6.5.3 Quality Assurance initiatives of the institution Academic and Administrative Audit (External) Report

PRINCIPAL
MAR ATHANASIUS COLLEGE
(AUTONOMOUS)
KOTHAMANGALAM

Mar Athanasius College (Autonomous)

Kothamangalam 686 666, Kerala, India

Academic and Administrative Audit (External) Report
29.03.2019

Members:

1. Dr. Sheela Ramachandran

2. Prof Dr. Kuruvila Joseph, Dean, Professor & Head,

   Department of Chemistry,

   Indian Institute of Space Science & Technology (IIST), Thiruvananthapuram

To

The Principal,

Mar Athanasius College (Autonomous)

Kothamangalam College P O

Ernakulam District, Kerala

A. INTRODUCTION

This report is a summary of the observations made by the Academic and Administrative Audit Committee (AAC), constituted by the College to review the academic activities of the college. This is submitted to the Principal for further necessary action to enable the academic standards of the institution. The auditing was conducted on a systematic and sequential manner based on the 7-criterion benchmarked for evaluation by the National Assessment and Accreditation Council. Accordingly, the performance of all the 22 teaching departments including the self-financing wing of the college was carefully evaluated. The study was primarily based on the progress attained by each department after the last NAAC visit. In summary, the AAC has observed substantial improvement both in academic and non-academic sectors during the reporting period.

B. PROFILE OF THE COLLEGE

1.	Name of the Institution	: Mar Athanasius College (Autonomous)
2.	Address	: Kothamangalam College P O
		Kothamangalam
		Ernakulam
		Kerala - 686666
3.	Institution e-mail Address	: mac@macollege.in
4.	Contact No.	: 0485 2822378
5.	Name of the Head of the Institution	: Dr. Densely Jose
6.	Tel. No. with STD Code	: 0485 2822378
7.	Mobile	: 9495 35 4563
8.	Name of the IQAC Co-ordinator	: Dr. Riju C Issac
9.	Mobile	: 8943 91 4464
10.	IQAC e-mail Address	: iqac@macollege.in
11.	Website Address	: www.macollege.in
12.	Whether autonomous	: Yes, Co-Ed
13.	Type of college	: Grant-in-aid College
14.	Other Relevant Information	
	NAAC Accredited A+ Grade institutions (in 3rd cycle)	: March 2017
	College with Potential for Excellence (UGC) and Supported by DST-FIST	: CPE: 2010 – DST-FIST: 2012-18
	Selected under Star College Scheme by DBT	: March 2019
	RUSA – Supported by MHRD (5 Crores) –component– 8	: Sectioned in October 2018
	Participant of Unnat Bharat Abhiyan Scheme by MHRD	: Adopted Thrikkariyoor, Varapetty, Pindimana, Keerampara and Kothamangalam Villages
	Khelo India Scheme of Central Government	: August 2018

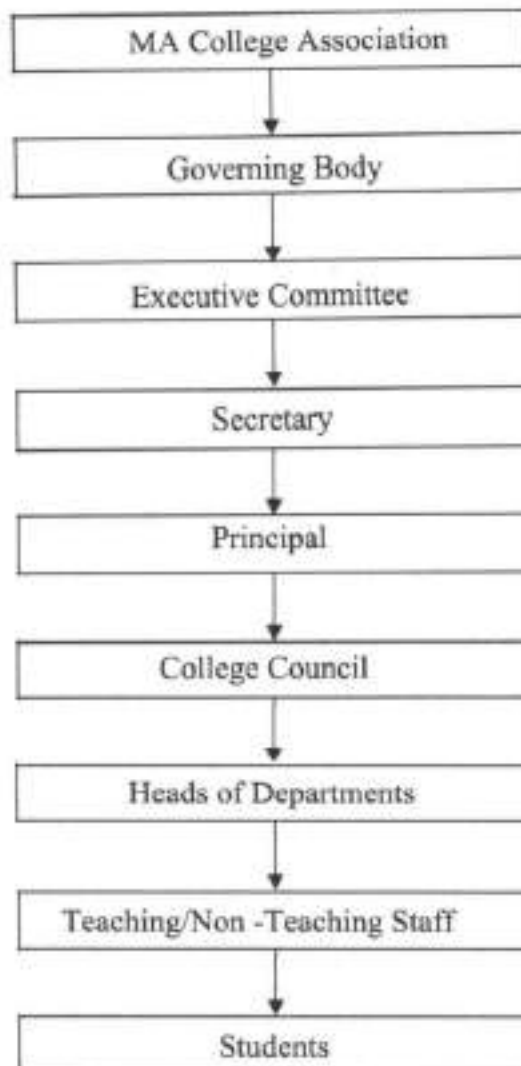| 15.	No of programmes	: UG :13, PG: 16, Ph.D: 4
16.	Distribution of type of programmes	: Aided: UG-12, PG-7, Ph.D: 4
		: Un-aided: UG-1, PG-9

