

## **Report of the Academic and Administrative Audit – 2019**

Date of Audit: 25 & 26 March 2019

Audit Team:

1. Fr. Nelson Thaiparambil (Manager)
2. Dr. Mathew V. (Principal)
3. Prof. Riju Gregory (IQAC Coordinator)
4. Dr. John Thomas (External Expert)

### **General suggestions**

The audit team assessed both the Academic and Administrative aspects related to the functioning of the college by visiting all Departments and the Administrative office. The team also had interactions with the representatives of various clubs and associations. The college effectively turned its geographical challenges into opportunities by incorporating extension programs, innovative practices, and integrating social service into the teaching-learning process. The team readily identified numerous strengths in the college through interactions with various stakeholders.

### **Observations:**

1. The demand ratio for the programmes is very high and it shows the brand equity of the institution.
2. The institution has a mentoring and remedial policy in place.
3. The performance of the college on extension activities is good.
4. Many workshops on IPR, entrepreneurship, research methodology and skill development conducted.
5. The NSS unit received an appreciation award from the University of Kerala for its achievements in 2018-19.
6. The institution has effective planning in place for both infrastructure and academic enhancements
7. The institution has a grievance cell exclusively for students
8. The institution has a well-organised system of Feedback on curriculum and institutional performance in place.
9. The college follows green protocol, Swachh campus initiatives, etc.


Specific points noted for the improvement includes,

1. e-content can be developed for each course.
2. Guidance for career counselling and coaching for competitive examinations can be arranged on the campus as student support.
3. Faculty should apply for Consultancy / Minor / Major projects
4. Can have more MoUs / Collaborations for faculty exchange, student exchange, research and skill enhancement.
5. The number of job-related certificate courses by identifying new areas of employability must be improved.
6. Remedial time table and improvements through remedial coaching should be filed by departments.
7. The college should conduct more in-house placement drives.


8. Supporting document with "Hyper link" is to be given to all documents mentioned/ claimed in the presentation.
9. Each department may prepare a short video of 2 to 3 minutes covering all activities and present it before the IQAC.
10. Departments need not detail all activities (especially irrelevant and not worth mentioning). Instead, projects and activities worth mentioning are to be included highlighting the contribution/achievements of students and teachers.
11. Power Point Presentation may be as far as possible confine to criteria-wise but should give an overall picture of all programmes and activities.
12. Quality of the presentation slides, especially the photo quality is to be improved drastically.
13. Include more graphic and chart presentations
14. There should be a list of e-grant awardees in the department.
15. Advanced learners should be encouraged to participate and present research papers in seminars and conferences.
16. Along with soft copy document filing, it is good to have hHard copy documentation
17. Research, Publication, Consultancy, Project, Tie-ups and collaboration etc are not upto desired levels and hence needs more attention.
18. Department-specific extension activities can be taken up. Suggested that each department take up at least one outreach activity related to community service per semester.
19. Though we have good placement record, some department has not projected it in a systematic and structured manner.
20. All department should take equal initiatives for Alumni engagement and resource mobilization from the Alumni.
21. The Department of Physical Education might implement activities for both the entire student body and the local community.
22. Computer literacy of the non-teaching staff can be improved.
23. Academic connectivity and extension area needs more attention.
24. Enhancements should be made to the filing system in the office to ensure greater organization and systematic structure.

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

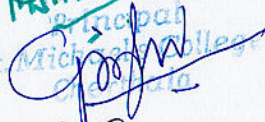
Fr. Nelson Thaiparamabil (Manager)

  
 Fr. Nelson Thaiparamabil  
 Manager  
 St. Michael's College,  
 Cherthala

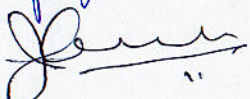
Dr. Mathew V. (Principal)

  
 Dr. Mathew V.  
 Principal  
 St. Michael's College,  
 Cherthala

Prof. Riju Gregory (IQAC Coordinator)

  
 Prof. Riju Gregory  
 IQAC Coordinator  
 St. Michael's College,  
 Cherthala

Dr. John Thomas (External Expert)

  
 Dr. John Thomas  
 External Expert

