**St Thomas College, Kozhencherry**

 **Academic Audit -External**

**Introduction**

As part of the relentless pursuit for excellence, an external academic audit of the institution was conducted under the aegis of the IQAC of St Thomas College on 25 and 27 January 2022. The audit aimed at reviewing the institutional performance of the previous year (2020-21) in tune with the NAAC assessment process. This report consolidates their observations with suggestions for improvement**.**

At the commencement of the visit, the external expert briefed the team regarding the modus operandi. The members of the team visited all the departments of the institution as per schedule, made fruitful interactions, verified the documents, and offered valuable suggestions.

After the departmental visit a common meeting was arranged with the Heads of Departments, Department NAAC Coordinators, and IQAC Criteria Convenors. The Chairman of the audit team explained the observations and gave guidelines and suggestions for improvement. The schedule, consolidated report of the Departments and the institution are given below:

 **Schedule**

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| **Date**  | **Time**  | **Department** |
| **25-01-2022 Tuesday**  | 10.00 a.m. | Commerce  |
| 10.40 a.m. | Economics |
| 11.15 a.m. | History  |
| 11. 45 a.m. | Physics |
| 12.15 p.m. | Hindi |
| 1.30 p.m. | Chemistry |
| 2.15 p. m | Zoology |
| 3. 00 p.m. | Botany |
| 3.45 p.m. | Physical Education |
| **27-01-2022 Thursday** | 10.00 a.m. | English |
| 10.45 a.m. | Mathematics |
| 11.15 a.m. | BBA & BCom (SF) |
| 12.00 noon | Computer Science (SF) |
| 12. 30 p.m. | Statistics |
| 1.30 p.m. | Malayalam |
| 2.15 p.m. | General Staff Meeting |
| 3.00 p.m. | IQAC  |

