𝕊t 𝕋homas 𝕆ollege, 𝕂ozhencherry

Academic Audit Report - External (2020-2021)

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 the observations of the audit team 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 detailed the observations and rendered guidelines and suggestions for improvement. The schedule and consolidated reports of the Departments and the Institution are given below:

Schedule

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

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 educational 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 as 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, some Departments, 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 Counselling	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. Onam and Christmas were celebrated online. 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 various 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 courses	Not available. To be documented with list of students, method of measuring performance, 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 students of some Departments.
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 certificates 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 is 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 is 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. Number should increase.
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. Recorded lectures/PPTS/YouTube etc. to be made available on the institution website.

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.

REPORT OF THE INSTITUTION (2020-21)

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 were conducted during the year. 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 process is 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 needs 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 students 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 Mahatma Gandhi University for its outstanding performance for 2019-20.
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 is 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.
- 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
- Performance Appraisal Report and Action Taken Report.
- Measures for waste disposal and recycling.

- More institutional 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 to be made more effectively.

- An updated site map may be displayed at the entrance of the institution.

- ICT-enabled classroom facilities.

- Ensure that infrastructure facilities are augmented periodically.

- Ensure that library has adequate facilities including reprography, internet.

- Number of books per student should increase. Subscription to journals also should increase.

- Ensure efficient functioning of all committees and forums with supporting documents.

- A common space for research with ample infrastructure facilities.

- Efforts should be made to increase extension activities. Aardram can be registered as a community service cell. Ensure increased student participation in community service programmes.

- An advanced Management Information System.

Conclusion

Quality sustenance and enhancement are the key criteria for any institution that aims at excellence. An institution that understands itself--strengths, weaknesses, opportunities, and challenges—will effectively carry out its mission through continuous, organized, and determined endeavours for improvement. As a minority college with a glorious history of seven decades and a sprawling, serene campus, St Thomas College Kozhencherry has the potential to scale towards still greater heights of excellence. With its immense capital of vision-driven management, qualified teachers with excellent research experience, gender friendly and inclusive campus, and alumni support, the institution can aspire for distinction with effective planning and teamwork. Standing at the threshold of fourth level NAAC accreditation, the institution has to focus on infrastructural

development crucial for quality teaching, learning and research. Since accreditation is an outcome-based evaluation, documentation of every programme is very crucial.   We sincerely hope that the audit will give the institution, a new sense of direction and identity and will 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 Sabukkutty M G Principal St Joseph's College Moolamattom Idukki District	**Expert Member**	
Dr Roy George K.	**Principal**	
Dr George K. Alex	**Coordinator RUSA**	
Dr Asha Susan Jacob	**Coordinator IQAC**	

Place: Kozhencherry

Date: 27 January 2022