AUDIT REPORT 2020-21

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-11, PG-2 51 15 872
1.4	Three major features in the institutional context	1. Strong Focus on Women's Education and Empowerment: The college provides a supportive and inclusive environment where female students can excel academically, build leadership skills and pursue their career aspirations. 2. Integration of Tradition and Modernity: The college is committed to preserving traditional values and cultural heritage while embracing modern academic and technological advancements. 3. Community Engagement and

		Social Impact: Being situated in a semi-urban area, the college maintains a strong commitment towards engaging with the local community and addressing social issues. Community service programmes, outreach initiatives, and partnerships with local organizations are integral parts of the curriculum of the college.
1.5	Dates of visit of Audit Team	24 March 2021
1.6	Composition of Audit Team	Dr.Gigi George, Principal, Mar Thoma College for Women, Perumbavoor Dr. Anupama P., IQAC co-ordinator Dr. Minu Susan Koshy, IQAC Secretary

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 • Plan for curriculum planning and delivery must reach students • COs, POs and PSOs to be displayed on notice-boards • COs, POs and PSOs to be communicated to students at the beginning of the semester

2.1.2.	Academic flexibility	• Value education classes conducted online monthly
		• Mentoring and tutorial sessions are conducted
2.1.3.	Curriculum enrichment	• Follows curriculum of affiliating university
		• Offers certificate courses
		• Need to increase number of certificate courses
		• Offers workshops and seminars related to gender, environment, etc.
2.1.4.	Feedback system	• Regular collection of student feedback done
		• Feedback analysed
		• Report of feedback to be filed systematically

2.2. Teaching Learning and Evaluation

Sl. No.	Indicator	Observations
2.2.1	Student enrolment and profile	• Admissions facilitated through the UG-CAP portal
		• Provision of concessions for students from socially and economically disadvantaged backgrounds
		• English language proficiency of students to be improved
		• Training and bridge courses to be offered

2.2.2	Catering to student diversity	• Entry-level tests conducted • Slow, Intermediate and Advanced learners identified • Coaching for UGC NET, GATE, SET examinations to be continued • Successful implementation of e-teaching during Covid period • Optimal use of Moodle-LMS and Enrolment in MOOCs
2.2.3	Teaching-Learning process	• POs and PSOs to be displayed on noticeboard (as per common format issues by College) • File on Result Analysis required- University-issued document to be kept as first page • Teacher's Diaries to be updated • Proof of peer-group activities to be included • Academic calendar prepared by IQAC • Teaching plan prepared by Departments • Moodle-LMS utilized effectively • More e-learning sites to be utilized
2.2.4	Teacher quality	• Training programmes to be organized for teachers, especially for use of e-resources • Teachers to attend FDPs on MOOCs, e-content development, etc.
2.2.5	Evaluation process and reforms	• Grades determined through internal and external evaluation. • Plan of action for continuous internal assessment to be submitted • Grievance Redressal Cell to handle complaints related to internal assessment • Kahoot, Google forms, etc. utilized effectively for internal assessments
2.2.6	Student performance and learning outcomes	• Top ranks every year • Pass percentage to be improved • Online teaching affecting student performance negatively – health concerns, lack of face-to-face

		interaction, etc.

2.3. Research, Innovations and Extension

Sl. No.	Indicator	Observations
2.3.1	Promotion of research	- Several teachers registered for Ph.D. - A few teachers applied for guideship - Inadequate number of indexed publications - Teachers to publish and present papers
2.3.2	Resource mobilization for research	- Some departments obtained grants from KSCSTE - ICT facilities to be augmented
2.3.3	Research facilities	- Collection in library to be upgraded - ICT facilities augmented slightly
2.3.4	Research publications and awards	- Faculty members to obtain funding from agencies - Research papers published in peer reviewed national/ international journals - Papers presented in national/ international seminars/conferences - Teachers attended national/international seminars/conferences
2.3.5	Extension activities and institutional social responsibility	- Extension activities conducted - Files on extension activities to be maintained- to include letters, reports, students' lists, etc. - Students and faculty members participated in pandemic-relief activities

