



Academic & Administrative Audit Report
Year of Review: 2021-2022
Date of visit: 1-9 December 2022

IQAC St Thomas College Kozhencherry December 2022

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

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Introduction

As part of the institutional strategy for quality assessment and enhancement, an external academic and administrative audit of St Thomas College was conducted under the aegis of the IQAC from 1st to 9th December 2022. The external audit team reviewed the institutional performance of the previous year (2021-22) in accordance with the NAAC assessment process.

The IQAC internal audit team had visited the Departments, verified the supporting documents, and submitted the appraisal report. The external team evaluated the internal audit report of the IQAC, the AQARs submitted by the Departments, the Criteria-wise reports drafted by the Criteria convenors, documents produced, and the clarifications obtained on the queries raised.

An exit meeting was arranged on 15 December 2022 in the presence of the Manager of the Institution. The team presented an overview of the appraisal report and highlighted the strengths, weaknesses, opportunities and challenges. This report consolidates the observations of the audit team with suggestions for improvement. The schedule and consolidated report of the Departments and the Institution are given below:

Schedule

Date & Time	Department
01/12/2022 2.00 p.m. to 3.00 p.m.	Interaction with the Principal
01/12/2022 3:00 p.m. to 5:00 p.m.	English Hindi
02/12/2022 3:00 p.m. to 5:00 p.m.	Physics Botany
05/12/2022 3:00 p.m. to 5:00 p.m.	Zoology Chemistry
06/12/2022 3:00 p.m. to 5:00 p.m.	Maths Commerce
07/12/2022 3:00 p.m. to 5:00 p.m.	Malayalam History Statistics
08/12/2022 3:00 p.m. to 5:00 p.m.	Computer Science (SF) Commerce (SF) BBA (SF)
09/12/2022 3:00 p.m. to 5:00 p.m.	Physical Education Library
15/12/2022 3:00 p.m. to 5:00 p.m.	Exit Meeting

REPORT

File Name	Status
Vision & Mission Statement	All the Departments have prepared their vision and mission statements. Ensure that it aligns with the broader vision and mission of the college.
Department Profile	Available. Major achievements and milestones need to be added. List of former faculty also should be incorporated.
Faculty Profile	Available. Common format for Faculty Profile should be given by the IQAC.
Teacher Workload Statement	Ensure sign and seal of the HoD on the document.
Admission Register	Available. Needs to be updated.
Student Profile	Available as student biodata forms. Separate register needs to be maintained.
Stock Register	Available. Needs to be updated.
Accounts Register	Internally audited Accounts Register needs to be maintained.
Minutes book of Department Meetings	Available. Needs to be updated with the sign and seal of the HoD.
PTA Register	Notice of the meeting needs to be attached with the PTA meeting report. Use a page-numbered register.
Department Timetable	Available. Sign and seal of the HoD need to be affixed.
Teacher Timetable	Should be prepared from the Department timetable and needs to be maintained separately.

Annual Academic Plan	Needs to be updated with all the activities, class-tests, seminars, workshops etc.
Monthly Academic Plan	Work diaries of the teachers to be updated with the Plan.
Teachers' Workbook/Diary	Needs to be updated with all required entries.
Day Report	Needs to be updated.
Department Annual Activity Report approved by Department Staff Council	Annual Activity Report needs to be updated and its approval by the Department Staff Council should be recorded in the Department Staff Meeting Minutes.
Guest faculty profile	Needs to be updated and filed along with the faculty profile.
Guest faculty appointment order copy	Not available. Should be collected from the office and a copy should be kept at the Department.
Guest faculty workload statement	Available.
Syllabus File	Available.
Timetable and Subject Allocation File	Available.
Module Plan File	Needs to be updated in the Work diary or Cognito Form.
Notices from IQAC	Maintained in the Inward file by some Departments. Other Departments need to prepare the file.
Copies of Request letter to IQAC/Management	Available. A separate file needs to be maintained.
Copies of Reports on various activities submitted to IQAC	Available, but needs to be updated.

