MARIAN COLLEGE KUTTIKKANAM

(AUTONOMOUS)

MAKING COMPLETE

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2019-20

MARIAN COLLEGE
KUTTIKKANAM (AUTONOMOUS)

REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT
DATE OF AUDIT: 12 &13 March 2020

AUDIT TEAM:

1. **Prof. Dr Suresh Mathew**
   NAAC Peer Team Member
   School of Computer Science
   Mahatma Gandhi University

2. **Prof. Dr Jose James**
   Registrar (Former) and Naac Peer Team Member
   Mahatma Gandhi University

3. **Mr. Radhakrishna Pillai**
   Joint Coordinator, IQAC (Former)
   Mahatma Gandhi University

4. **Dr. Binu Thomas Convener**
   Coordinator IQAC
   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 Bachelor of Business Administration	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 M COM Self Financing	10.55 a. m.
7.	Department of Applied Economics	11.05 a. m.
8.	Department of Hospitality Management and Tourism	11.20 a. m
9.	Department of Computer Application (MCA)	11.30 a. m.
10.	Department of BA Communicative English	11.40 a. m
11.	Department of MA in Communication and Media Studies.	11.55 a. m
12.	Department of Bachelor of Computer Application.	02.00 p. m.
13.	Library	02.30 p. m.
14.	College Office & Administrative Department	02.55 p .m
Clubs & Associations (Presentation & File Verification)		
1.	NCC	03.00 p. m.
2.	NSS	03.15 p. m.
3.	Placement Cell	03.25 p. m.
4.	Controller of Examination	03.35 p. m
5.	Mi3	04.45 p. m.
6.	Quiz Club	03.55 p. m.
7.	EBSB	4.10 p. m
8.	Gender Champion	4.20 p. m
7.	Anti-Narcotic Club	04.05 p. m.
9.	College Union	04.15 p. m.
10.	Women's cell	04.25 p. m.
11.	Alumni Association	04.35 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
6	Department of MA in Communication and Media Studies.	11.450 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	

marian college kuttikkanam(Autonomous)

REPORT OF THE ACADEMIC ADMINISTRATIVE AUDIT

DATE OF AUDIT: 12 & 13 March 2020

AUDIT TEAM: Dr. Binu Thomas - Convener

Prof. Suresh Mathew   -   External member

Prof. JoseJames   -   Member

Mr. Radha Krishna Pillai - Member

General Observations

The audit team visited all the Departments and conducted the evaluation of the Academic and Administrative activities. The team also had interactions with the representatives of various clubs and activities. There was also a formal interaction with Controller of Examinations. The college has become very successful in converting many of its locational disadvantages into opportunities for extension, innovative practices, and integration of social service into teaching learning process.The college has many strengths which the team could easly identify through the interactions various stakeholders. Following are few of the strengths identified by the team:

Criteria I

1. Success in implementing new curriculum
2. Ability for frequent curriculum updation
3. Large number of courses with employability
4. Offering of elective courses
5. Good number of value addition courses as zero credit course
6. Integration of ethical/gender/environmental aspects into curriculum
7. Feedback on curriculum from stakeholders

Criteria II

8. Efforts to attract international students
9. Use of Moolde in all courses
10. ICT enabled classrooms
11. Fully automated examinations systems
12. Successful implementation of Outcome Based Education (OBE)
13. Formal academic mentoring
14. Preparation of teaching plans and uploading his to Moodle
15. Systems for student Satisfaction Survey

Criteria III

16. Seed money for promotion of research
17. Good incubation facilities
18. Formal linkages with good international universities
19. Exceptionally good extension activities
20. Association with NGOs and government bodies for extension activities
21. Childline office in the campus

Criteria IV

22. All the classrooms are spacious and ICT enabled
23. Good Internet connectivity and computer lab facilities
24. Well-furnished and fully automated library with good collection of books and journals

Criteria V

25. The scholarships and support programmes are remarkable
26. Good number of placements
27. Basic Health Unit in the campus
28. Counselling centre
29. Placement support activities
30. Good number of activities and competitions for students

Criteria VI

31. Proper systems for internal financial audits
32. Regular training programmes for staff
33. Support for teachers to attend workshops and seminars

Criteria VII

34. Gender empowerment activities through women cell
35. Alternate solar energy source
36. Many activities for the local community
37. Notable innovative practices in the campus

Following are the general observations for improvement:

1. Supporting document with "Hyper link" is to be given to all documents mentioned/ claimed in the presentation
2. Innovative teaching strategy need to be adopted such as "Flip Classroom", "Stimulation Learning", "Content-based image retrieval (CBIR)", query by image content (QBIC) and content-based visual information retrieval (CBVIR), Content Based Learning Resources (CBLR), Quick Response Code (QR code) etc

3. IQAC may develop a separate site and all the details and documents of the department may be linked to the IQAC site

4. Each department may prepare a short video of 2 to 3 minutes covering all activities and present it before the PPP. Services of the MCMS department can be made available for the preparation of the video

5. Besides the best practices of the College, each department shall have atleast one or two icon activities/ best practices, which will give lot of positive impact.

