



Academic and Administrative Audit Report

2020-21

INTRODUCTION

St. Mary's College, the first higher educational institution in Wayanad conducted its Academic and Administrative Audit (AAA) for the academic year, 2020-21 on 21.04.2021. The Audit report is prepared by the IQAC of college, solely based on the presentations done before the audit team, the documents produced, the queries clarified and inquiries performed by various departments. The Audit started with the invitation of honorable Principal, John Mathai a few weeks prior. Several meetings and conferences were organized between the audit team and Dr. James Joseph, the IQAC coordinator of the college. These were monitored and conducted during Covid 19 with strict adherence to the pandemic guidelines and protocols. The members of the administrative system as well as the teaching staffs have played a major role in meeting the quality parameters.

General Observations

1. The college functions as a fine option for the minority tribal communities and others who are unable to pursue their higher studies elsewhere due to various reasons.
2. An eco friendly and sustainable environment is prioritized by the administrative authority for the holistic academic conveyance.
3. The management operates with transparency in a democratic way based on an efficiently organized action plan.
4. The sports team of the college has conquered milestones in various state and national competitions.
5. NCC unit of the college has got awards like the best institute of Kerala and Lakshadweep Directorate.




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6. There is a well coordinated and representative system managed responsibly at each level by investing efforts in the smooth running of the college as an educational institution.
7. The dynamic and dedicate faculty members balances the curricular and co curricular activities of the college.
8. A well functioning IQAC unit divides the duties among the faculty to bring out the best possible outcome that contributes to meet the adequate NAAC standards.
9. The teachers use various teaching strategies like field trips, ppt presentations, blended learning, and peer teaching etc. to ensure the complete and enthusiastic participation of the students.
10. Every year a handful of students qualify the NET exam on their first attempt itself which is a proof to the efforts taken by the teaching staffs in grooming.
11. The major infrastructure facilities and updated technological equipments provided by the college cater the educational advancement.
12. The college website is very user-friendly and at the same time informative.
13. NECTOS is an application that serves as a virtual repository of the student-faculty information.
14. There are 8 MoUs at present. If properly attempted the number of functional MoUs can be increased, which is a must.
15. A number of academic journals and articles are published by the faculty members and research scholars of the institution.
16. Almost all teaching staffs have, or are currently pursuing doctoral degrees.
17. The college has received approval from a certified external agency that conducts surveys to analyze the sustainability of educational institutions.
18. The administrative system keeps track of the syllabus completion and classes by performing online surveys.
19. Various MNCs partner with the college in recruiting young talents towards the completion of their studies.




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Review of the presentations

The presentations collated all the information in a logical and engaging pace which demonstrated the sincerity and efforts of the presenters and staffs behind it. Not all the presentations were professional yet informative. Each presentation was clear, concise and insightful aided with visuals in providing the audience with knowledge of department achievements, uniqueness, peculiarities etc. It could have been more attention capturing in conveying the objectives even though repetition were there. Some of the presentations failed to mention the most promising efforts undertaken by the college.

IQAC

1. A time bound yet continuous effort is always in progress under the unit in furthering the accreditation standards.
2. The college keeps a well maintained and organized record even in the form of surveys collected from the students as well as the staffs.
3. Every document is validated by the responsible authorities.
4. The unit has taken all possible measures to meet the claims and content made in the final SSR.
5. SWOC analysis presented by IQAC needs critical revision.
6. A program on imparting the features and efforts made by NAAC to the student community is thought of.

Research and P G Department of Chemistry

Recognized as a Research Centre in 2020. The contributions from the department like research publications, research journals etc. are praise worthy.

Five among the faculty members are PhD holders which strengthens the performance of the department at academic level.




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Opportunities for more research scholars, careful efforts for funded research projects and particular e learning materials should also be taken into consideration.

Both M Sc and B Sc pass percentage is good. Securing sixth and eighth rank in P G is an indication of the potential of the department.

The laboratory can accommodate up to 40 students at a time, but needs a proper maintenance.

There are faculty members who are part of BoS.

Many online and offline seminars, exhibitions etc were conducted on environmentally relevant days. The department showed special interesting in catering to the growth of young talented minds by ensuring the participation of high school and higher secondary students.

Research and P G Department of Physics

Recognized as a Research Centre in 2021. There are 3 Ph D holders and a few research scholars who are always available to impart knowledge to the thriving students.

Research oriented activities and workshops are conducted as part of expanding knowledge. The research scholars and department should involve themselves in more national projects and ventures.

Faculty members are part of the BoS.

An earnest effort is taken from the part of the college and department in making subject related national and international journals making available, both online and offline.

The department organized an online induction programme for the first year UG students which are a diligent attempt from the department teachers.




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U G pass percentage is acceptable. More effort should be taken by to improve the quality of study among the PG Students.