Faculty Self-Appraisal Report	Available, but needs to be updated.
Internal Mark List	Available
Students' Grievances reports	Separate register needs to be maintained and year-wise data needs to be kept.
University Result	Needs to be updated and the final year consolidated mark lists need to be maintained.
Financial Support / Scholarships	Not available in many Departments. Separate register needs to be maintained.
Category-wise Students' Statistics	Needs to be updated.
Details of Co-curricular Activities	Needs to be updated.
Details of Students' Achievements	Needs to be updated with supporting documents.
Placement/Higher Studies Details	Separate register needs to be maintained.
Seminars/Workshops/ Programmes	Available. Needs to be arranged year-wise.
Study Tour	Needs to be updated
Extension Activities	Some Departments need to initiate extension activities. Photos and report of the activity need to be filed.
Research	Research centres need to update the details of the research guides and scholars.
Remedial Coaching	Data should be properly recorded in the Remedial teaching record book provided by the IQAC or a separate register needs to be maintained. Timetable and attendance need to be filed.

Mentoring File	Available. Mentoring session report needs to be updated by every mentor. Mentee profiles to be incorporated.
University Question Papers	Available. Needs to be arranged year-wise.
Internal Examination Question Paper	Not available in some Departments.
Internal Examination Mark list	Not available in some Departments.
Entry Level Examination Question Paper	File needs to be updated.
ELAT Mark List	Needs to be updated.
List of Slow, Average and Advanced learners	Needs to be updated.
Peer-Tutoring Details	Some Departments need to initiate Peer-tutoring and others need to update the file.
Teacher's Participation Certificates: Refresher Course/Evaluation process/ Question paper setting/Board of Studies Meeting/Syllabus revision	Available. Separate file needs to be maintained.
Details of invited lectures	Available, but needs to be filed separately.
Documents- List of Chapters in Books (ISBN)	Available.
UGC Care listed Articles, List	Available.
Articles in ISSN Journals	Available.
ICT Enabled Classrooms	Available.
Wi-Fi Facility	Available.

Dept. Library	Stock Register and Issue register need to be updated.
Lab Manuel	Available. SOP need to be customized.
Lab Management & Waste Management SOP	Document for Waste disposal method needs to be maintained by some departments.

General Observations

- The progressive vision of the Management which follows a decentralized administrative network is appreciable.
- The pedagogic and evaluation processes are continuing efficiently. However, care should be taken to ensure ICT- enabled teaching for maintaining overall quality.
- Emphasis should be laid on introduction of more certificate courses, preferably in online mode.
- Faculty participation in Board of Studies, syllabus revision and evaluation process are creditable.
- The ambience is conducive for curricular transactions and overall performance as a higher education centre.
- The institution is blessed with qualified and committed faculty. The experience of the senior teachers and the innovative ideas of the new faculty members are assets to the institution.
- Teachers resort to different pedagogic tools like power point presentations, group discussions, peer teaching, industrial visits, field trips, online classes etc. besides the traditional chalk and talk method. MOODLE-based Digital Learning Management System is widely used together with Google Classrooms.
- Mechanism for collecting student feedback by the IQAC is appreciable. The issues in the feedback may be analysed and discussed in the Staff Council or Staff meetings. The inputs to individual teachers may be communicated to the teacher by the Principal.
- The mentoring system in each Department needs special attention. Faculty members may be motivated to involve themselves in mentoring extensively and document the same without fail.

- The academic result (pass percentage) of some programmes is an area that demands careful attention. Appropriate steps are to be adopted for addressing the issue.
- A strategy for properly analysing the Programme Outcome and Course Outcome at the institutional level may be thought of.
- More effort needs to be taken to regularize BA Hindi programme.
- A considerable number of teachers have either research degrees or are pursuing research. Others should be encouraged and facilitated to pursue research. Teachers with Ph.D. degrees are to be motivated to avail themselves of research projects and research grants from various government agencies, industries etc.
- Measures are to be taken for upgrading Postgraduate Departments to be Research Centres.
- Overall, faculty publications need to improve, considering the potential of the faculty. Faculty members need to be motivated to publish in Scopus or UGC-CARE listed journals.
- Student paper presentations deserve appreciation.
- Number of functional MoUs are to be increased.
- Some Departments need to initiate extension activities. *Aardram* Extension Cell is to be registered and CSR facility of companies may be availed of.
- Considerable extension work has been offered by the institution. Efforts should be taken to get the appreciation letters for the services rendered from the respective agencies.
- Sufficient infrastructure facilities are provided for academic process. However, considering the contemporary demand for ICT-enabled teaching-learning more technology-based classrooms are to be provided. Recording room/studio facility will be an added asset, if established.
- Sufficient number of classrooms are available. LCDs, internet-connectivity, interactive boards, and different educational software need to be provided to the departments.
- Student enrollment number is satisfactory. As the location of the college on the hilly terrain distances students, the college should think of innovative strategies to attract

more students to the campus by organizing more programmes and ensuring wider publicity.

