

2020-21

Academic Year

Academic & Administrative Audit Report

Audit Visit on 13-02-2021 by
Dr Anish Paul and Mr Ajay Joseph

**JPM College of Arts &
Science**



Schedule of Audit

Name of External Experts:

- (1) Dr. Anish Angadiath, Assistant Professor, Bharatha Matha College
Thrikkakara, Ernakulam
- (2) Mr. Ajay Joseph, Assistant Professor, Bharatha Matha College
Thrikkakara, Ernakulam

Saturday 13 February 2021

8am to 9 am	: IQAC (Venue: IQAC Office)
9am to 9.15am	: Library (Venue: Seminar Hall)
9.15 to 10am	: NSS, WDC, Placement Cell, NCC, IGNOU (Venue: Seminar Hall)
10am to 10.10am	: Break
10.10am to 10.40am	: Department of English
10.45am to 11.15am	: Department of Commerce
11.20am to 11.50am	: Department of Computer Science
11.55am to 12.20pm	: Department of Management
12.25pm to 12.50pm	: Department of Tourism
12.50pm to 1.30pm	: Lunch break
1.30pm to 1.55pm	: Department of Economics
2pm to 2.20pm	: Department of Social Work
2.25pm to 2.40pm	: Office (Venue: Seminar Hall)
2.40pm to 3pm	: Visit to Library, Computer Lab, Office, etc.
3pm to 4pm	: Interaction with IQAC, Criteria Coordinators and Joint Coordinators, HoDs, and College Administration, session-1(Venue: seminar hall)
4pm to 4.15pm	: Coffee break
4.15pm to 5.30pm	: Interaction session-2 (Venue: Seminar hall)
5.40pm to 6.50pm	: Interaction with College Administration session 1(Venue: Ashram)
9pm to 10pm	: Interaction with College Administration session 2(Venue: Ashram)

Introduction

John Paul Memorial Arts and Science College is a pioneer institution promoted by noble visionaries with a view to bringing the people of the educationally and economically challenged agrarian families of the 'High-Range'; irrespective of religion, caste or creed. The College is affiliated to Mahatma Gandhi University Kottayam and occupies a premier position in the academic sphere with seven undergraduate and five postgraduate programmes. The College has ISO 9001:2015 certificate. It is also a Regular Study Centre of Indira Gandhi National Open University (IGNOU).

Objective & Scope of the Audit

The Principal, Dr. V V Georgekutty and Manger Fr. Joby Vellaplackal at a preliminary meeting, held on 12-02-21, with the audit team members outlined the broad objectives of the academic audit as an independent assessment of the College by an external peer team. Accordingly, the audit team decided to look into the prevailing situation at the College along the following aspects in NAAC Accreditation process and its progress.

Scope

- NAAC SSR Review and documentation process
 - Methodology of teaching and learning conducted for the different courses run by the College
 - Functioning of the Library and Computer Facilities
 - Examination and Evaluation system
 - Activities of the Internal Quality Assurance Cell
 - Outreach Programmes conducted by the College including the NCC and NSS Programmes
 - Alumni/ae and their contributions to the College
 - Opportunities and Scope of improvements in the major functional areas
- The team is empowered and expected to express views and give suggestions for the improvement of the systems being followed by the College.

Methodology

At the meeting (held on 13-02-21) with the Manager, Principal, the Vice Principal, Coordinator – IQAC in the morning, a presentation was made by the IQAC Coordinator which gave a general and broad profile of the facilities and activities of the College and Draft Self-study report of the college . The new facilities added and the new campuses that are in the process of being developed also found mention. The Audit team began their visit to IQAC; visit the various departments and facilities, for brief interactions with the faculty of each department, the students of the department streams and the support staff. Visits to the laboratories, Computer facilities, the Library and some of the other facilities of the College were accommodated in the schedule arranged by the College to enable the Audit Committee to acquire relevant first-hand information. Based on the information/data gathered from the available documents and the interactions afforded with the different component of the components of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the body of this report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

Observations and Suggestions

College Infrastructure

- Well developed and maintained Campus
- Adequate facility for learning and imparting Knowledge.
- More disabled Friendly campus to be embedded to the infrastructure.
- A conference hall for small meetings will help to convene council and IQAC Meetings.
- Seminar Hall with interactive ICT enabled board can be added.
- More Sign Boards shall be placed for more information's.

- Increasing the number of ICT enabled Classrooms is advisable to increase the score for NAAC and also digitalise the learning platform.

Internal Quality Assurance Cell (IQAC)

- Efforts of IQAC for preparing SSR and Imparting Quality in JPM are appreciable.
- An individual room for IQAC with ICT facility is advised for its efficient implementation of plans and filing process.
- Monthly meeting of IQAC is suggested.
- Minutes of IQAC shall be more precise and Action taken report of each pervious meeting shall be included in the minutes.
- An annual IQAC report also should be published including all academic and non-academic reports of activates in the college.
- The Documentation process shall be more convincing, mere photographs or list is not treated as sufficient supporting documents.
- Every activity should have a report (including Photograph) with the attendance sheet duly signed by the participants and the organisers.
- An Entry Level Test is to be started with IQAC giving specific directions on its conduct in each department.
- Teacher's dairy for the academic year shall be instituted by IQAC.
- Draft SSR prepared should be redrafted and many of the supporting documents shall be reworked according to the SOP.
- Very few alumni activities were identified; it is advised to increase the alumni meets and alumni interactions.
- MOU and Linkages if possible prepare on Stamp Papers.
- Centralised Internal examination Committee was missing.
- ADD on Course Committee shall be constituted.

