AUDIT REPORT 2018-19

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-10, PG-2 46 12 772
1.4	Three major features in the institutional context	- Sustained excellence exhibited by students, evident in their consistent top-ranking performance year after year. - UGC-granted three B.Voc programmes, further enhancing vocational training opportunities for students. - Fostering women's empowerment, with a dedicated focus on uplifting those from underprivileged sections of society.

1.5	Dates of visit of Audit Team	
		18 December 2018
1.6	Composition of the External Audit Team	Dr. M.O.Koshy (Former Pro-VC, Kannur University) Dr. Alex Mathew (Former Principal, Mar Thoma College, Thiruvalla)

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 • 3 B.Voc programmes granted by UGC • College to apply for new programmes • Need to increase number of certificate courses • Syllabus of add-on courses to be vetted
2.1.2.	Academic flexibility	• Limited choice of courses • ASAP, WWS and SSP conducted • Departments to launch more certificate courses • Mentoring to be regularized

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 organized successfully
		• Communicative English classes to be organized
		• Course on Heritage Studies to be launched
		• Training programmes and workshops to be organized
2.1.4.	Feedback system	• Student feedback collected regularly
		• Regular PTA meetings
		• Feedback analysis to be systematized
		• Action taken to rectify issues to be recorded

2.2. Teaching Learning and Evaluation

Sl. No.	Indicator	Observations
2.2.1	Student enrolment and profile	• Admission via UGC-CAP portal
		• Concessions provided to students from socially and economically backward communities
		• Additional support for communication skills development required

2.2.2	Catering to student diversity	- Entry-level tests conducted systematically - Slow, Intermediate and Advance learners identified - Remedial sessions and Scholar Support Programme for weak students - Students given training in tailoring and jewellery making - More skill-oriented courses to be conducted - Coaching for UGC NET, GATE, examinations to be conducted - ICT to be utilized extensively - SWAYAM courses to be introduced to students
2.2.3	Teaching-Learning process	- All study areas covered methodically by teachers - Use of innovative methods and classroom activities to be recorded - Academic calendar prepared by IQAC - Teaching plan prepared by Departments - Faculty members to attends more OCs and FDPs - Effective use of the library to be ensured - Archaeological museum to be maintained and augmented - National and regional seminars may be conducted - Grants to be obtained from UGC and other agencies

2.2.4	Teacher quality	• All vacant posts to be filled
		• Chemistry to be regularized
		• Training programmes to be organized for teachers
		• Feedback to be taken regularly by teachers themselves and the IQAC
2.2.5	Evaluation process and reforms	• Grades determined through internal and external evaluation.
		• Grievance Redressal Cell to handle complaints related to internal assessment
		• Transparency in evaluation ensured by getting signatures of students in the evaluation sheets
		• Work diary maintained well by teachers
2.2.6	Student performance and learning outcomes	• Top ranks every year
		• Students obtaining ranks to be honoured.
		• Pass percentage to be improved
		• Learning outcomes to be communicated clearly

2.3. Research, Innovations and Extension

Sl. No.	Indicator	Observations
2.3.1	Promotion of research	• Faculty enrolment for Ph. D. degree to be encouraged
		• Publications to be increased
		• Teachers to apply for guideship
		• Departments to be upgraded into Research Departments
		• College to collaborate with AIACHE and

		other agencies to promote research activities.
2.3.2	Resource mobilization for research	• Departments to apply for research grants from UGC, KSCSTE etc • ICT facilities to be augmented
2.3.3	Research facilities	• Collection in library to be upgraded
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 to obtain funding from agencies
2.3.5	Extension activities and institutional social responsibility	• Extension activities promoted through NSS and NCC. • Commendable activities by NCC, NSS, etc. • Vacation classes for community to be conducted.
2.3.6	Collaborations	• Institutional collaborations established with IHRD and Hill Palace Museum • Formal institutional research collaborations lacking • More industry -related activities and tie-ups required. • MoUs to be signed with AIACHE members

		and others

2.4. Infrastructure and Learning Resources

Sl. No.	Indicators	Observations
2.4.1	Physical facilities	• Infrastructure facilities augmented • More classrooms required • A large auditorium with a seating capacity of at least 500 required • Library to be expanded. • Better sports infrastructure required • Language lab to be expanded to accommodate at least 30 people. Proposal to be sent to Governing Council
2.4.2	Library as a learning resource	• Open access facility provided for staff and students • The library is fully automated with LIBSOFT • INFLIBNET-N List facility is available • Books for competitive examinations and language proficiency to be increased
2.4.3	IT infrastructure	• College website updated • Wi-Fi facility updated • Institutional email ids to be provided to teachers • Computer lab to be expanded
2.4.4	Maintenance of campus facilities	• Facilities to be maintained regularly • Website to be upgraded

2.5. Student Support and Progression

Sl. No.	Indicators	Observations
2.5.1	Student mentoring and support	- Training programmes and workshops organized regularly - Placement drive conducted regularly - Scholarships and awards for deserving students. - Free noon meals provided for needy students. - Tutorial and remedial sessions to be systematized - Career guidance and placement Cell may be strengthened
2.5.2	Student progression	- A large number of first-generation learners admitted - Underprivileged girls given special support - Ranks bagged every year
2.5.3	Student participation and activities	- Programmes conducted regularly - Clubs and Associations help to provide opportunities for leadership development and team building. - Student registers to be maintained for each event

