



NIRMALA COLLEGE

MUVATTUPUZHA

ACADEMIC AND ADMINISTRATIVE AUDIT 2018-19

[Dates: October 5 & 6, 2018]

Audit Team

| SL. NO | NAME | DESIGNATION |
|---------------|---------------------------|--|
| 1 | Dr. Ignacimuthu S J | Former Vice Chancellor, University of Madras |
| 2 | Dr. Suresh Mathew | Professor, School of Chemical Sciences, MG University |
| 3 | Dr. Jacob John Kattakayam | Former Director, Academic Staff College, Trivandrum |

General Observations

1. Departments have to modify their department profile to include the certificate courses and value added courses offered. The departmental best practices can also be included.
2. In addition to the result analysis of the IQAC, departments have to do in depth course wise result analysis by comparing the results with university averages.
3. The minutes book of some departments do not reflect the activities undertaken by them. Department minutes book should include agenda, resolutions and action taken reports.
4. The activities of the departments should be displayed in the website.
5. A hand book of POs, PSOs and COs shall be prepared department wise.
6. The profiles of faculty should be given in the website.
7. Departmental academic plans should be given on the department notice boards.
8. Departments should prepare a three-year strategic plan.
9. There should be separate file for student progression and placements.
10. The department advisory committee should review the attainment of course outcomes.
11. The syllabus for remedial and bridge courses should be updated.

Significant Achievements

1. Digitalisation of Teaching and Learning Process
2. MHRD approved Institutional Innovation Council
3. Implementation of Green Protocol for the college
4. Swachhta Ranking Team visit 2018 and 2019(Only 3 colleges included from the state)
5. Institutional subscription to Plagiarism software
6. New research centre in English Department.
7. Teachers ventured into e-learning and digital content creation.

I. Curriculum Aspects

- a. UGC sponsored B.Voc Programme in Logistic Management started
- b. Four new employability focussed certificate courses are introduced.
- c. 294 students got enrolled in newly introduced certificate courses. This number can be further increased.
- d. The number of job oriented certificate courses shall be increased.
- e. There should be more field based inquiry in the curriculum delivery.
- f. Though the college offers a value education course to the entire students, proper documentation of the same is not done.
- g. The online mechanism adopted for 360^o feedback is good.
- h. More FDPs shall be organised for newly introduced courses.

II. Teaching, Learning and Evaluation

- a. The demand ratio for the programmes is very high and it shows the brand equity of the institution.
- b. The action taken report of result analysis should be maintained by the departments.
- c. The institution has a mentoring and remedial policy in place.

- d. The syllabus of remedial teaching should include the basics the subject.
- e. The improvements through remedial coaching can be filed by departments.
- f. The institution employs new methods of evaluation such as online quiz, book review, etc.
- g. PAT should be implemented at UG level also.
- h. IQAC should take appropriate steps to improve the pass percentage above 90%.
- i. The teachers use MOODLE and Google Classroom platforms for effective teaching.
- j. An online question bank is made available to the students.

III. Research, Innovations and Extensions

- a. The college received funds amounting to nearly 6 lakhs during the academic year.
- b. 14 PhDs have been produced by the research centres.
- c. Postgraduate department of English got elevated as research department.
- d. 48 new publications in UGC listed journals.
- e. Institution subscription to plagiarism software.
- f. Students projects should have plagiarism free certificate.
- g. The performance of the college on extension activities is outstanding.
- h. Better documentation is needed for internship projects and MoUs.
- i. The College has been sanctioned a whopping sum of Rs.2 crore under the RashtriyaUchatarShikshaabhiyan (RUSA).
- j. The Union Government has selected the college for the Unnat Bharat Abhiyan (UBA), by which the college is entrusted to carry out community services in five neighbouring villages. The grant is to the tune of Rs.50000 for each village per year.

IV. Infrastructure and Learning Resources

- a. The administrative office of the college is now shifted to state-of-the art building newly constructed.
- b. The campus has now got two beautiful gateways for restricting the trespassers.
- c. Extension new block
- d. Opened the Mini Theatre on the campus
- e. Seminar halls, class rooms, LCD projectors are newly added.
- f. New library software KOHA introduced.
- g. Digital library facility and e-learning centre added.
- h. The class rooms should be 100% ICT supported.
- i. There should be provision for lift.
- j. There should be Central server facility in the college.
- k. 1600 new books and 9 new journals are added to the central library.
- l. Bandwidth upgraded to 200 mbps.
- m. The college has spent more than Rs. 2 crores for academic and physical facilities during 2018-19.

V. Student Support and Progression

- a. 196 students got placement.
- b. The college should conduct more in house placement drives.
- c. The college should showcase prominent alumni list.
- d. Departments should highlight winners in NET/JRF examinations.
- e. There should be a register for placement and student progression department wise.
- f. There should be a list of e-grant awardees in the department.
- g. The NSS unit of Nirmala College is bestowed with Best NSS Unit award for its achievements in 2017-2018.
- h. Students should be encouraged to participate in seminars and conferences.
- i. The college should increase the student progression to above 40%.

VI. Governance, Leadership and Management

- a. Strategic plan for 2019-20 should be prepared in tune with the RAF.
- b. The comments made by the students should be brought into the managing board.
- c. There should be remedial measures on the feedback on curriculum and institutional performance and the same should be communicated to the students.
- d. The participation in peer evaluation shall be increased.
- e. The coverage of e-governance shall be enhanced.
- f. Computer literacy of the non-teaching staff can be improved.

VII. Institutional Values and Best Practices

- a. The college has many best practices. The college has institutionalised Nirmala Hastahm and Digi-Campus initiatives.
- b. The college is distinctive in college greenery, oxygen park, swachh campus initiatives, etc.
- c. The departmental best practices should be highlighted in their presentations.

Conclusion

Though NAAC has not suggested any criteria for AAA audit, we have taken NAAC criteria in the RAF for this academic auditing. From the rigorous evaluation, we understand that the performance of the college is impressive in all aspects. The areas where the college needs improvement are indicated in the general observations.

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Ranked on the 91st position among the colleges in India
by the NIRF Rankings 2017 and accredited by NAAC with B++ grade

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