department should be carried out semester-wise and compare institutional academic results with University average for each programme and with that of neighbouring institutions. Appropriate strategies may be initiated to improve the results.
- Innovative teaching and learning mechanism, with the implementation of digital platforms, has been introduced and orientation programmes for teachers were arranged.
- Open Educational Repository is to be maintained and measures to be taken to encourage contribution by the entire faculty.
- Bridge Course is conducted at the commencement of each programme. Proper documentation should be taken care of.
- A composite mechanism has to be evolved in classifying students into the categories of slow learners and advanced learners and document the resources provided to them.
- The institution offers remedial and mentoring services. The practice of imparting life skills and human values during weekly tutorial sessions is commendable. Mentoring file is a robust practice. Ensure that every teacher does the work and document the same. Appointment orders are to be given to mentors with the list of mentees.
- Encourage students and teachers enrolment in MOOC. Records regarding online courses done by the students should be maintained.
- Make sure that all students make frequent visits to the library and make use of its facilities including INFLIBNET.
- Preparation of Question Bank for each course can be initiated in the departments under the guidance of IQAC.

## Criterion III: Research, Innovation and Extension

Academic research is having great significance in the accreditation process. Promotion of research by the institution is very important. The initiative by the institution in serving the society through demonstrated programmes is also important. Reserch facilities, fund mobilization, publications, and research collaborations are also important.

- Over 70 percent teachers have research experience and 13 teachers have research guideship.

- Initiatives to conduct research studies/projects on topics relevant to the locality to which the college belongs to should be initiated by the Departments.
- Apply for more Government and Non-government funded projects.
- Publication per teacher is not sufficient. Increase the number of publications in scopus-indexed and UGC CARE-listed journals.
- More international and national seminars are to be organized.
- Collaborations with other establishments/institutions should be given due importance.
- Each Department should involve students in extension activities.
- REYONO journal is a healthy practice. Measures to be taken to make it UGC-CARE-listed.
- A community centre with innovative programmes for the development of the neighbourhood will be much-appreciated.
- Research facilities should increase.
- A short term course on Research Methodology should be conducted under the leadership of IQAC.

### **Criterion IV: Infrastructure and Learning Resources**

The availability of facilities for effective implementation of curricular and co curricular programmes and augmentation of facilities to facilitate the institution in performing its core functions are very important. The depth of IT facilities, the number of books and journals in the library and the institutional mechanisms for the maintenance of facilities are the focal areas in the accreditation process.

- Wifi facility should be made accessible to all classrooms. A high-speed internet facility is required.
- An appropriate power backup system for the whole college is required.
- All departments should have a smart classroom.
- A fully automated library is mandatory with facility for the differently-abled. Measures are to be taken to appoint sufficient qualified staff in the library.
- Pathway to college hostel requires maintenance with sufficient lighting.
- Common Computer Facility Centre and Dr Juhanaon Mathoma Hall to be made accessible to differently-abled students.
- Maximum number class rooms should be ICT-enabled with projector, wifi and other digital facilities.
- Maintenance of incinerators is to be ensured.
- Measures should be taken to use English Language Lab more effectively.

### **Criterion V: Student Support and Progression**

Academic support for students in the form of learning assistance, freship and scholarship, career counselling and placement drive are very important. The nurturing of alumni and alumni contribution are also important.

- Progression of students to the next level is to be documented with supporting details.
- Job-fairs or placement drive and career counselling should be organized every year.
- Alumni Association should be registered and eminent alumni may be invited as resource persons.
- The profile of prominent alumni is to be showcased at the institutional and Department level.
- Alumni contribution in any form is to be encouraged and projected as a welcome trend.

- Sports involvement needs improvement. Women teams in selected items should be identified and given coaching. Yoga team can be formed.
- Grievance redressal mechanism at the department level and institutional level should keep a record of action taken report on each complaint received.
- All clubs and forums should be more active for the holistic development of the students.

## **Criterion VI: Governance, Leadership and Management**

The mechanism evolved for the effective functioning of the institution, academic and administrative decentralization, and the institutional strategies for long term development are very important. Resource mobilization, proper auditing and accounting, HR utilization, functioning of IQAC etc. have also great significance.

- Management Information System and e-governance in all administrative areas are required.
- Management should encourage the faculty to participate in national and international seminars and workshops and implement faculty empowerment strategies.
- Annual financial plan should be prepared taking into consideration the suggestions given by the IQAC and the Departments.
- Faculty Development Programmes for teaching and non-teaching staff should become a regular practice.
- Strategic plan for the next ten years is to be prepared.
- Measures should be taken to appoint requisite staff in all administrative and non-teaching categories.

## **Criterion VII: Institutional Values and Best Practices**

The relevance of the institution in the emerging socio-economic environment and its response constitute the core element in this criterion. How does the institution address the pressing issues such as gender equity, environmental problems, inclusiveness etc. The legacy and best practices of the institution are also important.