17. No. of faculty members & support staff :

	Faculty Members	Support Staff
Aided	70	31
Self-financed	39	45

18. Highest qualification of faculty members : Ph.D: xx Nos; MPhil: xx Nos; PG with NET/SLET xx Nos

C. GOVERNANCE STRUCTURE OF THE COLLEGE

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│   MA College Association    │
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┌─────────────────────────────┐
│      Governing Body         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│    Executive Committee      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│        Secretary            │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│        Principal            │
└─────────────────────────────┘
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              ▼
┌─────────────────────────────┐
│      College Council        │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│     Heads of Departments    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Teaching/Non -Teaching Staff│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│         Students            │
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D. GENERAL DATA

D.1 STRATEGIC PLANNING & DEVELOPMENT

D.1.1 Details of IQAC

IQAC of the College is playing a pivotal role in maintaining the quality of the academic programs of the institution. The IQAC has coordinator and a standing committee comprising of members nominated from among the faculty. IQAC meet regularly and evaluate the progress in various sectors. It has framed guidelines for various administrative practices, set up benchmarks for teaching-learning procedures, issued feedback format for collecting data from various stakeholders, formulated methods of teacher/student evaluation, organized practical sessions for quality enhancement for teachers, and conducted curriculum review at the end of each semester.

The other accomplishments of the IQAC during the year are summarized below.

1. Represented in NIRF [All India Ranking (2018) 150-200 and (2019) 100-150]
2. Conducted Orientation for FDP students
3. Conducted Seminar on various events
4. Evaluated the Feedback data collected back from Stakeholders and necessary action taken
5. Arranged Orientation Programme for faculty members and staff on the Research Methodology

Sl. No	Year of inception/ revision/ re-constitution	Composition	No. of IQAC Meetings with Dates	Important Agenda	Impact with date minutes
1		Dr. Densely Jose, Principal (Chairman) Dr. Jayamma Francis (Coordinator) Dr. Aby P Varghese (Joint Coordinator) Dr. Manjula K Dr. Mridula Venugopal Dr. Binu Varghese Dr. Rajesh Thumbakkara Prof. Salini Binu Prof. Francis Xavier P A Dr. Riju C Issac	29/3/2017	Review of NAAC visit	Done, Weaknesses and opportunities identified
2			30/3/2017	Analysis of Admission procedure	Done and found useful and efficient.
3			23/8/2017	New proposals and IQAC Calendar	IQAC Calendar prepared
4			4/1/2017	Functioning of Autonomy	Evaluated
5	2017		6/1/2018	Finalise the document for autonomy inspection at Ernakulam	Done

6	Prof. Feba Kurian Dr. Eldhose A Y	8/1/2018	Autonomy assessment at Ernakulam	Done
7		17/1/2018	Curriculum, Question Bank and Valuation	Implemented before the first semester examination
8		18/1/2018	NAAC criteria	Given responsibilities of each criterial to IQAC Core members
9		19/1/2018	Syllabus	Discussed time plan for syllabus evaluation
11		23/1/2018	Budget	Discussed budget of IQAC operations
12		27/1/2018	Skill Development Courses	Recommended two skill development courses
13		30/1/2018	NAAC Criteria	Discussed specific aspects from NAAC criteria
14		13/4/2018	Feedback from stakeholders	New format recommended for feedback from parents.
15		24/7/2018	Skill development and certificate courses	Inauguration of the course on Nov 15 (minutes dated 13/11/18)
16		31/7/2018	Finalise course proposals and website updating	Recommended to the respective teams who are looking after different courses.
17		6/9/2018	Evaluation of the course structure of the skill development courses	Evaluated
18		13/9/2018	AQAR 2016-17	Discussed AQAR 2016-17
19		19/9/2018	Requirements for IQAC and classrooms	Request to Principal
20		25/9/2018	Academic audit form and listing of ten colleges for mentoring	Prepared documents for internal academic audit.
21		29/9/2018	RUSA presentation at	Finalised data to be presented

				Delhi on 6/10/2018	
22				4/10/2018	CPE presentation on 8/10/2018	Finalised data to be presented
23				11/10/2018	Faculty Enrichment Programme for teaching and Non Teaching Staff	Recommended programs
24				16/10/2018	Inauguration of certificate courses	Certificate courses inaugurated by the Principal.
25				29/10/2018	Academic Internal Audit	Internal Audit from 18 to 20 December(minutes dated 19/2/19)
26				31/10/2018	NIRF and facilities for PD students	Bought Wheel chair Submitted NIRF data to the principal(minutes dated 19/2/19)
27				13/11/2018	Appointment of office assistant for IQAC	Recommended to the Principal
28				4/12/2018	NIRF	Discussed NIRF data
29				6/12/2018	NIRF	Discussed NIRF data
30				13/12/2018	Certificate Courses	Formulated details of Certificate courses
31				19/2/2019	Training and Faculty Improvement Programmes	Identified themes for faculty training
32				5/3/2019	Academic Audit	Finalised questionnaire and forms for academic audit.
34				19/3/2019	Academic Audit	Conducted Internal Academic Audit by IQAC team

D.1.2 Flow Chart & System of working of IQAS

RESPONSE BY AUDIT TEAM:

1. No data given.
2. The IQAC seems to drive all activities of the college. This is appreciated.
3. The functioning of IQAC does not seem scheduled & structured. It seems to meet on demand.

