Report of the Academic Auditing held at Nirmala College Muvattupuzhaon 06 and 10 November 2017 by the Management constitutedcommittee consisting of Rev. Msgr. (Dr.) CherianKanjirakombil (Chairman), Rev. Dr. George Thanathuparambil (Secretary) and Rev. Dr. Gilson John CMI (NAAC Peer Team Member).

GENERAL OBSERVATIONS

The committee is pleased to register its happiness over the strenuous efforts taken by all teachers under the leadership of the IQAC co-ordinator in arranging facts and figures in a meticulous manner. The presentations, with a few exceptions, were superb. Hospitality and general ambience was good. Still, it is better to keep the following points in mind while presenting yourselves before the real NAAC peer team.

1. Remember that the team is always time conscious. The PPT presentation should not exceed seven minutes. The presentation should be arranged in such a way that the strength of the department is communicated to the team in the first minute itself. The slides should be legible, clear and unambiguous with very minimum words. At the end, the team should get an impression that more things are left unsaid.

2. An interactive environment should prevail in the room. The team should get a feel that all teachers are involved in the process in one way or the other.

3. Criterion wise presentation is advisable. Only the strong points in each criterion need to be enumerated. While presenting the points, the thrust areas of the accreditation process should be kept in mind.

4. Avoid reading the slides verbatim. Translate the slides in your own language with very limited words.

5. Avoid negative comments about the situation prevailing in the institution, even if they are factual. You can convert an inadequacy as a proposition.

6. Don't offer lame excuses for your failures or inadequacies. Instead, convey your determination to improve the situation.

7. Campus- community partnership is a thrust area of NAAC. Therefore, any activity which can claim a linkage with the neighbourhood should not go unnoticed.

8. Grievance redressal mechanism should be put in place at the department level. Keep a record of action taken report on each complaint received.

9. Collaborations with other establishments/ institutions should be given due projection. Keep an account of income generated and the purpose for which the money has been utilised.

10. Every teacher is expected to keep record of activities done in the Personal diary in a serious and systematic manner.

11. Each department is required to make a SWOC (strength, weakness, opportunities, challenges) analysis

12. Avoid spelling mistakes on the slides

13. It is better to conclude the presentation with a future plan.

CRITERIA WISE OBSERVATIONS

I. Curricular Aspects

1. The focus can be on what extra you are giving to the students. Therefore, the add-on programmes, certificate courses, skill training, spoken English/ Hindi classes, value education etc. which are given outside the prescribed University syllabus can be projected. All departments cansay how they are motivating the students to make use of the facilities in the Language Lab, Computer Lab and Library.

II. Teaching, Learning and Evaluation

1. The programme specific outcome and course outcome have to be delineated. A mechanism be put in place to examine the attainment levels in terms of knowledge, skill, attitude, and values of students. In case the attainment level is found to be short of expectation, explain what remedial measures are initiated.

2. Highlight measures like remedial classes, bridge courses and personal counselling imparted to the benefit of disadvantaged learners, with proper documentary evidences.

3. Convince the team that the department has the practice of preparing teaching plan and academic calendar.

4. Establish the facts that the students are accessing e-learning platforms like MOOC, e-Patashala, Google class room etc; with documentary support.

5. Prove that the departments are providing incentives to advanced learners in terms of scholarships, mentoring, career guidance, academic counselling etc. with sufficient evidences.

6. Establish that we are practicing innovative methods like problem based learning, case studies, field trips, group discussions, e-learning, web based assignments etc. in tune with the technological advancements taking place in the larger world.

7. Also, show that we are providing ICT enabled education with the help of multimedia, simulation, power point etc.

8. Convince the team that our pedagogy is more student centric rather than teacher centric. Therefore, we have to project that we have a vibrant student life on the campus full with activities like competitions, debates and programmes.

9. Substantiate that we have an excellent feedback mechanism through which we consult all stake holders like students, parents, alumni, employers and academic peers

on our teaching learning process to improve the quality of our services. Documentary proof is essential.

10. Prove that we have a transparent evaluation system and grievance redressal mechanism to address the complaints of students on the quality of evaluation.

11. Prove that we are arranging so many external academic lectures for the benefit of students. You can list out the prominent scholars who have interacted with your students.

12. Establish that your academic results are far better than the University average for each programme.

13. Substantiate that meritorious students are seeking admission in your department and there is only very limited dropout rate.

