# CRITERION 6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

**Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

## QUALITY INITIATIVES OF IQAC

## Academic and Administration Audit and Action Taken Report

| SL No | Item |
|---|---|
| 1 | AAA Report 2022-23 |
| 2 | Action Taken Report 2022-23 |

# Academic and Administrative Audit Report

# 2022-23

## CO-OPERATIVE ARTS AND SCIENCE COLLEGE, MADAYI
P.O PAYANGADI (R.S), 670358, KANNUR DT, KERALA
Aided by the Govt. of Kerala & Affiliated to Kannur University

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### Academic and Administrative Audit Report

### Year: 2022-2023

**Schedule for the Academic and Administrative Audit**

- **Date:** 18th March 2023
- **Venue:** Departments

**Audit Schedule:**

- 9.30 to 10.30   - PG Department of History
- 10.30 to 11.30 - PG Department of Commerce
- 11.30 to 11.45 - Tea Break
- 11.45 to 12.45 - Department of Malayalam
- 12.45 to 1.30   - Lunch Break
- 1.30 to 2.15   - Department of English
- 2.15 to 3.00   - Department of Management Studies
- 3.00 to 3.45   - Department of Mathematics
- 3.45 to 4.00   - Tea Break
- 4.00 - Exit meeting for all staff members at the Seminar Hall.

**Audit Team:**

1. Prof (Dr). Santhosh V.M, Principal, Payyanur College, Payyanur
2. Dr. Sajeesh T.J, IQAC Coordinator, SES College, Sreekandapuram
3. Smt. Latha E.S, Principal, Co-operative Arts and Science College, Madayi
4. Dr. Rajasree K, IQAC Coordinator, Co-operative Arts and Science College, Madayi

**General Observations:**

1. The college is located in the scenic Madayippara area and managed by Payyanur Cooperative Educational Society.
2. Adequate land is available for future infrastructure development.
3. The college is undergoing its 2nd cycle of NAAC accreditation
4. The college maintains an active IQAC.
5. It offers 6 UG and 2 PG courses, alongside diploma, certificate, and add-on courses also were offered.
6. Over the last 5 years, it has introduced 39 diploma/certificate and add-on courses.
7. Limited financial support has been received from government and non-government bodies in the past 7 years.
8. Faculty strength includes 34 members, with 11 holding Ph.Ds, and there are 8 non-teaching staff members.
9. The campus is equipped with Wi-fi facility
10. It has 28 active MOUs/collaborations.
11. The college library is well-facilitated to support academic needs.

12. The student population for 2022-23 totals 769

## Suggestions for Specific Operating Areas:

### Office/Administration:

- Maintain detailed records of funds from management, government, and other agencies.
- External financial audit is regularly done by DD office.
- Properly document admission records, academic records, registers, and recoeds of financial transactions.
- Facilitate all financial transactions through online modes.
- Implement a robust Learning Management System (LMS).
- Encourage the non-teaching staff to participate in professional development programs.

### Curriculum/ Programme /Academic Matters:

- Adhere strictly to Kannur University regulations, academic calendars, and curricula.
- Each department should maintain comprehensive documentation including syllabi, tutorial work, teacher's work diary, and certificate course records.
- Transition the curriculum feedback collection process to an online platform integrated with specific software.
- Establish effective monitoring mechanisms across the college under the guidance of IQAC.

### Teaching Learning and Evaluation:

- Provide enhanced support to teaching staff to attend academic sessions for improving academic excellence.
- Organize frequent professional development courses and workshops for faculty members.
- Encourage teachers to develop e-content and utilize e-resources effectively.
- Promote the adoption of online teaching-learning and evaluation systems.
- Implement structured processes for measuring and achieving Program Outcomes (POs), Course Outcomes (COs), and Program Specific Outcomes (PSOs).
- Focus on improving overall academic results through targeted interventions.

### Research and Extension:

- Initiate efforts to elevate departments to Research Departments.
- Conduct more research-oriented workshops and awareness programs.
- Foster a culture that encourages faculty to increase research publications.
- Facilitate collaborative extension activities within and outside the college.
- Establish a dedicated committee to monitor extension activities including NCC, NSS, and other clubs and forums.

### Infrastructure:

- Enhance infrastructure facilities to create a more conducive environment for teaching and learning.

- Increase the number of smart classrooms throughout the campus.
- Establish a centralized Student Facility Centre.
- Ensure each department is adequately equipped, including provision of browsing centre.
- Expand the library facilities to include a dedicated reading room for students.
- Provide sufficient infrastructure for sports and cultural events.

## Student Support and Progression:

- Enhance support for students through increased scholarships and endowments.
- Strengthen career counseling initiatives to facilitate student career progression.
- Activate the placement cell to provide more opportunities for student placements.
- Organize regular career orientation workshops to guide students towards higher education.
- Boost alumni engagement at both departmental and institutional levels.

## Green Campus/Sustainable Initiatives:

- Leverage the natural scenic beauty of the campus through sustainable initiatives.
- Conduct regular green and energy audits to improve campus sustainability.
- Implement effective waste management systems focusing on biodegradable and non-biodegradable waste segregation.
- Increase the use of renewable energy sources like solar power to meet campus electricity needs.
- Launch a large-scale tree plantation drive to enhance the campus greenery.
- Monitor and support the activities of the Green Brigade effectively.
- Expand the Heritage Museum managed by the Department of History and establish a tourism guidance centre.

