



COCHIN ARTS & SCIENCE COLLEGE

Kumarapuram P.O, Manakkakadavu, Ernakulam 683565

(Approved by Govt. of Kerala & Affiliated to M.G University Kottayam)

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ACADEMIC & ADMINISTRATIVE AUDIT



February 2023



Dr. RENJITH K.P., Ph.D., MBA, M.Phil
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**REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT
COCHIN ARTS AND SCIENCE COLLEGE**

DATE OF AUDIT 20th & 21th Feb 2023

PERIOD OF ASSESSMENT 2021 - 2023

THE AUDIT COMMITTEE

1. Prof. Harry Cleetus (Former Principal, St. Albert's College, Ernakulam)
2. Ms. Lakshmi Seethal U (HoD. & Assistant Professor, Dept. of Food Technology)
3. Ms. Shahany Habeeb (Assistant Professor, Dept. of B.C.A. & Cyber Forensic)

CRITERIA OF EVALUATION

The team had a face-to-face interaction with the staff at the departments based on the following criteria:

Academic Excellence Assessed the quality of academic programmes, teaching methods, and the effectiveness of assessments.

Extension, Research and Publications Reviewed the research activities, publications, and contributions of the faculty members.

Infrastructure and Resources

Student support and progression

Governance

BASIC INFORMATION

1. Total Departments - 4
2. Total permanent Teaching staff members - On Contract- Nil
Permanent
Male -3 Female -37
3. Total Sanctioned posts - 38 posts (2021-22); 43 posts (2022-23)
4. Total staff with PhD - 1
5. Total Programmes Offered - 2021-22: UG- 8 PG- 1
2022-22: UG- 9 PG- 1
6. Total Value added /Cert. courses offered - 2021-22: 10
2022-23: 10
7. Total students (2020-21) - 2021-22: 471
2022-23: 591



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8. Whether the college has ISO certification - Nil
9. College working hours - 9.00 am - 4.00 pm
10. Does the institution have a Strategic Plan -Yes
11. How many teachers are trained mentors - 2
12. Result (%) - 2021-22- 8%,
2022-23- 12.7%
13. Average enrolment percentage for the last five years – 39%
15. Student-Teacher Ratio - 14.78
16. Mentor student ratio - 1:15

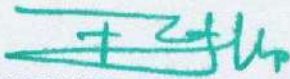
GENERAL OBSERVATIONS

1. The Institution is a Co-education Institution
2. Affiliated to Mahatma Gandhi University, Kottayam
3. The location and campus ambience are Ideal for Teaching & Learning
4. Progressive vision of the Management with a definite plan of action
5. Qualified and committed mix of experienced and new faculty members
6. The College is self-funded with programs leading to entrepreneurship
7. Hindi, Malayalam are offered as a second language
8. Teachers resort to innovative methods of teaching
9. Well-maintained infrastructure for academic & extra academic support
10. Departmental documentation is being converted into a unified system
11. The required number of staff members exists as per norms
12. Student enrollment number is acceptable
13. Library support is provided
14. Partially ICT-enabled campus
15. An active IQAC exists
16. Support services such as canteen, hostels, and transportation are provided
17. Results are satisfactory
18. Preparations for NAAC assessment is well on

FINDINGS BASED ON THE NAAC FORMAT

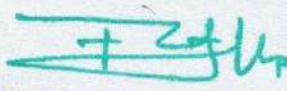
Audit area	Observation	Audit note
Curricular Aspects		
Curriculum delivery	Follows University syllabus Some of the certificate courses are designed by the staff	1. More new programmes / Certificate courses may be started as per NEP guidelines 2. Teachers may be given training on curriculum transaction/design




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		3. More methods of curriculum transaction may be adopted
CIE	Although all departments perform internal evaluations, CIE is followed only by a few	1. A CIE monitoring committee may be constituted for coordination
CBCS	100 %	1. Selective courses are decided by the Departments
Cross-cutting issues	All departments have courses addressing cross-cutting issues mentioned in the syllabus	1. How far these issues are addressed and objectives realized by the students through such courses may be monitored. 2. Extra activities about CCI may be organized
Value addition courses	Departments have to start value-addition courses	1.
Field projects and Internships	All the departments encourage field projects or internship	1. Departments could show such requirements in the syllabus
Feedback on the curriculum	All the departments have taken feedback from stakeholders	1. Proper mechanism should evolve to analyze the data, make corrective actions and publish on the website 2. IQAC has to provide guidelines
Teaching Learning & Evaluation		
% seats filled - General	Acceptable limits	
% seats filled – Resv.		1. Can be improved in some departments 2. The college can extend more free ships to attract students from reserved groups. This is also an indication of the inclusive approach of the Management
Identifying slow learners and advanced learners	Most of the departments follow their own methods	1. A unified system should be devised for listing students 2. Remedial measures extended should also be under specified regulations especially for advanced learners
Remedial measures / Bridge courses	All the departments extend remedial activities by their own mechanism.	1. Proper guidance may be given to all departments on Remedial and support