4. Composition of the IQAC, does not seem as per NAAC guidelines. No external members.
5. May be a different structure could be thought of.

Recommendations
a) Each vertical of functioning can be taken.
b) The flow chart of different committees or cells, based on hierarchy of approval & implementation for each activity/ functioning can be prepared as a pyramid of quality circle functioning.

D.1.3 Long term, mid-term and short term plan of the college at 360°
RESPONSE BY AUDIT TEAM:

1. No data given.
2. Appears on discussion that planning is done annually, and is based on different schemes of functioning. It is better to have long term (15 years), mid term (10 years) and short term (5 years) plans and plan activities, processes and systems.

Recommendation
a) The college should plan and determine growth and development.
b) For this the financials may be accommodated in the schemes, or the college may send for and apply for schemes for funding.

D.1.4 Details of Activities of Planning and Evaluation
RESPONSE BY AUDIT TEAM:

At present the IQAC core committee is working as the planning and evaluation committee

Recommendation
As per UGC & Regulations on Autonomy, the Planning and Evaluation Committee is a Statutory Committee. It can be above the IQAC in the givernance of Internal Quality System.

D.2 SYSTEM, PROCEDURES AND POLICIES
D.2.1 Admissions
System:
Admission is done online from last year.

Procedure

The students register online, enter details and pay fees online. Students also will have to send copies of the printed application for to the office.

Policy

The policy is fair treatment for all. Admission is based purely on merit.

Adhere to the reservation policies that prevail in the country.

RESPONSE BY AUDIT TEAM:

1. An Admission Policy to be prepared and hosted on the website.
2. The structure of the functioning area of the admission process is to be prepared.
3. The actual admission procedure, with schedule as a flow chart and explanation needs to be available as a document.

D.2.2 Human Resources & Recruitment

System

Management has full control over recruitment

Procedure

The procedure is fair and transparent and based purely on merit.

Policy

Controlled by M A College Association, the Management Body.

RESPONSE BY AUDIT TEAM:

1. The HR Policy for recruitment approval, promotion, capacity building etc, needs to be prepared for both aided & self-financed.
2. The suggestive schedule of each of the activities and annual calendar for above to be prepared.

D.2.3 Finance

System

Finance is handled by the administrative office overseen by the Principal.

Procedure

All financial dealings are audited as per the government requirements.

RESPONSE BY AUDIT TEAM:

Recommendations:

1. The financial policy of the college on budgeting as per strategic plan, proposed source of resource mobilisation, policy for disbursements, auditing etc. to be prepared.

2. Schedule of financial activities and procedures to be stated, (eg. Department Budgets, Library Budget etc.).

D.2.4 Research, Innovation and Consultancy

System

The system includes a Research Committee to monitor the overall research activities of the college. All research activities including the monitoring of the quality and submission procedures of research proposals are scrutinised by the Committee, before they were sent to the funding agencies.

Procedure

The Research Scholars are admitted in the research centre by going through a process of admission in the parent university. Once the procedure of admission is over, they are allowed to join the centre by issuing a joining report.

Course Work is conducted by the respective research departments but the exams for paper I & II are conducted by the university. The syllabus for the III paper is prepared by the supervisors and approved by the university. The Research Committee of the College conducts the exam for the III paper. Mark lists of Internal exams of paper I & II and both internal and external exams of paper III are sent to university. Consolidated grade sheet is provided by the university.

The College monitors and periodically assess the progress of the work done by each student. An external expert arranged by the department has to sign the progress report.

On the event of submission a pre-submission viva is conducted by the student in the university premises with at least 15 participants. The research guide conducts the pre-submission viva.

Once the evaluation is over a Ph.D viva is conducted by the university, with attendance of 50 participants. The dean of the parent university conducts the public viva.

Policy

We have formulated a research policy, that has the following aims:

- To create and support a research culture among the teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members

- For developing and promoting scientific temper and research aptitudes of all learners

- For realising the vision and mission of the college

- For contributing to national development and related activities by providing the required resources and appropriate facilities.

- To ensure that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

- To encourage broad based and flexible research projects that seeks out new and challenging fields of knowledge

RESPONSE BY AUDIT TEAM:

1. Research Policy can be renamed as Research & Innovation Policy. It can also include policy for seed money and for motivation of young researchers.

2. A Consultancy Policy to be prepared. Paid consultancy to be encouraged.

3. Differentiation to be made between Academic Research & Applied /Funded Research

4. Research & Publication can be on (i) Domain core area and (ii) Inter – disciplinary area and   (iii) General areas.

5. Data on community engagement in the college, eg. Result, feedback, quality initiatives, best and innovative practices, etc., can also be published as research papers or books.

