



**MARIAN COLLEGE KUTTIKANAM
(AUTONOMOUS)**

**ACADEMIC AND ADMINISTRATIVE
AUDIT REPORT 2016-17**

**MARIAN COLLEGE
KUTTIKKANAM (AUTONOMOUS)**

**REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT
DATE OF AUDIT: 15 &16 March 2017**

AUDIT TEAM:

1. **Prof. Harry Cleetus**
Former Principal
St Alberts College Ernakulam
And NAAC Peer Team Member

2. **Dr. Binu Thomas**
Associate Professor,
Marian College, Kuttikkanam

Audit schedule

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

Sl. No.	Departments	Time of Presentation
1.	IQAC	10.00 a.m.
2.	Department of M COM Self Financing	10.15 a. m.
3.	School of Social Work	10.25 a. m.
4.	Research and P G Department of Commerce	10.35 a. m.
5.	Department of Mathematics	10.45 a. m.
6.	Department of BA Communicative English	10.55 a. m
7.	Department of Applied Economics	11.05 a. m.
8.	Department of Bachelor of Business Administration	11.15 a. m.
9.	Department of Computer Application (MCA)	11.25 a. m.
10.	Department of Hospitality Management and Tourism	11.35 a. m
11.	Department of Bachelor of Computer Application.	11.45 a. m
12.	Library	02.00 p. m.
13.	College Office & Administrative Department	02.30 p. m.
Clubs & Associations (Presentation & File Verification)		
1.	NCC	02.45 p. m.

2.	NSS	03.00 p. m.
3.	Placement Cell	03.10 p. m.
4.	Controller of Examination	03.20 p. m.
5.	College Union	03.35 p. m.
6.	Quiz Club	03.50 p. m.
7.	Anti-Narcotic Club	04.00 p. m.
8.	Women's cell	04.10 p. m.
09.	Mi3	04.30 p. m.
10.	Alumni Association	04.45 p. m.

SCHEDULE OF VISIT TO DEPARTMENTS

Day 2

TEAM I		
Sl. No.	Departments	Time of Arrival
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.
TEAM II		
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.
COMBINED VISIT		
1.	Library	02.00 p. m.
2.	College Office & Administrative Department	02.25 p. m.
3.	Infrastructure Facility	02.50 p. m.
Clubs & Associations (File Verification) (3 p.m. – 5 p.m.)		
1.	Anti – Ragging and Ethical Committee	
2.	Child Line	
3.	Counselling Centre	
4.	RUSA	
5.	Multidisciplinary Add-on Courses	

REPORT OF THE ACADEMIC ADMINISTRATIVE AUDIT

2016-17

MARIAN COLLEGE KUTTIKANAM

(Autonomous)

Date of Audit: 15 and 16 March 2017

Audit Team: Dr. Binu Thomas - Convener

Prof. Harry Cleetus - External member

General suggestions

1. Departmental documentation should follow a common pattern
2. Starting of new Courses of National Importance with employability opportunities may be considered.
3. Revision of existing courses with more industrial training is recommended
4. Experts from specific field of studies may be included in the Board of studies
5. Teacher quality empowerment should be a priority. New teachers should be given proper Induction (Procedure in annexure)
6. Management support for teacher quality improvement
7. Objective evaluation is to be implemented
8. Research culture in the campus / Plan for more research centers, Independent Res and groups collaborations
9. An incubation center can be started
10. ISO and other quality certifications can be achieved
11. Possibilities for International accreditation may be looked into
12. An effective system of monitoring student progression has to be evolved
13. Facilities for the Differently abled shall be refined.
14. Vision planning and log-frame to be introduced
15. A professional development committee has to be formed
16. Student council formed every year should be given an intensive training on Institutional need. (Procedure in annexure)
17. A gender audit may be performed for initiating supportive actions
18. Green / Waste / energy audits can also be performed
19. Institutional extension activities can be in collaboration with NGO's

