AUDIT REPORT 2017-18

MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

ERNAKULAM

SECTION I

GENERAL INFORMATION
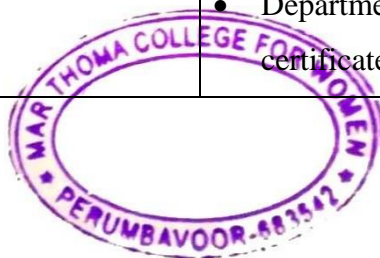
1.1	Name & Address of the Institution:	Mar Thoma College for Women, Perumbavoor, 683542
1.2	Year of Establishment	1982
1.3	**Current Academic Status** Departments No. of Faculty Members No. of Office Staff No. of Students:	 UG-8, PG-2 45 12 771
1.4	Three major features in the institutional context	• Empowering women, especially those from underprivileged sections • Consistent top performance by students – ranks every year • Availability of adequate space for expansion
1.5	Dates of visit of Audit Team	6 February 2018
1.6	Composition of Audit Team	Dr. Lisy Cherian (Principal) Dr. Anupama P. (IQAC Coordinator)

SECTION II: CRITERION-WISE ANALYSIS
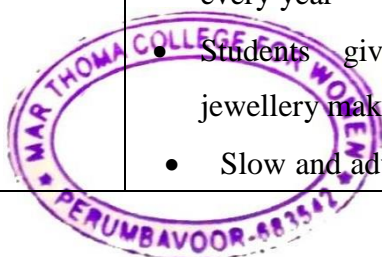
2.1. Curricular Aspects

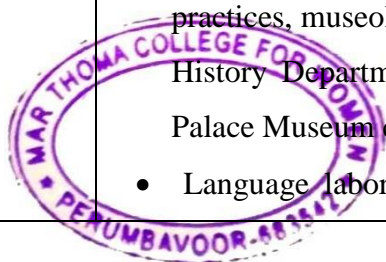| Sl. No.	Indicator	Observations
2.1.1.	Curricular planning and implementation	• Follows curriculum of affiliating university • Academic calendar followed • Substantial number of add on programmes • Incorporates ICT • PTA meetings held regularly • Syllabus of add-on courses to be vetted • Few teachers are members of Boards of Studies
2.1.2.	Academic flexibility	• Limited choice of courses • Four add on courses successfully conducted. • Additional Skill Acquisition Programme (ASAP) conducted • Walk with a Scholar (WWS) Programme • 50 academically backward students in 5 identified subjects offered personalized additional instructional hours under Scholar Support Programme (SSP) • Departments to launch more certificate courses

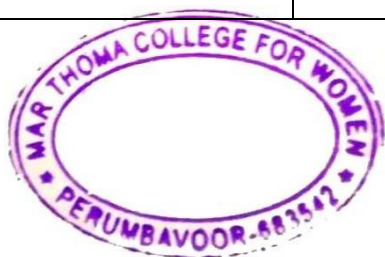| 2.1.3.	Curriculum enrichment	• Follows curriculum of affiliating university
		• Offers bridge courses and add on courses related to values, gender, environment, etc.
		• Seminars and workshops to be organized
		• Quality of enrichment programmes to be assessed regularly
2.1.4.	Feedback system	• Regular feedback obtained from stakeholders
		• Feedback analysis to be done methodically
		• Action Taken to be communicated to stakeholders

2.2. Teaching-Learning and Evaluation

Sl. No.	Indicator	Observations
2.2.1	Student enrolment and profile	• Transparent admission process as per norms of University and State Government
		• Due consideration given to economically weaker students and underprivileged sections
		• Students with high marks enrolled
		• English language proficiency of students inadequate.
		• Communication skills and skill-oriented programmes to be conducted
2.2.2	Catering to student diversity	• Orientation programme for fresher's conducted every year
		• Students given training in tailoring and jewellery making
		• Slow and advanced learners identified through

