

Academic and Administrative Audit 2022-23

Schedule for 2022-23 Academic and Administrative Audit (AAA)

Venue: AC Conference Hall

Date: 19 December 2023

1. **9.45am- 10.10 am** - Department of Mathematics
2. **10.15am- 10.40am** - Department of Zoology
3. **10.45am -11.10am** - Department of Physics
4. **11.15am -11.35am** - Department of Social Science Economics

TEA BREAK

5. **11.45am- 12.10pm** - Department of Computer Science
6. **12.15pm- 12.40pm** - Department of Physical Education
7. **12.45pm - 1pm** - Library

LUNCH BREAK

8. **1.30pm- 1.55pm** - Office
9. **2.00pm-2.25pm** - Department Chemistry
10. **2.30pm- 2.55pm** - Department of English
11. **3.00pm- 3.25pm** - Department of Commerce

3.30 pm :Exit meeting in the AC Conference for all staff

Chief Guest: Rev Fr Sibichan Chelackapallil (Associate Manager)

Final Remarks:

- Dr Anilkumar K (Principal, Alphonsa College, Sulthan Bathery)

- Dr Rejeesh C John (Asso. Prof., Dept of Statistics, Nirmalagiri College)

Audit Team

1. **Dr Anilkumar K (Principal, Alphonsa College, Sulthan Bathery)**
2. **Dr Rejeesh C John (Associate Professor, Dept of Statistics, Nirmalagiri College)**
3. **Dr. Maria Martin Joseph (Principal, Mary Matha Arts and Science College, Mananthavady)**
4. **Dr. Shaju P P (IQAC Coordinator)**
5. **Dr. Ramya Krishnan M (RUSA Coordinator)**

General Observations:

1. The Institution is a Christian Minority College and affiliated to Kannur University.
2. The College is reaccruited by NAAC with B++ Grade in the III Cycle.
3. Forward-thinking management and leadership, guided by a clear and actionable plan, embracing a decentralized administrative network.
4. Dedicated and skilled faculty members, comprising a blend of seasoned professionals and recently appointed educators.
5. The College is RUSA funded.
6. Departments operate in accordance with the quality policies of the institution.
7. UG Programmes-8; PG Programmes-2, Research Centres -3
8. Faculty members - 44; Administrative staff- 16; Supporting Staff-5
9. Total faculty members with PhD - 14
10. Total enrolled students -783
11. Total of certificate courses- 16
12. An active and functioning IQAC.
13. Intensely preparing for the IV cycle of NAAC accreditation.
14. Total number of functional MoU's - 38
15. Start-up programme and Incubation Centre are functioning in the Campus.
16. Adequate facilities are provided in the library.
17. The Campus is Wi-fi enabled
18. Sufficient land is in possession for infrastructure augmentation.
19. Support services such as canteen, hostels are provided.

Specific area-wise suggestions:

College Office

1. Separate records are maintained for management funds, central and state government funds, and PTA funds. It is recommended to prepare a consolidated financial statement encompassing receipts and payments, along with an annual budget.
2. All the payments and fee collections can be made through UPI mode.
3. QR codes can be used for various purposes like exam registration, scholarship applications, registration to certificate courses, etc.
4. The college employs TCS software as its Management Information System (MIS).

Programmes, Curriculum, and Supportive Courses

1. Additional programs, particularly at the postgraduate level, may be initiated in alignment with the National Education Policy (NEP) and the needs of stakeholders.
2. Each department is advised to maintain specific documentation concerning curriculum activities, encompassing Remedial, Tutorials, Bridge classes, Industrial visits, educational tours, and similar engagements.
3. The feedback mechanism shall be integrated in the TCS software under the appropriate guidance from the IQAC.
4. A monitoring mechanism should be established to oversee the quality of supplementary courses, including add-on programs, certificate courses, skill training, spoken English classes, and value education initiated by the departments.
5. The utilization of the Learning Management System (LMS) is recommended for all teachers and students.

Teacher quality: Teaching, Learning and Evaluation

1. Comprehensive and organized training should be provided to all teachers, covering both academic and extracurricular aspects.
2. Recognition should be given to the digital learning content created by teachers.
3. All teachers are encouraged to complete their Ph.D. within a specified timeframe.
4. The institution's overall results need improvement.
5. Online assessment systems could be implemented.
6. Additional training in Outcome-Based Education (OBE) must be offered for all teachers. The assessment and analysis of outcomes should be carried out with

precision. A monitoring committee could be established to oversee these efforts.

Research and Extension

1. The campus should foster a culture of research.
2. There should be an enhancement in the publications of faculty members.
3. A committee could be established to evaluate the quality of extension activities initiated from the campus.

Administrative Staff

1. Training should be provided to enhance skills in e-governance and ICT tools.
2. Annual training sessions in soft skills shall be conducted to improve relationships between staff and students, as well as between staff and faculty.
3. All government or university orders and circulars must be maintained in digital formats.

Infrastructure

1. The acquisition of additional facilities in alignment with the National Education Policy (NEP) and development plan is commendable.
2. The staff rooms and work environments of specific departments need to be enhanced.
3. Sufficient and appropriate facilities are provided for individuals with physical challenges.
4. Having two computer labs in the college is commendable.
5. It's noteworthy that the college has Wi-Fi connectivity.
6. Despite space limitations, it was observed that adequate measures are being taken to accommodate all necessary facilities.

Student Support and Progression

1. Postgraduate and research students with high rankings could be encouraged to participate in Peer Teaching opportunities after regular class hours.
2. Career counselling efforts should be intensified to enhance performance in competitive exams.
3. Dedicated counselling facility for the students is commendable.
4. Promotion of skill development is necessary.
5. Alumni contribution in academics should be encouraged.
6. The placement cell can organize job fairs.

