

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2023

Academic & Administrative Audit conducted by
THE COUNCIL OF PRINCIPALS OF COLLEGES IN KERALA
at



St. Michael's College
Cherthala

On 12 January 24



The Council of Principals of Colleges in Kerala
(THE KERALA PRINCIPAL'S COUNCIL)

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PREFACE

The Council of Principals of Colleges in Kerala (popularly known as the Kerala Principals' Council) is the official forum of the Heads of aided colleges in Kerala with a penchant for quality enhancement in the higher education sector in the state. The Council has played a pivotal role in strengthening the higher education sector in Kerala during its existence for the last 52 years.

In consonance with its aims and objectives, the Council is now taking a step forward in helping the Higher Education Institutions (HEIs) to ensure proper documentation of its records and achievements and their verification and validation. The process is called 'Academic and Administrative Auditing' (AAA) of HEIs in aided and unaided sectors. It will, definitely, go a long way in stimulating a quality culture in our institutions.

The Council has taken up this initiative in the backdrop of the New Education Policy (NEP) 2020 which envisages a total change in the field of higher education. It clearly identifies the challenges in the higher education system and suggests measures for HEIs with the aim to develop good human beings capable of rational thinking and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It further states that the quality enhancement and its sustenance is the need of the hour. This enhances the role of National Assessment and Accreditation Council (NAAC), National Institutional Ranking Framework (NIRF) and other accreditation agencies.

NAAC accreditation is one of the prime methods widely used for performance assessment of HEIs to transform themselves as knowledge hubs. The UGC has mandated every HEI to get NAAC accreditation with a minimum score of 2.5 by 2022. In this respect, it is quite timely that the Principals' Council has come up with the idea of conducting AAA at HEIs. The Council has constituted a panel of experts in the field of institutional assessments to verify and validate the quality claims of HEIs. This service of the Council will, no doubt, be a great opportunity for HEIs in equipping themselves for better assessment and accreditation.

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1. BRIEF PROFILE OF THE INSTITUTION

St. Michael's College, Cherthala, Alappuzha Dt., Kerala, stands out as the epitome of the lofty pedagogical mission and devoted service of the Diocese of Alleppey. The College was established in the year 1967 and is affiliated to Kerala University. The college envisages national development through the improvement of the educational and socio-economic standards of the backward and marginalized sections of the society in the coastal area of Alappuzha district. The College always strives to achieve excellence in higher education, with a stress on, creativity, skill development, employability, personal values and human development. The college was accredited B+ by the NAAC on 16th September 2004 and re-accredited with an 'A' Grade on 3rd March 2015.

The College offers programmes at Undergraduate, Post graduate, Vocational and Research levels. At present, St Michael's College has three PG courses, seven UG courses, two Research Centres & two vocational courses. The Community College sponsored by the UGC is offering short term Fashion Designing Course and Beautician course and the beneficiaries are rewarded with boosted confidence and assured success in the job market.

The college has been recognized as a Regular Study Centre of IGNOU providing more productive academic collaboration in the popular field of Open Education. The College has recorded remarkable progress in its aims and objectives in the past years which include significant achievements in co-curricular spheres.

In the field of sports and games, the college has been recognized as an extension centre of the Sports Authority of India. Being the only institution with a 400 meter track, the ground of the college is often being utilized by the various agencies for sports events, and it has been recognized as a Khelo India Centre facilitating the training of sports personnel in the entire district.

2. EXECUTIVE SUMMARY

i) CRITERION 1- CURRICULAR ASPECTS

-  Large number of courses with employability
-  Offering a wide variety of add-on programs to acquire the additional skills required and demanded by the industry.
-  The college is conducting value education classes for all the students regularly.
-  The college serves as a Regular Study Centre of IGNOU from 2019 onwards
-  Tutorship, personal mentoring and class PTAs enhance student support and academic growth.
-  Integration of ethical/gender/environmental aspects into curriculum
-  Various clubs and cells actively contribute to social awareness and community service

- ✚ Feedback on curriculum from stakeholders are collected and analysed.

ii) CRITERION 2 – TEACHING LEARNING AND EVALUATION

- ✚ Catering to the needs of backward and marginalized sections of the society in the coastal area of Alappuzha district.
- ✚ Special help desks for hassle-free admission.
- ✚ Outcome Based Education (OBE): PO, PSO and CO are marked and sensitized in advance
- ✚ Virtual Lab in collaboration with the Amrita Virtual Lab.
- ✚ University ranks in various programmes.
- ✚ Pass percentage in many programmes to be improved.
- ✚ Grievances related to curriculum delivery, examinations and grades are effectively addressed.
- ✚ Career Guidance, Job Fairs, Seminars, Talks, Workshops, Projects, Internships and Field Trips to enhance the academic experience
- ✚ Faculty representation in Syndicate, Academic council, Board of Studies of the affiliating university.