**Report of Department Visit**

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|  **Item** | **Status** |
| Vision and Mission statement | All the Departments have prepared their vision and mission statements. It should be communicated to the teachers and students. Some statements need fine-tuning.  |
| Faculty Profile | Available. It is to be modified incorporating details of qualifications, FDPs attended, achievements, presentations, publications etc.  |
| Department Profile  | Available. A complete history of the Department from its inception is expected. |
| Individual Teacher Profile | Separate file for each teacher with education qualifications, service details, copies of certificates, achievements, publications, FDPs, presentations etc. is to be maintained.  |
| Staff strength – category-wise | Available.  |
| Student strength – category-wise | Category-wise (SC Male-female: ST Male-female: OBC Male-female: General Male-female) student strength is to be prepared. |
| Academic Calendar | To be prepared in tune with that of the institution incorporating major events, date of submission of assignments, seminars, test papers etc. |
| PO, PSO, CO - defined, availability in website | Defined and available on the website. Each teacher is expected to be familiar with the same. |
| Mechanism for assessing the attainment of PO, PSO and CO | To be made systematic. |
| Department meetings - minutes | Available. Departments should ensure that minutes are documented in registers.  |
| Department PTA - minutes | Available. A Register is to be kept for the purpose. Signature of the parents are to be ensured. Report of the meeting also to be incorporated. |
| Annual plan and budget | Some Departments have not prepared the annual budget. Both plan and budget are to be prepared.  |
| Department timetable, work allotment | Available. Individual teacher time-table also to be filed. Work allotment should incorporate allotment of syllabus, seminars, assignments, viva, project, question paper setting etc. |
| Department Library – Stock and Issue register | Stock register is available. Issue register to be maintained, if currently not available.  |
| Work / Teachers Diary | Available, but not updated by many teachers. Should be updated with teaching plan, day report, signatures of the teacher and the HoD. |
| Details of Divyangjan students– nature of disability, facilities available | File to be maintained, if such students are admitted.  |
| Student Profile  | Available in Student Biodata forms. Separate register to be kept with details like name, email, phone number, aadhar number, address, category etc. |
| Student Progression  | Available. To be updated with as much proof as possible  |
| Drop outs – percentage, reasons, efforts to reduce the percentage | Negligible. Number of drop outs, reasons, efforts to reduce the percentage should be reported.  |
| Mentor – Mentee list, ratio | Available, but needs updating. |
| Result Analysis –Pass Percentage – Compare with University percentage / neighboring Institutions – Analysis– Boys / Girls, SC/ST/OBC/General | Pass percentage is available. Comparison with University average/neighbouring institutions, analysis of SC/ST/OBC /boys/girls etc. not available.  |
| Student mentoring – procedure, maintenance of register, list of students, dates of interaction / student signature | File is available. To be updated with dates of interaction, student signature, nature of discussion etc.  |
| Facilities for academic / career counseling – department level– programmes arranged | Some departments have conducted career/academic counselling. Each Department should have a career/academic counsellor.  |
| Soft skills/life skills/ computer skills/yoga/communication skills/ health and hygiene programmes | IQAC, someDepartments, and clubs have organized soft skills and life skills programmes**.** Certificate Courses in Creative Communication in English and Basic Computer Training are available. Health and hygiene programmes have been organized by the Dept. of Physical Education and the Health and Wellness Club. Yoga programmes were also organized. List of participants to be documented.  |
| Personal Counseling | Service of external counsellor is made available by the institution. Each Department can have a teacher counsellor. |
| Guidance for Competitive Examination and students benefitted – student attendance | Some Departments have conducted programmes. Proper documents with list of participants to be made available. |
| Placement details – Campus Recruitment –  | To be updated with offer letter, package offered, Company employed etc. |
| Value added programmes imparting transferrable skills (WWS, …) | Not available except in the Dept of Physics.  |
| VET – Vocational Education and Training, enrollment, students completed, certificate, … | Not available  |
| List of students progressing to higher education | Available. List, programme, institution joined etc. to be updated. |
| Students qualified in NET / SET / MAT / … | Available. To be updated with supporting documents. |
| Details of sports and cultural activities organized at College level | Sports was not conducted on account of Covid Protocol. An online cultural fest was conducted. Department fests, intercollegiate fests can be arranged. |
| Certificate / Add-on Programmes offered– minutes, syllabus, mark list, students roll | Available. 12 certificate courses were conducted during the year. Minutes, syllabus, mark lists, students roll etc. to be updated. All the departments are expected to offer as many courses as possible. |
| Provision for integrating cross cutting issues – gender, environment and sustainability, human values and professional ethics, … | Available. Revised UG syllabus has incorporated crossing cutting issues for all UG programmes. The Departments and Student forums also conducted programmes to sensitise students.  |