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		<p>measures with student centric approach under a unified documentation system</p> <p>2. Remedial and Bridge courses should not be confused with each other</p>
Student profile		<p>1. Support systems for Physically challenged students are provided. specific facilities may be provided in library as per NAAC requirements</p> <p>2. Provisions for transgenders are also to be taken considered</p>
Faculty profile	Very few are having Ph.D	<p>1. All teachers should be motivated to register for PhD</p> <p>2. College policy should be having a clause on PhD of faculty members</p>
Innovative teaching	An innovative mode on teaching is resorted to only in some departments	<p>1. IQAC can guide the teachers on the use of innovative modes of teaching</p> <p>2. Innovative teaching should not be confused with student-centric learning and ICT</p>
Use of ICT	Although teachers are using ICT its extensive application is not observed on campus Smart boards may be provided in the departments	<p>1. Technology upgradation is suggested. Smart boards, Information screens, Touch screen Enquiry systems etc.</p> <p>2. Proper documentation is necessary</p>
Mentoring	A standardized procedure is not followed	<p>1. The ratio of 1:20 is acceptable</p> <p>2. It is recommended to extend training on mentoring to all teachers' proper guidelines on documentation</p> <p>3. Teachers have to prepare a mentoring report</p>
Teaching plan	Exists	<p>1. HODs may monitor the adherence to the teaching plan</p> <p>2. IQAC has to come out with a uniform format</p>



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Student-centric methods	Although implemented the effectiveness may be monitored	1. Effective documentation should be kept in the departments to substantiate resorting to student-centric methods
Student - Teacher Evaluation		1. Follow-up of evaluation should be kept by the HOD's 2. Professionalism demonstrated by the teachers may also be evaluated
Evaluation process	Continuous evaluation by all departments has to be carried out	1. A continuous evaluation process can be suggested by IQAC.
Examination results	Some departments with 100% results are commendable	1. Has to be improved 2. A unified result analysis system should be introduced by IQAC with guidelines is on the follow-up process
O B E	Need improvement	1. A process has to be evolved
Extension, Innovation & Research		
Teachers receiving awards		1. Teachers should be motivated for such awards
Research facilities	Adequate facilities are not available	1. A research culture has to be evolved on the campus
Research centres and Research guides	Independent Research groups may be formed	1. Advisable that departments be Research Centers
Total Res. Scholars	Nil	
Paper publications / Books published	Publications are low in number	1. Proper research policies may be framed for publication by the staff members
Start-ups / Innovation Centre	There is an Innovation Centre	1. More creative outcomes are expected
Number of patents	Nil	
Consultancy	Extensive possibility exists	1. Should explore collaborations with Industrial establishments for revenue generation
Collaborations	May be improved, national & International	Refer to recommendations 1. More MOUs/ Collaborative agreements are required for student exchange and internships

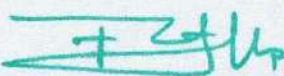


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Extension activities	A few from all departments	<ol style="list-style-type: none"> 1. Listed documentation should be in place in all departments 2. Details of student involvement with attendance is required 3. Periodic verification by IQAC is suggested
Faculty as resource persons		<ol style="list-style-type: none"> 1. Fairly good
Seminars organized		<ol style="list-style-type: none"> 1. NAAC requirements may be considered
Infrastructure and learning resources		
Stock register	Could not be verified	
Computers for Student Usage	Adequate number exists	
Technical laboratories	Various facilities as required are available	<ol style="list-style-type: none"> 1. Need quality maintenance
Library issue register/footfalls	No consolidated data	<ol style="list-style-type: none"> 1. It is suggested that book issues be digitalized with networking to departments
Staff meeting minutes	No unified system exists	<ol style="list-style-type: none"> 1. Registering minutes in many departments are not satisfactory 2. Proper guidelines may be given on entering minutes
Student support and progression		
Students benefitted from scholarships	Only very few freeships. More consolidation of data is required	<ol style="list-style-type: none"> 1. It is advisable to keep a consolidated record in IQAC 2. Specific freeships can also be extended from departments
Student Progression	<p>Student progression records are also to be perfected</p> <p>Direct placements are low in number</p>	<ol style="list-style-type: none"> 1. A good percentage moves into Higher Education 2. Placement support services may be improved 3. Documents should be perfect according to assessment requirements 4. A streamlined system has to be evolved to track student progression
Student awards and achievements		<ol style="list-style-type: none"> 1. Apart from awards offered by outside agencies, motivational




