

REPORT OF THE ACADEMIC ADMINISTRATIVE AUDIT

2017

MARIAN COLLEGE KUTTIKANAM

(Autonomous)

Date of Audit:

Audit Team: Dr. Binu Thomas - Convener

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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>

	<p>Awards, recognitions and publications</p>	<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 Research – Innovation – 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.