



Kristu Jyoti College

of Management and Technology

An ISO: 9001 – 2015 Certified Educational Institution
Affiliated to M.G University, Kottayam
Approved by AICTE, New Delhi



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2021 – 2022

PERIOD OF ASSESSMENT 2021-2022

DATE OF AUDIT: 16th August 2022

The Audit Committee

1. Prof. Harry Cletus (Former Principal, St. Albert's College, Ernakulum)
2. Ms. Faimina B.S (IQAC Coordinator, Sree Sabareesa College, Murikkumvayal)
3. Fr. Joshy Cheeramkuzhy CMI (Principal, Kristu Jyoti College of Management & Technology)
4. Dr. Anu Antony (IQAC Coordinator, Kristu Jyoti College of Management & Technology)

AUDIT SCHEDULE

16th August 2022

Time	Activity / Department
8.30 – 8.40 am	Reception
8.40 – 9.10 am	Discussion with Principal
9.10 – 9.40 am	IQAC Office
9.45 – 10.30 am	Department of Commerce
10.35 – 11.15 am	Department of Computer Application
11.15 – 11.25 am	Tea Break
11.30 – 12.15 pm	Department of Psychology
12.20 – 1.10 pm	Department of Management
1.10 – 2.10 pm	Lunch Break
2.30 – 3.20 pm	Department of Geology
3.30 – 4 pm	Department of English
4.10 – 4.40 pm	Library
4.45 – 5.20 pm	IEDC – Inovus Labs

General Observations

- The Institution is a Minority College.
- Affiliated to Mahatma Gandhi University, Kottayam
- Progressive vision of the Management and Principal with a definite plan of action following a decentralised administrative framework.
- Qualified and committed faculty members with a mix of experienced and newly appointed
- The Institution is ISO certified
- Departments function in alignment with the institutional quality policies
- UG Programmes -07; PG Programmes – 4
- Faculty members - 78; Administrative staff - 22
- Total faculty members with PhD - 09
- The percentage of enrolment is good.
- Has a total of 1716 enrolled students.
- An active IQAC exists
- Preparing for the first cycle of NAAC accreditation
- Total Industrial MoU's - 06
- An IEDC Inovus Labs is provided in the Campus
- Adequate facilities are provided in the Library
- Sufficient area has been purchased for infrastructure augmentation
- Support services such as canteen, hostels and transportation are provided

Specific area-wise suggestions

College Office

- For keeping the office records updated, periodic audit may be performed.
- Fee collection and payment should be done in the bank extension counter within the premises or through online banking system
- A full-fledged digital enquiry facility is suggested
- All software that are in use should be licensed.
- Most of the registers are up to date in postings
- An electronic information display board may be installed at the entrance of the campus

Programmes, Curriculum, and Supportive Courses

- Needed documents may be kept in all departments regarding curriculum transaction, including Remedial Coaching reports, Tutorials, Bridge classes, Industrial visits, Educational tours etc.
- Relevance of cross cutting issues should be categorised separately with specific mention
- All departments have to resort to more student centric approach
- Feedback mechanism has to be performed and completed with proper directions from IQAC
- There should be a mechanism to monitor the quality of supportive courses such as add-on programmes, certificate courses, employability skill training, value added courses, skill enhancement programmes, spoken English classes etc. started by the departments.

Teacher quality, Teaching Learning and Evaluation

- Proper and systematic trainings should be given to all teachers on all areas of academic areas and extra-academic requirements.
- Professional skill development of the teaching faculty has to be insisted and monitored so that a higher level of educatedness can be ensured in the campus
- The digital learning content developed by teachers has to be appreciated.
- National and International exposure of teachers are highly suggested
- Blended system of teaching integrating technology has to be encouraged in accordance with the present day requirements
- Tutorial system has to be strengthened especially at the undergraduate level to enhance the learning process.
- Continuous evaluation should be implemented to monitor the learning process.
- Online evaluation systems can be introduced.
- More training has to be provided for all teachers in OBE. Outcome evaluation and analysis should be done properly. A monitoring committee may be formed for the purpose.

- The present method of Feedback on curriculum should be made more effective.
- All departments may be guided by IQAC for a Curriculum Audit.

