

# **Assumption College (Autonomous) Changanacherry**

## **Academic And Administrative Audit Report for the year 2018-19**

### **Audit Team**

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### **Audit Report of Administration and Management**

#### **General Comment:**

Assumption College is a unique 'College for women, run by Women' in Kerala. It has an ambience for the full blossoming of the potentials of womanhood, helping women to become leaders in all walks of life for the progress of the nation. Since its establishment in 1950, the College has made great strides in women education and has now become one of the rare autonomous women institutions in the state. It was in this context that the auditors assessed the administrative and academic achievements of the college during the academic period April 2018 to March 2019.

#### **The Audit Report of the Administration and Management:**

**Administrative Office:** The vibrancy and sharpness of the Principal as the chief administrator of the College was felt in the interaction. The Principal, Vice Principal and the Bursar were also found teacher and student-friendly, quite responsible personalities. The entire administrative team appeared highly positive to objective criticism for further development of the institution. The IQAC leader was found quite systematic and hard-working towards organizing an effective and time-bound audit. It is praiseworthy that the Management still sustains the 'women management' of the institution as per the concept of the Founder Fathers. In general, the system of administration in the college appeared public-friendly with a site map displayed in front of the office and counters provided for various office services. The audit team felt that the site map requires renovation. The display of counters in front of the office needs to be more systematic with better provision of services to all stakeholders, especially to students and their parents.

All the required registers, especially Master Stock Register, Establishment Register, Acquittance Register, Tender Register, Admission Register, Student Scholarship and Stipend Register, Casual leave Register and the like are properly maintained in the office. The counterfoils of TC and Conduct Certificate are maintained properly. However certain improvement may be made in the maintenance of documents in the office. For example, although the bank statement of disbursement of salary through the 'SPARK' system is maintained, a separate file showing the submission of salary bills to the concerned office/ portals of both the teaching and non-teaching staff may be maintained to ensure that bills of both the categories of staff are submitted on the same date and also to confirm that salary is disbursed to all in the staff of the college within the first week of every month.

There are fire extinguishers in the office premises. A staff-cooperative society is working on the campus with various welfare schemes. The management is also providing financial aid to the needy non-teaching staff. It is highly praiseworthy that College IQAC has arranged a capacity-building-workshop for the non-teaching staff on e-filing and computer-aided office management procedures in the academic year 2018-19. Similarly, it is quite commendable to note that the entire office and all the departments are internet connected.

**Examination System:** One of the regular teachers is given the charge of the 'Controller of Examination' and another two regular teachers are assisting her as 'Deputy Controller of Examinations'. Four administrative assistants are also supporting them; one among them is a retired section officer of MG University, an experienced person in the conduct of examinations. The whole procedures of generating the question papers, the conduct of examination, preparation of mark-cards and the like are systematically carried out in the office of the Controller of Examinations. The team of examination office is found quite hard-working and dedicated, working beyond the regular timings.

The examination cell has conducted all the examinations of UG and PG and also ensured the publication of the results on time. The Examination Manual, list of programmes, syllabi, notifications, details of registration of students, issue of hall-tickets, inward/outward registers, stock register and the like are well-maintained in the office. All the grievances of the students regarding examinations and publication of results are recorded and resolved properly. In general, the examination cell is functioning well and the system is efficient as it is automated. Transparency and confidentiality are observed in all the aspects of the examination cell. However, it is suggested that to reduce the workload of the CE and assistants, more manpower and facilities have to be provided.

### **Curricular Aspects**

There are 19 UG programmes and 8 PG programmes in the College under aided and self-financing streams. The policy of the college is to revise the curriculum periodically to update the content regularly. In addition to the core and complementary programmes, skill/job oriented enrichment programmes are offered by all the departments to their UG students. Since various departments of the college have revised the syllabi of all the programmes recently, none of them exercised revision in the last academic year.

Syllabi and curricula of all the programmes in various departments are up to date and competent with that of the best institutions. Syllabus revisions are carried out after proper discussions among experts in the BOS and Academic Council as per norms. All the departments are keen on introducing enrichment courses, which is the right reflection of exercising academic autonomy on the campus.

### **Teaching –Learning and Evaluation**

#### **(a) Teaching, Learning and Evaluation:**

In general, all the academic programmes in the College have reasonably high demand ratio. All the departments have ICT-enabled classrooms and the teachers use the facilities to the maximum to provide best of the learning opportunities to their students. The teacher-student ratio in most of the programmes is 1:30. All the Departments conducted internal exams regularly in a systematic way. In most of the departments, students have quite a high pass percentage in the UG programmes. Quite a large number of the passed out graduate students from this college have found to be successful in getting admission to postgraduate programmes in the best of the institutions in their disciplines in the country and a large number of them were found to have passed the national level qualifying examinations for PhD and university level teaching.