iii) CRITERION 3- RESEARCH, INNOVATION AND EXTENSION

- ✚ Two Research centres
- ✚ Good number of research publications
- ✚ Workshops and seminars are being conducted on IPR
- ✚ The College has developed an innovative ecosystem.
- ✚ A new centralised Sophisticated Analysis Instrumentation Centre was established in the College with the help of DST-FIST programme.
- ✚ Facilities for research in departments should be improved
- ✚ Limited MoUs and Collaboration with NGOs and government bodies
- ✚ Faculty members are undertaking research projects.
- ✚ The Incubation Centre provides a platform for discussing innovative research ideas and fostering new startups.
- ✚ Several programs are implemented in the college to enhance the Indian Knowledge System (IKS) and promoting their traditional knowledge
- ✚ Good number of Seminars/workshops/Webinars organised
- ✚ The college has set-up Science Labs at schools

- ✚ Educational Aids to marginalised students
- ✚ Large number of extension and outreach activities

iv) CRITERION 4 – INFRASTRUCTURE AND LEARNING RESOURCES

- ✚ The college has a green and environment-friendly campus sufficient for further development.
- ✚ Using more ICT based tools in the teaching - learning pedagogy of the College
- ✚ Adequate infrastructure for classrooms, laboratories, Zoology Museum and Sophisticated analysis and instrumentation centre.
- ✚ Very good facilities for sports with play grounds for cricket, football, Rugby, badminton, and volleyball with indoor sports training facility.
- ✚ Facilities for multi-gymnasium, Fitness center & Khelo India Center
- ✚ Auditorium, seminar halls and conference halls with modern facilities.
- ✚ Campus is fully Wi-Fi enabled
- ✚ Computer labs, Studio floor and Audio-Visual room with internet connectivity
- ✚ Automated library with good collection of books and journals

v) CRITERION 5 – STUDENT SUPPORT AND PROGRESSION

- ✚ The institution has taken a slew of efforts to promote quality, employability and skills enhancement in students
- ✚ Students Union
- ✚ The scholarships and support programmes are remarkable
- ✚ Grievance Redressal Cell, Anti-Ragging Cell, Anti-Harassment Cell etc
- ✚ Limited Career and Placement support activities
- ✚ Good number of co-curricular activities for students
- ✚ Achievements and Awards in Arts and Sports
- ✚ NSS, NCC and various clubs, cells & forums.
- ✚ Alumni contribution in academic programs and institutional development
- ✚ The institution has a registered alumni association under the name SMRUTHI that has made significant academic and financial contributions.

vi) CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

- ✚ The governance of the institution is in line with the well-defined vision and mission of the institution.
- ✚ The institutional leadership has always been participatory and decentralised

- ✚ Proper systems for internal financial audits
- ✚ E-Governance is implemented in Administration, Finance and Accounts, Student Admission and Examination
- ✚ The NEP guidelines are incorporated by promoting multi-disciplinary studies, Blended learning, skill training, online learning and the institutionalization of OBE.
- ✚ The contribution of IQAC is commendable with many quality initiatives.
- ✚ Good number of faculty members are participating in professional development programs
- ✚ Supportive and progressive management team
- ✚ The institution opens wide avenues for career development of 90% of the faculty and 83.5% administrative staff
- ✚ The institution has an effective Performance Appraisal System to ensure that the faculty and the administrative staff maintain the benchmarks of quality

vii) CRITERION 7 – INSTITUTIONAL VALUES AND BEST PRACTICES

- ✚ Gender sensitive programmes through Women Development Cell including gender audits
- ✚ The Internal Complaints Committee, Anti-Sexual Harassment Committee, Grievance Redressal Cell, and Anti-Ragging Committee to address gender issues.
- ✚ Separate Hostel facilities for Boys and Girls.
- ✚ The institution is committed to environmental sustainability through alternative energy sources and conservation measures.
- ✚ A well-defined green campus policy is in place and other green practices are adopted in the campus.
- ✚ Green, energy, and environmental audits are conducted regularly to uphold energy conservation efforts.
- ✚ Financial assistance and scholarships are also provided to students from backward communities
- ✚ Co-curricular activities of the students are encouraged by providing platforms to showcase their talents
- ✚ Cultural events, observance of national and international days, and facilities for Divyangjan and visually challenged individuals contribute to inclusivity.
- ✚ The college extends its green initiatives beyond the campus by organizing programs through NCC, NSS, ENCON club, etc.
- ✚ Two best practices, 1. The institution emphasizes scientific literacy and technical competence through various programs aimed at cultivating a scientific temperament within the coastal community. 2. It is dedicated to Social Action for Empowering Communities,

conducting periodic surveys to monitor progress in socio-economic, health and educational areas.

