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**NIRMALA**

**ARTS & SCIENCE COLLEGE**

**MULANTHURUTHY**

**Affiliated to MG University, Kottayam**

# **ADMINISTRATIVE AND ACADEMIC AUDIT REPORT**





**NIRMALA ARTS & SCIENCE COLLEGE, MULANTHURUTHY****Report of the Academic and Administration Audit for the Period from 2017-18 to 2021-2022****I. The Audit Team**

Chairman: Dr M C Dileep Kumar, Former Vice Chancellor, Sree Sankaracharya University of Sanskrit, Kalady

**Members:**

1. Dr. Saji.TG, Professor, School of Management Studies, Cochin University of Science and Technology
2. Dr. Johnson K.M, Associate Professor & Head, Dept. of English, Sacred Heart College Thevara
3. Dr. Kurian.M.J, Associate Professor & Head, Dept. of Computer Science, -Baselios Poulse II Catholicos College, Piravam
4. Fr.-Johnson Joseph, Assistant Professor & Head, Dept of Psychology, Kuriakose Elias College Mannanam
5. Sri. Prakas CK, Deputy Collector& Additional District Magistrate (Retd), District Collectorate, Ernakulam

II. **Objective:** The objective of the academic audit was to verify the presence and adequacy of the quality benchmark of the following selected parameters.

1. Curriculum Planning and Delivery
2. Academic Flexibility
3. Curriculum Enrichment
4. Feed Back System
5. Teaching and Learning
6. Faculty Profile and Quality
7. Student Evaluation
8. Students' Performance & Progression
9. Research Initiatives
10. Extension and Collaboration
11. Infrastructure
12. Cocurricular Activities
13. Alumni & PTA
14. Innovative and Green Initiatives
15. Strategies & Policies
16. Administration

**III. Process:** An audit of the academic and administrative performance of Nirmala college Mulanthuruthy was carried out on 6th April 2022 for the academic period from 2017-2018 to 2021 -2022 using 16 parameters. The committee verified various documents kept with departments, IQAC and administrative office and interacted with principal, IQAC coordinator, NAAC coordinator, Faculties and staff for the preparation of audit report.

**IV. Parameters, Observations & Suggestions in Respect of Academic Audit for the Period from 2017-2018 to 2021 -2022**

S. L No	Parameter	Indicator	Observation
1	Curriculum Planning & Delivery	College Calendar	College's Academic calendar prepared considering Mahatma Gandhi University calendar
		Semester Plan	The plan prepared well based on Mahatma Gandhi University academic calendar
		Time Table	Department & Master time tables for each semester maintained
		Course Plan	Each semester teachers in charge of the courses prepared the plan
		Teacher Diary	Monthly work diary prepared
		Monitoring	Academic Monitoring Committee periodically evaluated the curriculum delivery
2	Academic Flexibility	UG & PG Programmes	6 UG & 2 PG programmes under CBCS of Mahatma Gandhi Uty.
		Add on Courses	48 add on programmes conducted during the 5 years benefitting to 39 % of students on an average.



3	Curriculum Enrichment	Ethics, Human values, Gender & Sustainability	Compulsory course taught on ethics and human values. Initiated several practices and recorded.
		Students' Project & Internship	Maintained records regarding students' project work. Project reports kept in library.
4	Feed Back System	Stakeholders	The IQAC Collected feedback on curriculum and ambience of the college from Students, Alumni Teachers, Parents & Employers.
		Collection Mode	Yearly through Online/ Offline.
		Analysis & Action	IQAC analysed the collected feedback and submitted reports to the principal and Management. The management acted positively in response to creative suggestions and genuine concerns raised by these stakeholders.
5	Teaching & Learning	Enrolment of Students	On an average 80 % of UG & PG seats allotted filled. On an average 56 % of Reservation seats allotted were filled as per the college records.
		Students' Learning Levels	Advanced and slow learners identified and initiated various strategies including remedial coaching for slow learners. Relevant Documents maintained.

		Measures for Experiential, Participative Learning & Developing Problem solving Skill	Faculty guided Students' Projects & Internship. ED Club, NSS, Environment Conservation Cell, organised programmes. Students attended Workshops, Seminars, Webinars, Expert Talks. Conducted Industrial Visits& Fests. Documented all events. Provided Problem based Assignments, Quizzes, Group studies. Documents kept.
		ICT Support	Computer labs, Psychology labs, Seminar halls, Conference room, Library and classrooms are ICT enabled. Faculties use Google Classroom.
6	Faculty Profile and Quality	NET & PhD	30-40 % of total teachers qualified NET, while 5% having PhD.
		Experience	25% of total faculty possessed 8 years of experience in this college while most of others had teaching experience of at least one year either in this or other colleges.
		Participation in FDP& Seminars	All faculty members attended at least one Faculty or Professional Development Programme during the period considered for audit. College provides partial reimbursement of registration fees. Most of the departments organised at least one FDP/PDP.