Student achievements of the Physical Education Department are unique and the college remains highly meritorious in student training in this regard. Students of the department have brought laudable laurels of national and international repute to the campus from various sports events including the Asian Games. Assumption College alone can claim Olympians or Arjuna Awardees from among the campuses in the State.

#### **(b) Teacher Profile and Quality**

In general, the teachers for all the academic programmes, both aided and unaided are rightly qualified as per UGC norms. It is highly significant to note that three teachers have acquired Ph.D in the academic year 2018-19. Almost every department has arranged an academic seminar or conference in the last academic year. Participation of certain teachers, especially teachers of Physics, History and Chemistry Department, in academic seminars/workshops at reputed institutions, is really good. Several teachers have published a number of research articles in the last academic year, which is commendable.

### **Research, Innovations and Extension**

Assumption College is known for its highly effective and diverse kinds of widespread extension activities. Almost all departments are involved in one or another kind of extension activities. The training undergone by students and teachers at FACT on Chemical waste disposal methods is really commendable. Most of the departments have MoU with reputed industries. The campus has adopted five villages in its vicinity for community development. Overall, the extension activities of the college remain a great success. However, each department may further improve the quality in their extension by focusing more on own discipline-oriented extension activities in the future.

Although a few teachers maintain a high tempo of research and academic vibrancy, a research culture was not felt on the campus. Teachers should be encouraged to have publications in high-quality journals if possible, and also in newspapers and popular science journals.

### **Infrastructure and Learning Resources**

In general, the classroom and laboratory space required for all the programmes of all the departments are quite satisfactory. Most of the departments have ICT-enabled smart-classroom facilities and sufficient computers. The Dept. of History holds a heritage Museum which is praiseworthy. The science laboratories are well equipped. The college has a very good central library with an adequate number of printed books in general and specialized themes and also has sufficient e-content. In addition, there are special libraries in most of the departments. Overall, the current infrastructure for most of the existing programmes is adequate.

### **Student Support and Progression**

Mentoring, Bridge Courses, Remedial Coaching and Tutorials are carried in all the departments in a systematic way and the documents are properly maintained. Almost all the departments have endowment scholarships. Specific guidance for competitive examinations is also provided in many departments. Grievance Redressal Cell and the Counselling facilities are admirable. The Human Resources Development Cell of the College organizes training programmes and placement drives for the benefit of students. Various associations and clubs functioning in the College provide ample opportunities for the holistic development of the students. However, the College should think of opening a 'single window' student support counter in the office to find an effective solution to all the academic and personal needs of students in the campus

### **Institutional Values and Best Practices**

**Institutional Values:** In general, the college provides life guidance to all students under the Value Education Programme. Various departments organized programmes on women-centred themes, human rights issues, inclusiveness, gender equity and women entrepreneurship promotion. IQAC should take the initiative to introduce a scheme of regularly inviting successful women leaders from various walks of life in the country to the campus for young women to select models for their successful pursuits.

**Best Practices:** Most of the departments have best practices to inculcate and human and social values in students. The best practices of individual departments such as 'Model Parliament' of History Department, the creative platform 'Arangu' provided by the Department of Malayalam, the 'Creazione Exhibition' by the Department of Fashion Technology, 'Each one Teach one' programme of the Department of Business studies, 'Women Entrepreneurship through Ed Club' of the Department of Economics, 'Food Fest' of the Home Science Department are all commendable. The AESOP may be projected as the best practice of the College. However, each department needs to provide the objectives, content and impacts of the best practice as a practice of regular mode.

## Conclusion

Overall **the general strength** of the college includes qualified faculty, the excellent ambience of an 'institution for women run by women', academic autonomy in improving the curriculum, freedom for timely conduct of exams and publication of results, politics-free peaceful campus, supportive management, resourceful IQAC team and the like.

The **weakness of the campus** include lack of a unitary approach to utilization of opportunities and focused planning for the future, low research output of the teachers, admission of majority students from low-income village categories, high teacher-student ratio in some departments etc.

**The opportunities** are very many, especially in the ambience of autonomy. The qualified research-oriented faculties can bring sufficient funds for development of research and research culture on the campus. The institution has the opportunity to focus on diversifying its academic programmes by introducing different kinds of job-oriented, high-tech, new-gen programmes on the campus, especially in the self-financing stream. The Assumption Autonomous College has the opportunity to become a deemed university in the near future

**There are different challenges** for achieving the targets by utilizing the existing opportunities alone. The control of the university in developing curriculum, the control of government and university in introducing new-gen programmes, getting proper exposure for better planning, overcoming competitions from other business-oriented institutions, improving the performance of students are serious challenges to overcome, in the path of progress of the Assumption Autonomous College.



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