Academic And Administrative Audit (AAA) 2021-22

St. Michael's College, Cherthala

A Quick Advisory Note About AAA

The National Assessment and Accreditation Council (NAAC) has developed guidelines and tools for enhancing the quality of Higher Education Institutions (HEIs) at different levels and for ensuring their sustainability. To continuously strive for excellence, HEIs can establish an Internal Quality Assurance Cell (IQAC) and undergo an External Quality Assurance process. A well-structured system of internal and external review is necessary for monitoring and evaluating institutional processes. The NAAC requires accredited HEIs to conduct Academic and Administrative Audits (AAA) on a continuous basis.

Preface

Similar to more traditional program reviews, the Academic Audit is a peer review procedure that consists of both an external review by peers from outside the college and a self-study. This procedure, however, emphasizes self-reflection and self-improvement more than compliance with predetermined standards, in contrast to typical program assessment approaches. An academic audit's primary goal is to give departments or programs the chance to assess their "educational quality processes," or the essential faculty actions needed to create, guarantee, and constantly enhance the quality of teaching and learning. Faculty members are urged to consider how they approach educational decision-making, arrange their workload, make use of the resources at their disposal, and how they work together to provide quality education that benefits both the discipline and student learning.

About AAA Audit

To achieve excellence in higher education, the Academic and Administrative Audit (AAA) is essential. These ideas are related because a quality-focused academic environment requires a solid administrative foundation. Research, innovation, teaching and learning, and community service are all facilitated by efficient management. Administrative audit makes sure that the policies, practices, and processes of the organization are in line with its mission and goals and that the administrative assistance offered is sufficient to achieve the learning goals. The primary objective of the academic audit is to assess the caliber of the instructional strategies, research and innovation initiatives, and educational programs. Higher Education Institutions (HEIs) can improve their overall quality by identifying areas for improvement through the combination of academic and administrative audits.

Committee Members

1. Prof. (Dr.) Sheena George (NAAC Peer Team Member)
2. Prof. (Dr.) Santhosh H. K. (Member, SLQAC, Government of Kerala)
3. Prof. (Dr.) Seno Jose (Member, SLQAC, Government of Kerala)

<div align="center">**Report of AAA Committee**</div>

<div align="center">**Assessment Based on Institutional Information**</div>

The committee has provided positive feedback on the presentations delivered by most of the departments. The committee has observed that the documentation is methodical but requires enhancement. The following are the recommendations of the committee.

General Suggestions

- Highlight the post-accreditation initiatives and accomplishments, judiciously and meticulously.

- Design the presentation slides effectively, artfully, and engagingly.

- Focus the institutional strength, challenges, opportunities, and advantages in terms of social, geographical, and academic perspectives.

- Spotlight the student participation and involvement in the extension, outreach, and practices, in addition to their academic, sports and cultural achievements.

- Accentuate the faculty contribution (individual and collective) towards institutional development via academic, research and other engagements.

- Expound the best practices of the institution precisely and elegantly.

- Judiciously prioritize the goals, and present the perspective plan of the institution, as the last slide.

- Assure the participation and sincere involvement of staff members (teaching and non-teaching), and students in all the accreditation-related activities initiated and implemented by the IQAC.

- Ensure the conscientious efforts at the department level to systematically document every supporting data and files demanded by the IQAC for the accreditation process.

Criterion 1 - Curricular Aspects

- Prepare and update teacher's diary to ensure the effective implementation and delivery of the curriculum.

- Feedback is collected but gather more feedback from students, teachers, employers, and alumni, and conduct thorough analysis of this input.

Criteria 2 - Teaching- Learning and Evaluation

- Enhance the ICT infrastructure.

- Develop learning supporting methods and materials including digital lecture materials.

- Highlight the student – oriented teaching-learning mechanisms at the institutional level and department level.

- Systematize an effective evaluation process, and ensure an effective internal examination complaint committee at department-level, and at the college-level.

Criteria 3 - Research, Innovations and Extension

- Explore the possibilities of MoU (by the Head of the Institution) with peer institutions, research departments, and industries.

- Ensure the quantity of research publications, and encourage faculty members to publish research articles only in Scopus-indexed or UGC CARE listed journals.

- Encourage departments to assign PG students to undertake projects of local relevance or in reputed research institutions, and publish their results.

- Seek additional research grants, and engage more research scholars.

- Augment the count of research mentors or guides.

- Explore the opportunities for partnerships with institutions or industries for various endeavors, including student exchange, faculty exchange, joint research initiatives, conferences, faculty-level collaborations, etc.

Criterion 4 - Infrastructure and Learning Resources

- Strengthen the research centers and centralized instrumentation facility.

- Modernize the library and encourage staff and students to exploit the same.

- Strengthen the alumni activities.

Criterion 5 - Student Support and Progression

- Systematically document data on scholarships, student progression and placement at the department level.

- Corroborate with the supporting documents at the department level about the guidance for competitive examinations and career counselling.

- Document with the supporting documents at the department level about the student achievements in cultural and sport activities.

Criterion 6 - Governance, Leadership and Management

- Exhibit impressively the vision and mission of the institution (and departments), and ensure appropriately signage boards across the college campus.

- Ensure periodic IQAC verification of PBAS (Performance-Based Appraisal System) for both teaching (under CAS) and non-teaching staff.

- Generate seed funding to support research and development.

- Consider pursuing ISO certification.

Criterion 7 - Institutional Values and Best Practices

- Review the policy documents.

- Promote green-initiatives such as social forestry, organic farmingetc.

In conclusion, this Academic and Administrative Report encapsulates the multifaceted aspects of the institution's performance and progress over the past year. The thorough examination of academic

endeavors, administrative efficiency, and strategic initiatives illuminates both achievements and areas for potential enhancement. As we move forward, it is imperative to acknowledge the commendable efforts made by faculty, staff, and administrators in contributing to the overall success of our institution. By reflecting on the insights gleaned from this report, we are better positioned to make informed decisions, implement positive changes, and advance the collective pursuit of excellence in academic and administrative realms. Gratitude is extended to all stakeholders for their unwavering dedication and collaboration, and we eagerly anticipate continued growth and success in the coming academic year.

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