- Institutional Strength, weakness, opportunity and challenges shall be identified and should be re drafted in SSR.

Library

- The Central Library has excellent books, journals, dailies and reading room facilities. The Library is extremely well stocked and boasts of an impeccable overall cleanliness. It stands out as one of the proud accomplishments of the College.
- OPAC and Digital library is definitely a praiseworthy effort of the librarian and college authority.
- Computerized gate log in and Log out is suggested.
- Increasing the number of computers in library may increase the access of Infilbnet, N List and other E books for reference.
- Purchase Kindle is also useful for eBook access.
- There is a requirement of feedback mechanism in place so that students may share their views and requirements freely.
- Visit to Best library in nearby institution is also suggested for the librarian and management team for better knowledge on nuances in library system in the present scenario.

NCC

- At its Infant Stage, very active in the college.
- Action Plan to be prepared.

NSS

- Activities are satisfactory.
- Contributions to the college shall be mentioned.
- Acton Plan for future was missing.

Placement Cell

- Increase the number of Placements.
- Career guidance activities also can be embedded.
- Full time placement officer is advisable.
- Bank and PSC Coaching can be started.

Departments

The Team visited 7 departments and found that the documentation of all departments were not up to the mark and was not concurring with the NAAC documentation process. The efforts taken by all head of the departments and faculty members are highly appreciated as this was there first-hand experience on NAAC and academic audit process. But still as a college with higher potential and growth opportunity the team observed that the documentation process needed to be more systematic and highly criteria oriented which can be convincing. Many departments only had meager list of activities and photographs of events. For NAAC process this won't be enough and a special effort is to be taken by IQAC for strengthening the documentation process. A Common format of doing things has to be maintained.

The efforts of department of Management is commendable as the files prepared by the near to the needs of the NAAC, which can be again reworked to the perfection. The team observed that the documentation of departments like English, commerce, economics and computer science should be improved a lot before next process of audit.

In spite of their infancy stage of the department the audit team applauds the efforts of department of social work for the deliberate efforts on the NAAC outreach and extension works. Along with that team also reminds the department to document their works more precisely.

Concluding Remark

Based on the one day audit following general suggestion are to be made by the team

1. Keep a Department profile- Programmes offered, Number of students in each programme, number of male and female students, number of reservation students, number of students from outside the state (can include students with qualifying degree from outside Kerala), journals subscribed (even if given to general library), scholarship obtained, list of student projects, list of MoUs, list of linkages, details of field trips, field projects, dropout ratio, faculty achievements, student achievements, separate for sports and cultural activities.
2. Modify or make Department Minutes book in the following manner:
 - a. It should contain Agenda, Action taken report and Resolutions.
 - b. Every year, every activity planned and executed, including the commencement and completion of Add-on course should be recorded in the Minutes book.
 - c. Grievances, if any received, should be recorded in the Department Minutes Book. If no grievances, it should be recorded at the end of the year that no grievances were received.
 - d. Result and result analysis should be recorded. Find university average and make comparisons.
 - e. All the present members should sign in the Minutes Book.
3. Remedial, mentoring, and advanced students' registers should contain students' signatures- So make new ones.
4. Departments with sophisticated instruments should maintain a log book(Details of use)

5. All departments should keep an account book with details of all money transactions (including the funds collected from students for various activities. This should be countersigned by the HoD and the Principal.
6. A forms and B forms should be displayed to the students for transparency in evaluation.
7. A copy of the departmental Strategic Plan (including plans for the next three years) and Academic Plan should be kept in the departments. It should be countersigned by Principal.
8. Make a list of the publications of faculty and students of the department with details like impact factor and h-index.
9. Keep a copy of the Action Taken Report on the Stakeholders' Feedback on curriculum. (It can be in the form of a letter to BoS forwarded through proper channel, i.e., Principal).
10. Kindly ensure that the MoUs are sealed and signed by both parties. Every page should be signed.
11. Keep a detailed Faculty Profile in tabular form. Details like Names, qualification, years of experience, membership in various bodies, awards and recognition received to be recorded and copies to be maintained.
12. Keep syllabus for Remedial and Bridge Course. Keep an annual report of Remedial, Advanced and Mentoring activities. (How many students from each class, how many classes during the semester, improvement? Impact?)
13. File details of e-grants in the departments (Details will be made available)
14. Keep details of student scholarships received (other than e-grants)
15. Student progression (Alumni Engagement) files to be maintained in tabular form. The details of each alumnus should be available year

wise- where(or whether) they went for higher studies, details of placement, current employment details etc., alumni contribution

16.POs, PSOs and Cos to be maintained.

17.Activity records to be maintained.

18. Keep a SWOC analysis of the department.

19. All club coordinators should keep a proper Minutes Book. And submit an annual report

The Committee members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to them during the audit.

DR ANISH PAUL

MR AJAY JOSEPH

13-02-2021
