

**ST. JOSEPH'S COLLEGE MOOLAMATTOM**  
ARAKULAM P.O. – 685591, IDUKKI, KERALA  
*RE-ACCREDITED WITH NAAC A GRADE*



**Academic and Administrative Audit Report**  
**2019-2020**



# **St. Joseph's College, Moolamattom, Kerala**

## **Internal Quality Assurance Cell (IQAC)**

**Academic Year: 2019-2020**

### **Academic and Administrative Audit Report**

#### **1. Introduction:**

Academic and administrative audits have become an essential tool for accountability and continual improvement in higher education. This in-depth investigation's goal is to evaluate the college's overall performance, with an emphasis on its academic and administrative functions. The findings and suggestions of an extensive audit carried out in this college are presented in this report.

The two main goals of this audit are as follows:

**1. Academic Excellence:** To assess the quality of the college's educational programs and courses. This includes evaluating the effectiveness of the professors, the effectiveness of the students, and the general learning environment. By carefully examining these components, we hope to find places where students' academic experiences could be improved.

**2. Administrative Efficiency:** To examine the administrative procedures, frameworks, and guidelines at the college. This includes looking at governing structures, infrastructure, and the administration of finances and human resources. Our objectives are to locate potential bottlenecks, restructure processes, and improve the institution's overall administrative effectiveness.

#### **2. Audit Objectives:**

The goals of the academic and administrative audit of Kerala, India's St. Joseph's College, Moolamattom, a college of arts and sciences, are to thoroughly evaluate and enhance the institution's educational and administrative procedures. These goals comprise:

## **Evaluation of Academic Excellence**

1. Analyze the quality and applicability of the academic programs and curricula that the college offers.
2. Analyze the effectiveness of the faculty's instructional strategies and teaching methods.
3. Analyze the results of the students' performance in the classroom, their learning, and their readiness for the workforce.
4. Identify opportunities for curriculum innovation and improvement to meet modern educational needs.

## **Faculty Performance and Development**

1. Examine the faculty's credentials, knowledge, and effectiveness as a teacher.
2. Find out the faculty's dedication to continued innovation, research, and professional growth.
3. Find ways to encourage and assist faculty members who are excellent at teaching and conducting research.

## **Engagement and welfare of students:**

1. Analyze the total learning environment, taking into account co-curricular activities, libraries, and support services.
2. Examine a student's participation in extracurricular and academic activities.
3. Determine what may be done to improve student welfare, encouragement, and inclusivity.

## **Governance and administrative effectiveness**

1. Examine administrative procedures such as resource allocation, financial management, and purchasing.
2. Analyze the institution's maintenance, expansion, and infrastructure plans.
3. Examine the regulatory compliance, decision-making procedures, and governance structures.
4. Identify opportunities for resource optimization, cost reduction, and administrative simplification.

## **Sustainable Development and Financial Management**

1. Analyze the financial stability, transparency, and budgeting procedures of the college.
2. Analyze the institution's long-term financial planning, taking into account revenue diversification and fundraising.
3. Find ways to improve the sustainability and stability of the financial system.

## **Stakeholder Participation**

1. Ask for opinions and suggestions from a range of stakeholders, including the local community, alumni, professors, and students.
2. Analyze the success of stakeholder engagement methods and communication channels.
3. Consider stakeholder perspectives when making decisions and preparing strategically.

## **Adherence to Regulations and Compliance**

1. Make sure the college complies with all pertinent administrative and academic rules at the state and federal levels.
2. Determine any areas of non-compliance and provide remedies.

## **Strategic Long-Term Planning**

1. Help the college create a long-term strategic plan that is in line with the goals and objectives of the organization.
2. Help the college define attainable objectives and milestones for ongoing development.