Functioning of MoUs in cooperation with the department, needs an active operation.

Department of Mathematics

There are rank holders from UG which demands an advanced PG programme from the department.

The department could provide useful certificate programmes.

Various practices like peer teaching, the extension programme, student achievements recognition, etc. are notable efforts from the part of department.

A worth mentioning result is produced by the students at the university level.

The department took part in setting up a stall displaying findings and information specific to the subject as a part of Chemistry exhibition.

Department of Botany

Faculty members in BoS and Ph D holders are part of the department.

Research journals and publications actively engaged the scholars and students in academic achievement.

Environmentally sustaining programmes were planned and executed by the department by exhibiting and providing rare seed varieties of Wayanad.

A well maintained botanical display marks the efficient exploration and research carried out by the department.

There is only one permanent faculty member that leaves posts for guest lecturers every year which should be looked into.




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The department could be developed into a research centre considering the achievements and progress made by the faculty within a short span.

Department of Indian Languages (Malayalam, Hindi)

Many activities like reading day, mother tongue day etc were conducted on the behalf of the department.

Only one permanent faculty at the department and other guest faculty members limits the scope the language club headed by the department.

Activities enhancing the aesthetic and ethical values of the students can be arranged by the faculty.

Faculty member in BoS.

Research and P G Department of Commerce and Management Studies

The Commerce department was elevated to the status of a Research center in 2021 and plays a pivotal role in advancing scholarly activities.

With proper education infrastructure, the department excels in grooming skilled students every year.

The institution could have given both departments individual space which might have lead to a smooth running of the departmental activities and programmes.

The student performance is average and necessary efforts should be done to develop a competitive spirit among the students.

Department of Commerce and Management Studies (SF)

- The college management provides all the necessary technical guidance to assure the academic performance.




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- To cultivate accounting and entrepreneurial skills, the faculty members take ardent effort in organizing activity based learning activities.
- Though guest faculty, the commitment and sincerity of the staffs should be appreciated in bringing out the best in students.

Department of English (Aided)

All the permanent faculty members are PhD holders and this promotes the students to engage in research programmes after the course completion.

With the expertise of the faculty members, it is high time the department should be a research centre.

The department has arranged literary fests, language games etc. which were promising sessions.

The students excel in the university level exams and the focused efforts from the teachers and students in achieving university rank position are worth mentioning.

Various literary programmes with the participation of students from other departments and communication skills improvement activities conducted help th student folks in general.

PG Department of English (SF)

- Workshops on literary genre as a part of community extension programme were carried out which helped the students of high school to get a wider perspective on English literature.
- Drama performances were conducted to inculcate aesthetic values among the students.
- Research oriented classes, interactive session on research methodology and ethics were conducted which helped the students to improve their strategies.




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- The department made sure the participation of students in local and national online seminars.
- The faculty members motivate the students to participate in intercollegiate literary programmes like quiz, debate etc.

Department of Political Science

Student performance is consistent and appreciable.

The students actively participated in providing legal awareness classes and other socially relevant matters.

Got the status of a research center in 2021 with only one guide. The research activities of the department can be improved with research article publications.

The department has organized webinars, lecture series, political talks etc with involvement of students from other departments also

PG Department of Economics (Aided)

Various field visits and extension activities in educating the tribals about financial literacy were organized by the department.

Lack of permanent faculty members is an issue to worry about.

The department could be made a research centre with the facilities provided if the staffs involve themselves in research oriented activities.

Students should be motivated to contribute their articles in research publications there by nurturing the research spirit.

The academic performance of the students is appreciable but needs improvement in molding rank holders.




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PG Department of Economic (SF)

- Community extension programmes, workshops, seminars etc involving the students of other institutions are notable efforts.
- The tendency of faculty drop out is a matter of concern which should be addressed properly.
- Students admitted to the course were nearly half, compared to the previous year that should be looked into by the institution management.

Department of Physical Education

- Students' achievements in the field of sports are admirable. Existence of sports hostel, support of the college management for advancement in sports is significant value additions.
- The presentation could have included more details about the activities of the department.
- It would be easy to arrange MoUs with nearby schools / clubs for extending coaching. Proper documentation of all events organized participation and achievements by students etc. shall be taken care of with due seriousness.

• **Limitations of the Audit Process**

- The audit was a quick process and there was an insufficiency of time. It might have limited the scopes of a detailed observation.
- 1. Due to the lack of time, a relaxed verification and analysis of recorded data became impossible.
- 2. An internal team organized by the IQAC has made a verification of the documentation which served as an authentic record for analysis for us.




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- 3. Several mentioning were made in the presentations of the departments, about the activities of various clubs, associations and forums like NSS, NCC, Women Cell, and Department Associations. But a separate evaluation of the functioning of these entities and their documentation could not be made.

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