## Departmental Observations:

- **PG Department of History:**
    - Offers BA and MA History courses.
    - Organises seminars, workshops, and research methodology sessions.
    - All Faculties are permanent and well-qualified.
    - Department bagged ranks in MA History
    - Focus on improving undergraduate results and enhancing student progression.
    - More collaborative activity should be promoted.
- **Department of English:**
    - Limited permanent faculty necessitates focused recruitment efforts.
    - Improve documentation practices and academic performance.
    - Establish a Language Lab facility and promote collaborative activities with other institutions.
- **Department of Malayalam:**
    - Organizes culturally significant programs.
    - All permanent Faculties are Ph.D. holders and serve as research guides.
    - Commendable publication work of faculties.
    - Increase systematic documentation and initiate PG course offerings.
    - Scope for department publications
- **Department of Mathematics:**

- Highly dedicated and qualified faculty.
- Address the gap between sanctioned and admitted strength.
- Recognize and enhance more collaborative program initiatives and research publications.
- Academic results should be improved.

- **PG Department of Commerce:**
  - Achieves commendable academic results.
  - Ensure comprehensive documentation of departmental activities.
  - Foster research-oriented programs
  - Start more industry- Academic Linkages
  - Start departmental Publications

- **Department of Management Studies:**
  - Well-regarded for its academic achievements.
  - OrganiseManagement fests and inter-collegiate competitions.
  - Strengthen industry-academia partnerships and support collaborative learning initiatives.

## Sports and Cultural Activities:

- Student achievements in national, state, and university-level sports competitions is praiseworthy.
- Introduce additional skill acquisition courses through the Physical Education Department to enhance life skills and fitness.
- Enhance participation and achievements in art festivals and cultural activities.

**General Recommendations:**

- Improve overall campus infrastructure, particularly by increasing the number of smart classrooms.
- Focus teaching staff efforts on developing e-content to enhance teaching and learning experiences.
- Increase support for research activities and publications among faculty.
- Implement a robust Learning Management System (LMS) to enhance educational delivery.
- Promote and facilitate academic-industry linkages.
- Establish a monitoring committee to ensure the successful implementation of Outcome-Based Education (OBE).
- Introduce more courses focused on local history and cultural heritage to enrich the curriculum.

This detailed report summarizes the findings and recommendations derived from the comprehensive academic and administrative audit conducted during the academic year 2022-2023. Each section provides insights into specific areas of improvement aimed at enhancing the overall educational experience and institutional effectiveness of the college.

## Audit Team Signature

| | |
|---|---|
| Prof(Dr) Santhosh V.M (External Expert) | |
| Dr. Sajeesh T.J (External expert) | |
| Smt. Latha E.S (Principal) | |
| Dr.Rajasree.K (IQAC Co-ordinator) | |

## Action Taken Report of AAA Report

## Year 2022-23

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## ACTION TAKEN REPORT ON Academic and Administrative Audit REPORT

### Year 2022-23

Following the Academic and Administrative Audit conducted at our institution, several areas for improvement were identified across various departments. This report outlines the actions taken in response to the audit findings, aimed at enhancing academic performance, administrative efficiency, and overall institutional effectiveness.

**1. Action Plan for Academic Results Improvement:** Upon receiving the audit findings, all departments were promptly informed to develop specific action plans focused on improving academic results. Each department has been tasked with identifying key areas of weakness, implementing targeted interventions, and establishing measurable goals to enhance student performance.

**2. Promotion of Collaborative Activities:** Efforts have been initiated to foster collaborative activities among departments, clubs, and committees. This includes encouraging interdisciplinary projects, joint seminars, and workshops aimed at enriching the academic experience and promoting holistic development among students.

**3. Introduction of Technology-Based Teaching-Learning and Evaluation Policy:** A comprehensive plan has been formulated to introduce a Technology-Based Teaching-Learning and Evaluation Policy. This includes integrating digital tools, online resources, and e-learning platforms to enhance teaching effectiveness, student engagement, and assessment practices aligned with modern educational standards.

**4. Encouragement of Research Projects and Publications:** Teachers have been actively motivated to undertake more research projects and publish their work in reputable journals. Incentives and support mechanisms have been provided to facilitate research activities, including funding opportunities, collaborative research initiatives, and mentoring programs.

**5. Improvement of Infrastructure Facilities:** Efforts are underway to enhance infrastructure facilities across the campus. This includes upgrades to laboratories, classrooms, library

resources, and recreational spaces to create a conducive learning environment that meets the evolving needs of students and faculty.

**6. Enhancement of Industry-Academic Linkage:** To strengthen ties between academia and industry, additional activities and programs are being organized. These initiatives include industry visits, internships, guest lectures by industry experts, and collaborative research projects that provide practical exposure and career opportunities for students.

**7. Documentation Enhancement under IQAC Supervision:** To ensure comprehensive documentation and quality assurance, efforts are being made to streamline documentation processes under the supervision of the Internal Quality Assurance Cell (IQAC). This includes standardizing reporting formats, enhancing data collection methods, and maintaining records that facilitate continuous improvement and accreditation processes.

**8. Development of E-Content by Faculty:** Faculty members are actively engaged in the development of e-content for various courses. This initiative aims to create digital learning materials such as e-books, multimedia presentations, and online tutorials to supplement traditional teaching methods and cater to diverse learning styles among students.

**9. Digitalization of Data Collection Systems:** To improve efficiency and accuracy in data management, all data collection systems are being digitized. This includes transitioning from manual record-keeping to automated systems for admissions, examinations, student records, and administrative processes, ensuring seamless integration and accessibility of information.

**To sum up** significant strides have been made in response to the Academic and Administrative Audit findings. The proactive measures outlined in this report reflect our commitment to continuous improvement, academic excellence, and institutional advancement. By implementing these initiatives, we aim to strengthen our educational framework, enhance student outcomes, and uphold our commitment to quality education and excellence in every aspect of our institution's operations.

PRINCIPAL
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