



# ACADEMIC AND ADMINISTRATIVE AUDIT BY UNITED BOARD PEER TEAM

8 & 9 APRIL 2019



MARIAN COLLEGE  
KUTTIKANAM  
(AUTONOMOUS)

MAKING COMPLETE

**MARIAN COLLEGE  
KUTTIKKANAM (AUTONOMOUS)**

**REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT  
DATE OF AUDIT: 8 & 9 April 2019**

**AUDIT TEAM:**

- 1. Dr. M Marcus Diepen Boominathan**  
Former Principal  
Bishop Herder College  
Autonomous, Trichy.
  
- 2. Dr. M. Jezer Jebannesan**  
Former Principal  
Scott Christian College  
Autonomous, Nagarcoil.

**Audit schedule**

**SCHEDULE OF PRESENTATION OF DEPARTMENTS & CLUBS/ASSOCIATIONS  
Day 1**

<b>Sl. No.</b>	<b>Departments</b>	<b>Time of Presentation</b>
1.	IQAC	09.45 a.m.
2.	Department of Bachelor of Business Administration	10.05 a. m.
3.	School of Social Work	10.15 a. m.
4.	Research and P G Department of Commerce	10.25 a. m.
5.	Department of Mathematics	10.35 a. m.
6.	Department of M COM Self Financing	10.45 a. m.
7.	Department of Applied Economics	10.55 a. m.
8.	Department of Hospitality Management and Tourism	11.05 a. m
9.	Department of Computer Application (MCA)	11.15 a. m.
10.	Department of BA Communicative English	11.25 a. m
11.	Department of MA in Communication and Media Studies.	11.35 a. m
12.	Department of Bachelor of Computer Application.	02.00 p. m.
13.	Library	02.30 p. m.
14.	College Office & Administrative Department	03.00 p .m

<b>Clubs &amp; Associations (Presentation &amp; File Verification)</b>		
1.	NCC	03.10 p. m.
2.	NSS	03.20 p. m.
3.	Placement Cell	03.30 p. m.
4.	Controller of Examination	03.40 p. m.
5.	Mi3	04.50 p. m.
6.	Quiz Club	04.00 p. m.
7.	Anti-Narcotic Club	04.10 p. m.
8.	College Union	04.20 p. m.
9.	Women's cell	04.30 p. m.
10.	Alumni Association	04.40 p. m.

## SCHEDULE OF VISIT TO DEPARTMENTS

### Day 2

<b>TEAM I</b>		
<b>Sl. No.</b>	<b>Departments</b>	<b>Time of Arrival</b>
1.	Department of Applied Economics	10.00 a. m.
2.	School of Social Work	10.25 a. m.
3.	Research and P G Department of Commerce	10.50 a. m.
4.	Department of Mathematics	11.15 a. m.
5.	Department of M COM Self Financing	11.25 a. m.
6.	Department of MA in Communication and Media Studies	11.45 a. m.
<b>TEAM II</b>		
1.	Department of Business Administration	10.00 a. m.
2.	Department of Computer Application (MCA)	10.25 a. m.
3.	Department of Hospitality Management and Tourism	10.50 a. m.
4.	Department of BA Communicative English	11.15 a. m.
5.	Department of Bachelor of Computer Application.	11.25 a. m.
<b>COMBINED VISIT</b>		
1.	Library	02.00 p. m.
2.	College Office & Administrative Department	02.25 p. m.
3.	Infrastructure Facility	02.50 p. m.
<b>Clubs &amp; Associations (File Verification) (3 p.m. – 5 p.m.)</b>		
1.	Anti – Ragging and Ethical Committee	
2.	Child Line	

<b>3.</b>	<b>Counselling Centre</b>	
<b>4.</b>	<b>RUSA</b>	
<b>5.</b>	<b>Multidisciplinary Add-on Courses</b>	

“Quality Assurance in Higher Education among Christian Colleges –  
A Facilitation Endeavour”

UNITED BOARD PROJECT UNDERTAKEN BY MADRAS CHRISTIAN  
COLLEGE, CHENNAI

## **UB PEER TEAM REPORT**

on

### **Institutional Accreditation**

**Marian College (Autonomous),  
Kuttikkanam (P.O),  
Idukki (Dt), Kerala – 685 531**

Dates of Visit:

