ACADEMIC AND ADMINISTRATIVE AUDIT 2023-24

St Antony's College, Peruvanthanam

(Affliated to M G university, Approved by Government of Kerala)

(AICTE Approved, NAAC Accredicted)

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PREFACE

The Academic and Administrative Audit (AAA) serves as a critical instrument for ensuring and enhancing the quality of education and administration within an institution. At our college, the AAA is an integral process aimed at evaluating, refining, and elevating the academic and administrative standards. It aligns with the broader institutional goals of excellence, inclusivity, and innovation in higher education.

The primary objective of the AAA is to assess the effectiveness of academic and administrative systems, ensuring they meet the expectations of all stakeholders, including students, faculty, parents, alumni, and the community. By identifying strengths, addressing gaps, and recommending actionable improvements, the audit contributes to fostering a culture of accountability and continuous improvement.

Academically, the audit evaluates the curriculum delivery, faculty performance, student outcomes, research contributions, and extracurricular activities. It reviews the effectiveness of teaching methodologies, the relevance of programmes offered, and the availability of student support mechanisms such as remedial classes, skill enhancement initiatives, and career guidance. The process also assesses the integration of modern tools and technologies, the extent of industry-academic collaborations, and the promotion of innovation and entrepreneurship.

Administratively, the audit focuses on the operational efficiency of departments, infrastructure utilization, record-keeping, and the implementation of digital and automated systems. It examines the efficacy of administrative processes, including staff training, feedback mechanisms, and stakeholder engagement. The audit also identifies areas for infrastructural upgrades, resource optimization, and policy reforms to ensure a robust support system for academic activities.

The AAA process involves meticulous planning, comprehensive data collection, and rigorous analysis. It incorporates feedback from students, faculty, alumni, and other stakeholders to provide a holistic understanding of the institution's functioning. The recommendations emerging from this audit are designed to strengthen the institution's ability to achieve its mission and vision while adhering to the benchmarks set by regulatory and accreditation bodies.

This report is a culmination of collaborative efforts by various departments, faculty, and administrative staff, reflecting the institution's commitment to excellence and accountability. We are confident that the findings and recommendations of this AAA will serve as a roadmap for our college to reach greater heights in academic and administrative excellence, fostering an environment that nurtures learning, innovation, and social responsibility.

CONTENTS

PROFILE OF THE INSTITUTION

St. Antony's College Peruvanthanam, was founded under the initiative of Late Rev. Dr. Antony Nirappel for the educational advancement of the people in rural areas. Rev. Dr. Antony Nirappel, who has made his mark in the field of education through his 56 years of experience, can be described as a legend in the field of education. He obtained his Ph.D. from the University of Luvaine, Belgium in 1970 and established educational institutions in various parishes where he served as Vicar, many of which have grown into some of the most well- known institutions in Kerala. St. Antony's College. Peruvanthanam was formed in 2013 under the leadership of St. Antony's Educational and Charitable Society which had 32 years of experience in the field of education. The College was established with the aim of providing education at low cost to all sections of the society. The College currently offers degree courses such as B.Com Finance and Taxation, B.Com Logistics Management, B.Com Computer Application, B.Com Co-operation, Bachelor of Computer Application (BCA), BA English, Bachelor of Business Administration (BBA), Bachelor of Fashion Designing, B.Sc Cyber Forensics, BSc Hotel Management, BSc Psychology and PG in M.Com (Finance and Taxation) and MSW. The College, which is on the cusp of growth, was also awarded the rank of Mahatma Gandhi University in B.Com Co-operation in 2019 and in Bachelor of Computer Application and B.Com Finance and Taxation in 2020-21. In the year of 2021 the college started CA,CMA (Ind) course along with B.Com. Finance and Taxation and in the year of 2022 the college also started ACCA (UK) and CMA (US). The College attained three ranks including the First Rank for Bachelor of Fashion Technology during 2023. The college continues to make progress by attaining commendable achievements. The college attained five ranks in university degree examination & 100% pass in B.Sc. Cyber Forensic in 2024.

