

**REPORT OF THE ACADEMIC ADMINISTRATIVE
AUDIT - 2019**

MARIAN COLLEGE KUTTIKANAM (Autonomous)

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REPORT OF THE ACADEMIC ADMINISTRATIVE AUDIT

DATE OF AUDIT: 25 & 26 March 2019

AUDIT TEAM: **Dr. Binu Thomas - Convener**
 Prof. Suresh Mathew - External member
 Prof. JoseJames - Member
 Mr. Radha Krishna Pillai - Member

General suggestions

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 easily 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	<p>Few departments and courses to offer</p> <p>Less programmes addressing local development needs</p> <p>Exposure to recent development issues</p> <p>Syllabus revision process</p> <p>Feedback analysis</p>	<p>Diversify depts.. courses selecting those having more employability</p> <p>More programmes may be initiated which meet the needs of the locality</p> <p>May be offered as new value addition 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 to curriculum</p>
Criterion 2 Teaching- Learning & Evaluation	<p>Teacher training</p> <p>Teacher Quality</p> <p>Student diversity</p>	<p>More training programmes have to be arranged on a regular basis</p> <p>More student centric teaching methods like Blended learning, Flip teaching, Learning space etc. are required</p>

	<p>Evaluation process</p> <p>Pass percentage</p> <p>Awards, recognitions and publications</p>	<p>Demand for each course form other states and countries has to be explored</p> <p>More method could be initiated like Continuous Ev., Open book exams, Online ev. etc by all departments.</p> <p>The controller of examinations have to prepare an annual report which includes pass percentage and examination reforms</p> <p>Teachers have to be seriously motivated to apply for awards and patency.</p>
<p>Criterion 3 Research – Innovation – Extension</p>	<p>Research projects</p> <p>Constancy</p> <p>Collaborations</p> <p>Extension</p>	<p>Some serious efforts have to be made for more research projects</p> <p>Only very limited . Ways and means has to be explored for more systematic consultancy activities</p> <p>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</p>

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

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

	<p>IQAC</p>	<p>A system has to be evolved for monthly reporting of Departmental activities</p>
<p>Criterion 7 Inst. Values & Best practices</p>	<p>Energy audit and alternate power sources</p> <p>Waste audit</p> <p>Social audit</p> <p>Support for physically challenged</p> <p>Waste disposal</p> <p>Green initiatives</p> <p>Celebrating diversity</p>	<p>Was conducted, all the non LED bulbs have to be replaced with LED bulbs</p> <p>Have to be conducted</p> <p>Have to be conducted</p> <p>More facilities like rails, toilet, special facilities in the library have to be introduced</p> <p>Arrangements have to be made for segregation and disposal of waste</p> <p>Green protocols have to be defined for all the activities in the campus and its implementation has to be ensured.</p> <p>More initiatives needed from NSS and NCC to celebrate the diversity of India and to promote national integration.</p>

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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