

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2020-21



20-21

MARIAN COLLEGE KUTTIKANAM (Autonomous)

REPORT OF THE ACADEMIC ADMINISTRATIVE AUDIT

DATE OF AUDIT: 16 & 17 March 2021

AUDIT TEAM:

Dr. Binu Thomas	-Convener
Prof. Harry Cleetus	- External member
Prof. JoseJame	- Member
Mr. Radha Krishna Pillai	-Member

Schedule

16.03.2021

9.30 – 10.30 : Meeting with the Principal

10.45 – 11.30: M Com Department

11.30 – 12.00: School of Social Work

12.00 – 12.15: Computer lab

12.15 – 12.30: Library

12.30 – 1.00: MCA Department

2.00 – 2.30 Commerce department

2.30 – 3.00: BCA Department

3.30 – 4.30: Examination Office

17.03.2021

9.00 – 9.30: MMH Department

9.30 – 10.00: BBA Department

10.00 – 10.30: Economics

10.45 – 11.15: Communicative English

11.15 – 11.45; Mathematics

11.45 – 12.15: Physics

12.15 – 1.00: MCMS

2.00 – 2.30: NSS, NCC

2.30 – 3.30 IQAC

4.00: Exit Meeting

General suggestions

The Academic and Administrative audit was scheduled for 16 and 17 of March 2021. It was decided to pay more attention to implementation of outcome based education and integration of ICT tools in teaching-learning, documentation and administration. Special care was taken by the team to verify the use of new ERP system implemented in the college to ensure that it is being used for managing teaching learning activities, documentation and implantation of Outcome Based Education (OBE). The assessment of quality enhancement happened as a result of RUSA funding was also a focus of this audit

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 team could identify many innovative practices in place to convert many of the locational disadvantageous to best practices. The team verified supporting evidences and followed the NAAC criteria format to divide the various activities into seven groups. The college has many strengths which the team could easily identify through the interactions with various stakeholders. Following are few of the strengths identified by the team:

Criteria I

1. Success in implementing new Outcome Based Education (OBE) curriculum
2. Regular training programmes for implementing OBE
3. Special seed money for curriculum updation
4. Ability for frequent curriculum updating
5. Automation of curriculum version tracking
6. Large number of courses with employability
7. Large number of value addition courses
8. Zero credit course are integrated to curriculum
9. Many of the courses deal with the ethical aspects also
10. Regular feedback on curriculum from stakeholders

Criteria II

11. Special scholarships to attract international students
12. Software system to implement Outcome Based Education (OBE) framework
13. Teaching plans are automated
14. Use of latest Moodle in all courses
15. Extensive use of ICT enabled Teaching – Learning
16. Fully automated examinations systems
17. Formal academic mentoring with special time table
18. Systems for student Satisfaction Survey
19. Automation of teachers feedback
20. Many workshops are organized for students under RUSA

Criteria III

21. Generous Seed money for promotion of research under RUSA
22. Good number of consultancy and training activities
23. Good incubation and innovation facilities
24. Formal linkages with good international universities
25. Many activities and sharing of resources happening as a part of linkages
26. Remarkable extension activities
27. Social work department is associating with NGOs and government bodies for extension activities as part of curriculum
28. Active Childline unit in the campus

Criteria IV

29. All the classrooms are spacious and ICT enabled
30. Multimedia facilities in classrooms
31. Good gymnasium and other facilities for Physical Education
32. Well equipped studio facilities
33. Good Internet connectivity and computer lab facilities
34. Well-furnished, Spacious and fully automated library with good collection of books and journals

Criteria V

35. A separate department to handle government and institutional scholarships efficiently
36. Good number of placements and the college is acting as a placement hub.
37. Variety of training programmes and workshops organized for students under RUSA
38. Well furnished Basic Health Unit in the campus
39. Counseling centre with two councilors
40. Placement support activities

41. Good number of activities and competitions for students
42. The schemes like Scholar Support Programme & Walk With a Scholar of Government of Kerala are in place

Criteria VI

43. Large number of faculty development programmes under RUSA funding
44. Proper systems for internal financial audits
45. Faculty members are encouraged to attend external training programmes/Workshops through RUSA Funding
46. IQAC developed an innovative Mobile Application for documentation
47. Proper decentralization in the campus

Criteria VII

48. Gender empowerment activities through women cell and gender champions
49. Proper rain water harvesting systems
50. Alternate solar energy source is available
51. Many activities for the local community through social work department.
52. Active ESEB club activities to promote national integration
53. Notable innovative practices in the campus

Following are the general observations for improvement:

1. A centralized documentation system from which all the supporting evidences can be accessed may be implemented.
2. More innovative teaching need to be adopted such as "Flip Classroom", "Stimulation Learning", "AR & VR Learning etc"
3. The IQAC documentation has to be made compulsory for all activities
4. The department videos prepared at the end of academic year can be made available to the public.
5. Besides the best practices of the College, each department shall have at least one or two icon activities/ best practices, which will give lot of positive impact.
6. Power Point Presentation may be used to provide a quick overview of current year activity
7. Quality of the presentation Slides, especially by Including more graphic and chart presentations can be considered
8. Research, Publication and Consultancy are not enough and hence needs more attention even after RUSA funding
9. Though the college has good placement, proper documentation of placement activities are missing.