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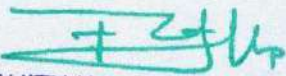
		awards to students and staff should also be encouraged
Departmental competitions	Interdepartmental competitions are confined to a few events	1. All departmental competitions may be brought under one College coordinator for better consolidation
Alumnae	College Alumni Association is Registered Most of the departmental alumnae groups are active and involving	1. All departmental alumni activities can be in association and consolidated with the registered Alumni association of the College
PTA	PTA meetings are held	1. A Departmental Open House' may be organised for direct feedback
Departmental prize incentives for students		1. Should be encouraged
Departmental logistics		
Action plan		1. College should have a long-term Development plan integrating all inputs from the Departments and stakeholders 2. A policy document and a code of conduct should be in place
Fund mobilization and utilization	Comparatively low in departments	1. A centralized system should function with a coordinator
Green Protocol	Green/Power audit has to be performed	1. The message of Green Protocol including social needs and values are to be informed to the students
SWOC analysis	A proper SWOC analysis has to be carried out involving all stake holders	1. Proper understanding on identifying attributes should be given 2. System analysis may be performed in areas of Student enrollment, Results, Progression etc

SPECIFIC AREA-WISE SUGGESTIONS

1. College Office

- a. Conduct periodic surveillance audits to maintain updated records.
- b. Provide spatial rearrangement and informative boards for better navigation.
- c. Implement a full-fledged digital enquiry facility.
- d. Ensure all software used is licensed.
- e. Maintain up-to-date postings in registers.





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- f. Install an electronic information display board at the campus entrance.

2. Programs, Curriculum, and Supportive Courses

- a. Start more postgraduate programs in line with NEP and stakeholder requirements.
- b. Maintain specific documents in departments regarding curriculum transactions.
- c. Categorize cross-cutting issues separately with specific mention.
- d. Emphasize a student-centric approach in all departments.
- e. Perform feedback mechanisms with proper guidance from IQAC.
- f. Establish a mechanism to monitor the quality of supportive courses.

3. Teacher Quality, Teaching Learning, and Evaluation

- a. Provide systematic training to all teachers on academic and extra-academic requirements.
- b. Encourage digital content development by teachers.
- c. Motivate teachers to pursue PhDs.
- d. Facilitate national and international exposure for teachers.
- e. Strengthen tutorial systems, especially at the undergraduate level.
- f. Implement continuous evaluation and formative assessment.
- g. Encourage blended teaching methods.
- h. Enhance overall institutional results.

4. Research and Extension

- a. Promote effective research activities and cultivate a research culture.
- b. Encourage R&D with a student-centered approach.
- c. Improve faculty and student publications.
- d. Implement college policies effectively on research projects and publications.
- e. Organize sensitization programs and outreach activities systematically.
- f. Consider adopting a village for outreach activities.


5. Administrative Staff

- a. Extend training to various segments of administrative staff.
- b. Ensure awareness of ISO quality standards among administrative staff.
- c. Provide training in e-governance and IT skills.
- d. Offer soft skills training to enhance staff relationships.

6. Governance

- a. Ensure alignment with the institution's vision and mission.
- b. Maintain an inclusive management system.
- c. Implement the development plan and policy document timely.
- d. Evolve a welfare policy for staff.
- e. Improve processing of student-teacher evaluations and PBAS.
- f. Provide specific professional training for both teachers and administrative staff.




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7. Infrastructure

- a. Address space constraints and ensure all necessary facilities are accommodated.
- b. Augment staff rooms and work environments in certain departments.
- c. Prioritize quality maintenance of lab facilities.
- d. Utilize existing facilities effectively.
- e. Ensure adequate facilities for physically challenged individuals.

8. Student Support and Progression

- a. Form a monitoring committee to assess the quality and need for add-on/certificate courses.
- b. Establish a health Centre on campus.
- c. Enhance the effectiveness of services offered through EDC and IIC.
- d. Provide opportunities for peer teaching to high-ranking postgraduate students.
- e. Establish a career assistance Centre.
- f. Intensify career counseling services.

9. Library

- a. Improve the overall ambience of the college library.
- b. Install RFID and other systems for better access.
- c. Encourage faculty members to utilize library resources effectively.

