

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



Academic and Administrative Audit Report
2022-2023



St. Joseph's College, Moolamattom

Academic and Administrative Audit Report 2022-23

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Appendix 1: The Questionnaire

1.Introduction

Instructional practices in the current paradigm where National Education Policy (NEP-2020) is introduced demands constant update in the areas of teaching, learning and evaluation. The process centered education that we followed in the yester decades is replaced with outcome based education where skills and knowledge are prioritized. With the advent of new paradigm in education, the static curriculum is made dynamic by supplementing add-on and certificate programmes to cope with the new trends in the respective field of study and the digital platforms like SWAYAM to foster self-learning of students to meet the Graduate Attributes prescribed by UGC. The instructional practice of an Institution is customarily evaluated on the basis of three components like teaching, learning and evaluation. But, the social commitment of the Institution is assessed with the additional parameters of research and extension activities carried out I the college and also in the neighbourhood of the college among the disadvantaged sections of the

5. To evaluate student learning experience through the assessment of teaching-learning methodologies, transparency of assessment mechanisms and student support services.
6. To assess the policies for the allocation of resources like funds, infrastructure and technology for effective utilization.
7. To judge the opportunities for both internal and external stakeholder communication through feed backs and the measures taken to implement quality in performance of the Institution.
8. To appraise the Institution's involvement in socially committed extension activities and outreach programmes.

3. Unit of Audit and Focus Areas

Each department offering a programme of study was treated as a unit and the data was collected accordingly. The audit team focused on the seven criteria fixed by NAAC for the purpose of accrediting affiliated colleges.

- a) Curricular aspects
- b) Teaching Learning and Evaluation
- c) Research and Innovation
- d) Infrastructure and Learning Resources
- e) Student Support and Progression
- f) Governance and Leadership
- g) Values and Best Practices

4. Methodology

The Academic audit team visited the departments and library and examined all the relevant files critically and the observations were recorded and suggestions for improvement were given. The list of new files to be maintained are given.

The purpose of academic audit is not mere judging the performance of the departments but to foster development. The IQAC will produce a report that describes the strengths and weaknesses of each department and the efforts to improve academic quality of their programs and identify plans for further improvements. The main components of the report will be:

- Recognition of Good practice
- Recognition of well performing departments
- Recommendations for improvement

o Faculty should share best practices and help “raise the bar” for their department.

♣ **Make continuous improvement a priority**

o Faculty should continually and consciously strive to improve teaching and student learning outcomes. o Programs and the departments/divisions/colleges in which they are housed should provide support for the continuous improvement of teaching and learning. That support should include ways to measure student performance and persistence in such ways that the results of those measures can be used to identify both effective and ineffective pedagogies.

o Programs and the departments/divisions/colleges in which they are housed should demonstrate ways in which effective teaching that results in higher levels of student achievement is facilitated and sustained.

5.Schedule of the Programme

Date: 27.03.2023

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	Data Science	02.00 pm - 02.45 pm
8	Management	02.45 pm - 03.30 pm
9	Social Work	3:30 pm - 4. 15pm
10	Commerce	4.15 pm - 5.00 pm

	programmes
Remedial - List of students, method of measuring performance, teaching methods employed, time table, number of hours engaged, problems faced in their implementation	Remedial Coaching is in prevalence. It can be arranged in such a way that weak students get adequate time to prepare for their exam
Enrichment - List of students, method of measuring performance, teaching methods employed, time table, number of hours engaged, problems faced in their implementation	The advanced students are given special attention to improve their performance. The number of programmes is less and it can be properly documented.
Bridge - List of students, method of measuring performance, teaching methods employed, time table, number of hours engaged, problems faced in their implementation	Bridge programmes are provided to the novice in the subjects immediately after the commencement of the first year of their UG and PG programme and the gap is filled in the first semester itself.
Publications - National and International	The faculties have publications in reputed journals at national and international levels. Students also take initiatives to publish in journals.
Mentoring	Mentoring list is prepared in each department and the record is available
Presentations	Teachers make their presentations at various seminars and conferences
FDPs attended by Faculty - certificates to be filed	The Faculties regularly attend FDPs organised by various institutions in addition to the programmes arranged by the College.
Innovation Ecosystem in the College	College has an accredited IEDC centre functioning in the campus
Books / Chapters in Books - ISBN, ISSN, h-index, scopus, relevent pages from website showing the index	There are books with ISBN / ISSN published by faculties. College has its own publication named <i>Josephine Researcher</i>
Patent received	Dr. Anu Antony, Assistant Professor in Chemistry received a patent
Pass Percentage - Compare with University percentage / neighbouring Institutions - Analysis Gradewise , Boys -Girls, SC/ST/OBC/General	The Institution maintains high average pass percentage of 85 and above. Analysis of the result is also available with the departments.
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	Feedbacks of various programmes organized in the College are collected and analyzed.
Student Satisfaction Survey is conducted annually	SSA is conducted and the report is uploaded in the website.
Field work / project / internship - facilities provided - involvement of the department	Linkages are created for efficient organization of field work, project and internships
Recorded Lectures to be made available on college website / Youtube / Powerpoint presentations - links to be available to students	All the teachers use ICT in teaching. One teacher has his own personal site for uploading his e - resourses. Availability in