6. Hence, a dedicated team is to co-ordinate and enable this, is required.

D.2.5. Extension/Outreach

System

The extension and outreach activities are mainly carried out through National Service Scheme, National Cadet Corps, Unnat Bharat Abhiyan, and Outreach programmes by individual departments

Procedure

- Conduct survey to identify the need & requirements of the Society
- Regular visits and interaction with the villagers of adopted village (Pinavoorkudy tribal settlement) – NSS
- Conduct of activities like Waste management initiative, Rejuvenation of Ponds & Rivers, Awareness programmes on ODF, Remedial Teaching,
- Conducts "Manimala", a programme for fostering scientific temper among school students every year

Policy

- Personality development of the students through community service.
- To uplift and contribute to the growth of the neighbouring community
- A policy for extension & outreach activities to be prepared.
- Process of outreach/ extension activities to be prepared eg, Academic outreach (Department wise)
- Common mandatory (NSS/NCC); Institutional social responsibilities activities.
- Structure & schedule / calendar of above to be prepared & maintained.

D.2.6 Industry-Institute Interaction

RESPONSE BY AUDIT TEAM:

- No data proposed. However, on observation noted certain sporadic activities
- Categorisation of academic, training and other collaborations to be done, and process to be prepared & activities documented.

D.2.7 Academic Deliberations

System:

Academic activity starts from the admission of students.

In order to ensure the proper teaching standards, the activities are monitored twice every semester through class and course committees. The system ensures continuous student assessment on curriculum aspects. The Controller of Examinations controls, directs and oversees the examination process. The controller publishes an academic calendar in the beginning of every semester.

Procedure

There are two internal examinations and one external end semester examination every semester. The first of the two internal examinations is done in a departmental level and is of

two hours duration, The second is done centrally just like the end semester examination. The second examination is of three hours duration. Valuation of answer scripts for the external examination is done by teachers in a valuation camp organised by the controller, 20% of which will be revalued by an external chief examiner.

RESPONSE BY AUDIT TEAM:

Recommendations

1. The organisation Chart of Academic activities function to be prepared.
2. Categorisation of Academic activities to be done. eg exist & evaluation.
3. Tentative schedule & annual calendar for each
4. Analysis of academic activities, prophylactic and remedial measures and outcome.

D.2.8 Student Progression

Policy

Ensure that each student progress towards higher studies, employment or entrepreneurship.

Procedure

Periodic evaluation of theoretical and practical knowledge of the students

Offer various skill development programmes suitable for each stream

Update syllabi with innovative and job oriented content

Encourage career in research.

System

Remedial Coaching

Walk with the scholar programme

Participation in summer programmes of leading research institutions

Student support programme

Scholarships for students in each department

Best research project award

Best outgoing student award

Student scholarships for short term visits to national and international universities and institutes.

RESPONSE BY AUDIT TEAM:

Recommendations

1. Policy & objectives for student progression

2. Categorisation of type of student progression envisaged

3. Evaluating structure for above.

4. Proposed schedule & annual calendar of above activities.

D.2.9 Other Student Progression Activities

RESPONSE BY AUDIT TEAM:

Recommendations

1. The organisation Chart of Academic activities function to be prepared.

2. Categorisation of Academic activities to be done

3. Tentative schedule & annual calendar for each

4. Analysis of academic activities, prophylactic and remedial at measures and outcome.

D.2.10 Examination Systems, Procedures, Policies and Activities

D.2.10.1 Exanimation System, organization chart with work responsibilities

Evaluation of all courses, theory/ practical and project / dissertation shall be done in two parts, namely by Continuous Internal Assessment (CIA) and by the End Semester Examination (ESE). 25% of the total marks will be set apart for the first component and 75% for the second component for PG and for UG it is 20% and 80% respectively. The continuous internal assessment shall be done by the course teachers based on the guidelines set by the Academic Council.

At least two In semester examinations and one End Semester Examination shall be conducted. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, seminar, home assignments and viva voce shall be adopted.

Examination Cell

In accordance with the guidelines of the UGC to autonomous colleges, Mar Athanasius College (Autonomous), Kothamangalam, there will be an examination cell headed by the Principal who is the Chief Controller of Examinations.

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar. The responsibilities of the Controller of Examinations shall include:-

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(a) He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.

(b) Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.

(c) Taking decision on all mailers related to examinations not falling within the powers of statutory officers of the College.

(d) Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.

(e) He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.

(f) He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.

(g) Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.

(h) Payment of remuneration and travelling allowances to question paper setters and examiners.

(i) Taking quick decisions as circumstances warrant with or without taking advice from examination cell.

(j) Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

D.2.10.2 Deputy Controller of Examinations

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

His / her duties shall include:

(a) Membership in examination committee

(b) Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.

(c) Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.

(d) Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.

