Dear Sir,

Please find enclosed the NAAC assessment indicators on 7 point criteria. Kindly provide details not exceeding 5 bullet points under each key aspects and mail it to [principalmcctam@gmail.com](mailto:principalmcctam@gmail.com) on or before **10th January 2018**. This attempt is made in order to have a snap-shot of your Institution, so that the UB Peer Team would be able to study the same and advise you accordingly on improving your College Profile.

Kindly treat this as most urgent as we have spent reasonable time on our vacation and other activities.

With kind regards,

Yours sincerely,

R.W. Alexander Jesudasan

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**UNITED BOARD PROJECT** *(2017-2018)*

*“Quality Assurance in Higher Education among Christian Colleges –*

*A Facilitation Endeavour”*

**NAAC ASSESSMENT INDICATORS**

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| **Key Aspects** | | **Assessment Indicators** | |
| **CRITERIA 1 – CURRICULAR ASPECTS** | | | |
| 1.1. Curriculum Design and Development | | * Is the Curriculum design aligned with the institutional goals and objectives? * Is it Relevant to the local/national/regional/global developmental needs? * Does the curriculum design develop global competencies? * Are Employability & entrepreneurship, pursuit of higher knowledge, overall development of students major considerations in the design and development of the curriculum? | |
| 1.2. Curricular planning and implementation | | * Any action plan for effective implementation of curriculum? * Whether the Institution interacts with beneficiaries such as industry, research bodies and the University for effective operationalisation of the curriculum? * Any mechanisms to analyze/ensure that the objectives of curriculum are achieved in the course of implementation? | |
| 1.3. Academic Flexibility | | * Does the curriculum offer number of elective options/ Choice Based Credit System? * Whether enrichment courses are offered to students for acquiring additional skills? * Is the Institution following semester system? | |
| 1.4. Curriculum Enrichment | | * How frequently curriculum is revised? * Are value-added programmes including communication skills/soft skills organized for the students? * Whether the institution monitors and evaluates the quality of the enrichment programmes being offered? | |
| 1.5. Feedback system | | * Does the institution obtain structured feedback from stakeholders and students? * Whether feedback from national and international faculty is being obtained? | |
| **CRITERIA 2 – TEACHING-LEARNING AND EVALUATION** | | | |
| 2.1. Student Enrolment and Profile | * Is the admission process of the Institution widely publicized and transparent? * Whether the Institution has an inclusive admission policy catering to diverse group students? * Does the Institution implement statutory reservation policies? | | |
| 2.2. Catering to Student Diversity | * Does the institution organize Orientation Programmes/ induction programmes for freshers? * Whether the institution assesses the learning levels of the Students and designs programmes for advanced learners and slow learners? * Whether the Institution analyzes the academic growth of differently abled students and providing tutorial for needy students? | | |
| 2.3. Teaching-Learning Process | * Whether the institution plans and organizes teaching schedule? * Are there formal linkages with national agencies? * Latest Technologies used by the faculty for effective teaching? * Is the learning environment conducive for critical thinking and creativity? * Whether the Institution gives due recognition to innovative and creative contributions of its faculty and students? * Is the feedback on the evaluation of the teachers leveraged? | | |
| 2.4. Teacher Quality | * Whether the Institution has adequate, well qualified faculty? * Is the institution facilitating the participation of teachers in teacher recharge programmes? * Are the teaching positions against sanctioned posts are filled in? * Is the recruitment process of teachers as per the UGC/State Govt. norms? * Are teachers encouraged to participate in Faculty Exchange Programmes? | | |
| 2.5. Evaluation Process and Reforms | * Are the examinations conducted as per the academic Calendar? * Whether Transparency and security of evaluation system are ensured? * Using Technology in the examination management process? * Effective mechanism for redressal of grievances pertaining to the examinations? | | |
| 2.6. Student Performance and Learning Outcomes | * Are Learning outcomes monitored? * Whether the Institution has mechanisms in place to analyze short falls in achievement of learning outcomes and suggest improvement measures? | | |
| **CRITERIA 3 – RESEARCH, CONSULTANCY AND EXTENSION** | | | |
| 3.1. Promotion of Research | | * Whether the Institution facilitates its faculty to undertake research by providing research funds? * Are Provisions for research facilities in terms of laboratory equipment, research journals and research incentives made available to the faculty? * Are the Teachers encouraged to attend Conferences, present & publish papers, etc.? * Whether the Members of Staff are encouraged to undertake research by collaborating with other research organizations/industry? * Are Research Committees there? * Is the institution conducting Workshops, seminars, conferences, training programmes, etc.,? | |
| 3.2. Resource Mobilization for Research | | * Are financial provisions made in the Institution’s budget for supporting students’ research projects? * Whether Projects sponsored by the industry/corporate houses are availed by the Institution? * Is the Institution receiving a quantum of research grants from external agencies for major and minor projects? * Are there recognized research centres in the Institution? | |
| 3.3. Research Facilities | | * Are efforts made by the Institution to improve its infrastructure requirements to facilitate research? * Computer and Internet facilities for research scholars are available? * Are Research facilities enhanced through research projects? | |
| 3.4. Research Publications and Awards | | * Faculty involvement in research? * Whether the Institution has received research recognition and awards? * Research awards and recognition received by the faculty and students from reputed professional bodies and agencies? * Number of Research articles published in reputed/refereed journals and books and proceedings? | |