		tests.
		• More remedial classes required for slow learners.
		• Innovative techniques such as PPT presentations, internet assisted classes, computer aided learning, group discussions, project based learning, audio visual presentations, etc. have been enhanced
		• Coaching for UGC NET, GATE, SET examinations to be conducted
		• An open course in Physical Education may be launched
2.2.3	Teaching-Learning process	• Decentralized system - academic departments to plan and implement programmes
		• IQAC has initiated steps for quality enhancement
		• Academic calendar is prepared by the IQAC
		• Teaching plan prepared by Departments
		• Training programmes to upgrade the technical skills of the faculty and advanced
		• More opportunities of participatory learning/field visits need to be organized.
		• Internet facility and inter connectivity available
		• Effective use of the library may be planned and implemented
		• Improved academic ambience for learning through archaeological museum, language laboratory, interactive boards etc. is available.
		• On the job training for students on museum practices, museology and archival studies by the History Department in collaboration with Hill Palace Museum during vacation
		• Language laboratory, medicinal and aromatic

		plant garden may be upgraded
		• National and regional seminars may be conducted
		• Every department may be directed to submit at least one proposal to the UGC every year for conducting national seminars.
		• Grants to be obtained
		• Teachers to undertake research under FDP, attend OCs and RCs
2.2.4	Teacher quality	• Sanctioned posts to be filled with permanent teachers
		• Induction programmes conducted for new and young faculty members every year
		• Periodical professional development programmes for teaching and non teaching staff may be organized
2.2.5	Evaluation process and reforms	• Grades determined through internal and external evaluation.
		• Provision made for periodic tests to monitor progress of students.
		• Registers connected with student evaluation and test papers retained
		• Transparency in evaluation ensured by getting signatures of students in the evaluation sheets
		• Grievances regarding evaluation addressed through Department, College and University level Monitoring Committees
		• A work diary may be introduced for staff

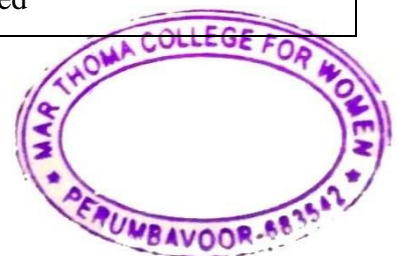| Sl. No.	Indicator	Observations
2.2.6	Student performance and learning outcomes	• Learning Outcomes to be listed clearly • Students to be familiarized with outcomes • Student performance consistently good • Top ranks bagged every year at university level

2.3. Research, Consultancy and Extension

| Sl. No.	Indicator	Observations
2.3.1	Promotion of research	• Research Analysis Committee may be constituted • Few teachers possess doctoral degree. • Ph.D and publication may be encouraged • Teachers to apply for guideship • Post graduate departments to be upgraded as research centres • Incentives may be given for faculty publishing research papers in peer reviewed national/international journals
2.3.2	Resource mobilization for research	• Departments to apply for research grants from UGC, KSCSTE, etc. • Books and resources in library to be upgraded
2.3.3	Research facilities	• Collection in library to be upgraded • ICT facilities to be made available • Staff to avail of FDP to pursue Ph.D. degree

2.3.4	Research publications and awards	• Research papers published in peer reviewed national/ international journals • Papers presented in national/ international seminars/conferences • Teachers attended national/international seminars/conferences • Faculty members may be encouraged to submit proposals for minor and major research projects and seminars to UGC and KSCSTE • Science post graduate students may be motivated to submit proposals to KSCSTE for student projects
2.3.5	Consultancy	• Teachers to develop expertise and knowledge base to be consultants in their fields
2.3.6	Extension activities and institutional social responsibility	• Extension activities promoted through NSS and NCC. • NCC unit and two NSS units functioning remarkably well. • In collaboration with IHRD, the computer laboratory is conducting several short term computer courses during vacation for the public
2.3.7	Collaborations	• Institutional collaborations established with IHRD and Hill Palace Museum • Informal faculty-to-faculty research collaboration exists. • Formal institutional research collaborations yet to be established