	meetings at the department level.
List of sophisticated instruments and their log book - user rate - charges collected	NA because of lack of science labs
List of Minor / major projects undertaken - status	Some of the teachers have projects offered by various institutions including UNESCO
Defining PO, PSO and CO	Clearly defined for each of the programmes and courses
Attainment of PO, PSO and CO	Training has been provided for teachers in the measurement of their achievement
Facilities of Sports / Yoga / Gym / ...	The College has shared facilities of grounds and courts. Yoga is practiced and collaboration is made between Art of Living and the college. College has a well maintained gymnasium
Facilities for teaching and learning	Well maintained classrooms and seminar halls are available
Library	The Library is partially automated and manual transactions are only possible. There is a need to increase the number of books

7.Recommendations

The college is committed to deliver quality education in the planned and fruitful way that students make optimum benefits out of the relevant and apposite programmes predetermined at the inception of the academic year. Though the Institution symbiotically grows with the development of the student community, it can excel in its course taking into consideration the following recommendations.

- More teachers can be encouraged to register for Ph.D programmes at the earliest.
- More consultancy initiatives can be taken by each department for mobilization of fund and social development
- More books can be procured in the college central library to facilitate research activities
- More teachers should be directed to publish papers in UGC CARE listed journals
- All students can be imparted digital literacy
- Progression of students can be maintained with accuracy and updation
- More scholarships and freeships can be made available to students

Appendix I

ACADEMIC AUDIT - DEPARTMENT LEVEL CHECK LIST

Codes: 1 - Not -started/done/available, 2 - Partially - done/available 3 - Completed/fully done

Item	Status		
	1	2	3
Faculty Profile			
Department Profile			
Staff strength - categorywise			
Student strength - categorywise			
Academic Calendar			
Department meetings - minutes			
Department PTA - minutes			
Department Library - Stock Register			
Department Library - Issue Register			
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			
Value added programmes imparting transferrable skills			
VET - Vocational Education and Training			
Certificate / Add-on Programmes offered			
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			

performance - students			
Teachers in BoS - How do they help the students / institution?			
Student mentoring - procedure, maintenance of register, list of students, how often the interaction take place			
Facilities for academic / career counseling - departmentwise - programmes arranged			
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			
MoUs / Collaborations / Linkages created during the last five years - in bond paper - activities involved - purpose - periodicity of meeting			
Students receiving financial support from government and non-government organizations			
Alumni - department level - audited accounts - periodicity of meeting - their contribution to the college - minutes of meetings held			
List of sophisticated instruments and their log book - user rate - charges collected			
List of Minor / major projects undertaken - status			

St. Joseph's College, Moolamattom

Action Taken Report on the basis of Academic and Administrative Audit 2022-2023

- Six teachers are pursuing Ph. D in various discipline and one teacher registered in the academic year 2023-24.
- As part of infrastructural development plan, the Strategic Planning Committee submitted its detailed development plan and the construction activities were initiated.
- Departments prepared plans to commence consultancies in their own parlance and mobilize financial assistance from sponsors for the conduct of quality programmes and it is inclusive of mobilizing research fund from Government agencies.
- It was decided to return the books and other learning apparatuses procured in the scheme of UGC -MRP to the central library to make them accessible to all the students and increase the number of books in the library. To further the purchase of latest books in various disciplines, it was decided to make use of the amount in PD account stipulated for procuring books.
- This College has been making use of PMGDISHA platform and programmes offered on the same to make all the students of this College digitally literate. Students are undergoing digital literacy programmes on this platform. Apart from that they were sensitized about the trends in technology through awareness classes and workshops.
- An Administrative Training Programme for administrative staff members on Communication Skills was arranged between 14 April to 21 April 2023. 11 administrative staff members attended the programme.
- Departments have taken special care to update the student progression record with accuracy and through which alumni rapport was made robust.
- In spite of the fact that more than 70% of students get scholarships/freeships from various sources, college has taken the decision to increase the number of scholarships for students.

- It is made the prime concern of the College to facilitate the faculty members in publishing research articles in UGC-CARE listed journals and n other reputed international journals.

Principal



St. Joseph's College, Moolamattom