Criterion Wise Recommendations


Criterion	Observation	Recommendations
<p>Criterion 1. Curricular aspects</p>	<p>Few departments and courses to offer</p> <p>Exposure to cross cutting issues</p> <p>Course designing</p> <p>Feedback analysis</p>	<p>Diversify depts.. courses selecting those having more employability</p> <p>May be offered as supportive courses</p> <p>Need analysis may be carried out and every dept. should design at least on new programme every year, either regular or supportive</p> <p>To be more specific</p>
<p>Criterion 2 Teaching- Learning & Evaluation</p>	<p>Teacher Quality</p> <p>Demand survey</p> <p>Evaluation process</p> <p>Pass percentage</p>	<p>Teacher empowerment through FDP's or trainings shall be ensured. More student centric teaching methods like Blended learning, Flip teaching, Learning space etc. are required</p> <p>Demand for each course has to be obtained from the university</p> <p>More method could be initiated like Continuous Ev., Open book exams, Online ev. etc by all departments.</p> <p>An effective result analysis has to be carried out every semester and proper</p>

	Awards, recognitions and publications	<p>corrective measures to be taken to improve pass percentage</p> <p>Res. committee has to look into possibilities for teachers to apply for awards and patency.</p> <p>It should be made mandatory for every teacher to publish at least one paper every year in any journal of repute</p>
<p>Criterion 3</p> <p>Research – Innovation</p> <p>–</p> <p>Extension</p>	<p>Research projects</p> <p>Constancy</p> <p>Collaborations</p> <p>Extension</p>	<p>Every teacher should apply for at least one MRP from UGC and another from other funding agencies</p> <p>Not at all in place. Ways and means has to be explored</p> <p>Effective collaborative agreements are to be formed in the form of MOU's with International / National organizations for Research/Training/Placement</p> <p>The general suggestion is to have supportive work related to Environment, Health and Hygiene benefiting a good cross section of the public.</p> <p>Teacher@home programme can be initiated</p>

<p>Criterion 4 Infrastructure & Learning resources</p>	<p>Library e- content development is low</p> <p>VET programmes</p> <p>Student progression monitoring</p> <p>Students council</p> <p>Alumni association</p>	<p>Digital repository to be made remote accessible and every staff member should deposit at least two e-notes monthly.</p> <p>Book bank facility to be strengthened</p> <p>Facilities for virtual lab for science department can be looked into</p> <p>More placement oriented Voc. Courses may be started under collaboration with Industry, leading to placement</p> <p>Progression register should be maintained in all departments</p> <p>Specific training should be given to empower them to take up supportive programmes under their leadership</p> <p>More chapters are to be formed</p>
<p>Criterion 6 Governance Leadership & Management</p>	<p>Planning</p> <p>Financial support to staff</p>	<p>Vision planning under specific periods of time involving all stakeholders has to be initiated</p> <p>May provide financial support to staff for special training</p>

	<p>PBAS</p> <p>Extra mural funds</p> <p>IQAC</p>	<p>programmes or to attend and publish papers in national seminars outside the state</p> <p>To be made compulsory and should be taken by the Management before every sanction of yearly increment</p> <p>Fund mobilization should be more effective and a system should evolve to have a proper and effective mechanism for application forwarding</p> <p>A monthly performance report (MPR) can be collected every month from HOD's.</p>
<p>Criterion 7 Inst. Values & Best practices</p>	<p>Energy audit and alternate power sources</p> <p>Gender Audit</p> <p>Green audit</p> <p>Energy audit</p> <p>Waste audit</p>	<p>To be conducted</p>

The above report was prepared according to the documented evidence and all observations are suggestive for further improvement and corrective measures

1. Dr. Binu Thomas Coordinator IQAC Marian College	
2. Prof. Harry Cleetus Former Principal, St Albert's College and NAAC Peer Team Member	