**APRIL 8 & 9, 2019**

## GENERAL INFORMATION

1.1 Name & Address of the Institution:	Marian College(Autonomous) Kuttikkanam(P.O.), Peermade, Idukki (Dt), Kerala – 685 531
1.2 Year of Establishment:	1995
1.3 Current Academic Activity at the Institution (Numbers) :	
1. Faculties/schools:	3
2. Department/Centres:	Arts: 2 Science: 1 Commerce: 2 Any other: 7 Total: 12
3. Programmes/Courses Offered:	UG : 9 PG: 7 M.Phil.: 1 Ph.D.: 2
4. Permanent /Temporary Faculty Members/Part-time Teachers:	<b>Permanent</b> Men : 61 Women : 39 Total : 100 <b>Temporary</b> Men : 2 Women : 1 Total : 3
5. Permanent Support Staff:	Men : 30 Women : 14 Total : 44
6. Students:	Men : 882 Women : 951 Total : 1833
1.4. Three major features in the institutional Context .	<ol style="list-style-type: none"> <li>1. Christian minority, Co-educational, Autonomous College, affiliated to Mahatma Gandhi University</li> <li>2. Caters to the needy and disadvantaged tribal students</li> <li>3. CPE College – 2009 &amp; 2014</li> </ol>
1:5 Dates of visit of the Peer Team	August 8 & 9, 2018
1.6 Members of the UB Peer Team which undertook the on-site visit:	
	Dr. M. Marcus Diepen Boominathan, Former Principal, Bishop Heber College (Autonomous) Trichy – 620 017, Tamilnadu.
	Dr. M. Jezer Jebanesan Former Principal Scott Christian College (Autonomous), Nagercoil – 629 001, Tamilnadu.



## OVERALL ANALYSIS

### 3.1. Institutional Strengths:

1. Christian minority, co-educational, autonomous College, affiliated to Mahatma Gandhi University
2. Caters to the needy and disadvantaged tribal students
3. CPE College – 2009 & 2014
4. After becoming autonomous in the year 2016, the curriculum is revised every year and a number of new courses with employability skills; gender, ethical and environmental issues and value addition are added/introduced across all programmes
5. PSOs and COs of all courses offered in the College are enumerated and their mappings done
6. 11 IPR/Innovations workshops and 46 Start Ups/Entrepreneurship programmes organized during the last 5 years
7. 24 teachers with Ph.D. and 21 teachers with M.Tech./M.Phil. degrees
8. The College has tie-ups with 9 foreign Universities/Colleges
9. The College has 32 national/state level collaborations with industries/institutes
10. Structured feedback on curriculum is obtained and analyzed
11. The learning levels and communication levels of students are assessed through a centralized mechanism through Moodle
12. The office of the Controller of Examinations is fully automated
13. Questions for the End Semester Examinations are generated using a software generated by the College, from the Question Bank created by the College.
14. Exams conducted immediately after the publication of results with the concept 'Save a Semester'
15. 65 research papers published in journals and 27 research papers presented in conferences and 19 books authored by the staff after the last accreditation in 2014
16. The Library is fully automated with online access facilities and is open to the staff and students from 8.00 am to 10.00 pm
17. Spacious Computer Lab with 312 computers and is open 24/7
18. Apart from Govt. scholarships the institution also offers scholarships for the needy students
19. The College has a full time Counselor to help