(e) Preparation and printing of answer booklets for various examinations

(f) Make sure that the question papers are ready before the examinations are scheduled.

(g) Helping CE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)

(h) Make sure that the forms relating to examinations are ready in time (applications, hall, tickets, challans etc.)

(i) Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.

(j) All other tasks required for the conduct of evaluation process.

D.2.10.3 Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

(a) Providing assistance for the preparation and printing of answer booklets for various examinations.

(b) Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the deputy Controller of Examinations.

(c) Maintaining registers for inward and outward communications.

(d) In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.

(e) Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.

(f) Processing of applications for registration to examinations and preparation of nominal rolls

(g) Preparing and dispatching of hall tickets.

(h) Ensuring that the question paper packets are ready for examinations.

(i) Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.)

(j) Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.

(k) Preparing tabulation registers, mark lists etc.

(l) Assisting the senior officers in the transit of files, communications and stationary.

(m) Making sure that the examination office, computer desks and typing pool are neat and

(n) Keeping examination related records safe and maintaining their confidentiality.

(o) They shall discharge duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorised persons do not enter the examination section.

RESPONSE BY AUDIT TEAM:

Observations:

1. Observations indicated that all activities are being done as per understanding of the college, but not in a structural and systematic manner.

2. Rules and regulations are clearly formed and documented

D.2.10.4 Planning of Evaluation and Examination Activities

Valuation of Answer Script

The valuation of answer scripts of the theory examinations shall be either in centralized valuation camps or double valuation of all the answer scripts of UG and PG as decided by the Academic Council.

The valuation camp can be started immediately after the examination. The first valuation can be done by the internal examiner and the second valuation shall be done by an external examiner.

Both valuations must be based on the scheme of valuation prepared by the question paper setter or by the Board of examiners of the concerned examination.

There may be only single valuation for UG examinations. For UG paper evaluation, the Chairman will be assisted by Chief examiners and additional examiners to carryout valuation work.

One Chief examiner will be appointed for 1-5 examiners. If there are less than 5 examiners in a particular Board, the Chairman will act as the Chief examiner.

The Chief examiners are required to recheck the entire answer books and shall revalue at least 20% of answer books assigned to the examiners under him/her randomly. The examiners shall prepare and submit the properly prepared mark sheet counter signed by the Chief examiner and Chairman.

Controller of Examinations shall appoint a senior faculty as camp director for the smooth conduct of the centralized valuation camps of various subjects.

Camp Director will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation.

The Examination Cell shall maintain appropriate registers, records and accounts relating to the camp.

Double Valuation of Answer Books

In the case of the answer books having double valuation the entry of marks shall be done only on the facing sheet / separate sheet provided.

For double evaluation, the first valuation shall be done by the internal examiner and the second evaluation by the external examiner. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher integer.

If the variation in marks exceeds 15%, it shall be sent to a senior internal/external examiner for a third evaluation. In such cases the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.

In case the third evaluation score is equi-distant between the first t\\o evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.

The valued answer papers of all ESE of UG and PG will be preserved for a period of one year by the controller of Examinations, after the announcement of the results.

RESPONSE BY AUDIT TEAM:

Obesrvations:
- Schedule of activities, all rules & regulations, malpractice norms, etc. to be prepared, displayed and documented.
- Work allotment and responsibilities of different examination staff to be prepared and documented, staff to be made aware of it and monitored for work completion.
- Process for the above is to be mentioned here.

D.2.10.5 Examination & Evaluation Policy

(a) Question Bank is introduced for UG courses from 2018 admission onwards. Teaching faculties are preparing question bank for each course and they had given proper training. All questions are scrutinized by external experts and classified as remember, easy, difficulty and challenge types. Question paper is generating with respect to blue print in which weightage of each module is specified.

(b) There is 100% Automation in result processing.

(c) Grace marks are awarding timely and enable the students not to appear for the supplementary examinations.

(d) Publication of results of supplementary/Improvement exams are done along with that of Regular examinations.

(e) Applications for Revaluation of answer books are consider at higher priority and the results are published at the earliest. The fee shall be refunded if the mark difference is 15% or more.

(f) Double valuation scheme for PG examinations.

A. Result analysis

Result analysis is doing for UG and PG classes. Remedial coaching is given for weak students.

RESPONSE BY AUDIT TEAM: (EXAMINATION)

1. Observations indicated that all activities are being done as per understanding of the college. But not in a structured and systematic manner.

2. Rules and regulations are clearly framed and documented.

3. Result analysis every semester, discussion for remedy, ATR & impact to be done in a systematic manner.

4. Hence a strategy and procedure for all above to be developed and documented for administrative audit.

5. Schedule of activities, all rules & regulations, malpractice norms etc. to be prepared, displayed & documented.

6. Work allotment and responsibilities of different examination staff to be prepared & documented and staff to be made aware of it, and monitored for work completion.