## **3. Audit Criteria**

The criteria for Academic and Administrative Audit conducted at St. Joseph's College, Moolamattom are the seven-fold criteria stipulated in the preparation of the Annual Quality Assurance Report (AQAR) of Higher Education Institutions and they are:

- a. Curricular Aspects
- b. Teaching-Learning and Evaluation
- c. Research, Consultancy, and Extension

d. Infrastructure and Learning Resources

e. Student Support and Progression

f. Governance and Leadership

g. Innovations and Best Practices

#### **Audit Team**

1. Dr. Stephy Thomas, IQAC Coordinator, BCM College, Kottayam
2. Rev. Dr. Jose Nedumpara CMI, Manager, St. Joseph's College, Moolamattom
3. Dr. Saju M. Sebastian, Principal, St. Joseph's College, Moolamattom
4. Dr. Joseph George, IQAC Coordinator, St. Joseph's College, Moolamattom
5. Rev. Fr. Libin Valiyaparambil CMI, Bursar, St. Joseph's College, Moolamattom

#### **4. Methodology:**

A group of unbiased, seasoned specialists who have a thorough understanding of the instructional practices of educational institutions in the rural areas conducted this audit. The team's conclusions are supported by a thorough examination of the supporting materials, in-depth interviews with faculty, staff, and students, as well as on-site inspections. The audit procedure followed the strictest guidelines for impartiality and objectivity.

The audit's conclusions and suggestions are meant to act as a guide for St. Joseph's College, Moolamattom, as it plots its future route. The college can better accomplish its objective of offering a high-quality education to the community it serves and continue to be a guiding light for intellectual and cultural advancement in [Rural Area] by addressing the areas that need improvement.

Detail the audit methodology, including data collection, document review, interviews with faculty members and administrative staff, on-site inspections, and analysis of AQAR-related records.

#### **5. Findings and Observations:**

Following are the findings of the Academic and Administrative Audit conducted at St. Joseph's College, Moolamattom on criterion wise:

### **Curricular Aspects**

- The institution follows meticulous planning in designing the academic calendar incorporating the supplementary areas suitable to bridge the gap prevalent in the curriculum
- The institution offers a wide choice of academic programmes, but it is advisable to review the curricula of programmes to incorporate the suggestions received from feedbacks collected from various stakeholders
- To foster employability of students, more number of novel and job-oriented add-on courses can be initiated

### **Teaching-Learning and Evaluation**

- Although the institution uses a variety of teaching techniques, more creativity is needed to involve students actively in the learning process.
- There may be strategies to improve the pass percentage of students and the follow up action should be initiated to record the progression of students who have arrears

### **Research, Consultancy, and Extension**

- Teachers should be encouraged to present papers in national and international conferences
- Publications by faculty members may be encouraged
- Though each department undertakes extension activities for the benefit of general public, the number of such programmes can be increased

### **Infrastructure and Learning Resources**

- In spite of the fact that the college has computer facilities, the number of computers can be increased to meet the computer -student ratio
- The number of books being purchased to library may be increased

### **Student Support and Progression**

- Though the Institution conducts placement drives, adequate preparation and training must be imparted to outgoing students to excel in campus interviews
- The number of coaching classes for competitive examinations to Higher Education institutions must be increased
- E-governance in the areas of office administration can be obtained with the augmentation of technology in all the areas of administration
- The institution adopts all the possible measures of quality improvement strategies to excel its performance

### **Governance and Leadership**

- The number of teachers availing financial assistance from the Management to attend national seminars/conference, etc
- More number of teachers and non-teaching staff should be encouraged to attend seminars/conferences, paper presentations, etc.
- Management has taken due care in filling the faculty positions in each department
- Alumni of the college engages in the developmental initiatives of the college and contributes scholastically and non-scholastically to the college
- College can generate more funds from philanthropists, non-governmental bodies, etc

### **Innovations and Best Practices**

- College has adequate facilities for Divyangjan students
- There are a handful of gender equity programmes. Self-help training programmes for both boys and girls may be included in gender equity programmes
- Though, there are facilities in the college for alternative energy sources and water harvesting, there can also have more initiatives on sustainable environmental practices

### **6. Conclusion:**

The Academic and Administrative Audit of St. Joseph's College, Moolamattom shows a dedication to excellence and ongoing progress. The institution's advantages give a strong foundation, and the suggestions offer a guide for raising academic standards and administrative effectiveness. The college is urged to accept these findings as a chance for development and to cooperate in working toward a better future. St. Joseph's College

Moolamattom can continue to play a crucial role in influencing Kerala's educational environment, encouraging academic brilliance, and raising responsible citizens by addressing the areas that need development.