3. AUDIT REPORTS OF THE DEPARTMENTS

B Voc. Software Development

Strengths

- Add on course on Python, PHP are appreciated
- Strat-ups by the former students
- Internships opportunities are provided
- Extension activities are initiated
- MoU and Collaboration is good

Deliverables

- More placement drives shall be conducted
- App development
- Declining percentage of results
- More publications/patents/Book chapters are suggested
- More Digital-literacy programmes shall be conducted
- Tinkering clubs, FOSS shall be instituted
- E-waste management drives shall be conducted

B Voc. Tourism and Hospitality Management

Strengths

- Adequate Industrial visits and destination visits
- Add on course on relevant subjects
- Good graduate outcomes
- Good number of Industry partnership
- Awards in athletics
- Cultural exchange with International University

Deliverables

- More MoU needed
- Tourism club focusing on Ethnic, village tourism
- Consultancy services
- More publications/patents/Book chapters are suggested
- Placement shall be vibrant

CHEMISTRY

Strengths

- Sophisticated Analysis and Instrumentation Centre (SAIC)
- Regularly organising National and International Conferences
- Mobilisation of Research and Infrastructure grants
- Faculty involvement in Curricular design
- MoU and Collaboration is good

Deliverables

- Graduate Outcome shall be strengthened
- Remedial classes shall be streamlined
- More publications/patents/Book chapters are suggested
- Institutional scholarship shall be instituted
- More Industrial collaboration is suggested
- Green initiatives/Gender sensitisation programmes shall be conducted

COMMERCE

Strengths

- Result of M.Com is good
- Faculty involvement in Curricular design
- MoU and Collaboration is good
- Regular Industrial Visits/Internship initiatives
- Students oriented association programmes
- Good number of NET holders

Deliverables

- IEDC shall be established
- Graduate Outcome shall be strengthened
- Remedial classes shall be streamlined
- Programmes/activities to promote Entrepreneurship shall be initiated
- Teaching innovation to promote Fintech/Start-ups are suggested
- Green initiatives/Gender sensitisation programmes shall be conducted

ECONOMICS

Strengths

- Promotes In-house academic projects

- Technology enhanced learning process encouraged
- Adequate workshops and seminars conducted
- SMEAD: St Michael's Economics Association for Development
- Econometrics offered
- Alumni activities

Deliverables

- MoU and Collaboration shall be strengthened
- Graduate Outcome shall be strengthened
- Remedial classes shall be streamlined
- Field visits/surveys in collaboration with Local self-government shall be initiated
- Green initiatives/Gender sensitisation programmes shall be conducted

ENGLISH

Strengths

- **Good number of Curriculum enrichment programmes**
- Promote participative and experiential learning
- Adequate add-on/certificate programmes
- Promote Co-curricular activities
- Green initiatives

Deliverables

- MoU and Collaboration shall be strengthened
- A centre for cultural studies
- Remedial classes shall be streamlined
- Film Club shall be established
- Newsletter shall be published
- Programmes to Promote literary events

MANAGEMENT STUDIES

Strengths

- **Experiential learning is promoted among students**
- Finishing school is conducted
- Enough programmes to address Advanced and Slow learners
- Initiative for placement drives

Deliverables

- More publication/Books/Book chapters needed
- MoU and Collaboration shall be strengthened
- Management fest shall be conducted
- Management club shall form
- More programs to enhance skill of students

PHYSICS

Strengths

- 100% Doctoral Literacy among Teachers
- Powerful mechanism for Slow and Advanced Learners
- Strong extra-curricular and Extension activities
- B. Sc Physics with Electronics and Mathematics as subsidiaries (One among 4 colleges in Kerala University)
- Offers Astro Physics as Open Course and experiential learning is provided to students.
- Department Library with a wide collection of books and state-of the art lab/computing facilities

Deliverables

- More collaboration and MOUs needed
- More quality Publications by Faculty
- Achieve more funded projects from reputed funding agencies including DST
- Improvement in Results to > 90%
- Strengthen Placement services
- Start more certificate programmes for students
- Special orientation for skill development of students as it is imperative for better placement.

