



# SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

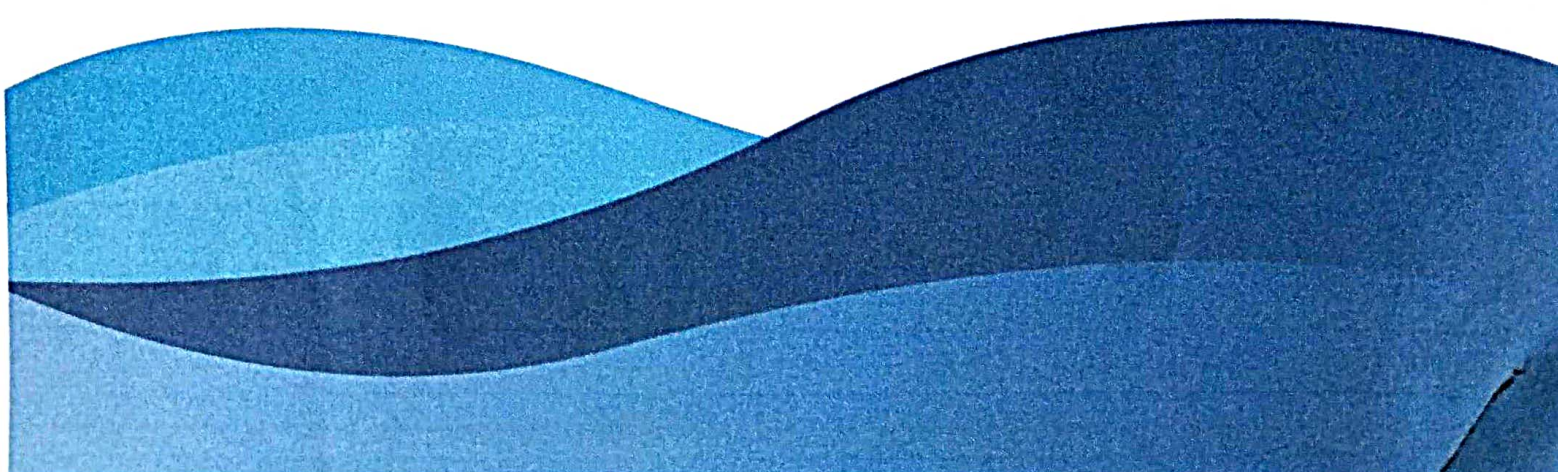
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## ACADEMIC & ADMINISTRATIVE AUDIT (AAA)

2021-2022



## The Audit Committee

1. Chairman	Dr. Benny Varghese, Principal, AVILA College of Education, Edakochi
2. Member	Lt. Dr. Joseph John, HoD Dept. of Physics , Aquinas College, Edakochi
3. Member	Dr. Josen George, IQAC Coordinator, AVILA College of Education, Edakochi
4. Member	Dr. Tharanath R., IQAC Coordinator, Aquinas College, Edakochi
5. Member	Dr. Jose P Abraham, Principal, Siena College of Professional Studies
6. Member	Vrunda S., IQAC Coordinator, Siena College of Professional Studies, Edakochi

## **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 decentralized administrative framework.
- Qualified and committed faculty members.
- Departments function in alignment with the institution's quality policy.
- UG Programmes -8 ; PG Programme – 1
- Faculty members - 49 ; Non Teaching staff - 13
- The percentage of enrolment is good.
- There is total of 1526 students.
- An active IQAC exists.
- Preparing for the first cycle of NAAC accreditation.
- Adequate facilities are provided in the Library.
- Sufficient area for infrastructure augmentation.
- A cafeteria facility is provided.

## **Specific area-wise Suggestions**

### **College Office**

- For keeping the office records updated, periodic audits may be performed.
- Fee collection and payment should be done at the bank extension counter within the premises or through the online banking system.
- A full-fledged digital enquiry facility is suggested.
- All software that is in use should be licensed.
- 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 transactions, 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 a 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, skill enhancement programmes, spoken English classes etc. started by the departments.

### **Teacher quality, Teaching Learning and Evaluation**

- Proper and systematic training should be given to all teachers in academic and extra-academic areas.
- Professional skill development of the teaching faculty has to be insisted on and monitored so that a higher level of education can be ensured in the campus.
- The digital learning content developed by teachers has to be appreciated.
- National and International exposure of teachers is highly suggested.
- A 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 this 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 Research Cell 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.