## 7. Appendices:

### The tool used to assess the performance of the departments

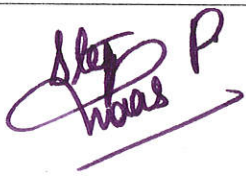


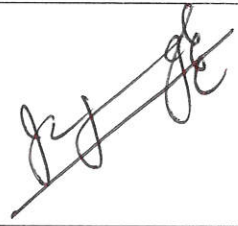

Item	Status
Faculty Profile	
Department Profile	
Student strength – category wise	
Academic Calendar	
Department meetings - minutes	
Department PTA - minutes	
Department Library	
Teaching Plan	
Work / Teachers Diary	
Details of Divyangjan students	
Student Profile - Name, Address, Mobile, Adhaar, email id, ...	
Student Progression and its updation	
Guidance for Competitive Examination	
Placement details - Campus Recruitment - Offer Letter - Package offered - Company	
Add-on /Certificate programmes	
Skill Enhancement	
PO, PSO,CO familiarization	
Online Certificate Programmes by SWAYAM/ NPTEL /MOOC ... - Registration of students	
Remedial - List of students, method of measuring performance, teaching methods employed, time	



table, number of hours engaged, problems faced in their implementation	
Enrichment - List of students, method of measuring performance, teaching methods employed, time table, number of hours engaged, problems faced in their implementation	
Bridge - List of students, method of measuring performance, teaching methods employed, time table, number of hours engaged, problems faced in their implementation	
Publications - National and International	
Publication in UGC Care Listed journals	
Mentoring	
Presentations	
FDPs attended by Faculty - certificates to be filed	
Innovation Ecosystem in the College	
Books / Chapters in Books - ISBN, ISSN, h-index, scopus, relevent pages from website showing the index	
Patent received	
Pass Percentage - Analysis Grade wise , Boys - Girls, SC/ST/OBC/General	
Feedback from stakeholders - parents, teachers, alumni, students, employers - action taken report - to be published in college website - reports to be separate - sample feedback forms filled	
Student Satisfaction Survey is conducted annually	
Field work / project / internship - facilities provided - involvement of the department	
Recorded Lectures to be made available on college website / Youtube / Powerpoint presentations - links to be available to students	

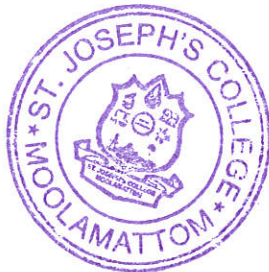
Details of faculties received PhD in the academic year 2019-20	
Details of faculties doing PhD	
Details of Guides, scholars registered under them, progress reports	
Details of seminars participated, arranged, invited lectures	
Financial support provided to teachers to attend FDPs	
Details of Students receiving scholarships from government and nongovernmental agencies	
Awards / medals received for outstanding performance - teachers	
Awards / medals received for outstanding performance - students	
Teachers in BoS - How do they help the students / institution?	
Facilities for academic / career counseling – department wise - programmes arranged	
Psychological Counseling	
Resources available with the department	
Future Plan	
SWOC Analysis	
Consultancy provided and income generated - audited accounts / certified by HoD - how is it spent	
Extension activities of the department - number of students and teachers participated with dates and resource persons	

### Signature of Assessment Team

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1	Dr. Stephy Thomas, IQAC Coordinator, BCM College, Kottayam	
2	Rev. Dr. Jose Nedumpara CMI, Manager, St. Joseph's College, Moolamattom	
3	Dr. Saju M. Sebastian, Principal, St. Joseph's College, Moolamattom	
4	Dr. Joseph George, IQAC Coordinator, St. Joseph's College, Moolamattom	
5	Rev. Fr. Libin Valiyaparambil CMI, Bursar, St. Joseph's College, Moolamattom	

Place: Arakulam

Date: 02/04/2020



# **St. Joseph's College, Moolamattom**

## **Action Taken Report on the basis of Academic and Administrative Audit 2019-2020**

St. Joseph's College, Moolamattom had its Academic and Administrative Audit done for the academic year 2019-2020 on 02 April 2020 under the supervision of the assessment team led by the college manager Rev. Dr. Jose Nedumpara CMI. The AAA was based on the parameters mentioned in the seven criteria of Annual Quality Assurance Report (AQAR). The administrative audit was inclusive of monitoring the functions of the college office and library with an analysis of the automation being done in office and library. Examining the parameters in the criteria, criteria wise summary was prepared by the assessment team with recommendations to be implemented for the improvement scholastic, non-scholastic, infrastructural and administrative spheres of the college. The college effected the following actions in seven criteria to improve the quality of the institutions.