| 3.5. Consultancy | | * Whether the Institution renders consultancy services to industries/Government/Non-Govt. Organizations/ community/public? * Are resources (financial and material) generated through consultancy services of the institution? * Mutual benefits accrued due to consultancy? | |
| 3.6. Extension Activities and Institutional Social Responsibility | | * Are Need-based extension programmes organized? * Do the Students and faculty participate in extension programmes? * Are NSS/NCC activities organized? * Established Partnerships with industry, community and NGOs for extension activities? * Whether the Institution has mechanism to track the students’ involvement in various social activities? * Is the Institution is cognizant of its Institutional Social Responsibilities? | |
| 3.7. Collaborations | | * Institution has linkages for various activities such as faculty exchange, student placement, etc.? * MoUs with Institutions of national /international importance /other universities/industries, etc. * Is the Impact of the institutional collaborations formally reviewed? | |
| **CRITERIA 4 – INFRASTRUCTURE AND LEARNING RESOURCES** | | | |
| 4.1. Physical Facilities | | * Does the Institution have adequate facilities for teaching-learning? * Necessary facilities for laboratories * Utilization of the Infrastructural facilities * Additional facilities for sports and extra-curricular activities * Are Health services for students, teaching and non-teaching provided by the institution? * Does the Institution facilitate active academic participation of physically disabled students by providing the necessary facilities | |
| 4.2. Library as a Learning Resource | | * Does the Library have adequate physical facilities? * Number of books and journals available in the Library * Are the Library resources augmented every year with newer editions and titles? * Whether the Library operations effective and user-friendly? * Functions of the Library Advisory Committee * Collection of feedback from users and incorporating the suggestions for its enhanced functioning * Whether the Library is computerized and networked with other Libraries? | |
| 4.3. IT Infrastructure | | * Whether the Institution frequently upgrades its IT facility and has latest computing facilities – hardware and software? * Are the Faculties provided with the required facilities for preparation of computer aided teaching learning material? * Whether Budget provision is made for purchase, upgrading and maintenance of computers? | |
| 4.4. Maintenance of Campus Facilities | | * Whether the Institution has a budget for maintenance of the facilities available on the campus? * Established procedures and systems for maintaining and utilizing physical and academic support facilities * Utilization of Funds allocated for maintenance of infrastructure | |
| **CRITERIA 5 – STUDENT SUPPORT AND PROGRESSION** | | | |
| 5.1. Student Mentoring and Support | | | * Adequate student welfare measures (Scholarships, Insurance, etc.) provided by the Institution? * Are Coaching classes for competitive examinations, career counseling, soft skill development, etc. made available to students? * Whether information about the Institution is publicly accessible? * Is Student participation in co-curricular and extra-curricular activities encouraged? * Has Placement Cell? * Whether the Institution has an Alumni Association? * Is Anti-ragging committee there? * Specific student support provided for SC,ST,OBC, PWD and economically weaker sections of society * Does the Institution have a mechanism for prevention of sexual harassment and redressal of student grievances? |
| 5.2. Student Progression | | | * Is the progression of Students in various programmes of the institution regularly monitored? * Whether the institution makes special efforts to reduce its dropout rate and increase its pass percentage? * Whether the institution has a successful track record of students appearing and qualifying in competitive examinations? |
| 5.3. Student Participation and Activities | | | * Whether the Institution has a range of games, extra- curricular activities? * Feedback from students used for planning and developing support services * Active student participation through Student Councils * Student Participation in state, national and international level sports events |
| **CRITERIA 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT** | | | |
| 6.1. Institutional Vision and Leadership | | * Vision, mission and goals of the institution in tune with objectives of higher education * Whether the Institution formulates its strategic planning? * Whether the Institution monitors and evaluates its policies and plans? * Are all decisions of the Institution are governed by management of facts, information and objectives? | |
| 6.2. Strategy Development and Deployment | | * Whether the Institution has a well defined organizational structure with effective processes developed for all its major activities? * Is the Institution having an action plan and schedules for its future development? * An effective Grievance Redressal Cell. * Student Satisfaction survey | |
| 6.3. Faculty Empowerment Strategies | | * Whether the Institution adheres to GOI/State Govt. policies on recruitment? * Effective welfare mechanism for teaching and non-teaching staff * Is the Institution conducting programme for professional development of its staff? | |
| 6.4. Financial Management and Resource Mobilization | | * Is optimal utilization of budget strictly adhered to by the institution? * Monitoring of financial management practices through internal audit. * Whether the institution maintains a Reserve and Corpus fund * Has the Institution regularly conducts internal and external audits. * Initiatives for mobilization of resources taken by the institution and leadership. | |
| 6.5. Internal Quality Assurance System | | * Academic audit of departments and its impact. * Whether the institution reviews its teaching learning process, structure, methodologies of operations and learning outcomes at periodic intervals. * Is the Internal Quality Assurance Cell (IQAC) contributed significantly to institutionalizing quality assurance strategies and processes? | |
| **CRITERIA 7 – INNOVATIONS AND BEST PRACTICES** | | | |
| 7.1 Environment Consciousness | | * Green Audit * Promotion of eco-friendly campus * E-waste Management | |
| 7.2 Innovations | | * Open ended – peer team members to identify the characteristics of the innovation | |
| 7.3. Best Practices | | * Open ended – peer team members to decide on the efficacy of the practice | |