III. Research Innovation and Extension

1. All publications of teachers, irrespective of the period of publication, can be displayed; because it adds to the quality of our teachers. But only the publications of 2013-2017 period be included in the SSR or PPt.

2. Published seminar proceedings also can be included.

3. Convince that the college management is giving sufficient incentives and encouragement to research and extension activities, such as financial support to organise seminars and lectures, duty leave for attending seminars, registration fee for seminars/ conferences and promotion to do Ph.D. and Research projects.

4. Financial resources mobilised out of research projects and extension activities should be highlighted.

5. Number of Ph.Ds awarded from research departments should be highlighted.

6. Orientation and training given to students on developing research aptitude like project works, field visits, nature camps, exposure visits to research institutions motivation to attend seminars and workshops also could be highlighted.

IV. Infrastructure and Learning Resources

1. Claim that you have state of the art facilities for ICT enabled education with adequate number of electronic gadgets like computers, LCD Projectors etc and they are optimally used by the student community.

2. The Number of books and journals related to your subject available in the library can be given attention to.

3. The practice of maintaining departmental libraries may be done away with. All books should be kept in the central library, extending access to all teachers and students, irrespective of their subject of study.

4. The physical infrastructure in the class rooms and laboratories like fans, television screens, LCD Projectors, Lab equipment can also be explained.

5. The wi-fi facility, if available, in the Labs and library will add to our credentials.

6. The students should be encouraged to access e-resources like INFLIBNET.

V. Student Support and Progression

1. Prestigious scholarships like INSPIRE, Prathibha, Suvarna Jubilee, Single Girl Child etc. should be highlighted along with other scholarship/ grants awarded.

2. Convince that you have a mechanism to prompt the students to apply for scholarships and grants.

3. Coaching classes for NET/ JRF and competitive examinations, career counselling and placement drives can be highlighted.

4. Efforts to motivate students in activities like NSS, NCC, Debates, Sports and Cultural events can be given due weightage.

5. The number of outgoing students proceeded to higher studies and jobs can be projected.

6. The profile of the prominent alumni will strengthen your argument that the department has a good progression rate.

7. You can take credits for the achievements of your students in NSS, NCC, sports, arts etc, as well.

8. Mechanisms for poor aid, remedial coaching, mentoring, grievance redressal, tutorial, counselling also should be delineated

VI. Governance, Leadership and Management

1. Project that democracy exists in your decision making process at the department level. Details of staff meeting, academic plan, work distribution, time table preparation should be explained.

2. Establish that you are getting sufficient support from the management for your academic and infrastructural development.

3. Annual financial plan and future plan also should be prepared.

4. Alumni contribution in any form is to be projected as a welcome trend.

VII. Best Practices

1. Departmental practices like manuscript magazines, feedback mechanism, online submission of assignments, add on courses, plastic shredding, mushroom farming, NET coaching, charity fund, book banks, maintenance of botanical/ spice/ butterfly gardens can be included.

2. The Commerce and Economics departments can keep a notice board outside their staff rooms indicating the currency exchange rates and stock indices with daily updates.
3. The English departments can arrange debates in English, screening of English films, facilities for listening BBC news etc.
4. Peer teaching can be introduced in all departments as a best practice.
5. Computer Science departments can take up computer literacy programmes for the local people in the neighbourhood.
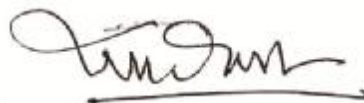
CONCLUSION

The attempt, in this academic auditing, was just to assess the inherent strength and weaknesses of each department. The team, therefore, gave a patient attention to what is in store for you. Obviously, we did not get time to verify the files/ documents presented before us. We intend to constitute another team for verifying and validating the available data. Probably, we will have another mock visit in the next semester.
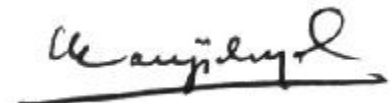
We are impressed with the performance of individual departments/ units and the college as a whole. But, still there is room for improvement. We hope, in the days to come, all segments of the college will work united and tirelessly towards the ultimate goal of maintaining desirable standards in the educational services of the institution.

Dr.Gilson John CMI   Fr. Dr. George Thanathuparambil   Mgr. Dr.CherianKanjirakompil
External Member   Secretary   Chairman