### **Curricular Aspects**

- The assessment team opined that the college should inform the University incessantly to modify the curriculum after taking feedback from the stake holders. In response to the recommendation made by the assessment team the Internal Quality Assurance Cell (IQAC) of the college administered stakeholder feedback on curriculum and conveyed the imperativeness of modifying the curriculum as per the recommendations from the stakeholders through Members in Board of Studies. Feedback system existing in the college was made robust and transparent.
- To equip the students with the necessary skill set to make them employable, the following Add-on courses in Banking Theory and Practice (Department of Management), Certificate Course in Library and Information Science (Library), Certificate course on Arduino Microcontroller (Department of Physics), Certificate course on Goods and Services Tax (GST) (Department of Commerce), and Communication and Life Skill (Department of English) began.

### **Teaching-Learning and Evaluation**

- To make teaching learning activities interesting and engaging, departments incorporated internships and industrial visits to the curriculum and environmental field visit was made part of the curriculum to have first hand knowledge of the abstract concepts they studied. All the Departments conducted environmental field visits in the months of December and January
- The Assessment committee recommended to initiate more strategies to improve the pass percentage of students. In response to the recommendation, the college strengthened the remedial class which trained the weak students to excel in the university examination. As a result, the pass percentage began to improve.

### **Research, Consultancy, and Extension**

- The college management and IQAC took initiatives to increase the faculty participation in national and international seminars/conferences along with strategies to increase paper presentations in the same.
- Scientific, creative and socially useful research projects were undertaken by faculty members and publications in national and international journals got increased (Number of publications)
- Clubs and associations like NSS, NCC, SIPC, Tourism Club, Women Cell and Nature Club along with the association of Social Work entered into about 30 extension activities which made observable impact in the local community.

### **Infrastructure and Learning Resources**

- In order maintain the student computer ratio, the college procured (Number of computers) to the existing number of computers.
- The college library was facing a dearth of reading materials both in hard and soft medium and the management contributed (Number of books) to the existing stock of books to cater to the needs of the student community.

### **Student Support and Progression**

- To make the outgoing students skilled and confident in facing interviews and choosy in career options, all the departments organized both career orientations and orientations for higher studies. Abot 579 students benefitted by career guidance programmes.

- **Governance and Leadership**
- The college management generously supported the teaching and non-teaching members to attend seminars/conferences and to become members of professional bodies for the professional development of its members. 12 faculty members were given financial assistance to join IPCAI (The Institute for Person Centered Approaches in India)
- College encouraged alumni members to contribute generously to the institution of scholarships for the needy students and the students affected by incessant flood and other natural calamities.
- An Administrative Training Programme on 'Financial Management and Budgeting' was organized for the administrative staff from 21 to 26 May 2020.

### **Innovations and Best Practices**

- In spite of the fact that the college has a handful of gender equity programmes, the assessment team suggested to increase the number of programmes to cope with the challenging time. In response to the recommendation, the IQAC in collaboration with associations and Cells like NSS and Women Cell organized 6 gender equity programmes
- The Institution adopted more green initiatives to maintain sustainability in the campus. The initiatives were inclusive of banning flex boards in the campus and efforts to make it litter free campus by placing more waste bins in the campus.

### **Conclusion**

St. Joseph's College, Moolamattom realized the role of assessment for academic excellence and made initiatives to further a step towards progress in the pursuit for excellence in higher education. Executing the possible recommendations suggested in the Academic and Administrative Audit held at the fag end of the academic year made remarkable and perceptible changes in the college. In addition to the implemented initiatives, more creative and game changing programmes are in the pipe line to get them materialized in the forthcoming academic years.



Principal

St. Joseph's College, Moolamattom