ACADEMIC AUDIT REPORT OF THE DEPARTMENTS

DEPARTMENT OF COMMERCE

- Comprises 16 faculty members and 463 students, including 43 postgraduate and 420 undergraduate students..

- Offers a variety of academic programs, including B.Com Finance and Taxation, B.Com Co-operation, B.Com Computer Application, and M.Com Finance & Taxation, catering to diverse student interests.

- Provides professional courses such as CA, CMA, and ACCA, equipping students with essential skills and expertise in accounting and finance.

- Delivers three add-on courses: Computerized Accounting with Tally ERP 9, Financial Literacy for Career Professionals, and Business Project Management, enhancing students' employability and skills.

- One faculty member is currently pursuing a Ph.D. program.

- A faculty member has published research (ISSN-2663-2187).

- Conducted four study tours and two industrial visits this year.

- Encourages students and faculty to enroll in MOOCs for skill enhancement and global exposure.

- Actively encourages students to participate in arts and sports activities.

- Implements a comprehensive student feedback mechanism to ensure continuous improvement.

- Records average results in university examinations.

- Maintains an active Memorandum of Understanding (MoU) with ISDN to strengthen academic and industry collaboration.

- Organizes inter-departmental fests to foster student engagement and teamwork.

- Conducts career orientation programs to guide students towards achieving their professional goals.

- Regularly develops ICT skills through seminars and assignments.

- Organizes a limited number of seminars and workshops to expand academic exposure.

- Holds regular Class PTA meetings to ensure effective communication with parents.

- Offers bridge courses and remedial classes to support both advanced and slow learners.

- Conducts mentoring programs to build students' confidence and enhance communication skills.

- Adopts innovative, student-centered peer-teaching methodologies to improve learning outcomes.

- A significant number of students have secured scholarships, including Post Matric and Nirappel Memorial scholarships.

- Interactions with alumni are limited and require further improvement for regular engagement.

- A minimal number of students opt for professional studies after graduation.

DEPARTMENT OF HOTEL MANAGEMENT

- Faculty strength includes four members.

- Offers diverse academic programs, including B.Sc. Hotel Management and Culinary Arts, catering to a wide range of student interests.

- Maintains three active MoUs with reputed organizations to foster academic and industry collaboration.

- Conducts career orientation programs to guide students toward professional success.

- Regularly organizes inter-departmental and intra-departmental fests to promote student engagement and teamwork.

- Encourages students and faculty to enroll in MOOC and SWAYAM courses for skill enhancement and global exposure.

- Actively participates in initiatives under the Innovation Ecosystem.

- Implements innovative, student-centric teaching methodologies to enhance learning outcomes.

- Promotes life skills, soft skills, language skills, and ICT skill development through specialized programs.

- Conducted three outbound training programs, one study tour, and one charity visit this year.

- Regularly conducts bridge courses and remedial classes to support both advanced and slow learners.

- Organizes numerous seminars, workshops, FDPs, and training programs to enrich academic exposure.

- Holds regular Class PTA meetings to strengthen stakeholder relationships.

- Encourages student participation in sports, with notable achievements in competitions.

- Implements a robust student feedback mechanism for continuous improvement.

- Provided two add-on courses to enhance student skills and employability.

- We are planning to conduct personality development programs in the coming months to enhance students' confidence and communication, as none have been conducted yet.

DEPARTMENT OF MANAGEMENT

- Offers diverse academic programmes, BBA courses, catering to a wide range of student interests.

- Offers an add-on course, aviation management to enhance student skills and employability.

- Currently department consist of 7 faculty members and out of 134 UG students

- A faculty member of the department has a publication (ISSN -2320-2882)

- Department has to Maintain/ active academic MoU with other institution.

- The department achieved excellent University results with a university rank, reflecting the quality of teaching and learning.

- Conducts career orientation programmes to guide students towards professional success.

- Provides bridge courses and remedial classes to support both advanced and slow learners.

- The department maintain documents on MOOC courses.

- The department plans to include peer teaching programmes in the next academic year.

- Holds regular Class PTA meetings

- Interaction with alumni is comparatively less and need regular progress.