2.4. Infrastructure and Learning Resources

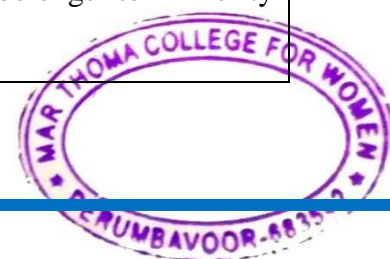| Sl. No.	Indicators	Observations
2.4.1	Physical facilities	• Physical infrastructure with sufficient number of class rooms, UG and PG labs, library, Computer laboratories, administrative office, Principal's room, staff rooms, auditorium, museums, language laboratory, chapel, offices of NCC, NSS, canteen, gymnasium, women's hostel, management office available • Office staff members are fully qualified and trained. • Good computer server required • Infrastructure augmentation is needed to tune with the modern situations. • More stacking facilities, good flooring, etc. needed for the office
2.4.2	Library as a learning resource	• Open access facility provided for staff and students • Library is fully automated with LIBSOFT • INFLIBNET-N List facility is also available • More books useful for NET, SET, Bank/PSC examinations to be purchased • All departments to start book bank facilities
2.4.3	IT infrastructure	• Central computer Lab with adequate computers with network printing facility, Photostat machines and Wi-Fi facility available • A modern computer lab with at least 100 desktops and all advanced facilities, in place of different labs at different places, to be set up • College website to be updated regularly • Wi-Fi facility to be made full-fledged
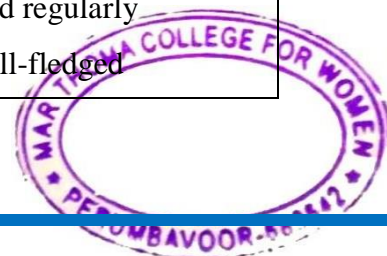
2.4.4	Maintenance of campus facilities	• Facilities to be maintained regularly • Website to be upgraded • Wi-Fi facility to be upgraded

2.5. Student Support and Progression

Sl. No.	Indicators	Observations
2.5.1	Student mentoring and support	• Scholarships and awards for deserving students. • Free noon meals provided for needy students • The service of Counsellors is made available. Provision is made for personal counselling. • Tutorial and remedial sessions introduced • Observing Gandhi Jayanthi day, Sadbhavana day, Human Rights day, etc., awareness classes on drug abuses and AIDS, arranging blood donation camps etc. for social causes • Active and supportive Alumni and PTA • Suggestion boxes for students to air their grievances may be introduced • Mentoring system may be revamped and a manual for the same may be prepared • Career guidance and placement cell may be strengthened • Students may be encouraged to participate in extra-curricular activities
2.5.2	Student progression	• 80% of students hail from rural or semi-urban backgrounds. Almost 75% belong to middle, lower middle and BPL category and all are girls. A vast number belongs to minority Muslims community.

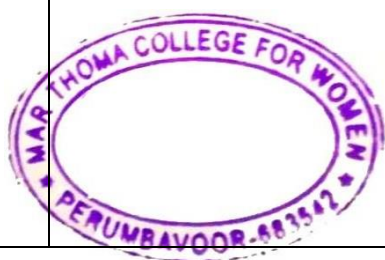| Sl. No.	Indicators	Observations
		• The dropout rate is declining due constant monitoring of and support to students • The academic performance of students is good compared to the results of the nearby colleges and University average
2.5.3	Student participation and activities	• College Union organises extra-curricular activities. • Sports and games are also held • College magazine and departmental manuscript magazines brought out regularly • Several NCC cadets appeared for B certificate examination and some were successful. They may be encouraged to appear for the C certificate examination also. • Clubs and Associations help to provide opportunities for leadership development and team building.

2.6. Governance, Leadership and Management

Sl. No.	Indicators	Observations
2.6.1	Institutional vision and leadership	• The College has vision and mission statements in tune with the higher education objectives of the nation • The college had undertaken various activities to translate the vision statement into reality in association with all the stakeholders of the college • Decentralization of leadership in place

		• Well defined organizational structure
		• Internal coordination and monitoring mechanisms may be made more effective
		• Management may meet the staff for appraisal at least twice in a year
2.6.2	Strategy development and deployment	• The Governing Body meets periodically and takes policy decisions and reviews the functioning of the College. The Manager gives necessary directions and guidance for the growth and success of various activities of the College.
		• The Management follows democratic principles and adequate representation is made by the staff in all decision making bodies of the college.
		• The IQAC prepares the perspective development plan of the college and ensures that the quality of teaching learning process is constantly upgraded
2.6.3	Faculty empowerment strategies	• Performance of faculty and staff assessed through methods like self-appraisal, student evaluation, and evaluation by experts
		• Training and orientation programmes arranged by the institution for effective transaction of teaching-learning process.
		• Management permits leave facilities to teachers interested in FDP