- The working hours of the library should be extended and it should be displayed on the notice board.
- Library automation has been initiated. More computers need to be installed to facilitate browsing. Reprographic facility should be made functional. Browsing facility for the disabled should be ensured. Reading room facilities should be assigned especially for research purposes.
- The books in the department libraries to be reckoned as part of the general library.
- Measures to be taken to increase average number of daily footfalls. Incentives like Best Library User award may be considered.
- A copy of University exam questions paper filed at the library should be provided to the Departments.
- The canteen facilities have improved. Waste management has to improve.
- College Office should have an Enquiry area for the students to help them clear their queries.
- Ensure ramp facility to the rest of the buildings like Juhanon Mar Thoma Hall and Common Computer Facility Centre, auditorium, Life Science Block etc.
- A total facelift of the campus will be appreciated. Efforts should be made for regular maintenance of the buildings and cleaning of the premises. Entrance of the college office may be revamped.
- Students should be made aware of the Grievance Redressal, ICC, SC/ST/OBC Cell etc.
- Efforts to avail of maximum possible scholarships and freeships from the government need more attention.
- Placement Cell needs to be geared up to ensure campus placement.
- Focused attention in sports field is required.
- Student participation and achievement in extra-curricular activities can be improved.
- Alumni involvement is praiseworthy. More alumni engagement can be ensured.
- Student support facilities like Anpu and noon-meal facility are laudable.

- E-governance is in rudimentary stage. MIS needs to be introduced.
- Efforts must be taken to ensure appointment in all vacant posts of non-teaching staff.
- Policy documents are published on the website.
- ISO certification may be attempted.
- College website requires revamping with mandatory requirements.
- Annual training programmes are to be arranged for teaching and non-teaching staff.
- Annual internal and external audit are notable practices. Feedback on office administration can also be collected.
- All staff members are to be made aware of the new NAAC assessment process and its SOP.
- Day to day documentation of events and activities is required.
- Vision and Mission statement of the College may be displayed in English, Malayalam and Hindi.
- Ensure signage at all important nodal points. It should indicate all facilities available.
- Initiatives to ensure gender equity is commendable.
- Green protocol should be made known to the students.
- College can try for regular annual green certifications.
- Ensure that each document is authenticated by the seal and signatures of people responsible.

Conclusion

Quality sustenance and enhancement are the crucial criteria for academic and organizational excellence. Self-assessment and expert-assessment assist in the effective execution of the vision and mission through incessant, organized, and steadfast endeavours for improvement.



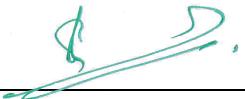

As a Christian minority institution with a magnificent track record of seven decades and a sprawling, serene campus, St Thomas College Kozhencherry has the potential to strive for still greater laurels. With its substantial capital of vision-driven management, competent teachers with excellent research experience, gender friendly and inclusive campus, and alumni engagement, the institution can pursue for distinction with coherent planning and

concerted work. Standing at the threshold of fourth level NAAC accreditation, the institution has to concentrate on infrastructural development vital for quality teaching, learning and research. Since accreditation is an outcome-based evaluation, documentation of every programme is also very decisive.

The Audit team is aware of the limitations in the assessment procedure. In the absence of actual visit to the various departments, library, administrative office, and other physical facilities, direct verification of documentation could not be undertaken. Evaluation of the functioning of the various clubs and forums was also not conducted. The team depended on the internal team audit report, Department AQAR reports and interactions with the Criteria Convenors and the faculty.

We sincerely hope that the audit will give the institution a new sense of direction, serve as a catalyst for institutional self-improvement, and reinforce the urge to excel.

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

Name	Designation	Signature with date
Dr Icy K. John Former Principal Mar Thoma College Thiruvalla	Expert Member	
Prof. Alexander K. Samuel Secretary Mar Thoma Higher Education Council	Expert Member	
Dr Roy George K.	Principal	
Dr George K. Alex	Coordinator IQAC	

Recording Secretaries

Dr Anju V. Jalaj, Ms Tania Thomas & Mr Mathews John