- Only a minimal number of students select higher studies after graduation.

- Organizes a very few numbers of seminars to enrich academic exposure.

- Regular working of ICT skill development through seminars and assignments.

- Conducted a study tour and two industrial visits this year.

- A good number of students from the department secured various Scholarships like post matric, Nirappel memorial etc

- Encourages student participation in arts and sports

- Implements a robust student feedback mechanism for continuous evaluation and improvement.

- Conducts mentoring programmes to enhance students' confidence and communication.

DEPARTMENT OF FASHION TECHNOLOGY

Plays a pivotal role in driving the institute's technological advancements and managing digital filing activities.

- Students actively contribute to the Innovation and Entrepreneurial Development Centre, fostering innovation and entrepreneurship.

- Maintains strong academic and industry connections through MoUs with organizations such as Stan Fab Apparel Pvt Ltd, Chennai

- Faculty includes 4 members

- Consistently achieves high pass percentages and secures University ranks, reflecting academic excellence.

- Offers 4 add-on/certificate courses, along with industry-integrated short-term programmes, to enhance employability.

- Actively promotes student-centric learning approaches, including experiential learning, participative learning, and problem-solving techniques.

- Conducted bridge and remedial courses to support both advanced learners and slow learners.

- Encourages students to participate in MOOC courses for skill enhancement and global exposure.

- Organized 1 industrial visits

- Conducted 1 seminars, workshops, and FDPs to enhance knowledge sharing and faculty development.

- Hosted 1 career guidance, counselling sessions, and soft skill training programmes to support holistic development.

- Initiated impactful outreach programmes, including the Entrepreneurship skill development programme on fashion designing and readymade garment making reflecting the department's commitment to social responsibility.

- Facilitates feedback collection and analysis from stakeholders to improve academic and administrative practices.

- Recommended further initiatives such as advanced placement drives, UGC NET/JRF coaching, and skill-based competitions to boost student outcomes.

- Encourages innovation through Fashion show & Craft documentation

DEPARTMENT OF SOCIAL WORK

The Department of Social Work plays a pivotal role in addressing social issues, promoting community development, and empowering individuals and groups to achieve social well-being. It serves as a bridge between academic knowledge and practical application, fostering a culture of empathy, inclusivity, and social responsibility.

- Actively promotes student-centric learning approaches, including experiential learning, participative learning, and problem-solving techniques.

- Conducted bridge and remedial courses to support both advanced learners and slow learners.

- Encourages students to participate in MOOC courses for skill enhancement and global exposure.

- Organized 10 organisation visits and 2 field works provide practical insights.

- Conducted seminars, workshops, and FDPs to enhance knowledge sharing and faculty development.

- Hosted career guidance, counselling sessions, and soft skill training programmes to support holistic development.

- Initiated impactful outreach programmes, reflecting the department's commitment to social responsibility.

- Facilitates feedback collection and analysis from stakeholders to improve academic and administrative practices.

- Recommended further initiatives such as advanced placement drives, UGC NET/JRF coaching, and skill-based competitions to boost student outcomes.

DEPARTMENT OF PSYCHOLOGY

The Department of Psychology plays a pivotal role in exploring human behaviour, promoting mental health, and driving personal and societal development. By blending academic insights with practical applications, the department fosters critical thinking, empathy, and innovation.

- Implements student-focused learning strategies, including experiential, participative, and problem-solving approaches.

- Organizes bridge and remedial courses to support advanced learners and those needing additional academic guidance.

- Encourages participation in MOOCs to enhance skills and broaden global perspectives.

- Hosts seminars and workshops to promote knowledge sharing and professional development.

- Initiates impactful outreach programs, underscoring its dedication to community mental health and social responsibility.

- Regularly gathers and evaluates stakeholder feedback to improve academic and administrative processes.

- Proposes new initiatives like advanced placement drives, UGC NET/JRF coaching, and skill-based competitions to boost student engagement and success.

DEPARTMENT OF COMPUTER SCIENCE

- Offers diverse academic programmes, including **two** UG catering to a wide range of student interests.