		Presentation & Publications	Only a limited number of teachers presented seminar papers or published books or contributed chapters in edited books.
		E-Content Development	A small percentage of faculty members developed e-contents.
7	Student Evaluation	Continuous Evaluation	Continuous evaluation was made as per university regulations. Internal Examination Committee conducted two internal examinations per semester. Academic Monitoring Committee (AMC) supervised overall conduct of exams and evaluation process.
		ERP	College installed an ERP in March 2022 which is useful for recording, and analysing of students' internal marks, attendance etc. and generating the progress card, internal assessment reports etc.
		Result Analysis & Remedial Measures	Each department analysed the results of internal and external examinations and submitted reports to principal through AMC and IQAC. Remedial classes provided to students.
		Grievance Redressal	Department and College levels grievance redressal committees formed and resolved the grievances lodged.
		Learning Outcomes	POs, PSOs and COs were stated and displayed on website. Mapping of outcomes and attainment of various



			knowledge levels were assessed and the feedback given to students.
8	Students' Performance & Progression	University Exam Results	Achieved average results in UG & PG above 75%
		Placements	Placement Cell offered career consultancy and counselling. It conducted more than one placement drive each year. 64 students got career placements with the support of PC in 2021-22.
		Higher Studies	28 students of the final year 2021-22 batch have enrolled in higher studies.
9	Research Initiatives	Research Skill Development	Conducted Seminars & Workshops on research process, data analysis tools for students and teachers.
		Faculty Initiatives	All most all teachers guided the students' projects. However, only a limited number of teachers presented research papers in seminars or published articles in research journals.
		Students' Initiatives	UG & PG students undertook organisational study/project and submitted reports as part of curriculum.
		Community Projects	NSS records show that a survey has been conducted on socio economic profile of SC households in a selected ward of Mulanthuruthy panchayath.
		Library Resources	Around 100 Books on Research Methodology & Quantitative techniques in the library. 9 Print

			Journals and e- resources like N.list are also available.
10	Extension and Collaboration	MoUs	23 MoUs with external agencies were found executed during the period covered under this audit which include the collaboration for social service activities, provision of value-added courses and other initiatives for students' development.
		Association with Local Bodies & Reputed Agencies	As per the records, local body members delivered invited talks, Students involved in social awareness programmes of local bodies, Keltron provided certificate programmes, College obtained approval from ICMA as an Oral Coaching Centre for CAT.
		Community Services	NSS involved in: cleaning drives at public places, social awareness campaigns, flood relief services, conducting medical camps. Records of these activities found kept properly.
		Faculty Exchange	As per records the college engaged in faculty exchange programmes with other two Arts and science colleges in central Kerala.
		Counselling	Clinical psychologist under Counselling cell & the faculty members in Psychology offered counselling to students, parents and neighbourhood community.
11	Infrastructure	Buildings	The campus's total built-up area spans two blocks; the main block and the



		<p>new block. There are 22 class rooms, Auditorium, Library, computer labs, Seminar halls, Network Resource Centre, Canteen and separate toilets facilities for Boys, Girls, Divyagjans, and staff. Separate Chambers for Principal, Vice Principal and Dean; Five Staff Rooms, Visitors' Lounge, Office, Staff Refreshment Hall, Book &amp; stationery store etc are also provided.</p>
	IT	<p>Projectors/ smart TVs are provided in the class rooms and seminar hall. 72 computers installed in two labs. Public addressing system is also available.</p>
	Green	<p>The 5-acre campus is enriched with plants, meadow and vegetable garden. In addition, Rainwater harvesting system, solar panel, aquaponics, apiary, and solid waste management system were also found existing.</p>
	Library	<p>Library resources consisted of more than 10000 text and reference books, 9 journals, 6 periodicals, 3 dailies, and e-resources like N.list .</p>
	Security	<p>For providing adequate security in campus CCTV cameras were installed in necessary areas including examination halls., &amp; also employed a security personnel.</p>
	Sports	<p>The campus has a Mini Ground used for Foot Ball and Cricket.</p>

