

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



Academic and Administrative Audit Report
2020-2021



St. Joseph's College, Moolamattom

Internal Quality assurance Cell (IQAC)

Academic and Administrative Audit report 2020-21

Introduction

An academic and administrative audit in a higher education institution is a systematic and comprehensive assessment of the institution's academic programs, policies, and practices. It serves as a critical tool for evaluating the quality and effectiveness of the college's educational offerings and ensuring that it is in compliance with established standards and regulations. This process not only helps the college maintain and enhance its academic standards but also fosters a culture of continuous improvement. The audit procedure encompasses various aspects, including curriculum design, faculty qualifications, student support services, assessment methods, and overall institutional governance.

Executive Summary

The academic and administrative audit report for St. Joseph's College, Moolamattom, for the academic year 2020-2021 provides a comprehensive assessment of the college's performance in various areas. This report highlights key findings, accomplishments, challenges, and recommendations for the college's future development. The audit was held on 05 April 2021.

Purpose and Scope

The purpose of this report is to evaluate and present a detailed analysis of the academic and administrative operations of the college during the academic year 2020-2021. The scope encompasses various aspects, including academic programs, administrative functions, student services, compliance with regulations, challenges faced, and plans for the future.

Objectives

- To ensure and enhance the quality of education provided by an institution.
- To ensure that educational institutions comply with established standards, regulations, and accreditation requirements.
- To make institutions accountable to the stakeholders, including students, faculty, parents, and regulatory bodies.

- To assess the performance of faculty members, including teaching effectiveness, research, and professional development.
- To identify areas of excellence as well as areas in need of improvement within the academic sphere.

Members of Assessment Team

1. Dr. Ebey P. Koshy, Principal, St. Joseph's College, Moolamattom
2. Rev. Dr. Jose Nedumpara CMI, Manager, St. Joseph's College, Moolamattom
3. Dr. Ison V. Vachipurackal, IQAC Coordinator, St. Thomas College, Pala
4. Dr. Joseph George, IQAC Coordinator, St. Joseph's College, Moolamattom

Methodology

A comprehensive and in-depth technique is required to evaluate the standard of instruction and the effectiveness of administrative procedures at an arts and science institution. The methodologies adopted to audit the academic and administrative performance of the Institution are - stakeholder engagement, document verification and on-site visit. The team members visited each department and interacted with the faculty members while verifying the documents arranged as per the seven criteria as stipulated in AQAR. The schedule of visit was as followed

Sl. No	Department	Time
1	Chemistry	09.00 am - 09.45 am
2	Physics	09.45 am - 10.30 am
3	English	10.30 am - 11.15 am
4	Oriental Languages	11.15 am - 12.00 noon
5	Economics	12.00 noon - 12.45 pm
6	Mathematics	12.45 pm - 01.30 pm
7	Management	02.00 pm - 02.45 pm
8	Social Work	2:45 pm - 3. 30pm
9	Commerce	3.30 pm - 4.15 pm
10	General Staff Meeting	4.30 pm - 5.00 pm

Observations in criteria wise

1. Curricular Aspects

- The institution has a well-arranged Academic Calendar prepared in the inception of the academic year which is inclusive of dates prescribed for the conduct of internal examinations
- Teachers are in Board of Studies of the University and assist the university in setting question papers and syllabus. There exists a robust academic collaboration with the University and other institutions
- Divergent teaching learning strategies are adopted in the Institution to offer optimum learning experience to students.
- Measures can be taken to improve student enrolment in Add-on courses
- Feedback analysis and action taken are suitably carried out

2. Teaching-Learning and Evaluation

- The teaching -learning activities and strategies adopted to produce optimum result are suitable to meet the needs of student diversity.
- Student centric methods like experiential learning, participative learning and problem-solving methodologies are employed to offer diversified learning experiences
- ICT tools are widely used by the teachers to give lasting learning experience
- Mentoring programme is carried out as per the circular by the head of the institution and there exists robust teacher-student rapport
- Number of full time teachers with Ph.D is quite minimal in number and measures can be taken to bridge this gap
- The mechanism to address grievances is transparent and impartial. Grievances are redressed timely
- Learning outcomes which include COs and POs are uploaded in the college website for the general information of students
- Different strategies can be adopted to increase pass percentage

3. Research, Innovations and Extension

- It is found that no fund is received from government agencies for research and there should be measures to rectify this shortage of fund for research
- More teachers with research qualification can apply for guideship in the University

- The college has a functional Incubation Cell which offers vistas for generating creative ideas and products
- Seminars on Intellectual Property Right (IPR) and Research Methodology are conducted
- Even though, teachers publish articles in research journals, the number of such publications can be increased
- The college involves in extension activities with the assistance of clubs like NSS, NCC, etc.