- Provides **three** add-on courses to enhance student skills and employability.

- Faculty strength includes **Eight** members and have 251 students.

- Maintains active Six MoUs with reputed organizations to foster academic and industry collaboration.

- Consistently achieves excellent University results, reflecting the quality of teaching and learning. We had 3 university ranks.

- Organizes **INFESTA 2K24** inter college and intra-departmental fests to promote student engagement and teamwork.

- Regularly conducts bridge courses and remedial classes to support both advanced and slow learners.

- Encourages students to enroll in MOOC courses for skill enhancement and global exposure.

- Holds regular Class PTA meetings to strengthen stakeholder relationships.

- Seven students pursue higher studies after graduation.

- Organized seminars (1), FDPs (1) and half say workshop (1) to enrich academic exposure.

- 11 students from our department secured various types of postmetric, E-grants and fishers Scholarships and 56 students secured the Nirappel Memorial scholarship provided by our institution

- students participated in different arts and sports competitions and secured notable achievements.

- Implements a robust student feedback mechanism for continuous improvement.

- Regularly conducts personality development programmes to enhance student confidence and communication.

- Conducted classes related to research methodology for the third-year students

- Conducted peer-teaching to enhance the teaching skills of students

- Conducted Industrial visits to get the industry working experiences

- Students passed different competitive exams like IELTS, Kerala MCA entrance exam

- 22 students were placed in different companies like RedTeam, Finvachi, TalentTurbo etc...

- Provided a one-month internship for students

- Continuously provided mentoring and counselling sessions to enhance the communication and confidence of students

- Department focuses on the smart teaching methodologies like ICT tools to enhance the learning experiences

- Conducted 4 extension activities to enhance the social commitment of students

ADMINISTRATIVE AUDIT REPORT

- Registers are consistently updated and maintained to high standards.
- Efficient systems are in place for record-keeping and retrieval.
- Regular audits are carried out to keep records accurate and current.
- The office benefits from robust infrastructural resources.
- Implementing full office automation is recommended to improve efficiency.
- Spatial reorganization and the addition of sectional information boards are proposed.
- Establishing a digital inquiry system can enhance accessibility.
- Installing an electronic information display board at the campus entrance can improve communication.
- Organizing orientation and motivational sessions for administrative staff is essential to enhance their productivity.
- Account should be centrally monitored

- Reduce the use of paper documents In the office And use more soft copies

LIBRARY AUDIT REPORT

- The library provides adequate facilities and a commendable ambience that fosters a conducive atmosphere for reading.
- Digital remote access and digital repositories have been introduced to meet the online reference needs of students and faculty.
- The library policy implementation is closely monitored.
- Library usage by both students and faculty is currently minimal and has potential for improvement.
- Various library-centered activities, such as observing Library Week and awarding the best library users among staff and students, have been implemented, including two competitions conducted last year.
- An information display system has been installed in front of the library for better communication.
- The library staff provides efficient and commendable support.
- Book exhibitions are organized to engage readers.
- The library houses 4,439 books (excluding 56 damaged ones), 30 print periodicals, 15 print journals, 10 Malayalam newspapers, 2 English newspapers, and 350 bound volumes of periodicals. Additionally, it includes 1,455 e-books, subscriptions to 120 e-journals, and previous year question papers from 2017 to 2024.
- Plans are underway to introduce plagiarism detection software to enhance academic integrity.

STRENGTH, WEAKNESS, OPPORTUNITY AND CHALLENGES (SWOC)

Institutional Strength

- Noble Vision and mission
- Efficient, supportive and Proactive management
- Panoramic , serene environment and halcyon ambience for facilitate learning
- Recognized by UGC – 2f, NAAC, AICT Approved
- Young , vigorous and dedicated teaching faculty
- Clean , Eco friendly campus
- CBCSS UG and CSS (PG) are implemented
- Career oriented add on and skill development courses
- Active and supportive PTA
- Active Career guidance and placement cell
- Active departmental associations
- Local Community support
- Use of technology and innovative practices in teaching and learning
- An effective system of feedback
- Guidance, counselling and value based education
- Active NSS unit
- WiFi enabled campus
- Remedial programmes for weak students
- The college is situated in an area where there is space for cultural, social , economical and educational
- progress
- New generations courses like BFT , BSC Cyber Forensic