12	Co-curricular Activities	Arts	Arts club, literary club, film club and quiz club supported to promote the students' talents in various forms of arts and prepare students for intra college and inter college arts festivals and competitions.
		NSS	NSS activities were coordinated by 2 Programme officers. All activities documented with photographs and reports.
		Health & Sports	Physical education department has a part time instructor. A student nominated as sports convenor coordinated the sports activities under the supervision of the instructor. Yoga training classes were also provided.
		Student Union & Department Associations	College union elections conducted as per the university regulations. Members of the union were given representation in many campus initiatives and forums. Every department constituted its own students' associations to conduct department level activities.
13	Alumni & PTA	Alumni	The college has a registered Alumni Association which organised meetings in campus, offered motivational talks, and also made financial Contributions during the period under consideration.
		PTA	The college has a registered PTA. It's executives officially met frequently and actively involved in student



			orientation, anti-ragging campaigns and anti-narcotic initiatives of the college. PTA annual general body meeting also held during the period.
14	Innovative and Green Initiatives	Innovative Initiatives	Students under the initiative of ED club, Film club etc engaged in making LED Lights, LED Stars, Bath Soap, E- Waste upcycled Products and also made short films,
		Green Practices	The college practiced Organic Farming, Apiary Management, Honey Processing, Planting of Seedlings, Energy saving, Rain harvesting, Solid waste composting, and reduction of Plastic use.
15	Strategies & Policies	Strategies Formulation and Implementation	College framed its 10 years developmental strategies and started to deploy the same from 2021-22 onwards.
		Policies Formulation and Implementation	College framed various policies such as infrastructure utilisation & maintenance, Grievance redressal, Anti Ragging, Internal Examination, Anti sexual harassment etc.
16	General Administration	Library	College library is managed by a full-time librarian. Main records kept in the library include Stock register and Issue and Return register. Automation of library is nearing completion. Library has an advisory committee.
		Department	Department Council meetings conducted periodically and recorded

		minutes. All departments offered value added courses and organised various curricular and cocurricular activities such as invited talks, seminars, skill development programmes, etc. coordinated by faculty convenors delegated by the respective HoDs.
	College Office	Administrative matters regarding Admission, Enrolment, Finance, Accounting, and Communications were carried out by a team of staff including accountant and office superintend directed by Dean and Principal. Office automation with an ERP commenced in 2022 February.
	Statutory Committees	College has IQAC, College Council, statutory cells such as Ant Ragging Committee, Internal Complaint Committee, Anti narcotic Committee, etc. meeting of these forums held periodically and recorded the minutes.

## **I. Recommendations/ Suggestions for Improvement**

### **(i). Academic Segment**

1. Explore the possibility of starting interdisciplinary UG programmes
2. Teachers' diaries should be kept up to date with the daily teaching logs.
3. Initiate steps to raise the pass percentage in low-performing courses
4. More skill development programmes on Research methodology to be conducted
5. Motivate Faculty and Students to publish articles in approved journals
6. Provide more ICT facilities to students
7. Explore the possibility to achieve interstate collaborations.
8. College alumni activities to be strengthened.
9. Library resources should be s strengthened.
10. Internal audits may be performed to analyse academic performances periodically

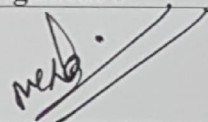
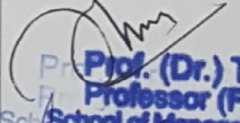

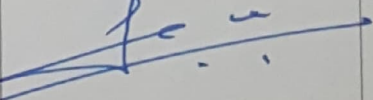
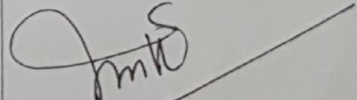
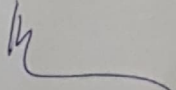


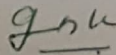
11. Set up a full-fledged E- content development room

**(ii). Administrative Segment:**

1. Periodic internal administrative audits may be done to keep office records updated
2. Fee collection may preferably be done through online system
3. A full-fledged digital enquiry system may be introduced
4. An electronic information display system may be installed at the college entrance
5. Complaint/ Suggestion Register to be maintained in the office
6. A master file of communication sent may be kept in the principal's office
7. Offer Students, faculty and staff training in CPR and fire safety
8. A policy may be formulated to grant access to library resources to external parties.
9. More training shall be given to improve the IT skills of the administrative staff
10. Provide staff members soft skills training to improve inter personal relationships
11. Stationery and book store may be registered as a cooperative store

**Signature of Audit Team:**

S.L.NO	Name & Role	Designation	Signature
1	Dr M C Dileep Kumar, (Chairman)	Former Vice Chancellor, Sree Sankaracharya University of Sanskrit, Kalady	
2	Dr. Saji.TG (Member)	Professor, School of Management Studies, Cochin University of Science and Technology	 Prof. (Dr.) T.G. Saji Professor (Finance), School of Management Studies Cochin University of Science & Technology, Kochi 22
3	Dr. Johnson K.M (Member)	Associate Professor & Head, Dept. of English, Sacred Heart College Thevara	
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6.	Sri. Prakas CK (Member)	Deputy Collector & Additional District Magistrate (Retd), District Collectorate, Ernakulam	



**Dr. C.A. GEETHA**

Principal

Nirmala Arts & Science College  
Mulanthuruthy - 682 314