7. Process for the above is to be mentioned.

E. OBSERVATIONS BASED NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL FRAMEWORK:

E.1. CURRICULAR ASPECTS

During the year 2018-19, more than 1200 students were enrolled for UG and PG programmes. During this year the college offered 17 UG programmes and 13 PG programmes and PhD in 4 disciplines under MG university. In addition to the above, diploma courses and certificate courses were also offered by various departments in the campus during the year. Feed-back of curriculum was collected, from major stakeholders such as Alumni, Parents, Students and Employers. Necessary steps were taken for rectifying defects/improvements based of the evaluation.

COMMENTS& RECCOMENDATIONS

- Compulsorily the curriculum should be revised at least once in three years,
- All the courses offered contain employability, entrepreneurship or skill development modules. However, more attention must be paid on framing new courses which can create entrepreneurship.
- More career oriented programmes must be started.
- Steps be taken to start new interdisciplinary programmes.
- Improve collaborations with industries and other research centres.
- Feed backs must be collected from employers over a period of time.

E. 2. TEACHING, LEARNING AND EVALUATION
FACULTY PROFILE

In the institution, the teaching faculties include Permanent faculty, Guest faculty and new recruits. The University has not taken any steps for constituting the Screening Committee as per UGC guidelines for the promoting candidates to Professor Grade. A good number of Associate Professors are quite eligible to be promoted as Professors. Average teaching experience of a faculty member of this institution is 10 years This is an ideal factor for a campus of this kind which has potential for improving the quality of education every time. Many faculties are among the faculty received awards, recognition or fellowships during this year from various agencies.

A number of faculty members hold higher degree, PhD/M Phil. The high percentage of teachers with Ph D degrees among all teachers is a remarkable achievement. Students get proper research guidance and flavor for research under the protection and supervision of these teachers in the campus. Many of the faculty members are pursuing PhD degree. It is appreciable that the management has taken serious steps to bring PhD holders to the campus while fresh recruits are being made. This will eventually boost up the research atmosphere in the campus.

The enhanced research facilities in the campus have resulted in good number of publications, by PhD students and faculty members. Few faculty members are getting fabulous amount of external research assistance. The keen interest shown by senior faculties to bring more funds for research and for creating excellent facilities for their research is a remarkable thing to mention. During the reporting year nearly 10 PhDs were awarded by the University..

The academic environment during the period was vibrant and creative. All the academic programmes were completed as planned earlier. The faculty members work in tune with the academic calendar prepared by the staff council. Computer aided programmes and MATLAB programming were conducted. Class committee and course meeting were held ffor improving academic excellence. Co-curricular activities went on smoothly along with the academic programmes. Students get enough opportunities for developing their talents while studying in the campus. Student unrest, which is common in the state, due to various reasons was minimum in the campus during the reporting period and the loss in working days due to unexpected strike was compensated by working on extra hours. Almost all the end semester examinations were conducted as per schedule.

Large number of students sought the campus as their first choice of study in various programmes. The status of being autonomous may have escalated the student demand for courses. No student from outside India reached the campus for UG or PG. The institute is paying sincere attention in admitting students from weaker sections for various programmes. The admissions were made strictly as per Government norms. The average teacher-student ratio is satisfactory. Many students were placed in government/private sectors under campus placement drives.

COMMENTS& RECCOMENDATIONS

- The higher demand ratio for most of the programs indicates the acceptance of the institute. This must be kept alive and those programs in limelight should also be brought forward by fixing strict measures

- All class rooms must be converted into Smart rooms.
- All sanctioned posts of teachers must be filled with fresh recruits. The supporting staff vacancies must also be filled.
- It is desirable to have faculties with Ph.D and Post Doc Qualification.
- Research facilities should be enhanced further.
- Teacher mobility must be improved to participate in international and national conferences. Visit of Experts from other Universities/institutions must be promoted on regular basis by each department.
- Teachers must enrol in professional bodies of national and international academic organizations.
- Separate rooms in each department may be provided for facilitating students to watch online educational programs, with the assistance of teachers.

E.3 RESEARCH, INNOVATIONS AND EXTENSION

The College adheres to its own Research and Consultancy Policy, which is proved effective in sustaining a Research atmosphere in the campus. Currently, faculty members approved as guides by the university is carrying out the research activities. Major and minor research projects were undertaken. Financial support for these projects has been received during the year. Faculty members have been invited and presented papers in international conferences. Nearly 20 research papers have been presented by students and teachers at National level conferences held at various places in the country. All the research departments have shown keen interest in conducting academic events such as, workshops, conferences, seminars, symposia, exhibition etc. During this year many such programmes were organized by various departments. Faculty members have produced research publications in UGC listed international journals and papers in International/ National Conference proceedings.

The students secured ranks/ awards/recognition for academic excellence/extension activities from Government and other recognized bodies during the current year. The students have participated in a number of extension activities with Government Organizations, Non-government Organizations and programs during the period. The college also conducted extension and outreach programs in collaboration with industry, community and Non-Government Organizations under the auspices of NSS and NCC units. Students had undertaken linkages with institutions or industries for internship, on-the-job training, project

work, sharing of research facilities etc. At present 54 students are completed Ph.D, 5 students submitted and 7 students pursing Ph.D.