7. Establishing a Career Assistance Centre to provide support to students for international exams such as IELTS or TOEFL are recommended.

Library

1. The general atmosphere of the college library is positive.
2. Commendable efforts have been made to create a conducive reading environment.
3. Implementing digital remote access with digital repositories can be considered to meet the requirements of online references.
4. The utilization of the library by students and faculty members needs to be enhanced.

Green initiatives and inclusiveness

1. The college is adopting a green campus concept.
2. Adequate green and energy audits were conducted.
3. Ample information concerning important days, national obligations, human rights, values, etc., needs to be disseminated to students and staff through the campus's general display system.
4. All departments should prioritize the implementation of institutional best practices.

MoU's and Collaborations

1. The college's Placement Cell should be motivated to establish agreements with industrial establishments for training and placement opportunities.
2. Student exchanges with other institutions should extend beyond project experiments alone.
3. Each MoU should remain active with the execution of at least one activity in accordance with the agreement.
4. The college should explore potential collaborations with institutions to introduce new areas of study in alignment with the National Education Policy (NEP).
5. Encouraging national and international exposure for faculty members is advisable.

Statutory Committees, Clubs, Cells and Associations

1. The existing committees, clubs, and cells are sufficient to address both academic and non-academic needs. Yet, organizing more impactful events is

essential to enrich the campus experience and promote overall student development.

2. A systematic mechanism should be put in place to guarantee the efficient operation of clubs and cells.
3. The planning committee and purchase committee should maintain consistency through regular meetings and a well-defined mechanism.
4. An action plan outlining the activities to be undertaken should be prepared at the commencement of each academic year.

Departmental Observations:

Mathematics

1. Documentation should adhere to the institutional file requirements.
2. Results have to be improved.
3. Prepare the policy document for Best Student Award.
4. There is a need for an enhancement in the number of faculty publications.
5. The Learning Management System (LMS) should remain active.

Zoology

1. Provide alternative names for department-level extension activities.
2. While the results are deemed acceptable, there is a need for improvement.
3. The laboratory and museum require improvement.

Physics

1. There is a need for improvement in the results.
2. Documentation requires improvement.
3. Encouraging academic and industrial linkages is essential.
4. The publications of faculty members are acknowledged.

Social Science Economics

1. Detail the best practices at the department level.
2. Additional extension activities should be commenced.
3. Teaching via LMS should be enhanced.

Computer Science

1. Adequate and high-quality infrastructure, particularly concerning computers and servers.
2. All teachers have embraced technology-enabled teaching.

3. The faculty's publication record is commendable.
4. Collaborative initiatives need to be strengthened.
5. Consultancy services should be further improved.
6. Promoting academic and industrial linkages is crucial.

Chemistry

1. The systematic documentation of undertaken activities is acknowledged.
2. There is a need for improvement in student enrolment.
3. Students should have access to career counselling specifically tailored to the field of Chemistry.
4. Enhance the number of department-level activities that bring benefits to the students.

Functional English

1. There is a need for improvement in the results.
2. Initiate certificate courses, utilizing the Language Lab, for exams like IELTS, TOEFL, etc.
3. Enhance the effectiveness of ICT-enabled teaching techniques.
4. The department should arrange additional life skill development programs for students.
5. As a language department, increase the number of extension activities.

Commerce

1. Efforts should be made to enable more students to qualify for CA/CMA.
2. Fostering academic and industrial linkages is essential.
3. Organize management fests annually.
4. Extension activities should involve a larger number of students.
5. Commence consultancy services.
6. Enhance student-centric teaching methods.

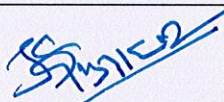
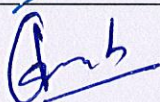

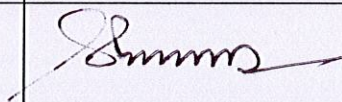
Physical Education

1. Introduce physical fitness class for all faculty and staff members.
2. Commence certificate courses in subjects such as yoga, first aid, etc.
3. Organize different sports events annually.
4. The department's overall performance is appreciated.
5. An open gymnasium for the students shall be installed in the appropriate location in the campus.

General Suggestions:

1. OBE implementation is appreciative.
2. Outreach programs and extension activities are being organized consistently.
3. There should be an overall enhancement of quality in personal, professional, Infrastructure, student outcome and administration.
4. The development plan can be modified to align with the requirements of the National Education Policy (NEP).
5. IQAC should ensure and take initiatives to improve the interactive skills of teachers.
6. Steps are taken to digitize the documents related to the Self-Study Report (SSR) preparation. The documentation procedure of IQAC has helped
7. Students should be exposed to the concept of cross-cutting issues.
8. The strategy for Remedial, Tutorial, and Bridge Courses should be clearly defined.
9. Encouragement of research collaborations and faculty exchanges are to be encouraged.
10. Activities promoting women empowerment should be promoted.
11. Utilizing the LMS should be mandatory for all faculty members.
12. Certificate Courses that are skill-oriented, value-based, and outcome-based are organized by all departments.
13. Efforts should be made to enhance the overall pass percentage.
14. Technology-enabled teaching and learning should be enhanced.
15. Every department should formulate its own best practices in alignment with the institution's overarching best practices.
16. Steps must be taken to increase the participation of both staff and students in library visits.

Audit Team Signature:

1. Dr Anilkumar K (External Expert)	
2. Dr Rejeesh C John (External Expert)	
3. Dr. Maria Martin Joseph (Principal)	
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