Sl. No.	Indicators	Observations
2.3.6	Collaborations	• Formal institutional research collaborations lacking • MoUs to be signed • Existing linkages and MoUs to be formalized and executed/renewed

2.4. Infrastructure and Learning Resources

Sl. No.	Indicators	Observations
2.4.1	Physical facilities	• Infrastructure facilities to be augmented • More classrooms required. • Office and Principal's Office renovation underway • Auditorium construction underway • Extension of library building underway • Request sent for MLA funds for setting up language lab • Learning Management System to be utilized
2.4.2	Library as a learning resource	• Open access facility provided for staff and students • Increase in number of books and journals
2.4.3	IT infrastructure	• ICT facilities to be modernized • College website updated • Wi-Fi functioning • Digital library required
2.4.4	Maintenance of campus facilities	• Facilities to be maintained regularly • Log books to be displayed • Student register of lab to be displayed • Website upgraded • Wi-Fi facility upgraded

2.5. Student Support and Progression

Sl. No.	Indicators	Observations
2.5.1	Student mentoring and support	- Training programmes and workshops organized - Training in mask-making and sanitizer-manufacture given - Placement weak owing to pandemic - Scholarships and awards for deserving students. - Tutorial and remedial sessions to conducted online - PTA meetings conducted online by few departments - Mobile phones provided to students from financially weak families
2.5.2	Student progression	- Underprivileged girls given special support - Ranks bagged every year - Testimonials to be collected from alumni pursuing higher studies/jobs - Feedback from resource persons can be maintained as proof for career guidance
2.5.3	Student participation and activities	- Programmes conducted regularly online - Clubs and Associations active online - Registers to be maintained as hard copies

2.6. Governance, Leadership and Management

Sl. No.	Indicators	Observations
2.6.1	Institutional vision and leadership	• Decentralization of leadership in place • Strong internal coordination • Sudden shift to online teaching has created confusion – to be rectified through training and orientation
2.6.2	Strategy development and deployment	• Signatures to be appended to all documents • English translations of reports/orders in Malayalam to be filed • Online meetings at various levels held regularly
2.6.3	Faculty empowerment strategies	• Self-appraisal forms created and distributed • Teachers encouraged to participate in FDPs, seminars and workshops online • Training provided on use of MOODLE
2.6.4	Financial management and resource mobilization	• RUSA funds utilized • Low availability of funds for magazine and other activities owing to pandemic
2.6.5	Internal quality assurance system	• IQAC functioning efficiently • Coordinates all online programmes. • Training programmes organized for teachers

2.7. Innovations and Best Practices

Sl. No	Indicators	Observations
2.7.1	Environmental consciousness	• Botanical garden set up • Green audits conducted by students • Energy audits conducted by students
2.7.2	Innovations	• Innovation Council established • Start-ups to be encouraged • Incubation centre to be established
2.7.3	Best Practices	• *Snehasparsham* programme functioning well – support given during pandemic • Appreciable involvement in pandemic-relief activities

SECTION III: OVERALL ANALYSIS

3.1	Institutional Strengths	• Improvements in technological Infrastructure - reliable online learning platforms, video conferencing tools, and digital resources • LMS-Moodle purchased and utilized • Dedicated and resilient Faculty and Staff • Student Support Services-Academic, financial and moral support provided; counselling services, online tutoring, and mental health support offered • Proactive Health and Safety Measures-sanitization protocols, social distancing guidelines and regular health screenings, participation in pandemic-relief activities, mask-making, sanitizer-manufacturing • Strong Community Engagement • Consistent top ranks achieved by students in various academic examinations. • Emphasis on skill development and vocational training
3.2	Institutional Weaknesses	• ICT infrastructure and technology resources to be further improved • Higher drop-out rate owing to pandemic-induced difficulties, etc.
3.3	Institutional Opportunities	• Potential to develop e-content • College may engage in community-oriented activities to combat covid • Training in use of ICT tools • Increased possibility of organizing seminars, workshops, etc. online