| Online Certificate Programmes by IIT / NPTEL / …– Registered students– List | The institution has facilitated Online Certificate Courses through Coursera and SWAYAM platforms. List not available with Departments. |
| Provision for assessing learning levels of students after admission -Post admission tests | To be documented by each Department. |
| Mechanism for internal assessment, its transparency, Grievance Cell etc. | Grievance Cell is available in some Departments. Each Department should form a grievance redressal cell and report its activities.  |
| Remedial  | Available. Proper documentation is to be done with list of students, method of measuring performance, teaching methods employed, timetable, number of hours engaged, problems faced in their implementation etc. |
| Enrichment –  | Not available. To be documented with list of students, method of measuring performance, teaching methods employed, timetable, number of hours engaged, problems faced in their implementation |
| Bridge Couse | Available with structured syllabus. Ensure list of students, method of measuring performance, teaching methods employed, timetable, number of hours engaged, problems faced in their implementation etc.  |
| Details of field work / project / internship – facilities provided – involvement of the department | Not available with some Departments. Details of students, topics, supervising teacher, dates etc. should be documented.  |
| Details of students receiving scholarships from government/nongovernmental agencies | Available. Separate list to be prepared for government and nongovernmental agencies |
| Awards / medals received for outstanding performance – students | Available. University ranks and other achievements need to be documented with supporting documents.  |
| Teachers in BoS – How do they help the students / institution? | Available. Certificates of attendance also to be filed.  |
| Teacher participation in University Question Bank setting | Available. Certificates of participation to be filed. |
| Teacher participation in University evaluation | Available. Needs updating  |
| Teaching – learning resources available with the department | Available in some Departments. Lecture notes, audio clips, YouTube videos, question banks etc. can be documented.  |
| Innovative teaching methods, student centric methods adopted | Peer teaching is practised in some Departments. Paper presentation in seminars by some students. |
| MoUs / Collaborations / Linkages created during the last five years – in bond paper – activities involved – purpose – periodicity of meeting | Not sufficient.  |
| Details of seminars participated, arranged, invited lectures | Available  |
| Details of teachers receiving incentives for their achievement | Not available. Photos and appreciation certificate need to be incorporated.  |
| Financial support provided to teachers | No documents available in the Departments |
| Awards / medals received for outstanding performance – teachers | No certificates available in the Departments.  |
|  Seminars on Research Methodology/Intellectual Property Rights/Entrepreneurship | Some Departments have conducted such seminars. Brochures, list of participants, geo-tagged photographs, CV of the resource person are to be documented. Each Department is expected to conduct such programmes. |
| Extension activities of the department – number of students and teachers participated with dates and resource persons | Not available  |
| Systems and procedures for optimum utilization of infrastructural facilities | Not available. Statement of Procedure to be prepared for all labs and gymnasium. |
| Facilities for teaching and learning- classrooms, seminar halls, network facility | Only six Departments have seminar halls Network facility is not available in class rooms |
| Publications – National and International in UGC Care list  | Per teacher publication not satisfactory. All supporting documents to be updated with h-index, Scopus, relevant pages from website showing the index etc. |
| Presentations– Regional, National and International | Per teacher publication not satisfactory |
| Details of FDPs attended by Faculty – certificates to be filed | Available.  |
| (Business) Incubation Centre | Not available  |
| Books / Chapters in Books – ISBN, ISSN | Available.  |
| Details of research papers in notified journals | Available. Number should increase. |
| Details of patents received, if any | No patents  |
| Recorded Lectures to be made available on College website / YouTube / PowerPoint presentations – links to be available to students– MOODLE | Not available. Personal YouTube links are available. The institution is using Google Classroom and some teachers use MOODLE.  |
| Research projects – Government, Non- Government, Industry, …– provide details | Not available  |
| Donations / Endowments from Philanthropists, external agencies, … | Available in some Departments. Relevant documents to be filed |
| Ecosystem for Innovation and initiatives for creation and transfer of knowledge | Not available  |
| Details of faculties received PhD during the last five years | Available.  |
| Details of faculty doing PhD | Available  |
| Details of Guides, scholars registered under them, progress reports | Available  |
| List of sophisticated instruments and their log book – user rate – charges collected | To be updated  |
| Details of Minor / major projects undertaken -  | No projects during the year |
| Statement of Procedure of Labs | Not available  |
| Future Plans of the Department | Available. Year-wise planning to be made by each Department  |
| Best practice  | Each Department should have at least two best practices. |
| SWOC Analysis | Available with some Departments. |
| Special remarks, if any | With its faculty and research potential, the Departments can contribute much to the academia and the community.  |

