



# **CHRIST NAGAR COLLEGE**

**INTERNAL QUALITY ASSURANCE CELL**



## **Academic and Administrative Audit (AAA) 2021-2022**

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To  
The Principal  
Christ Nagar college,  
Trivandrum, Kerala.

7.2.2022.

Dear Madam,

Greetings. Thank you very much for the opportunity to visit your college and interact with your faculty. As you know, UGC has made it mandatory for the colleges to get accredited by NAAC and already certain grants are linked to the grades obtained by the colleges. Further, introduction of new courses, approval of appointments by the government will be possible only if the colleges have valid accreditation. Hence, it is the right time that you have taken steps to go for your first cycle of accreditation. In this context, this exercise of Academic auditing will help you to prepare your SSR. Please find my observations during the Academic audit at your college on 3<sup>rd</sup> and 4<sup>th</sup> February, 2022 and suggestions for further actions.

#### **Criterion 1: Curricular aspects.( 100 marks)**

As an affiliated college, you cannot start any programme on your own and unfortunately Kerala University is not offering any diploma/certificate programmes. But, there are marks for introducing new programmes by the college. All the departments have to identify their field of specialization and design syllabi for Add on programmes at certificate/diploma levels and try to get funds from agencies like UGC. For example, maths department can offer a certificate programme on “Maths for competitive examinations” and Computer science department on “ Microsoft office”.

Every department should offer some certificate programme which may be useful to all the students or most of the students. Efforts must be made to ensure that a vast majority of the students are learning one or many of these additional programmes on a continual basis.

A systematic feedback survey on curriculum from the different stakeholders have to be carried out and the findings to be placed in your college website.

#### **Criterion 2: Teaching Learning evaluation.(350 marks)**

There are 30 marks for the special programmes for advanced and slow learners. The mechanism to identify the slow learners and advanced learners at the earliest and steps taken by the college that ultimately will produce positive results have to be carried out and systematically documented. For example, in a first year class if you identify 20 slow learners in the middle of the first semester, the numbers have to gradually get reduced in the subsequent semesters to show that your remedial

measures are good. Colleges generally neglect the advanced learners. They should be encouraged to take internships in nearby reputed institutions, take up independent projects and join reputed universities for their higher education.

LMS is a new concept to colleges. Learning management system (LMS) is a software application or Web-based technology used to plan, implement, and assess a specific learning process. Typically, a learning management system provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance. Departments may be asked to make an initiative on LMS. Under innovative method of evaluation, on line submission of assignments of the students can be tried.

Field visits and educational tours have to be organized by all the departments to give a good exposure to the students. Kindly ensure that these trips are taken seriously by the departments. For example, if a department goes to a University and subsequently your students are joining there or visit an industry and subsequently get internships or possibly jobs it will be appreciated.

Committed faculty is your strength. The keen interest shown by the faculty is very much appreciated. Number of faculty having Ph.D. as of now is low. The remaining faculty should be encouraged to get the doctoral degrees at the earliest. Also, all future appointments can be only for Ph.D. holders.

Separate notice boards on anti ragging cell and prevention of sexual harassment cell stating that these are offence under the acts ( specify the acts) and punishable and the contact numbers in case one needs help have to be displayed in all buildings. These cells along with Grievance cell have to be functional, meet at regular intervals and the minutes of the meetings to be documented systematically.

### **Criterion 3: Research, Innovation and Extension.(120 marks)**

Research promotion Cell with IQAC has to help the teachers to get funds from the funding agencies like UGC, DST, DBT, DRDO, CSIR and so on. Regular information on the nature of funds, time to apply and possible financial help to apply to be considered by the college.

Financial assistance to publish papers in International journals, Best Researcher annual awards separately for Arts and Sciences are some of the moves that will inspire the faculty to go for research and publication. A seed money by the management for this purpose may be considered. Senior faculty with long experience may be asked to write books on their subjects. Even students may be motivated to bring out in- house journals and books.

For the Extension activities, you adopt villages near your college and most of your extension activities can center around these villages. This will be a good move as you can focus on the needs of these villages and after some time you can have concrete evidence for the success of your extension activities. Also, please request the departments to come out with extension activities related to their curriculum that will help the villagers. These activities have multiple benefits for you while you prepare your SSR.

MoUs have to be formal with written documents spelling out the roles of the partners. You can think of a few with your university departments or government agencies.

#### **Criterion 4 : Infrastructure and Learning Resources( 100 marks)**

A good Physical infrastructure is a definite advantage. Provision of drinking water and clean toilets in every building is to be given top priority as they will be considered by the Peer team. Separate rest room facilities for girls with provision of napkin and incinerator are a must.

While physical infra structure of the Library is good, the number of volumes is low. More volumes, preferably text books for the students may be added in good numbers. More computers to be provided to the Library.

IT infrastructure needs significant improvements. Every department is to have at least one class room with ICT facility. The present computer lab serves only department students and computer access to other students should be made available. Also, departments to be provided with computers along with printers.

#### **Criterion 5: Student support and progression.( 130 marks)**

The scholarships and other financial help to the students by the management has to be maintained and possibly hiked every year. Regular soft skill programmes and Yoga and meditation facilities also can be considered.

The student progression has to be monitored by the tutors concerned and proof of admission has to be obtained from the students and documented. All PG departments have to inspire their PG students to qualify in NET,SLET and other competitive examinations as it is the benchmark for student progression. All the departments have to organize Career development programmes on a regular basis as it will help the students to know the various avenues available to them. Alumni association activities at the department levels and college levels have to be documented properly.

#### **Criterion 6- Governance, Leadership and Management.( 100 marks)**

The vision and Mission statements of the college have to be displayed at the entrance of all buildings. Management has to prepare a strategic/perspective plan for the next 5 years related to new courses, buildings, IT facilities and it has to be displayed prominently so that all the stakeholders know the intent of the management. Welfare schemes such as fee concession for their children, special scholarships for teaching and non teaching staff to be implemented . Financial support to attend conferences/workshops and towards membership fee of professional bodies has to be done to motivate the faculty.

IQAC has to be strengthened by way of infrastructure and human resources. In the revised format of accreditation, documentation is to be given top priority as any claim by the college has to be supported by the uploading of documentary evidences. IQAC office needs more computers and qualified staff and has to work round the clock to record all the activities of the college as and when they happen. A system has to be built whereby the data and records come to the IQAC automatically. This is very important and has to be implemented.

Regular Academic and administrative audit by the same person will help you in streamlining your activities on an annual basis. This will be very helpful when you consolidate the data for your next accreditation.

**Criterion 7- Institution Values and Best Practices.(100 marks)**

As you have more girl students, more programmes on gender equity and gender sensitization may be conducted regularly. Installation of solar panels, creation of biogas plants with government subsidies may be considered. Replacing the bulbs with LED bulbs will be a good move.

Please identify your best practices which will help the college in academic or administration as suggested by the NAAC manual. Documentation of your activities under the best practices is very important. Finally, identify the uniqueness of your institution and describe how you are proud about it.

**Concluding remarks**

The immediate objective of the college should be to get accredited at the earliest as the introduction of NEP soon will complicate the accreditation process. Improvement of infrastructure facilities like repair and renovation of buildings, toilets, rest room for girls and provision of ICT facilities with broadband connections to be given top priority before you go for accreditation.

My best wishes to you.

Regards,

A handwritten signature in blue ink, consisting of a stylized, cursive name followed by a horizontal line.