3.4	Institutional Challenges	• Difficulty in reaching out to students in person due to pandemic • Difficulties in appointing permanent staff. • Limited scope to conduct placement drives • Challenges posed by pandemic to governance and accreditation management

SECTION IV

RECOMMENDATIONS FOR QUALITY ENHANCEMENT

1. **Infrastructure Enhancement:**

   - Invest in upgrading and expanding college's physical infrastructure, such as classrooms, laboratories, libraries, and IT facilities.

   - Ensure the campus is equipped with modern technology and facilities to support online learning and virtual collaborations.

2. **NAAC Accreditation Preparation:**

   - Form a dedicated committee or team responsible for preparing the college for NAAC accreditation. This team should work on aligning college practices with the NAAC criteria and guidelines.

   - Conduct regular internal assessments and mock NAAC evaluations to identify areas that need improvement.

3. **Formalizing Remedial and Tutorial Programs:**

   - Create structured remedial and tutorial programs to support students who may be facing academic challenges during the pandemic.

   - Provide additional support for weaker students to bridge the learning gaps and ensure that no one is left behind.

4. **Seminars, Workshops, and Webinars:**

   - Organize regular seminars, workshops, and webinars on various subjects to expose students and faculty to diverse perspectives and enhance their knowledge.

   - Invite renowned guest speakers and subject matter experts to deliver talks and interactive sessions.

5. **Encouraging Research Activities:**

   - Establish a research cell or center to promote research culture in the college.

   - Encourage faculty and students to collaborate on research projects and publish their work in reputable journals.

   - Allocate funds for research activities and provide incentives for research publications.

6. **Online Collaboration and Networking:**

   - Foster partnerships with other academic institutions and organizations such as AIACHE to enable virtual collaborations and knowledge exchange.

   - Facilitate online networking opportunities for students and faculty to connect with peers and experts from other institutions.

7. **E-Learning Resources:**

   - Develop and curate high-quality e-learning resources to support remote learning.

   - Offer online courses and certifications to complement the regular curriculum and encourage lifelong learning.
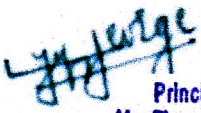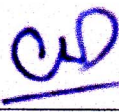
   - Join SWAYAM, Coursera etc

8. **Mental Health and Well-being Support:**

   - Recognize the impact of the pandemic on mental health and well-being. Implement counselling services and support systems for students and staff.

   - Organize stress management workshops and awareness programmes.

9. **Community Engagement:**

- Engage with the local community through outreach programs and social initiatives, creating a positive impact beyond the campus.

During the pandemic period, the Internal Quality Assurance Cell (IQAC) of the college played a pivotal role in ensuring academic continuity, enhancing quality, and adapting to the challenges posed by the global health crisis. IQAC's dedication and proactive approach have been instrumental in not only sustaining educational operations but also fostering growth and improvement. As we reflect on this unprecedented period, we recognize the vital role that the IQAC has played in steering the college through uncertain times by ensuring academic continuity, adapting to changing needs, maintaining quality standards, and preparing for NAAC accreditation. Looking ahead, the IQAC envisions a future focused on continued growth and excellence by building resilience and undertaken quality-driven activities.

	Name	Signature with Date
1	Dr.Gigi George, Principal, Mar Thoma College for Women, Perumbavoor	Principal-in-charge Mar Thoma College For Women Perumbavoor - 683 542
2	Dr. Anupama P, IQAC Co-ordinator	24/03/2021
3	Dr. Minu Susan Koshy, IQAC Secretary	