2.6. Governance, Leadership and Management

Sl. No.	Indicators	Observations
2.6.1	Institutional vision and leadership	• Decentralization of leadership in place • Interaction between teachers, students and higher authorities shall be enhanced
2.6.2	Strategy development and deployment	• Adequate representation for teachers and students in all bodies • Office to be automated and paperless administration to be promoted • All strategies to be aligned with Vision and Mission
2.6.3	Faculty empowerment strategies	• Management to initiate steps to improve the teaching learning process • Facilities to be provided for teachers for training and research
2.6.4	Financial management and resource mobilization	• Adequate funds provided by Management • Resources from PTA, Alumni, etc. to be enhanced • Regular audits conducted
2.6.5	Internal quality assurance system	• IQAC functioning efficiently • Concerted efforts of all required • IQAC supervises the conduct of

| | | programmes |
| | | • IQAC's feedback mechanism to be strengthened |

2.7. Innovational Values and Best Practices

Sl. No	Indicators	Observations
2.7.1	Environmental consciousness	• Several activities/programmes organised to create ecological consciousness • More trees and plants to be set up • Green and Energy audits to be conducted by students • More mechanisms for harnessing renewable energy required
2.7.2	Innovations	• Start-ups to be encouraged • Incubation centre to be established • Entry-level tests
2.7.3	Best Practices	• *Snehasparsham* programme functioning well • Disadvantaged students to be provided additional support

SECTION III: OVERALL ANALYSIS

3.1	Institutional Strengths	- Quality academic ambience - Visible improvement in student quality over years - Special facilities for students from disadvantaged sections - Substantial number of clubs and cell - Adequate number of extension activities
3.2	Institutional Weaknesses	- Vacant teaching and non-teaching posts - Lack of sufficient infrastructure - Lack of research activities.
3.3	Institutional Opportunities	- Employability skills training and placement support to be provided - Collaborations with reputed institutions to be established - More national/international seminars and workshops to be conducted - Launch of new PG programmes - Enhancing B.Voc. programmes and increasing student enrolment - Transformation into autonomous college in 15-20 years
3.4	Institutional Challenges	- Attracting students from other states - Difficulties in appointing permanent staff.

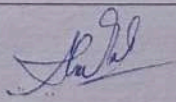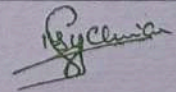# SECTION IV

RECOMMENDATIONS FOR QUALITY ENHANCEMENT

- Scholarships and Financial Aid: Offer scholarships and financial aid to economically disadvantaged students to increase accessibility and to ensure talented students from weaker sections pursue higher education.

- Faculty Development: Invest in faculty development programmes to improve teaching quality, research capabilities, and engagement with students. Encourage faculty to participate in workshops, seminars, and conferences to stay updated with the latest developments in their fields. They should also pursue Ph.D. and apply for guideship.

- Research and Innovation: Establish a research culture within the college by encouraging faculty and students to conduct research projects. Create collaborations with other institutions to foster a research ecosystem.

- Modernizing Infrastructure: Improve the infrastructure of the college to enhance the learning experience. This may include upgrading classrooms, laboratories, library facilities, language lab and providing access to modern technology and learning resources.

- Industry-Academia Partnerships: Forge partnerships with industries and businesses to facilitate internships, practical training, and job placements for students. This can help bridge the gap between academics and real-world experiences.

- Skill Development and Entrepreneurship: Integrate skill development programmes and entrepreneurship training into the curriculum to equip students with practical skills for employability or to start their own ventures. B. Voc. programmes to be taken to maximum potential.

- Networking and Alumni Relations: Strengthen alumni relations to create a strong network of successful graduates who can support and mentor current students, provide career guidance, and contribute back to the college.

- Extra-curricular Activities: Promote extracurricular activities such as sports, arts, and cultural events to foster a holistic development of students.

- Continuous Evaluation and Feedback: Implement a system for continuous evaluation and feedback from students, faculty, and staff to identify areas of improvement and to ensure that the college remains responsive to the evolving needs of its stakeholders. IQAC shall monitor feedback and take action.
- Others:
  - ✓ IQAC members may be deputed to visit quality higher educational institutions for on-the-spot study.
  - ✓ 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
  - ✓ Certificate courses to be increased
  - ✓ College to aim for autonomy
  - ✓ Overall monitoring to be done by IQAC

The IQAC should proactively and diligently monitor the activities of various departments and criteria teams. Regular internal audits should be conducted to assess the effectiveness and efficiency of processes and systems in place. The IQAC must meticulously vet all relevant documents, ensuring accuracy, completeness, and compliance with established guidelines. Furthermore, it should focus on expanding the scope of activities to encompass all aspects of the college's functioning, including academic, administrative, and co-curricular domains. Thus by expanding its scope to encompass all aspects of college life, prioritizing NAAC accreditation requirements, and actively engaging stakeholders, the IQAC can drive continuous improvement and propel the college towards excellence in education and overall development.

	Name	Signature with Date
1	Dr. M. O. Koshy	
2	Dr. Alex Mathew	
3	Dr. Lisy Cherian	Principal-in-charge Mar Thoma College For Women Perumbavoor - 683 542

4	Dr. Anupama P	18/12/2018
5	Dr. Minu Susan Koshy	