4. Infrastructure and Learning Resources

- Every department has one ICT enabled class room each and departments have adequate ICT facilities
- The College also has basic amenities like play grounds, auditoriums, audio-visual labs, conference halls, computer labs and laboratories
- The expenditure spent for the purchase of library books is quite meagre and it should be increased to meet the demand
- Teachers and students should be encouraged to use library resources to the maximum
- The campus infrastructure is well maintained and periodic maintenance work is carried out

5. Student Support and Progression

- A sizeable number of students are recipients of various scholarships
- Skill enhancement programmes are undertaken by the College. But the number of such initiatives can be improved
- Students get guidance for competitive examinations and each department offers career counselling to their students
- The grievance redressal mechanism functioning in the college is robust, impartial and timebound
- Though there can be more number of students progressing to higher studies or are placed, the progression report should be refurbished with all the possible data
- Students' participation and performance in university level arts and sports competitions is minimal and it may be improved
- Alumni engagement is quite active and alumni meetings are held

6. Governance, Leadership and Management

- The governance of the college is in tune with the vision and mission of the college
- College has adequate room for decentralization and participative management in various academic and administrative activities
- The Institution has clearly specified strategic plans and has taken measures to achieve them.
- There have been active efforts to bring e-governance in all the possible spheres of academic, administration and library matters
- Teachers are provided with financial support for their career advancement. More number of teachers can be encouraged to avail this assistance
- A structured appraisal system is in force for teaching and non-teaching staff. Students also have roles in assessing the performance of teachers.
- The Institution can also generate more financial assistance from philanthropists and well wishers

7. Institutional Values and Best Practices

- Gender equity programmes are offered to bridge the gender related disparities
- Female representation is ensured in the constitution of all the clubs and associations.
- The Institution has solar panels, LED bulbs and energy saving apparatuses to ensure the economical usage of energy
- The waste management system is effective and functional and standard methods are employed to dispose of the waste
- Rain water is harvested in tank and used in toilets
- Energy Audits and Green Audits are conducted in the institutional level to assess the impact of the policies and procedures of the college on the environment
- The College undertook a number of activities and celebrated various festivals to nurture communal harmony among students
- To foster the sense of nationality and human values, the College observed all the possible days of national and international importance.
- The best practices aiming at school going children and farmers in Idukki are suitable to the situatedness of the college and brought out significant results.



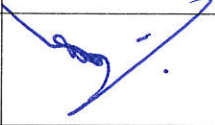
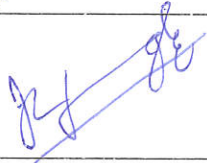
Recommendations

The recommendations are clearly entailed in the criterion wise analysis. In this report, we present a series of recommendations, each aimed at fostering a culture of continuous improvement, transparency, and accountability. These recommendations are not directives, but rather signposts on the path to enhancing the educational experience we offer, ensuring compliance with regulations, and fortifying our mission to empower the next generation of leaders, thinkers, and contributors to society. The implementation of these recommendations requires collaboration, commitment, and a shared vision of excellence. It is our fervent hope that these recommendations will serve as a catalyst for positive change, not only benefiting our college but, more significantly, the students whose futures we are entrusted with shaping.

Conclusion

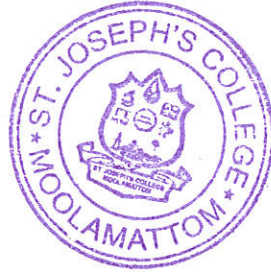
In the course of this comprehensive academic and administrative audit, we have delved deep into the heart of St. Joseph's College, Moolamattom scrutinizing every facet of our institution's academic landscape. It has been a journey of introspection, discovery, and evaluation, aimed at ensuring the continued growth and vibrancy of our educational community. The purpose of this audit was not to merely identify areas of concern but, more importantly, to celebrate the many accomplishments, strengths, and aspirations that define St. Joseph's College, Moolamattom. This has been a collaborative endeavor, drawing on the wisdom and perspectives of our dedicated faculty, engaged students, committed staff, visionary administrators, and external experts.

Signature of the Assessment Team

Sl. No	Name	Designation	Signature
1	Dr. Ebey P. Koshy	Principal, St. Joseph's College, Moolamattom	
2	Rev. Dr. Jose Nedumpara CMI	Manager, St. Joseph's College, Moolamattom	
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Moolamattom

05-04-2021



St. Joseph's College, Moolamattom

Action Taken Report on the basis of Academic and Administrative Audit in 2020-2021

- It was decided to take initiatives to enroll all the desirous students in add-on courses and 10 Add-on courses were introduced in 2021-22 academic year enrolling 854 students
- Measures were taken to improve the pass percentage of outgoing students through remedial classes, peer teaching and other study aids
- The academic audit committee observed that research fund is minimum. Therefore, the research committee opined to generate research fund for the conduct of research and the dissemination
- Two faculty members namely Dr. Jose James, and Dr. Sr. Sijo Francis , Assistant Professors from the Department of Chemistry applied for guideship in Mahatma Gandhi University
- The Research Committee decided to take initiatives to increase the number of publications through bringing out an additional volume of *Josephine Researcher*, the interdisciplinary research journal of the college.
- Rs. 84494 was spent towards procuring books, journals and e-resources by the initiative of Management
- The staff council decided to allocate library hour, if need be, to students with the accompaniment of teachers
- It was prioritized to introduce more skill development programmes to students
- Many of the departments didn't update the Student Progression Record annually and they updated the records with all the possible details
- It was decided to increase the participation of students in University arts fest and offering training in various arts competitions. Dr. Shintu Dennis is assigned duty to arrange training programmes to students
- An Administrative Training Programme on ' Customer Service Training' for administrative staff members was held from 10 to 16 April 2021.
- Financial assistance from philanthropists and sponsors was welcomed for the conduct of research activities and national seminars. Department of English got sponsorship from Globethics.net for the conduct of national conference.



Principal

St. Joseph's College, Moolamattom