COMMENTS& RECCOMENDATIONS

- All faculties having PhDs must enrol as research guides
- Promote thrust area research in all possible disciplines
- No new Research Centre is established
- Less number of National or international recognition for faculty during the year. The institution should consider providing incentives to teachers who receive state, national and international recognition/awards during the year.
- Cumulate impact factor of publications by department/college should be recorded
- Number of publications should be increased
- No patents generated.
- Consider creating corpus fund for offering research fellowships.
- No major international conferences were organized this year.
- No Student/Faculty exchange programmes
- More collaborative research work with national and international research group must be promoted.
- Enter MoU with international institutions for research.
- Product oriented and industrial tie up research activity must be focused.
- More major projects/consultancies must be taken.

E. 4. LEARNING RESOURCES

A large number of students and teachers are daily accessing the resource of the College library and the library keeps the digital records of the same. Even though the college possesses limited facilities for e-content development it has developed few modules for the students.

COMMENTS& RECCOMENDATIONS

- Limited facility of e-books
- Subscription to e-journals is very limited
- Limited facilities for e-content development
- Promote the use of e-books by students

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- All old and rare books must be made digitized.
- Increase the frequency of visiting library by the faculty
- Effective wi-fi with increased capacity to all places in the campus.

E. 5. STUDENT SUPPORT AND PROGRESSION

The college has provided facilities for students in acquiring various scholarships during the year as part of student support mechanisms. Students were benefited by different scholarships and free ships provided by the various agencies during the year. In addition, the College itself has given scholarship /endowments/cash award to students. The institution provides Scholar Support Programme (SSP), Walk with a Scholar Programme (WWS), Complimentary courses in Journalism, Personal Counselling, Training and Net Coaching as part of capability enhancement and development schemes. As in previous years a good number of students got placement and more number of students joined for higher education. The college maintains a placement records properly. Students have qualified NET, GATE/SET, during the year. College alumni association contributed generously for the overall development of the college. The college has organized sports competitions/cultural activities at the institution level. The College students bagged prizes during university youth festival.

COMMENTS& RECCOMENDATIONS

- The Parent Teachers Association also be requested to provide few scholarships
- Limited availability for Vocational Education and Training (VET)
- Less number of Soft skill developments opportunities.
- Conduct professional NET/JRF/GATE Coaching classes in all subjects
- All departments must provide programmes like Scholar Support Programme (SSP), Walk with a Scholar Programme (WWS), NET coaching etc.,

E. 6. INSTITUTIONAL VALUES AND BEST PRACTICES

Mar Athanasius College is an affiliated aided autonomous college functions as per the regulations prescribed by the statutory bodies and regulatory authorities viz. the Government of Kerala, Mahatma Gandhi University and University Grants Commission. The College has adopted a vision right from its beginning and set up a value-added mission targeting goals for excellence. The institution has established a code of conduct for everybody including,

students, teachers, governing body and administration staffs. All the statutory bodies like College council, Governing Body, Academic Council, Board of studies and Finance Committee also functions as per the rules and regulations framed by the statutory authorities from time to time. Different programmes emphasising community linkage were arranged The College also organized more than dozen activities to impart consciousness about nationalism, identities and symbols as well as on universal values.

COMMENTS & RECCOMENDATIONS

- Emphasise more on Climate change and related issues
- Give training to students face disaster period
- Conduct energy audit and set up guidelines for reducing electricity consumption in the buildings.
- Give training to students on road safety rules and practices
- Encourage and promote more green initiatives
- Path way to be constructed for Disabled students
- More solar lights to be installed in the campus and in the buildings.

F. SPECIFIC REMARKS AND SUGGESTIONS ON DEPARTMENTS

F.1 PG & Research Department of Physics

- Department has well equipped research laboratories.
- Projects undertaken by the department are appreciable.
- There is scope of improved research collaborations and the same needed to be strengthened.
- Department has to take necessary steps to improve the pass percentage & encourage students participation in interactive sessions/seminars/conferences/workshops

F.2 Department of Chemistry

- Department has satisfactory maintained labs.
- Methods adopted to enhance the efficiency of teaching and learning process is highly commendable.
- The activities conducted by the department like computer aided programme / international and national seminars are appreciable.

- Extensive research collaboration with other centres is observed to be minimal; it needs to be further reinforced.

F.3 Department of Mathematics

- Good Pass percentage is noticeable.
- Research projects/social outreach programmes can be enhanced.
- Application oriented teaching methodologies can be introduced.

F.4 Department of English

- Departmental activities such as talent exhibitions, quizzes and motivational classes are admirable.
- Even though student support programmes are appreciable, can be improved by outreach programmes/conferences/seminars.
- Language consultancy services can be implemented.