	<p>the needy students</p> <ol style="list-style-type: none"> <li>20. The College has an active College Union</li> <li>21. Orientation programme for the freshers organized at the beginning of the academic year for three days</li> <li>22. 70% of students stay on the campus</li> <li>23. 595 students are placed through the Placement Cell during the last five years</li> <li>24. News Letters are brought out in a few Departments</li> <li>25. 50 'Snehaveedu' constructed during the last five years by the students of the College by raising funds and also by offering their physical labour for the needy tribal people</li> <li>26. The College received 'Best NSS Unit' award, 'Best NSS Programme Officer' award and 'Best Principal' award from the MG University in the year 2016-2017</li> <li>27. An online bi-lingual infotainment portal with the name 'Idukki midukki.com' started by the Department of Communication and Media studies in collaboration with the Department of Computer Applications</li> <li>28. The Department of Computer Applications has developed an 'Attendance Tracking Software' and it has been implemented in 4 needy Schools of Idukki District free of cost as an extension activity to the local community</li> <li>29. Strong young faculty with immense potential in the making</li> <li>30. Experienced senior faculty inducted to give help and guidance to the younger ones</li> <li>31. A three days 'Academic Retreat' conducted annually for all the staff members in which the Annual Plan for the College is evaluated and formulated</li> <li>32. 27.5 acres green campus amidst beautiful mountainous landscape with scope for more built-up area available for expansion</li> <li>33. Water harvesting is in place and there are ponds inside the campus</li> <li>34. CCTV cameras are installed ensuring safety and security</li> </ol>
<p>3.2. Institutional Weaknesses:</p>	<ol style="list-style-type: none"> <li>1. The Vision, Mission statements of the College could be displayed in more places and vantage points in the campus</li> <li>2. Being in a hilly, rural geography attracting talents for faculty requirements is difficult.</li> <li>3. Power Point Presentations could be improved</li> <li>4. International seminars / conferences are rare</li> </ol>



	<ol style="list-style-type: none"> <li>5. Sign boards, name stickers are very minimal</li> <li>6. IQAC needs to be more pro-active.</li> <li>7. Decentralisation and departmental identity should be stressed.</li> <li>8. Sports activities should be further encouraged.</li> <li>9. Double valuation, moderation concepts should be reconsidered in the emerging modern trends.</li> </ol>
<p>3.3. Institutional Opportunities:</p>	<ol style="list-style-type: none"> <li>1. Engaging experienced coaches to train the students in sports and games</li> <li>2. Formation of more sports teams and wider athletic participation</li> <li>3. Possibilities for more national and international level activities</li> <li>4. Tapping the voluntary power of the alumni</li> <li>5. Introducing more needy science programmes</li> <li>6. Networking with sister institutions to attain synergy has immense possibilities.</li> <li>7. Training the young faculties in sister institutions with short internships governed by MoUs / LoUs</li> <li>8. Possibilities exists to claim 'Litter Free', 'Tabacco Free', 'Drug Free' status for the campus</li> <li>9. Possibilities for more club activities and association activities could be explored</li> <li>10. More suggestion boxes, first aid boxes can be added.</li> </ol>
<p>3.4. Institutional Challenges:</p>	<ol style="list-style-type: none"> <li>1. Retaining qualified, competent and unaided faculty</li> <li>2. Enabling the young teachers to obtain Ph.D. degrees</li> <li>3. Enabling the teachers to undertake Minor/ Major research projects funded by Government and Non-Government agencies, publish research papers in national/ international journals with good impact factors, etc.,</li> <li>4. Increasing the facilities for the differently abled students</li> <li>5. Young faculty to be trained, motivated and synergized.</li> <li>6. Encouraging the submission of assignments in the digital format via email, or at least, typed submissions with references and bibliography to start with</li> <li>7. Attracting International students and students from other states</li> </ol>

### 3.5 Alumni Engagement

- The alumni engagement is hardly seen. Fresh efforts are required to encourage their involvement in bringing more endowments, donations, Library books, sponsorships and placement assistance.
- During times of NAAC visits and quality inspections, alumni volunteers may be roped in

### 3.6 Best Practices

- 'Marian Smart Community', a campus community initiative of the College
- The Department of Computer Applications has developed an 'Attendance Tracking Software' and it has been implemented in 4 needy Schools of Idukki District free of cost as an extension activity to the local community. Likewise, the expertise available in other Departments could be tapped and used for similar purposes thereby the community around could be uplifted
- CMA CAT Entrance Exam coaching was given to Higher Secondary students of the nearby Schools, by the students of the Department of Commerce to uplift the community around. Such activities could be taken up other Departments of the College
- Since 70% of the students are staying on campus, the Library functions from 8.00 am to 10.00pm and the Computer Lab is open 24/7
- 50 'Snehaveedu' constructed during the last five years by the students of the College by raising funds and also by offering their physical labour for the needy tribal people
- Organization of Gender Equity programme by the Department of Communications and Media Studies in which Transgender artists were invited to perform. This paved a way for the students to mingle with the Transgender people and thus the stigma on them was broken

## **SECTION IV: Recommendations for Quality Enhancement of the Institution**

1. Prepare a Vision Document articulating the long and short-term goals and also the strategies to realize these goals.
2. Identify your institutional distinctiveness/uniqueness and prepare a write-up (20 points under Criterion VII).
3. Strengthen the feedback system. Prepare your students for Students Satisfaction Survey (50 points under Criterion II).
4. Motivate your alumni to meet regularly and contribute financially (10 points under Criterion V).
5. Identify your Best Practices (shortlist 5 and bring it down to 2). Prepare a write-up for each practice (30 points under Criterion VII).

