Annual Quality Assurance Report

MAR THOMA COLLEGE CHUNGATHARA

2016-17

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

(2016 – 2017)

Mar Thoma College, Chungathara
Malappuram – 679 334
Kerala, India
(Affiliated to the University of Calicut)
(Re- Accredited by NAAC at Grade A with CGPA 3.15 in 2014)

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institution

MAR THOMA COLLEGE, CHUNGATHARA

1.2 Address Line 1

CHUNGATHARA P.O

Address Line 2

MALAPPURAM DT.

City/Town

NILAMBUR

State

KERALA

Pin Code

679 334

Institution e-mail address

mtcchungathara@gmail.com

Contact Nos.

04931-230306
9446243903

Name of the Head of the Institution:

Dr. RAINA THOMAS

Tel. No. with STD Code:

04931-230306

Mobile:

919446243903

Name of the IQAC Co-ordinator:

Dr. RAJEEV THOMAS

Mobile:

919495081116

IQAC e-mail address:

iqac2k16mtc@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

KLCOGN12470

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

NAAC/ANR/DS.Standing Committee-66 EC/2014 dtd. 05.05.2014

1.5 Website address:

www.marthomacollegechungathara.org

Web-link of the AQAR:

http://www.marthomacollegechungathara.org/IQAC/AQAR2016-17.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**B++**	**80.04**	**2005**	**5 YRS**
2	**2nd Cycle**	**A**	**3.15**	**2014**	**5 YRS**

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

03.11.2011

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

  i. AQAR for the year   **2016-17**

1.9 Institutional Status

University   State [√]   Central [ ]   emed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                  Urban [ ]   Rural [√]   Tribal [ ]

Financial Status   Grant-in-aid [√]   UGC 2(f) [√]   UGC 12B [√]

            Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [√]

Others (Specify) [.NA]

1.11 Name of the Affiliating University *(for the Colleges)*   **University of Calicut**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [X]

University with Potential for Excellence   [X]   UGC-CPE   [X]

[X]   [X]

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   [X]   DST-FIST   [X]

UGC-Innovative PG programmes   [X]   Any other (*Specify*)   [X]

UGC-COP Programmes   [X]

2. IQAC Composition and Activities

2.1 No. of Teachers   [9]

2.2 No. of Administrative/Technical staff   [1]

2.3 No. of students   [1]

2.4 No. of Management representatives   [1]

2.5 No. of Alumni   [1]

2. 6 No. of any other stakeholder and

     community representatives   [0]

2.7 No. of Employers/ Industrialists   [0]

2.8 No. of other External Experts   [1]

2.9 Total No. of members   [14]

2.10 No. of IQAC meetings held No.   [7]

2.11 No. of meetings with various stakeholders: Faculty [6]   Students [1]

          Non-Teaching Staff [1]   Alumni [1]   Others [0]

2.12 Has IQAC received any funding from UGC during the year?   Yes [   ]   No [√]

     If yes, mention the amount   -

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. `1`   International ☐   National ☐   State ☐   Institution Level `1`

(ii) Themes

> Human Value Development Programme - Training to Faculty members on 1st June 2016 by Rt. Rev Dr. Thomas Mar Theethose Episcopa

2.14 Significant Activities and contributions made by IQAC

- ✓ Regular IQAC meeting to evaluate the academic activities of the college.
- ✓ IQAC motivated the staff members to apply for UGC Minor/ Major Projects and Seminars
- ✓ Encouraged the Faculty members to prepare Teaching Plan
- ✓ IQAC monitored the implementation of the WWS and SSP, which were the quality initiatives of the Kerala Higher Education Council
- ✓ Meeting with students representatives
- ✓ Departmental auditing for ensuring regular documentation.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
✓ Automation of Attendance	✓ Implemented attendance recording software
✓ Starting Research Centre in the College	✓ One Research Centre (Commerce) Was started in the College
✓ To encourage departmental seminars	✓ Departments applied for national seminars.
✓ To encourage faculty to engage in research and getting sanction for research projects	✓ Applied for minor Research projects

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No

Management ☐   Syndicate ☐   Any other √

Provide the details of the action taken

> The AQAR is presented and discussed with the Principal and incorporated the suggestions. She approved it for submission after detailed discussion

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD		1		
PG	2			
UG	6		2	
PG Diploma				
Advanced Diploma				
Diploma - **DCA**	1			
Certificate				
Others				
Total	9	1	2	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: √   √   √   √
CUCBCS /Core /Elective option / Open options

(ii) Pattern of programmes:

	Pattern		Number of programmes
	Semester	:	8(UG 6, PG 2)
	Trimester	-	Nil
	Annual	-	Nil

1.3 Feedback from stakeholders* Alumni ☐ Parents ☑ Employers ☐ nts ☑
   (On all aspects)

   Mode of feedback : Online ☐ Manual ☑ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> **CUCBCS-grading on a 10- point scale**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **Yes, Research Centre in the P G Dept of Commerce**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent

Total	Asst. Professors	Associate Professors	Professors	Others
21	14	7	1	26

faculty

2.2 No. of permanent faculty with Ph.D.   07

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	19	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   29   -   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	10	7
Presented papers		6	