- Green Audit should be conducted.
- Peer teaching can be introduced in all departments as a best practice.
- College-Community partnership projects may be initiated. Local community can be made computer literate using the institutional facilities.
- Campus should be made greener by planting rare-trees and environment related and socially beneficial programmes may be organized.
- Waste management system should improve.
- Each Department should identify at least two best practices.

## **Overall Assessment**

### **Strength**

As a special grade college with a history of nearly seven decades, St Thomas College Kozhencherry has the potential to become a highly rated higher education institution in the State. The main strengths of the college include:

- Sprawling campus with ample scope for development.
- Construction of the new Self-financing Block during the post-accreditation period.
- The institution has been sanctioned Rs. 2 crore under the Rashtriya Uchatar Shikshaabhiyan (RUSA).
- Qualified teachers with excellent research experience.

- Transparent admission procedure and concern for the marginalised.
- Gender-friendly and inclusive campus.
- Football ground; basketball, volleyball and badminton courts; gymnasium and yoga facilities.
- Auditorium, two hostels for women, canteen, girls' restroom, post office, cooperative store and Cooperative Society.
- Publication of an interdisciplinary research journal.
- Annual seminar on environmental issues.
- Supportive PTA and Alumni.

### **Weakness**

- Inadequate number of smart classrooms, projectors and computers.
- No new programmes since last assessment.
- Dearth of regular non-teaching and administrative staff.
- Library timings not sufficient.
- Field work and external project work not sufficient.
- Co-curricular activities need to improve.
- Website not updated.
- Sports involvement not satisfactory.
- University examination results need to improve.

### **Recommendations**

Since three cycles of accreditation are over, the fourth cycle is very crucial for the college. Hence it is very important to tone up the academic and administrative matters to make the institution fit for the next cycle of accreditation. Following steps may therefore be initiated:

- Location map of the campus should be updated.
- Details of scholarships and fellowships availed need to be documented in the college office. The classification of scholarship—merit, Higher Education Council's, KPCR, institutional etc--is required for the purpose of accreditation.
- An LED display board for notification of programmes to be placed in front of the office.
- Smart classrooms are strongly recommended for the college as it is the need of the time. Atleast one smart classroom in every discipline is a pre-condition for accreditation.
- Wifi facility and connectivity need to improve so that all the classrooms and buildings have accessibility. Net speed is a very important parameter for evaluation.
- Annual purchase of books to the library should increase. College budget should include amount for the same. Audited statement of accounts along with annual budgets for five years will be verified to ascertain the amount spent for the purchase of books and journals.
- More Scopus-indexed journals are to be subscribed to.
- Professional revamping of college website is highly required. Information regarding all statutory bodies should be provided.
- Placement activities and placement drive need to improve.
- The involvement of all stakeholders should be ensured in the accreditation process.
- As Campus-community partnership is a thrust area of NAAC, any activity which can claim a linkage with the neighbourhood should be encouraged.
- Each department is required to make a SWOC (strength, weakness, opportunities, challenges) analysis.

- Maintenance of Teacher Work Diary is a good practice, though it is not seriously followed in several Departments. It is the only document that can be presented in the evaluation process so that it should be made more systematic and compulsory.
- Research output in terms of UGC-CARE-listed and scopus-indexed publications needs to improve.
- Attempts should be made to revive Chemistry Research Centre and upgrade Department of Malayalam to a Research Department.
- Student:working computer ratio should be 20:1.
- Green campus initiatives should be given more focus.
- Measures to be taken to make Public Facility Lab functional.
- Departments have to modify their department profile to include the certificate courses and value added courses offered. The departmental best practices can also be included.
- Result analysis should be made more meaningful with strategic plans for improvement and implementation.
- The minutes books of the Departments, Staff Council and IQAC should be proper and contain the agenda, resolutions, and action taken reports.
- A mechanism has to be evolved to monitor the academic delivery.
- Since accreditation is an outcome based evaluation, effort should be made to ensure documented outcomes from every initiative and two best practices of the college should be identified by the IQAC for submission in the RAR.

## Conclusion

Quality is the defining element in the field of higher education. The college is therefore expected to initiate steps for quality sustenance, quality enhancement and excellence in the post accreditation framework. The ambience of the college is fine, but concrete measures are required to transform the opportunities to outcomes. Each Department has the potential to improve, but teamwork is necessary. The focus on teaching-learning, research and extension and infrastructural support are vital for a good grade in accreditation. Documentation is very crucial for the fact that over 65 percent of the assessment is based on quantitative data and data capturing. It is our firm view that the college has the potential, but needs improvement in several areas as indicated in the Recommendations. We hope, in the days to come, that the institution will consistently work as a team towards the ultimate goal of quality enhancement as a reputed institution of higher

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

**Dr Icy K. John** (Expert Member)  
Former Principal, Mar Thoma College, Thiruvalla

**Dr Mathew P. John** (Principal)

**Dr Asha Suan Jacob** (IQAC Coordinator)

Kozhencherry