ZOOLOGY

Strengths

- State -of -the-art Museum
- Instrumentation Facility available
- Vibrant Alumni Association
- Strong Extension activities

Deliverables

- More funded research projects

- Faculty Publications need to be strengthened.
- Measures to improve progression of students
- More thrust on experiential learning
- Strengthen faculty publications

4. AUDIT REPORT OF THE ADMINISTRATIVE OFFICE

- Ezygo App, a powerful Academic Quality Management and Campus Administration platform is for monitoring the performance of both the students and the teachers
- Own LMS Platform for the college
- The records and files are up-to-date and maintained in the Office.
- The staff expressed a genuine passion for their job.
- Infrastructure and other facilities need improvement
- Orientation and motivation programmes in the form of FDP are to be organised exclusively for Non-Teaching Staff of the College
- Full Automation of Office Operations is recommended
- In the digital era, efforts are to be taken to convert into a paperless office

5. AUDIT REPORT OF THE LIBRARY

- Library Advisory Committee is functioning in the College
- Partially automated. Full automation of library operations is recommended so that students are given remote access facility to access the library resources.
- There is no plagiarism checking software in the Library. Installation of software is indeed necessary as the college has a lot of potential for research and development activities.
- There are 25201 books, 30 Journals, E Books and E Journals covered by NLIST, and 26 periodicals in the central library. More addition to library books, Journals, magazines and periodicals is suggested.
- More paid digital resources are to be subscribed by the college
- A full-fledged Digital Library is to be set up.
- Separate rare books collection is to be maintained in the Library.
- The shelves are easy to reach and technology is accessible to students and staff
- Reading area should be expanded
- Conduct Seminars and Book Exhibitions
- Ambience of the College library is to be made attractive and welcoming.

6. OVERALL SWOC ANALYSIS

Strengths:

1. The College has a well-developed campus with state-of-the-art infrastructure and learning

resources.

2. Since the college is situated on the highway, it is easily accessible for all students
3. Introduced new programs including Skill oriented B.Voc. Programmes
4. The College conducts several value added courses, skill development and vocational programmes to enhance employable and entrepreneurial skills of students.
5. Centralised Sophisticated Analysis Instrumentation Centre
6. The college has been recognized as a *Khelo Centre* facilitating the training of sports personnel in the entire district
7. Green campus with enough space for future developments
8. Qualified and efficient faculty members
9. Proactive and Visionary Management
10. The college encourages active participation of the students in cultural and sport activities to foster holistic development.

Weakness:

1. Fully automated Library
2. Poor results in some departments
3. Lack of national and international students and faculty
4. Less number of MoUs and Collaborations
5. Consultancy and industry linkage needs to be strengthened
6. Career and Placement cells are not very active
7. Tutorial and Mentor-Mentee system is to be strengthened
8. Renovation of infrastructure

Opportunities:

1. MoUs, industry Linkages and collaborations
2. Development of e-content and introduction of MOOC
3. Upgrading existing PG Departments to Research Departments
4. Publication in Care listed journals
5. News letters are to be published by each department
6. The college has to encourage and undertake more multi-disciplinary and collaborative research projects among students and faculty.
7. There is scope for introduction of more industry oriented technical programmes/courses
8. More certificate, diploma and add on courses
9. International/National– Seminar/ Conference/ workshop can be conducted
10. Sports Academy

Challenges:

1. To maximize opportunities for campus placement of the students.
2. The College should initiate steps to mobilize more funds from external agencies.
3. Upgradation and modernization of infrastructure.
4. The college is unable to attract students from other states.
5. Limited freedom in designing curriculum.
6. Insufficient funding for research activities.

7. RECOMMENDATIONS FOR IMPROVEMENT

- Improve the overall pass percentage of UG and PG programmes
- Start more PG and add on certificate/diploma programmes
- Strengthen innovation ecosystem
- Research and Publications are centred in a very few departments. This must be invariably taken up by all the faculty members
- Introduce more student centric innovative teaching methods
- Organise more Seminars, workshops, FDP, training programmes etc
- Tutorial and mentoring systems are to be enhanced
- PTA and Alumni associations need to be strengthened.
- More Interdisciplinary programmes need to be introduced
- Increase participation in MOOC, SWAYAM, NPTEL courses.
- Due importance to be given to functional MoUs, Collaborations with industries and Consultancy services and patent
- Creating Research & Development Department to facilitate international cooperative projects & establish Linkages.
- Career guidance and placement activities need to be strengthened.
- Slow learners' and Advanced learners' data should be categorized and arrange programmes for them.
- All faculties are recommended to use ICT and LMS effectively.

8. AUDIT COMMITTEE MEMBERS

1. Dr. Sajimol Augustine M, Former Principal St. Teresa's College (Autonomous) Ernakulam.



3. Dr. Gireesh Kumar G S, Principal, Henry Baker College, Melukavu



3. Dr. Manzur Ali P P, Principal, MES Mampad College (Autonomous), Malappuram



9. SEAL OF THE PRINCIPAL'S COUNCIL