 **ACADEMIC AUDIT REPORT (INSTITUTION): 2020-21**

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| **Criterion** | **Remarks**  |
| Feedback on syllabus from stakeholders  | Feedback was collected online from all stakeholders. Separate reports and action taken report are to be published on the college website. Sample of filled forms are to be documented.  |
| Placement details  | All details of recruitments like offer letters, package offered and company employed are to be documented**.** |
| Value added programmes imparting transferrable skills (WWS and others) | WWS was not conducted during the year. Value added courses are to be given due significance**.** Each Department should conduct value-added courses. |
| VET - Vocational Education and Training, enrollment, students completed, certificate etc. | 12 certificate courses are conducted by the institution. Facilities are provided for students to join Coursera, and SWAYAM courses. More certificate courses can be conducted. |
| List of students progressing to higher education, list, programme, institution, ... | Considerable number of UG students opt for PG and majority of PG students opt for B.Ed.  |
| (Memorial) Chairs in the Institution  | No memorial chairs till date. The institution can initiate memorial chairs. |
| Detailed list of students from outside the state / country – last five years | Not available  |
| Alumni involvement  | Alumni association is not registered. Each Department has its own alumni association. Considerable amount has been mobilized by the alumni. More alumni involvement can be ensured.  |
| Facilities for e-content development | Nil. Institution should make arrangement for e-content development**.**  |
| Facilities of Sports / Yoga / Gym / ... | Infrastructure facilities including sports hostel are available, but no noticeable achievements. Needs more attention.  |
| Details of ILMS Software | ILMS software Koha is used. The library needs more facilities and databases**.**  |
| Facilities for alternate energy resources –  | The institution uses solar energy to an extent. It can be extended to cater to the needs of the entire campus. Can take initiatives for introducing wheeling to the grid and sensor-based energy sources.  |
| Waste management – solid, liquid, biomedical, e-waste, waste recycling, hazardous and radioactive  | Waste management needs focused attention. Strategies for waste recycling need to be developed.  |
| Water conservation – rain water, bore well, open well recharge, tanks and bunds, water recycling, maintenance of water bodies and water distribution system in the campus | The institution has rain water harvesting facility. The facility can be expanded to satisfy the needs of the hostels as well. Recharge of open wells can be thought of. Water recycling need to be considered. |
| Greening the campus  | The institution has pedestrian-friendly pathways. Initiatives to be strengthened to make the campus greener and plastic free. Restricted entry of automobiles need to be considered.  |
| Environment and energy audit  | The institution has conducted environment and energy audit and is waiting for the report. Environment protection activities need to be extended outside the campus as well.  |
| Disabled friendly campus – ramps, lifts, easy access to class rooms, disabled friendly washrooms, signage and signposts, assistive technology facilities, … | The institution is disabled-friendly to a considerable extent. Ramps are provided to almost all the buildings. Assistive technology facilities need to be incorporated.  |
| Inclusion and situatedness – academic and administrative activities for tolerance and harmony towards cultural, regional, linguistic, communal, socio economic and other diversities | The institution has organized a series of programmes to promote tolerance and harmony.  |
| Sensitization towards constitutional obligations – values, rights, duties and responsibilities of citizens | Orientation programmes, activities of clubs and forums sensitise towards human values. Tutorial hour is utilized for the same.  |
| Code of conduct (Committee)  | Code of Conduct is included in the college handbook which is published on the college website. Awareness programmes are to be arranged for all stakeholders**.**  |
| Celebration of National and international days, events, festivals, … | Most of the important national/international days, events and festivals are celebrated**.** More programmes can be arranged. |
| Two best practices | Two best practices have been identified. Woman empowerment and digital literacy can also be considered as best practices.  |
| Areas of institutional distinctiveness | Need focused attention. |
| Library - automation, user rate, rare books, manuscripts, special reports, ... | Library needs revamping. Rare books, manuscripts can be collected and included**.**  |
| Subscription to INFLIBNET, databases, remote access to e-resources ... | Subscribed to INFLIBNET. Subscription to additional databases should increase.  |
| Extension activities in the neighborhood for sensitizing the students on social issues | Activities in the adopted colonies should increase with student involvement. Each Department can contribute to the community. |
| Awards for extension activities - students | NSS received Certificate of Appreciation from by Mahatma Gandhi University for its outstanding performance |
| Collaborated extension activities through NCC, NSS, YRC, ... and number of students participated | NSS, NCC and Aardram are active in extension activities**.** More collaborative activities with other NGOs or Panchayats need to be considered**.**  |

**Major Recommendations**

* All the Departments should engage in extension activities with student involvement in tune with the general extension policy of the institution.
* Institution website needs revamping with necessary links, notifications, information regarding all facilities etc.
* Syllabus of the certificate courses should be given on the college website.
* Follow a common file numbering system in tune with the NAAC requirements in all the Departments and the IQAC.
* Separate register for student progression to be kept in all Departments.
* A student data register in each Department with all required data like name, email, mobile number, category, aadhar number etc.
* More functional MoUs and linkages.
* Facilities for e-content development.
* Organogram of the institution.
* Gender audit, green audit, energy and environment audit.
* Registration of Alumni Association.
* More alumni involvement in the form lectures, scholarships, sponsored programmes etc.
* Album of all the programmes in the Departments and the institution.
* Label the trees and plants on the campus.
* Safety measures in all the labs.
* Incentives for faculty achievement.
* Research paper publication award for teachers.
* Welfare measures by the institution for teaching and non-teaching staff.
* Annual Maintenance Contract.
* MoU linkage with a neighbouring hospital.
* Separate parking facility for the disabled.
* Use of LED bulbs in all possible points.
* Expansion of solar power panels for optimum power generation.
* More FDP programmes.
* Administrative training programmes.
* Language lab to be made functional.
* Audited account statements.
* Performance Appraisal Report and Action Taken Report.
* Measures for waste disposal and recycling.
* Financial support for deserving students.
* Memorial lectures/annual lectures.
* Career orientation programmes and job fairs
* Research projects by faculty and students.
* List of participants for all programmes.
* Systematic documentation of remedial classes by each teacher.
* Department Staff Meeting Registers.
* Field work and project work in collaboration with other institutions.
* All the documents are to be signed by the teacher concerned, HoD/Principal.
* Mentoring system is not effectively functioning in most of the departments.

With

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Dr Roy George

Principal

 St Thomas College, Kozhencherry

Place: Kozhencherry

Date: 30 January 2022