### **Administrative Staff**

- Training may be extended to the office staff, security, attenders and other supportive personnel.
- 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 students and staff and faculty.

### **Governance**

- Through the proper planning, the Vision and Mission of the institution are followed.
- An inclusive system of Management was observed.
- A strategic plan and a policy document exist, with timely implementation.
- To all the staff sufficient welfare measures are provided.
- Specific professional training for teachers and administration staff is very much required.

### **Infrastructure**

- It is appreciable that additional land facilities are available for potential future development in tune with the NEP and development plan.
- Staff rooms/ work environments of certain departments have to be augmented.
- Quality maintenance of lab facilities in most departments should be a major priority.
- Good and adequate facilities should be provided for the differently abled.
- ICT facilities should be effectively used.

### **Student support and progression**

- Monitor the quality and need of add-on/certificate courses offered by the institution.
- Peer teaching should be promoted after official class hours.
- A career assistance centre may be formed to extend support to students for international exams like IELTS or TOEFL.
- Career counselling must be intensified to improve the attainment in competitive exams.
- A set of teachers can be trained for dedicated counselling.
- Skill development has to be promoted by collaborating with external agencies.

### **Library**

- The overall ambience of the college library is good.
- Appreciable efforts are taken to provide a better ambience for reading.

- The implementation of library policy may be monitored.
- An information display system can be set up in the front of the library.

### **Green initiatives and inclusiveness**

- The college is resorting to a green campus concept.
- Green/waste/energy audits are recommended.
- 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.
- More emphasis should be given to the institutional best practice by all the departments.

### **MoU's and Collaborations**

- Placement cell of the college should be encouraged to have agreements with industrial establishments for training and placements.
- Every MoU should be active with at least one performed activity as per the NEP.
- The college should look into possibilities of collaborations with institutions for new areas of study as per the NEP.
- National and international exposure of faculty should be encouraged.

### **Documentation**

- The departments maintain documents as per the instructions from IQAC.
- It is suggested to maintain teachers' diaries and course files.
- 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**

- 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 the campus experience and overall development of the students.
- A systematic mechanism shall be implemented to ensure the 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 take some remedial measures to eliminate the fail percentage.
- Remedial classes for the weaker students should be effectively provided.
- Cross-cutting issues addressed in the curriculum should be documented and maintained.

### **Department of Management**

- Should give more internships.
- Should strive for departmental development by initiating more certification courses.
- Documentation should be in line with the institutional file requirements.
- Faculties should give more importance to research activities.
- The work environment in the staff room is fairly good.
- Two research scholars is a commendable achievement.

### **Department of English and Oriental Language**

- The work environment in the staff room is fairly good.
- More extension activities shall be initiated in the department.
- ICT facilities should be efficiently utilized.
- Quality enhancement programs for staff in the area of effective communication can be initiated by the department.
- The department should take remedial action to improve the results.
- Should give more attention to conducting remedial classes for students.

### **Department of Computer Science**

- Fairly good documentation.
- More career-oriented certificate courses should be offered to students.
- MBPS of the 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.
- Should give more practical-oriented assignments to the 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 club should consider the innovative ideas of all the students through contests or any other collective mode.
- Proper documentation in the prescribed format is necessary for the activities undertaken by different clubs.
- More programmes should be initiated to improve the leadership quality of students.

### **Website**

- Continuous updation is mandatory for websites.
- A committee constituted to refine the website.

### **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.
- 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 concept of cross-cutting issues should also reach to the students.
- The practice of entry-level examination for students must be conducted
- Innovative teaching methods must be adopted.
- The concept of capacity building in higher education has to be promoted.
- Training sessions for administrative staff must be conducted.



- Faculties are expected to impart a high degree of professionalism.
- Faculties must always strive to increase their academic credentials.
- The institution should identify unique best practices for the upcoming years.
- The approach to Remedial/tutorial/bridge classes should be well defined.
- Research collaborations and faculty exchange shall be promoted.
- The teacher appraisal system has to be improved and made more effective.
- Participation certificates should be given to the faculty for their involvement in administrative activities.
- Technology-assisted teaching should be promoted further.
- Yearly confidential reports of HoDs must be introduced.

**Audit Team Signature:**

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