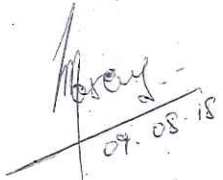
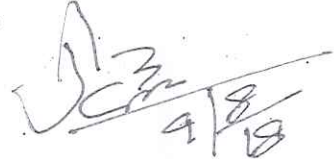
### **Specific Suggestions and Recommendations for the Forthcoming Visit**

1. Put the whole campus, faculty and the students on alert – preparation mode – for the forthcoming NAAC visit.
2. Organize an add-on course to make all the students to be computer literates.
3. Update the College website regularly. Include a lot of action photos and do not leave any item/unit blank.
4. The management of the College should enable, encourage and facilitate the staff members to take up research.
5. Efforts must be made by the management to train the faculty since most of them are young
6. Create more smart class rooms



7. Enable the teachers to make use of ICT for teaching-learning
8. More Grievance/ Suggestion boxes should be installed
9. Make a thorough study of the need in the community around before introducing any new programme. More Science programmes could be introduced
10. IQAC should be pro-active, functional; should plan, initiate, coordinate and empower various activities of the College (at least one meeting per month).
11. The IQAC should organize a workshop to all the teachers on 'How to prepare a proper project proposal?' and 'how prepare an effective power point preparation?'
12. Arrange Annual Academic Audits and mock NAAC visits.
13. Make the campus disabled-friendly (installing a lift, constructing a special toilet for the disabled, allotting a separate corner in the Library with Braille and audio books, etc.).
14. Create more endowments and prizes for encouraging curricular and extra-curricular toppers
15. Whatever programme organized, document it meticulously (invitation letter, dates, resource persons, programme schedule, Minutes of the Meeting and photos). In the new format, you have to upload documentary evidences for all the programmes that are organized
16. More National and International level activities could be organized
17. More regular College sports teams could be selected and trained
18. Bring in specialized coaches for advanced training in sports and games
19. Adopt an area(s)/village(s) and uplift the same through various extension activities of the College.
20. More 'Earn while you Learn' schemes could be introduced through which the talented and needy students and the College could be mutually benefitted
21. Coordinating the assistance of the alumni for the development of the College could be attempted
22. The College definitely is in need of a modern auditorium
23. The wash rooms for women could be equipped with incinerators and self-vending sanitary napkin machines
24. United Board and other agencies including philanthropists could be approached for an exclusive Knowledge Resource Centre encompassing all inclusive and latest technology enabled learning process
25. NPTEL facility can be considered in the library
26. Teachers should visit one or two best departments in India (at least in their sister institutions) in their subjects, study and emulate their best practices. A similar exercise could be done by going through the websites of reputed institutions/ departments around the globe
27. All trees in the campus should be labeled and tagged
28. The Canteen needs to be uplifted and upgraded
29. Constant and continuous efforts needed to keep the entire campus neat and clean at all times
30. Take efforts to get UGC funding for establishing a Gymnasium in the campus for the benefit of the students.

**Signature of the UB Peer Team Members:**

Name	Designation	Signature with Date
<b>Dr. M. Marcus Diepen Boominathan.</b> 'Oyster Delights', Flat F3, # 2, Panchali Amman Koil Street, Arumbakkam, Chennai - 600106	Former Principal, Bishop Heber College (Autonomous), Trichy - 620017	 07.08.18
<b>Dr. M. Jezer Jebanesan</b> 19 A / 1 B, Zion (West) Street, Nagercoil - 629 001, Tamilnadu.	Former Principal Scott Christian College (Autonomous), Nagercoil - 629 001	 9/8/18

Place: Marian College (Autonomous), Kuttikkanam - 685 531

Date: August 9, 2018.