Research and Extension

- The Innovation centre should encourage research and development with a student-centred approach.
- All departments can initiate Idea generation and design thinking.
- The publications of faculty and students should be improved
- College policy may be effectively implemented on Research projects and Publications by the Faculty members.
- Quite a good number of extension activities are undertaken by all departments.
- Sensitization programmes involving students in identified communities could be systematically organised.
- A committee may be formed to access the quality of extension activities promoted from the campus.

Administrative Staff

- Trainings may be extended to the office staff, security, attenders and other supportive personal.
- ISO quality standards have to be made known to the administrative staff.
- Training should be given in strengthening e-governance
- More training shall be given to improve the IT skills of administrative staff.
- Soft skills training is provided to enhance the relationship yearly between staff and student and staff and faculty.

Governance

- Through the proper planning the vision and Mission of the institution is followed.
- An inclusive system of Management was observed.
- A development plan and a policy document exists, with timely implementation.
- To all the staff sufficient welfare measures are provided.
- It was noted that the outcome of Student Teacher Evaluation and the PBAS are not processed effectively.
- Specific professional training for teachers and administration staff are very much required.
- Fund mobilisation cell should be strengthened. An effective fund mobilisation cell may be formed.

Infrastructure

1. Amidst space constraints, it was noted that sufficient care is being taken to accommodate all required facilities.

2. It is appreciable that additional land facilities are procured for faculty diversification in tune with the NEP and development plan.
3. Staff rooms/ work environment of certain departments have to be augmented.
4. Quality maintenance of lab facilities in most departments should be a major priority.
5. Quality of equipment and cleanliness must be given more attention.
6. Good and adequate facilities are given for the physical challenged.
7. ICT facilities should be effectively used.

Student support and progression

1. Monitor the quality and need of add on/certificate courses offered from the institution.
2. The services of innovation centre can be made more effective and student oriented.
3. Peer teaching should be promoted after official class hours.
4. A career assistance centre may be formed to extend support to students for international exams like IELTS or TOEFL.
5. Career counselling must be intensified to improve the attainment in competitive exams
6. A set of teachers can be trained for dedicated counselling.
7. Skill development has to be promoted by collaborating with external agencies.

Library

1. The overall ambience of the college library is good.
2. Appreciable efforts are taken to provide a better ambience for reading.
3. The implementation of library policy may be monitored.
4. Usage of library by the faculty members are not satisfactory.
5. The library centred activities like observation of library week and the individual awards instituted for the best library user among staff and students are highly appreciated.
6. An information display system can be set up in the front of library.

Green initiatives and inclusiveness

1. The college is resorting to a green campus concept.
2. Green/waste/energy audits were performed sufficiently.
3. Sufficient information has to be conveyed to students and staff regarding important days observed, national obligations, human rights, values etc through the general display system of the campus.
4. More emphasis should be given to the institutional best practice by all the departments.

MoU's and Collaborations

1. Placement cell of the college should be encouraged to have agreements with industrial establishments for the training and placements.
2. Students exchange with their other institution should not be confined to project experiments alone.
3. Every MoU should be active with at least one performed activity as per the NEP.
4. College should look into possibilities of collaborations with institutions for new areas of study as per the NEP.
5. National and international exposure of faculty should be encouraged.

Documentation

1. Teachers are maintaining a work diary. Ensure that the work diary of teachers is verified by the HoDs and the Principal.
2. Although the departments maintain documents, effective updating should be monitored by IQAC.
3. There should be a common institutional format for the documentation regarding student participation and attendance list Geo-tagging and report of various events.

Statutory committee's clubs, cells and associations

1. The committees, clubs and cells are ample to meet the academic and non-academic requirements of the students. However more effective events shall be organised to enhance campus experience and overall development of the students.
2. Systematic mechanism shall be implemented to ensure efficient functioning of the clubs and cells.

Departmental Observations

Post Graduate Department of Commerce

- Department files should be updated.
- Even though results are satisfactory, the department should do some remedial measures to eliminate the fail percentage.
- Five research holders and eight research scholars is a commendable achievement.
- Remedial classes for the weak students are not proper.
- Cross cutting issues addressed in the curriculum should be documented and maintained.
- Smart boards are used efficiently during online class.