Resource Persons		3	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Class room seminars, group discussions, industrial visits, field trips, and student projects are organised to supplement the conventional lecture method. Provision of free internet accessibility helped the students in their project preparations. Participation in More National and International Seminars

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bar coding, centralised internal examinations

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

6

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Economics	35	17	20	20	3	60
B. Sc. Physics	22	44.40	28.00	9	0	81.40
B. Sc. Chemistry	18	16.87	27.78	44.44	0	89
B. Sc. Botany	24	12.5	58.33	16.67		87.5
B.Sc. Maths	18	11.11	44.44	16.67	0	72.22
B. Sc. Comp. Sci.	14	-	14.28	14.28	0	28.56
B.Com	54	9.25	29.63	27.78	2	68.66
BBA	19	-	15.79	10.52	5.2	31.51
MA Economics	19	-	78.95	10.52	-	89.47
M. Com	15		73.33	13.33	0	86.66

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Periodical evaluation of the progress is done at the individual and department level

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	7	0	7
Technical Staff	2	5	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Supported the Commerce Department for beginning Research Centre

- IQAC took a leadership in promoting research climate in the campus

- IQAC encouraged the undertaking of minor and major research projects by faculties

- IQAC encouraged the participation of teachers in National and International seminars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0

Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1		
Outlay in Rs. Lakhs		Rs. 140,000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals		7	
Non-Peer Review Journals			
e-Journals		2	
Conference proceedings		5	

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	2016-17	KSCSTE	30000	30000
Any other(Specify)	2016-17	INSPIRE	20000	20000
Total				

3.7 No. of books published   i) With ISBN No.   [3]   Chapters in Edited Books   [2]

ii) Without ISBN No.   [4]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE ⬚ 4   CE ⬚   Any Other (specify) ⬚

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			3		3
Sponsoring agencies		KSCTE Tvm			ASAP& WWS

3.12 No. of faculty served as experts, chairpersons or resource persons | 5 |

3.13 No. of collaborations   International ⬚   National ⬚   Any other ⬚

3.14 No. of linkages created during this year | 1 |

3.15 Total budget for research for current year in lakhs :

From Funding agency ⬚   From Management of University/College ⬚

Total ⬚

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

*(   )

3.18 No. of faculty from the Institution who are Ph. D. Guides | 5 |
and students registered under them | 2 |

3.19 No. of Ph.D. awarded by faculty from the Institution   ⬚

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level | 200 | State level ☐

National level   International lev ☐   ☐

3.22 No. of students participated in NCC events:

University level ☐   State level ☐

National level   International lev ☐   ☐

3.23 No. of Awards won in NSS:

University level | 1 | State level ☐

National level   International lev ☐   ☐

3.24 No. of Awards won in NCC:

University level ☐   State level ☐

National level   International lev ☐   ☐

3.25 No. of Extension activities organized

University forum ☐   College forum ☐

NCC ☐   NSS | 5 | Any other ☐

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Colony Adoption by the NSS
- Awareness programmes/ celebration of various days
- Blood Donation /Palliative Care
- Shapadikkoru snehaveedu-home to a homeless student

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12 acres		Management	12 acre
Class rooms	44			44
Laboratories	8			8
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others -BOOKS				

4.2 Computerization of administration and library

- New Computers with LAN Connection
- NRC
- Computer Lab/partially Automated Library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18917	161158	228	54318		
Reference Books						
e-Books	INFLIBNET FACILITY					
Journals	15		2			
e-Journals						

Digital Database					
CD & Video					
Others (specify)					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	64	28	yes	3	3	7	13	8
Added								
Total	64	28		3	3	7	13	8

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Attendance software installed and training given to staff

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities   0.92000

iii) Equipments   0.50000

iv) Others

Total :   1.42000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Motivating students to join various clubs and forums
- Orientation programme for new students
- Scholarships – various scholarships of central/state government-monitoring done with coordinators
- WWS, SSP programmes of the Govt. of Kerala have been effectively implemented and various enrichment programmes were conducted for

5.2 Efforts made by the institution for tracking the progression

- Arranges formal and informal get together of former students
- Keep personal contact with old studentsand understand their progression
- Conducts Departmental alumnae meetings
- Alumna e corner in the Web site.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (DCA)
742	69		20

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
319	39.33

Women

No	%
492	60.67

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
278	101	17	373	3	772	254	110	15	427	5	811

Demand ratio 2212:290   Dropout % 1.2

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- SSP workshop for mentors
- WWS-enrichment classes
- ASAP-career orientation classes
- Counselling & guidance classes - Science Day celebrations
- Career guidance classes by various external agencies
- Ozone Day celebration - Wet Land Day celebration

No. of students beneficiaries

| 75% |

5.5 No. of students qualified in these examinations

NET | 7 | SLET | GA | 10 | CAT | 2 | | 1 |

IAS/IPS etc | | State PSC | 10 | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Counselling to Students needed-Counselling Committee at department level, SSP, WWS who handle the career tutorial programme / Career guidance and placement cell will arrange orientation courses for freshers