6. Departments need not have to give all activities (especially irrelevant and not worth mentioning). Instead project and highlight important and appealing events and activities including the contribution/ achievements of the students and teachers

7. Power Point Presentation may be as far as possible confine to criteria-wise but should give an overall picture of all programmes and activities

8. Quality of the PP Slides, especially the photo quality is to be improved drastically.

9. Include more graphic and chart presentations

10. Along with Soft copy document filing, it is good to have Hard copy documentation. The MCMS model can be taken as a model

11. Research, Publication, Consultancy, Project, Tie-ups and collaboration etc are not enough and hence needs more attention

12. Jubilee related projects and activities focused on Research may be considered and implemented

13. Though we have good placement, some department has not projected it in a systematic and structured manner

14. It is good to show the ID card or the pay-slip of the students who got placements for more credibility and reliability

15. Celebration of great Indian personalities may be conducted preferably every month by each department. It will be good to select great personalities connected to the discipline and an academic related activity may be conducted

16. All department should take equal initiatives for Alumni engagement and resource mobilization from the Alumni

17. The area of strategic planning needs more attention. Along with immediate plans, each department should have short – medium – long term planning

18. Documentation of the meetings (staff meeting, alumni meeting etc) is to be in a standard format. Agenda, Minutes, Action taken etc

19. More clarity needed for Green initiatives, Best practices, Gender sensitivity, Swatch Barat etc activities

20. Along with "Inter departmental competition" "Inter departmental cooperation" is also needed especially for content preparation, PP slide preparation, Video presentation etc. Services of Computer Sciences, MCMS, English etc departments can be utilized by other departments wherever required

21. More attention may be focused for "Start Ups" by as many departments as possible. Include some success stories of the start-ups. Outstanding projects of the top placed alumni can also be projected Along with start-ups "Spin Off" (start-up initiative by teachers) may also be taken up

22. More "Online tests" may be introduced by all departments. WhatsApp tests etc can be tested

23. "Feedback Analysis" along with "Action Taken Report" is to be presented with more clarity

24. Physical Education department may introduce some activity for the total student population as well as for the community
25. More activities needed for the NSS and NCC units
26. Academic connectivity and extension area needs more attention
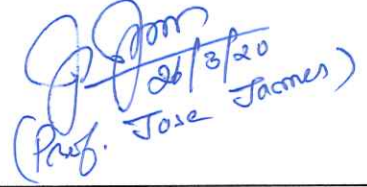
CRITERION WISE RECCOMENDATIONS

Criterion	Observation	Recommendations
Criterion 1. Curricular aspects	Few departments and courses to offer	Diversify depts.. courses selecting those having more employability
	Less programmes addressing local development needs	More programmes may be initiated which meet the needs of the locality
	Exposure to recent development issues	May be offered as new value addition courses
	Syllabus revision process	Need analysis may be carried out and every dept. should design at least on new programme every year, either regular or supportive
	Feedback analysis	To be more specific to curriculum
Criterion 2 Teaching- Learning & Evaluation	Teacher training	More training programmes have to be arranged on a regular basis
	Teacher Quality	More student centric teaching methods like Blended learning, Flip teaching, Learning space etc. are required
	Student diversity	

		Demand for each course form other states and countries has to be explored
	Evaluation process	
		More method could be initiated like Continuous Ev., Open book exams, Online ev. etc by all departments.
	Pass percentage	
		The controller of examinations have to prepare an annual report which includes pass percentage and examination reforms
	Awards, recognitions and publications	
		Teachers have to be seriously motivated to apply for awards and patency.
Criterion 3 Research – Innovation – Extension	Research projects	Some serious efforts have to be made for more research projects
	Constancy	Only very limited . Ways and means has to be explored for more systematic consultancy activities
	Collaborations	Many of the activities in the departments can be brought under collaborative activities with formal agreements in the form of MOU's with International / National organizations for Research/Training/Placement
	Extension	

		The general suggestion is to have supportive extension activities in the area of expertise of different departments
Criterion 4 Infrastructure & Learning resources	Library usage	Staff members have to be encouraged to use library facilities . Book bank facility to be strengthened
	VET programmes	More placement oriented Voc. Courses may be started under collaboration with Industry.
	Student progression monitoring	Student progression to prestigious national institutions have to be ensured.
	Students council	Students involvement in Department level decision making have to be improved
	Alumni association	Activities have to be strengthened,more chapters are to be formed
Criterion 5 Student Support And Progression	Scholarships	The government scholarship data has to be collected and maintained
	Vocational training	More vocational training programmes have to be

		initiated to enhance employability
	Career guidance and progression	More efforts have to be made to ensure student progression to institutions of national importance
	Student achievements	More training programmes may be arranged to improve the students' performance in national level competitions
Criterion 6 Governance Leadership & Management	Planning	Vision and Mission have to be revisited under autonomy involving all stake holders
	Financial support to staff	May provide more financial support to staff for research activities
	PBAS	To be made compulsory and should be taken by the Management before every sanction of yearly increment

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, Convener Coordinator IQAC Marian College	*(signature)* Dr. Binu Thomas
2. Prof. Dr. Suresh Mathew, External Member Professor and NAAC Peer Team Member School of Computer Science Mahatma Gandhi University	*(signature)*
3. Prof Dr. Jose James Registrar(Former) and NAAC Peer Team Member Mahatma Gandhi University	*(signature)* 26/3/20 (Prof. Jose James)
4. Mr. Radhakrishna Pillai Joint Coordinator, IQAC (Former) Mahatma Gandhi University	*(signature)*