		• Management to initiate steps to improve the teaching learning process
2.6.4	Financial management and resource mobilization	• College mobilizes resources from PTA, Alumni, well wishers and Staff • Adequate funds are provided by the Management to meet all needs • The various accounts of the college are audited regularly by the internal auditors of the Management and by Chartered Accountants and the consolidated accounts and audit report published by the Management
2.6.5	Internal quality assurance system	• IQAC constituted- functioning well • IQAC supervises the conduct of programmes • IQAC acts as the catalytic agent for continuous quality improvement • Feedback is obtained from students to ensure quality

2.7. Innovations and Best Practices

Sl. No	Indicators	Observations
2.7.1	Environmental consciousness	• Good green cover • More plants and trees to be grown • Gradual shift to renewable energy sources

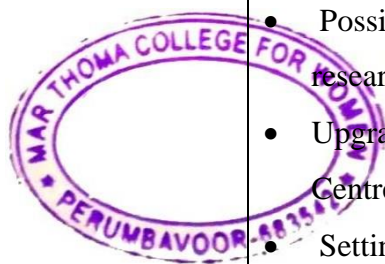| 2.7.2	Innovations	• New clubs and cells for entrepreneurship • Noon-meal scheme for needy students
2.7.3	Best Practices	• Scholarships and endowments for economically disadvantaged sections • Mentoring system may be revamped

SECTION III: OVERALL ANALYSIS

3.1	Institutional Strengths	• Conducive academic ambience for sustenance and enhancement of quality • Supportive PTA and Alumni • Needs of students from disadvantaged communities and economically weaker sections are properly taken care of • Collaborations with reputed institutions
3.2	Institutional Weaknesses	• Inadequate competency of students in English language • Several teaching posts are not filled up with competent teachers. • Lack of sufficient infrastructure for academic as well as extracurricular activities • Lack of permanent ICT infrastructure in class rooms
3.3	Institutional Opportunities	• The College may expedite steps for introduction of job oriented academic • Introduce programmes/ courses to enhance the employability of students. • Possibility of collaborations with reputed national/international institutions for quality research and enhancement • Possibility of conducting more national/international seminars and workshops • Possibility of more minor/major projects and research publications • Upgradation of PG departments as Research Centres • Setting up of a good career guidance and placement cell and tapping the expertise of the alumni for employment of students

		• Tapping resources through consultancy
3.4	Institutional Challenges	• Overcoming hurdles in appointing regular teaching staff
		• Establishing Industry-Institutional research collaborations
		• Enhancing the results of UG students

SECTION IV

RECOMMENDATIONS FOR QUALITY ENHANCEMENT

- The Management/College has to evolve long term perspective action plans for at least next 10 to 15 years and a short-term plan for 3 to 5 years for the growth of the institution.
- IQAC members may be deputed to visit quality higher educational institutions for on-the-spot study.
- The computing facilities of all the departments need to be upgraded with upgradation of hardware and software.
- The College needs to develop a central computing facility with adequate number of nodes and internet connectivity having sufficient bandwidth.
- The Wi-Fi connectivity may be upgraded.
- The old Principal quarters building may be phased out and a multi storied building may be constructed. The complex may be designed in such a way as to host a good computer lab, air-conditioned seminar hall, a good language laboratory, mini theatre, class rooms for self financingB.Com course and other needed facilities.
- Projects for improving and upgrading student amenities may be taken up.
- The suggestion/proposal for the construction of a 200 m track may be implemented at the earliest. A proposal for an indoor court may be forwarded to the UGC for sanction of fund.
- The new Women's hostel may be made functional at the earliest
- The composition of the Governing Council may be re-worked with suitable amendments so that academicians who have a track record of administrative experience shall have a significant voice in the governance and decision-making process.

The IQAC should constantly monitor the activities of the departments and the criteria teams and also conduct regular internal audits. All documents should be vetted and activities should be expanded. All official formalities with regard to NAAC accreditation should be completed on time.

Sl No.	Name	Signature with Date
1	Dr. Lisy Cherian (Principal)	06/02/2018
2	Dr. Anupama P. (IQAC Coordinator)	06/02/2018