10. Green Initiatives and Inclusiveness

- a. Implement green campus initiatives effectively.
- b. Prepare a green calendar and protocol.
- c. Conduct regular green/waste/energy audits.
- d. Address gender equity concerns.
- e. Disseminate important information to students and staff through campus displays.

11. MoUs and Collaborations

- a. Encourage placement cell agreements with industrial establishments.
- b. Expand student exchange programs beyond project experiments.
- c. Ensure active participation in all MoUs.

12. Documentation

- a. Ensure teachers maintain work diaries and verify them regularly.
- b. Establish a unified documentation system.
- c. Monitor effective updating of departmental documents.
- d. Standardize documentation formats across the institution.

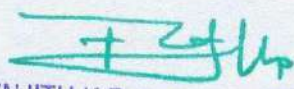
13. Statutory Committees, Clubs, Cells, and Associations

- a. Enhance the efficiency of clubs and cells.
- b. Ensure consistency in committee meetings and mechanisms.

14. Website

- a. Refurbish the website for better content and presentation.




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15. IQAC Initiatives

- a. Increase awareness of the National Education Policy (NEP) among staff.
- b. Provide training on data compilation based on the new NAAC format.
- c. Conduct training sessions on a unified documentation system.
- d. Offer guidelines on photo documentation and reporting.
- e. Provide training on Outcome-Based Education (OBE) implementation.
- f. Promote the use of Moodle across all departments.
- g. Conduct training sessions on curriculum development.
- h. Provide mentoring training for staff.
- i. Offer training for Non-Teaching Staff (NTS) on using new technology.
- j. Establish a finishing school for students.
- k. Raise awareness of NAAC among students and ensure their participation.
- l. Prepare for autonomous status.
- m. Develop a systematic framework for Performance Based Appraisal System (PBAS) and feedback consolidation.
- n. Redesign teachers' work diaries to incorporate all necessary requirements.
- o. Chart quality initiatives and future plans of IQAC.
- p. Develop a separate webpage for IQAC with all mandatory links.
- q. Ensure all departments, cells, clubs, NSS, and College Union maintain an activity register.
- r. Prepare an annual report of IQAC.

16. General Suggestions

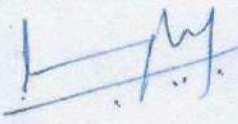
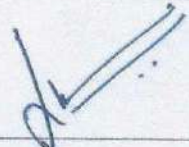

- a. Enhance quality in personal, professional, infrastructure, student outcomes, and administration.
- b. Organize structured induction/orientation programs annually for staff and students.
- c. Begin preparatory transformation towards autonomous status.
- d. Amend the development plan to align with NEP requirements.
- e. Emphasize a multidisciplinary approach in all activities.
- f. Devise standard formats for student attendance, activity reports, continuous evaluation, and outcome analysis.
- g. Take initiatives to enhance the interactive capacity of teachers.
- h. Provide smart boards for all departments.
- i. Institutionalize formative assessment through monthly test papers.
- j. Establish a Board of Studies to monitor and finalize syllabi for additional courses.
- k. Ensure verification of teachers' work diaries by respective HoDs.
- l. Digitize teachers' work diaries.
- m. Ensure insurance coverage for all students.
- n. Arrange specific training programs on various topics for staff.
- o. Encourage professionalism among staff members.
- p. Recognize IQAC as the quality command center and provide appropriate directives.
- q. Monitor teaching plans by HoD's.
- r. Promote awareness of cross-cutting issues and Sustainable Development Goals (SDGs) among students.
- s. Define a clear approach to remedial/tutorial/bridge classes.
- t. Raise awareness of constitutional obligations.



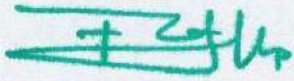

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- u. Encourage innovative teaching methods among teachers.
- v. Promote research collaborations and faculty exchanges.
- w. Establish a committee to monitor the quality of departmental publications.
- x. Ensure the impact of ISO certification is reflected across the campus.
- y. Improve the teacher appraisal system.
- z. Establish mandatory committees for feedback analysis, OBE, PBAS, and NTS.
- aa. Provide annual participation certificates to faculty involved in administrative activities.
- bb. Promote technology-assisted teaching in classrooms.

AUDIT TEAM AND SIGNATURE

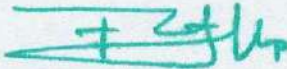
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Ms. Lakshmi Seethal U.	H.o.D. & Assistant Professor, Dept. of F.T. & Q.A.	
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AUDIT GALLERY




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