



# **CHRIST NAGAR COLLEGE**

**INTERNAL QUALITY ASSURANCE CELL**



## **Academic and Administrative Audit (AAA) 2019-2020**

**CHRIST NAGAR COLLEGE  
TRIVANDRUM**

**REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT**

**DATE OF AUDIT: Jan 2020**

**AUDIT TEAM:**

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Mar Ivanios College  
Trivandrum**

**Prof. Harry Cleetus  
Former Principal, St. Albert's College  
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**General Obsevation**

1. An IQAC room has to be set up and should be functional
2. Documentation procedure in the Departments are satisfactory and has followed a common pattern
3. Departmental activities are to be recorded and serious efforts to be made to document the activities
4. It is advised to hold review meetings on the new NAAC accreditation process
5. New Courses with employment opportunities may be started
6. Teacher quality empowerment should be a priority. New teachers should be given proper Induction.
7. An effective system of monitoring student progression has to be evolved
8. Facilities for the Differently abled has to be improved.
9. SWOC analysis and a strategic plan should be formed
10. Student council should be given an intensive training on Institutional need.
11. Students have to be involved in decision making process
12. Green / Waste / energy audits has also be performed

13. Institutional extension activities can be in collaboration with NGO's

## **NAAC CRITERION WISE RECCOMENDATIONS**

### **Criterion 1**

1. Curriculum delivery process has to be diversified and a common system of student attendance is advised
2. More number certificate courses may be started
3. Cross cutting issues are to be addressed specifically
4. The Internal evaluation is conducted as per the academic colander
5. The Academic calendar is followed strictly
6. Feedback on curriculum need records of analysis and corrective measures

### **Criterion 2**

1. Student Enrollment for reserved category is not satisfactory
2. Use of ICT by teachers should be encouraged
3. More FTP's may be arranged especially for Mentoring, ICT and OBE
4. The total number of teachers are in accordance with the requirement.
5. An Outcome evaluation committee may be formed and the process should be initiated immediately
6. The annual pass percentage has to be improved.
7. Feedback process should follow NAAC requirements

### **Criterion 3**

1. The Institution can look into mobilizing supportive funds from NGO's and other sources
2. More seminars and workshops on selected topics could be conducted
3. Teachers should be encouraged for publications in notified journals
4. The college may initiate social activities according to NAAC requirements
5. Documents are to be kept for student participation in extension activities
6. The Institution has to enter into more mutual agreements in quality enhancement, exchange programmes, and trainings

**Criterion 4**

1. The overall layout of the Library is satisfactory Library usage, subscriptions, Total books and digitalization has to be addressed further
2. A section for Journals to be allocated
3. ICT facilities need improvement
4. Laboratories are kept clean. A log book of usage may be maintained

**Criterion 5**

1. A grievance redressal mechanism functions in the campus
2. Student progression details should be kept by a placement officer
3. Special coaching may be arranged for competitive exams
4. More opportunities could be initiated in sports and arts
5. Student council activities are to be diversified
6. The institution may support the formation of a registered Alumni association

**Criterion 6**

1. A SWOC analysis should be carried out and a Strategic plan has to be developed with logframe planning
2. College should look forward for total e-governance
3. FDP's are to be arranged for teachers
4. Management should support Faculty empowerment
5. Administrative staff should be trained for supportive activities
6. AAA and Personal appraisal of the staff has to be systematically processed.
7. Welfare measures initiated for the staff are satisfactory
8. IQAC has to be strengthened with more collaborations for quality enhancement

### Criterion 7

1. Alternate energy sources has to be explored
2. Waste management system requires improvement
3. Green/Energy/Waste audits are to be conducted
4. Disable friendly facilities should meet NAAC requirements
5. Web site should contain the Code of conduct, Institutional polices and other NAAC requirements

### Reccomendations

1. Although a quality culture exists in the campus, more initiatives are expected from IQAC
2. Training should be given to the staff members on professional skills
3. Focus should be given to the holistic development of the students
4. Support activities has to be strengthened
5. College should prepare for NAAC accreditation at the earliest

The above report was prepared according to the documented evidence and all observations as suggestive for further improvements and corrective measures.

1. Fr. Dr. Gigi Thomas



2. Prof Harry Cleetus