No. of students benefitted

| 75% |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
ASAP Toyota	75	5	4

5.8 Details of gender sensitization programmes

- Women's Cell Programme
- Seminar on women empowerment
- Self resistance women-defence mechanisms-classes

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 20 | National level | 2 | International level | |

No. of students participated in cultural events

State/ University level | 15 | National level | | International level | |

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level | 2 | National level | 2 | International level | |

Cultural: State/ University level | 2 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	45	50000
Financial support from government	45	2,18,000
Financial support from other sources	2	53000
Number of students who received International/ National recognitions	Inspire Scholarship- 1 Student	50.000

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | 1 |

Exhibition: State/ University level | | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 4 |

5.13 Major grievances of students (if any) redressed: 02
    Internal Mark Issue   - Settled
    Tuition Fees issue of Self Financing Students   - Settled

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement:

        "A college for rural development, established in an educationally, socially and economically backward area. Lived up to its motto and has been able to provide the best possible education to all the sections of the society. Being a college for rural development, we have a tremendous task to fulfill. Hope God almighty will open up new avenues through which we could reach out to the society around. Special care to equip students to face the global competition**"**.

Mission Statement:

        Mar Thoma College Chungathara was established on October 28, 1981 by the Mar Thoma Syrian Church of Malabar, under the accomplished leadership of the great visionary, Rt. Rev. Easow Mar Timotheos Episcopa, with the motto *"Let Your Light Shine"*. The college always tried to uphold the noblest Christian ideals and offered its services to the members of the society, irrespective of caste, creed and religion. The college seeks to mould the minds of young men and women by developing their physical, intellectual, artistic, moral and spiritual potentials. The college aims at quality education for the enlightenment and well being of all.

6.2 Does the Institution has a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

    6.3.1 Curriculum Development

        Feedback on Curriculum - As an aided college we are following the Syllabus of the University of Calicut.

    6.3.2 Teaching and Learning

        ICT learning - Participative and experimental learning was adopted in departments

6.3.3 Examination and Evaluation

- Centralized Internal Exam
- MCQ
- Surprise tests/Open house meetings with parents

6.3.4 Research and Development

- One Research Centre in the College with Two guides
- Four faculty members are also Research Guides
- More faculty to research & Publication

6.3.5 Library, ICT and physical infrastructure / instrumentation

Additional Books

6.3.6 Human Resource Management

The college has a policy in the recruitment of staff according to govt. norms. There are separate committees under the leadership of the Principal for work distribution, Time Table etc.

Faculty members are given responsibilities as convenors of various clubs. Staff council discusses various important issues.

6.3.7 Faculty and Staff recruitment

Faculty selection is done on the basis of merit according to University and Government norms. Teachers were appointed on contract basis as and when needed.

At present there are 21 permanent and 29 guest faculty members

office staff were also recruited on contract basis for making up the shortage of staff

6.3.8 Industry Interaction / Collaboration

6.3.9   Admission of Students

- Purely on merit basis/ centralised admission process-Online mode by University-as per rules of the University of Calicut
- Community Quota admissions are done from the list provided y the University
- Management quota admissions are done by the management
- Orientation programme was arranged for the new students.

6.4 Welfare schemes for

Teaching	Quarters in the Campus
Non teaching	Loan facility
Students	Scholarships instituted by well wishers of the management.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes ✔   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	1	Yes	Dr. Rajan Varghese
Administrative	Yes	government	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   No ✔

For PG Programmes   Yes ☐   No ☑

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

Alumni members visit college and conducted classes for the students - Periodic meetings of the alumnae batch wise - Contributed One Shelf and 40 Books

6.12 Activities and support from the Parent – Teacher Association

PTA of the College is in the forefront of all the activities. PTA executive committee members are elected from the parents. PTA supports for all the development projects of the college. -

6.13 Development programmes for support staff

Attended training classes organized by Treasury, Dy. Director of Collegiate Education, SPARK and Income Tax matters

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Green Campus - Solar Plant
- Use of more solar power
- Plastic free campus - Rain water harvesting
- Micro Techniques for Chemistry Practical

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Green initiative
- Election in Parliamentary Mode
- Campus Discipline
- Merit based admission
- Free noon meal programme for students
- Award for best user of Library to students
- Visit of Dignitaries in the Campus

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Admission -Merit based
- IQAC- Periodic Checking of documents
- Academic Calendar

7.3 Give two Best Practices of the institution

(pleas
- Free noon Meal Scheme
- Election in Parliamentary Mode
- Green initiative

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Classes for Environmental Day
- Planting Trees
- Ozone Day celebration – Wet Land day celebration
- Birds club

✓

7.5 Whether environmental audit was conducted?   Yes   No

8.**Plans of institution for next year**

- Solar power utilisation
- More National Seminars and Projects
- Construction of new Block
- Use of Language lab is to be improved
- Popularizing the use of E Learning.
- Appointment of Faculty
- Appointment of Non teaching staff –sanctioning of the new staff pattern
- Strengthening of the Research Department

Sd/-   *Sd/-*

Dr. Rajeev Thomas   *Dr. Raina Thomas*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Office seal

_____***_____