

# ACADEMIC AND ADMINISTRATIVE AUDIT

**Academic Year: 2019-20**

Audit Team:

1. Fr. Nelson Thaiparambil (Manager)
2. Dr. Mathew V. (Principal)
3. Prof. Riju Gregory (IQAC Coordinator)
4. Dr. Antony Kuriakose P. (Convenor, RUSA PMU)

Dates: 14-15, February, 2020

To enhance the academic atmosphere at the college and ready the institution for the third cycle of NAAC accreditation, the IQAC conducted an internal mock visit on February 14, 2020. Following a thorough evaluation of departments, infrastructure, and processes, the subsequent findings, suggestions, and recommendations are presented to the Management, Principal, and staff to ensure a successful accreditation process. The committee has offered positive feedback on the reports and presentations made by most departments. Nevertheless, the committee has identified areas for improvement and additional enhancements. The following recommendations have been presented by the committee.

## **I. Curricular Aspects**

The establishment has effectively launched several supplementary programs, elevating the skills and employability of students. Numerous departments have taken noteworthy steps to execute internship initiatives, offering practical exposure and industry experience. It is fitting for the college to provide a well-balanced combination of conventional and contemporary courses, meeting the requirements of individuals from underprivileged backgrounds and those whose families are progressively advancing in education.

## **II. Teaching, Learning and Evaluation**

Emphasis should be placed on mentoring and tutorship in presentations, alongside government initiatives like SSP and WWS. Despite not being officially integrated into the curriculum, internships are being conducted. The college maintains a serene and friendly environment, fostering the teaching and learning process. The significant representation of faculty in the Boards of Studies and academic bodies of esteemed institutes is an additional advantage for the college. The robustness and transparency of the evaluation process can be enhanced by publishing internal examination results on the website. It is highly advisable to appropriately acknowledge the evaluation efforts of teachers at the University level. The improvements made in continuous evaluation can be highlighted in the presentation.

## **III. Research, Innovation and Extension**

The DST-FIST programs have enhanced the research facilities within the college. Each department has earned recognition through several publications and seminar proceedings, but it should be improved. Teachers have the opportunity to individually apply for both minor and major research



projects, receiving support from various agencies. The management is also open to providing seed money to support further research endeavors within the college. It is essential to integrate resource mobilization for research and engage in interdisciplinary and interdepartmental research activities as part of the research culture of the college.

Noteworthy community service has been carried out by active organizations such as NSS, NCC, and the Women's Cell, earning accolades. Various programs have been implemented to raise awareness and sensitivity regarding gender disparities, social inequities, contagious diseases, and undesirable habits.

To broaden its horizons, the college can explore collaborations with other academic institutions or industries for activities such as training, student exchange, faculty exchange, and knowledge sharing. Memorandums of Understanding (MoUs) can be established and showcased as documentation of such collaborations.

#### **IV. Infrastructure and Learning Resources**

The dedication of the management in building and sustaining the infrastructure with a significant financial investment is commendable. The classrooms are generously sized, and the auditorium can accommodate the entire college. The primary learning resource, the general library, could benefit from additional learning tools. Full automation of the library and increased utilization of e-journals and e-books could enhance its capabilities. Additionally, the college boasts a well-established sports infrastructure.

#### **V. Student Support and Progression**

Each department has visually presented the advancement of their students and their performance in university examinations. The operations of the career guidance cell can be emphasized, showcasing the activities aimed at offering guidance and counselling. While students receive scholarships from different government agencies, it is essential to spotlight the scholarships and endowments established by the institution. The engagement of the college union in social, cultural, and recreational activities should be highlighted. Improvements can be made in enhancing the role played by the alumni.

#### **VI. Governance, Leadership and Management**

The college possesses a well-defined vision and mission, and these are effectively carried out through various activities. Each department has outlined its own vision and mission, and it is crucial to ensure alignment with the overall institution's vision and mission. The college calendar or website is providing explicit directives and guidelines, including a code of conduct for both staff and students. Further efforts are needed to enhance the professional competence of the staff through active participation in training programs. Proper financial management requires the preparation of the college budget.

It is essential to comprehensively list the activities of the IQAC, including seminars and mock visits conducted by the college. Implementation of mechanisms for academic auditing, energy auditing, etc., is necessary to achieve excellence.

#### **VII. Institutional values and Best Practices**

The institution's distinctiveness is attributed to the practices it has developed to positively influence its day-to-day operations. It is evident that the mission of providing value-based education is realized by instilling values of generosity and compassion, incorporating charitable works into its routine functioning. It is crucial to accurately identify and present the best practices of the college.



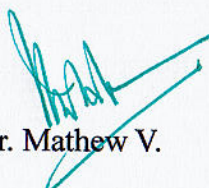
Some specific suggestions include:

- Motivating and supporting students to actively participate in national/international seminars, conferences, and symposiums so as to enhance their exposure and presentation skills.
- Facilitating faculty and student involvement in publishing research articles in UGC CARE-listed journals and contributing to academic scholarship through authoring ISBN books or chapters.
- Strengthening extension and consultancy service programs to make a more significant impact on community development.
- Implementing effective remedial programs to support slow-learning students and improve overall pass percentages.
- Intensifying efforts to raise awareness about Intellectual Property Rights to ensure students are well-informed about protecting intellectual creations.
- Considering the expansion of fitness center facilities to promote the holistic well-being of students.
- Documenting extension activities through geo-tagged photos for transparency and accountability.
- Addressing the renovation and expansion needs of the college library, as well as revamping Physics, Zoology, and Chemistry Laboratories.
- Meeting the need for more computers for student usage and contemplating the installation of a language lab to enhance language skills.
- Evaluating and improving student progression initiatives to ensure satisfactory outcomes.
- Enhancing placement training and campus placement drives to improve employability of the students.
- Strengthening coaching for competitive exams and contemplating the expansion of capacity-building programs, especially in soft skill development and computing skills.
- Conducting more gender equity programs and initiating gender audits to promote inclusivity.
- Encouraging departments to design and adopt best practices aligned with institutional standards for continuous improvement.
- Encouraging departments to implement additional programs and activities to raise awareness about energy conservation.

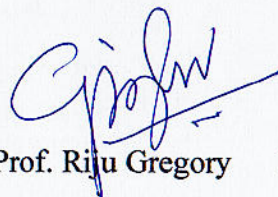
Overall, the college is advancing effectively and has demonstrated measurable improvement towards excellence since the last accreditation. To receive due recognition for this notable progress, it is imperative for the college to showcase the actions taken to address the recommendations and suggestions provided by the previous NAAC assessors.



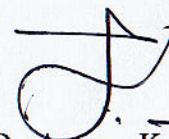
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