



St Thomas College, Kozhencherry

Re-accredited by NAAC with A++ Grade in Fourth Cycle(CGPA 3.67/4) ◆ ISO 21001:2018 & 9001:2015 Certified

Affiliated to Mahatma Gandhi University, Kottayam www.stthomascollege.info

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Established in 1953

◆ Managed by the Malankara Mar Thoma Syrian Church ◆ principal@stthomascollege.info ◆

Academic and Administrative Audit Report 2022-23

Internal Quality Assurance Cell

**St Thomas College
Kozhencherry**

Introduction

In order to review the performance of all the departments and assess the quality of the institution, IQAC conducted an annual audit on May 9, 2023. IQAC evaluated the presentation of the Heads of the Departments based on the criteria of upcoming NAAC peer team visit. Since the college is preparing for the fourth cycle of reaccreditation, an academic audit will provide a reflection on the current academic functioning of the college.

General Observations

Criterion I: Curricular Aspects

- The college offers 15 undergraduate, 10 postgraduate, and 5 doctoral degree programmes. In addition to the above, 10 certificate programmes are also available. The college must take initiatives to continue the B.A. course in Hindi.
- IQAC should take initiatives to introduce more certificate courses and value-added courses. The syllabus of the certificate courses should be given on the college website. The certificate courses should be a minimum of 30 hours.
- The institute should engage in more collaborations with well-established universities and institutions to provide more space for experiential learning, project work, and fieldwork.
- Feedback from all the stakeholders should be collected regularly. IQAC should take initiatives to process the responses and report valid suggestions on curriculum and solid initiatives for corrective measures to the Board of Studies of each programme.



Criterion II: Teaching-Learning and Evaluation

- The teaching plan, as per the academic calendar, is to be prepared by each teacher for each course per semester.
- A general timetable may be published on the college website.
- The institute has a proper way of monitoring curriculum delivery through online and offline modes of teachers' work diary. The institute should maintain the process effectively in the coming years. But the efficiency of such a process depends on the wholehearted support of teachers. All teachers should cooperate and submit their responses properly within the stipulated time.
- IQAC must make sure that the course outcome is communicated properly at the beginning of each semester. All departments should initiate a mechanism to evaluate the attainment of course outcomes at the end of each semester. Such a mechanism is lacking in this institution; remedial measures are to be initiated if the attainment level is found to be short of expectations.
- The result evaluation of all programmes and courses offered by each Department should be performed semester-wise and correlate institutional academic achievements with the university average for each programme and with that of encompassing institutions. Relevant methods might be started in a quest to enhance the outcomes.
- The classification of advanced learners and slow learners should be more systematic. The measures taken to address the learning problems should be documented properly.
- All faculty members are encouraged to contribute to the Open Educational Repository of the institution.
- Bridge Course conducted at the beginning of the first semester should be properly documented.

- Preparation of Question Bank for each course can be initiated in the departments under the guidance of IQAC.
- The institution must ensure that all faculty members are using the Digicol- Moodle LMS platform properly.
- The class-in-charge should ensure that the students are using all the facilities of the library and INFLIBNET properly.

Criterion III: Research, Innovation and Extension

- The institution has the potential to convert more postgraduate departments into research departments. IQAC should take initiatives for the same.
- Publication of the faculty members is not sufficient. The institution should encourage the teachers to increase the number of publications in Scopus-indexed and UGC-CARE-listed journals.
- Organise more national and international seminars on campus.
- Due importance should be given to more collaborations and MoUs.
- Measures should be taken to add REYONO, the journal published by the institution, to the UGC-CARE list.
- A common instrumentation facility should be constructed for research scholars
- All Department should involve more students in extension activities. It would be better if the college had a registered platform for all the extension activities.

Criterion IV: Infrastructure and Learning Resources

- The college is producing more than 20 kW of energy from a solar power plant. The institute should try to install more such systems to ensure continuous power supply in the life science block and self-financing block, in addition to the remaining areas of the

heritage block. The alumni contribution to install solar power plant in the chemistry block this year is highly appreciable. All the departments can seek the support of Alumni for the same.

- Maximize the number of class rooms that are ICT-enabled with all digital facilities.
- Manure production from the waste generated from the campus has to be initiated. Maintenance of incinerators is to be ensured.

Criterion V: Student Support and Progression

- Placement drives and career counselling should be organized every year.
- Alumni contributions should be encouraged in all aspects of growth at the institution.
- The college had more than 100 clubs and forums in addition to the departmental association. Some of the clubs are less active during the academic year. The Principal should take the initiative to activate the clubs and forums. More student leadership has to be ensured for all the clubs and forums.

Criterion VI: Governance, Leadership and Management

- Management should encourage all faculty, especially the teachers of the self-finance departments, to participate in more seminars and workshops and implement faculty empowerment strategies.
- The institution has to conduct more faculty development programs for teaching and non-teaching staff regularly.
- Steps should be initiated to implement the strategic plans of the college in due course.



Criterion VII: Institutional Values and Best Practices

- The college has to take initiatives to convert the campus to a carbon-neutral one based on the green audit conducted.
- Each department should identify a best practice for themselves that is in tune with the best practices of the college.
- Every department should have to identify their distinctiveness to attract more students.
- College-Community partnership has to be strengthened. Local community can be made computer literate using the institutional facilities.

Conclusion

The experts and IQAC had conveyed all the suggestions and specific measures to be taken care of to all the departments. The general observations are discussed by various statutory bodies. Dr Icy K John, Former Principal, Mar Thoma College, Tiruvalla was the external expert. Dr Roy George K (Principal) and Dr George K Alex (IQAC Coordinator) were also members of the evaluation panel. The audit team is aware of all the limitations of the process. We sincerely hope that the audit will give the institution a new sense of direction, serve as a catalyst for self-improvement, and strengthen the urge to excel.



A handwritten signature in green ink, appearing to read "George K. Alex", written over a horizontal line.

Dr. George K. Alex

IQAC Coordinator