Post Graduate Department of Management

- Should give more internships in good companies for getting branded exposure for the PG students.
- Should strive for departmental development through initiating more certification courses.
- Documentation should be in line with the institutional file requirements.
- Department website should be updated.
- Faculties should give more importance for research activities.
- Work environment in the staff room is fairly good.

Post Graduate Department Computer Application

- Fairly good documentation.
- All activities for the last year was compiled as an annual report.
- More career oriented add-on courses should be offered to students.
- MBPS of Wi-Fi facility should be increased.
- Placement statistics is satisfactory.
- Computer lab-1 should be updated and should modernized.
- Quality enhancement programs for staff in the area of advanced languages and coding can be initiated by the department.
- Results should be improved.

Post Graduate Department of Psychology

- Work environment in the staff room is fairly good.
- More extension activities shall be initiated in the department.
- ICT facilities should be efficiently utilized.
- Documentation is very good.
- Activities for the last year was compiled as an annual report.
- Facilities in the lab should be improved.

Department of Geology

- Add-on courses can be more specific and supportive.
- Work environment in the staff room is fairly good.
- Geology museum is well maintained and really an asset of the department.

- Cross cutting issues addressed in the curriculum should be documented and maintained
- ICT facilities are efficiently utilizing by the department.
- Teacher-student ratio is good.
- Should give more practical oriented assignments to the students.
- MBPS of Wi-Fi facility should be increased.

Department of English

- ICT facilities should be efficiently utilized.
- Website should be updated periodically.
- The number of add-on and certification courses should be increased.
- Quality enhancement programs for staff in the area of effective communication can be initiated by the department.
- Department should take remedial action to improve the results.
- Should give more attention for conducting remedial classes for students.

Cells and Clubs

- The cells and clubs should be more vibrant
- Socially committed clubs like NSS should undertake programmes which is more beneficial for the society.
- The Entrepreneurship development cells should consider the innovative ideas of all the students through contests or any other collective mode.
- Proper documentation in prescribed format is necessary for the activities undertaken by different clubs.
- More programmes should be initiated to improve the leadership quality of students.

Website

- The website updation seems to be very efficient and clear
- Continuous updation is mandatory for websites.
- A committee shall be constituted to refine the website to international standard.

IQAC

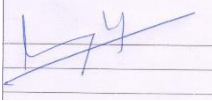


- Training on NEP should be organized for faculties.
- Training on OBE should be given.

- Proper documentation system should be maintained
- A unified format should be devised for report documentation
- An orientation on NAAC should also be given to the students.
- A systematic structure of feedback analysis should be followed.
- The provisions of PBAS should be made clear.
- Training on mentoring and student progression should be provided.
- Criteria wise evaluation seems to be efficient
- An activity register should be made for all clubs and cells.

General Suggestions

- The performance of clubs and cells must be given due focus.
- Programmes should be conducted to enrich the interactive capabilities of teachers.
- The canteen facilities should be improved.
- Green campus initiative must be promoted.
- The system of PBAS and evaluation should be properly communicated.
- The concept of cross cutting issues should also reach to the students.
- The practice of entry level examination for students must be continued.
- Innovative teaching methods must be adopted.
- The concept of capacity building in higher education has to be promoted
- Training sessions for administrative staffs must be conducted.
- Faculties are expected to impart high degree of professionalism.
- Faculties must always strive to increase their academic credentials
- The teaching plan as well as work diary should be continuously monitored by the HOD.
- The institution should identify unique best practices for the upcoming years.
- The concept of cross cutting issues should reach the students.
- The approach to Remedial/tutorial/bridge classes should be well defined.
- Research collaborations and faculty exchange shall be promoted.
- Monitor the quality of all general publications from the departments.
- Teacher appraisal system has to be improved and made more effective.
- Mandatory committees such as Feedback analysis committee, OBE committee, PBAS Analysis committee should be formed.
- Participation certificates should be given to the faculty for their involvement in administrative activities.
- Technology assisted teaching should be promoted further.
- Yearly confidential report of HoD's must be introduced.

Audit Team Signature:

<i>Name</i>	<i>Signature</i>
Prof. Harry Cleetus <i>External Expert</i>	
Ms. Faimina B.S <i>External Expert</i>	
Fr. Joshy Cheeramkuzhy CMI <i>Principal</i>	
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