10. It is good to show the ID card or the pay-slip of the students who got placements for more credibility and reliability
11. A mechanism to celebrate national festivals and anniversaries of great leaders must be initiated.
12. All department should take equal initiatives for Alumni engagement and resource mobilization from the Alumni
13. Department should have short – medium – long term planning
14. The studio facilities of MCMS department can be utilized by other departments more efficiently wherever required
15. Staff “Feedback Analysis” has to be associated with “Action Taken Report”
16. Physical Education department can display the student achievements.
17. The extension department can think of innovative academic oriented activities for the local community

CRITERION WISE RECCOMENDATIONS



Criterion	Observation	Recommendations
Criterion 1. Curricular aspects	Lack of programmes of national importance and innovation	New innovative programmes and some programmes of national importance like Environmental studies, disaster management may be started.
	The values additions courses are department specific	The value addition courses may be offered to students from other departments too
	Less programmes addressing local development needs	More programmes may be initiated which meet the needs of the locality
	Outcome Based Education	Curriculum revision has to focus on full implementation of OBE framework
	Feedback analysis	Has to be strengthened with more participation.


<p>Criterion 2 Teaching- Learning & Evaluation</p>	<p>Teacher training</p> <p>Teacher Quality</p> <p>Student diversity</p> <p>Evaluation process</p> <p>Pass percentage</p> <p>Awards, recognitions and publications</p>	<p>More training has to be given on OBE</p> <p>More encouragement may be given for teachers to complete PhD</p> <p>Some measures has to be taken for attracting foreign students</p> <p>Revisions can be made to meet the requirements of OBE assessment</p> <p>The controller of examinations have to prepare an annual report which includes pass percentage and examination reforms</p> <p>Good incentives can be given for teachers getting awards and recognition.</p>
<p>Criterion 3 Research – Innovation – Extension</p>	<p>Research projects</p> <p>Constancy</p> <p>Collaborations</p> <p>Extension</p>	<p>It has to be ensured that the teachers applying for research projects</p> <p>More training and motivation has to be given for teachers to develop consultancy.</p> <p>Collaborative activities can be planned to improve research.</p> <p>Innovative Academic extension activities can be planned using ICT</p>
<p>Criterion 4 Infrastructure & Learning resources</p>	<p>Library</p>	<p>Library documentation has to be improved.</p>

	<p>ICT</p> <p>Other infrastructure</p> <p>Student progression monitoring</p> <p>Students council</p>	<p>Regular meeting of Library committees has to be conducted with proper documentation.</p> <p>Library purchase procedure has to be developed</p> <p>Staff library usage has to be documented</p> <p>The Wifi availability in the campus can be improved</p> <p>More toilets and Toilet facilities for Physically Challenged may be considered.</p> <p>Proper alumni engagement is recommended to monitor placements & progression</p> <p>Students involvement in Department level decision making have to be improved</p>
<p>Criterion 6 Governance Leadership & Management</p>	<p>Planning</p> <p>Financial support to staff</p> <p>IQAC</p>	<p>Long terms plans have to be developed along with revisiting of Mission and Vision</p> <p>May provide more financial support to staff for research activities under RUSA</p> <p>Monthly reporting of Departmental activities has to be</p>

		strengthened
Criterion 7 Inst. Values & Best practices	Energy audit and alternate power sources Green Protocol Waste audit Social audit Support for physically challenged Green initiatives Celebrating diversity	Non LED bulbs have to be replaced with LED bulbs Has to be implemented Have to be conducted Have to be conducted Lifts are available in two buildings. More care can be taken to add ramps and facilities for Visually challenged in Library The departments and clubs have to do more activities in this area A formal system has to be brought to ensure these activities.

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

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2. Prof. Harry Cleetus , External Member Former Principal, St. Albert's College and NAAC Peer Team Member	

<p>3. Prof Dr. Jose James Registrar(Former) and NAAC Peer Team Member Mahatma Gandhi University</p>	
<p>4. Mr. Radhakrishna Pillai Joint Coordinator, IQAC (Former) Mahatma Gandhi University</p>	