F.5 Department of Botany

- Initiation for faculty enrichment programmes is remarkable.
- Journal publications are appreciable and needs to be improved.
- More research projects can be undertaken.
- Pass percentage needs to be improved.

F.6 Department of Commerce

- Post graduate results and student support activities are admirable.
- Research output in terms of publications/Projects can be promoted.
- Outreach/social programmes can be implemented.

F.7 Department of M.com IB (SF)

- Pass percentage is remarkable.
- Extension activities undertaken by the department is appreciable.
- Competency among students can be improved

F.8 Department of Zoology

- Successful completion of funded projects is admirable.
- Infrastructure facilities are satisfactory
- Student enrichment programmes/adopted teaching methods are relevant
- PG pass percentage can be improved and interactive programmes/symposiums can be organized.

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F.9 Department of Statistics

- Academic/extra circular achievements of the students are praiseworthy
- Workshop/departmental activities are relevant
- Replacement of retired faculties must be done
- Pass percentage in UG level needs to be improved

F.10 Department of Sociology

- Departmental activities are commendable
- Failure rate is high (in UG level), necessary steps to improve this must be taken

F.11 Department of Hindi

- Academic achievements of faculties are praiseworthy.
- Student support activities can be enhanced
- Pass percentage must be improved

F.12 DepartmentS of Biochemistry, Biotechnology and Microbiology (SF)

- Projects undertaken by the department/ongoing research activities are admirable.
- Excellent student's achievements.
- Interactive sessions/outreach programmes must be included as a part of curriculum.

F.13 Department of Actuarial science (SF)

- Enrichment practices and teaching methods are appreciable
- Student internships/placement drives can be introduced
- Participation in workshop/seminars must be increased
- Curriculum can be enriched with advanced software packages.

F.14 Department of History

- Overall activities adopted by the department are praiseworthy.
- Student participation in social outreach programmes must be improved.

F.15 Department of PG History (SF)

- Initiation for inter-departmental discourse is appreciable
- Academic networking can be improved with the introduction of Journal/museum
- Pass percentage can be improved

F.16 Department of Economics

- Organizing various events focussed on academic and extracurricular growth is commendable.

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- Restructuring of curriculum can be done.
- UG pass percentage can be improved/ can strengthen research activities

F.17 Department of B.Com Taxation (SF)

- Pass percentage is appreciable
- Extension activities/student support activities carried by the department are satisfactory.
- Incorporate extra curriculum activities related to financial literary awareness

Sl. No.	Department	Total faculty (incl. Guest faculty)	Faculty with Ph.Ds	Projects undertaken	Publications
1	PG & Research Department of Physics	9	6	3 (2.5 L)	8 (papers) 8 (proceedings)
2	Chemistry	9	8		15
3	Mathematics	8	4	1	
4	English	13	4	7 (4 completed)	15
5	Botony	8	3		3
6	Commerce	8	2 (4 pursuing)	3 (3.2 L)	2
7	M.Com IB				
8	Zoology	8	5	7	9
9	Statistics	9			
10	Sociology	8	1		
11	Hindi	5	5		
12	Biochemistry, Biotechnology and Microbiology	12	3 (1 submitted)	1	5 (4 proceedings)
13	Actuarial Science	4			
14	History	4		3(minor)	

15	PG History	4			
16	Economics	7	6		18
17	B.com taxation	5			

G. FURTHER OBSERVATIONS OF THE COMMITTEE:

The Administrative audit done on 29.3.2019, being the first, gave an insight into the administrative functioning of the college. Thought the audit was brief only for a day, the following were the observations about the college.

A
Recognition & status
• A popular college of long standing
• A college accredited by NAAC in 3 cycles, with CGPA of 3.52 in third cycle, due for accreditation
• A CPE since 2009
• A recipient of RUSA fund of Rs. 5 Crore from MHRD in March 2019
• An autonomous college from AY 2016 -2017
• A committed, dedicated & proactive team in IQAC.
• A Star College status by DBT from March 2019 for departments in physics , Chemistry, Botany and Zoology
• Indicative of quality as well as resourceful in mobilising Funds.
B
Observations
• Leadership & governance at all levels is proactive. But requires structured and systematic functioning based on policies at all levels & verticals, for sustained & consistent growth and development of the institution at 360°
• Several activities eg. Academic, co-curricular, extracurricular, mentoring, etc for students; capacity building of HR, Research, community engagement , etc are notable. However, they are to be documented and recorded well. But all activities to be planned before implementation.

Recommendations:

1. Strategic planning and development of the college – long term, mid-term and short

term to be done.

2. Policy, systems & procedures, schedules, implementations, feedback & analysis, ATR, impact & outcome.

3. Documentation for all – soft & hard copies

4. Identification & traceability.

5. Composition of committees to be maintained with tenure and its earlier committees.

6. Organising of all letters, documents, correspondence etc. to be done in the file for easy traceability.

(1) Dr. Sheela Ramachandran   (2) Prof. Dr. Kuruvila Joseph

Date: 29.03.2019
Place: Kothamangalam