Institutional Weakness

- Limited access to all kinds of services and facilities
- Devoid student community: The students from the rural area are showing limited career goals and
- aspirations
- Lack of active Alumni association

- Situated in rural area, industrial collaboration is limited.
- Pending the digitalisaton work of library
- Poor academic results
- Lack of sufficient play ground facilitie

Institutional Opportunity

- Scope for starting new courses and there by attracting more student
- Potential of Alumni to be explored
- Internships in industries and field visits
- Redefining the aspirations of the rural students
- College has the potential to get collaborated with international universities and HEIs
- Proper training should be given to the students having talents in both arts and sport

Institutional Challenge

- To improve the infrastructural facilities
- Heavy Infrastructure cost for management
- Reducing the number of drop outs and improve academic results
- Lack of Phd programmes
- Lack of public transportation
- Coming of new colleges both aided and self funded
- Delay in conducting of university exams and publishing of results
- Loss of working days due to natural calamities
- Students from remote areas lack career goals and even lack proper communication skills

RECOMMENDATIONS BASED ON THE ACADEMIC AND ADMINISTRATIVE AUDIT REPORTS

1. **Enhance Academic Programs**

   - Introduce interdisciplinary courses across departments to foster diverse learning opportunities.

   - Increase the number of add-on courses in emerging fields to improve employability.

2. **Strengthen Faculty Development**

   - Encourage faculty to pursue higher education and research opportunities such as Ph.D. and Post-Doctoral Fellowships.

   - Organize regular Faculty Development Programs (FDPs) and workshops to update teaching methodologies.

3. **Promote Student Engagement**

   - Conduct more inter-departmental fests and cultural events to boost teamwork and creativity.

   - Increase the number of study tours and industrial visits for practical exposure.

4. **Focus on Research and Innovation**

   - Establish a dedicated research center to promote interdisciplinary research among faculty and students.

   - Facilitate research publication workshops to encourage faculty and students to publish in reputed journals.

5. **Enhance Student Support Mechanisms**

   - Strengthen mentoring and counselling programs to support student mental health and career guidance.

   - Expand bridge and remedial courses to cater to slow learners and advanced learners.

6. **Leverage Technology**

   - Fully automate administrative processes for efficiency and transparency.

   - Integrate ICT tools and smart classrooms in all departments to modernize teaching practices.

7. **Improve Library Utilization**

   - Launch awareness programs to encourage greater library usage among students and faculty.

- Introduce plagiarism detection software to ensure academic integrity.

8. **Promote Career Readiness**

- Organize regular career orientation programs and placement drives to enhance employability.

- Collaborate with industries to offer internships and skill development programs.

9. **Boost Alumni Engagement**

- Establish an alumni mentorship program to guide current students in career planning.

- Conduct regular alumni meet-ups to strengthen alumni connections.

10. **Increase Scholarships and Financial Aid**

- Provide financial support for economically disadvantaged students to pursue higher education.

- Expand scholarship programs to reward academic excellence and extracurricular achievements.

11. **Encourage Higher Education**

- Facilitate coaching programs for competitive exams such as UGC NET/JRF and professional certifications.

- Increase awareness about postgraduate opportunities among undergraduate students.

12. **Foster Industry-Academic Collaborations**

- Strengthen existing MoUs and establish new ones with reputed organizations for internships and placements.

- Develop joint programs with industry partners to bridge the gap between academics and industry needs.

13. **Enhance Feedback Mechanisms**

- Implement regular stakeholder feedback collection and analysis to improve academic and administrative processes.

- Use feedback to develop actionable strategies for institutional growth.

14. **Promote Student-Centric Learning**

- Introduce peer-teaching initiatives to enhance collaborative learning.

- Expand the use of experiential and participative learning methods across departments.

15. **Focus on Sustainability**

- Reduce paper usage in administrative offices by promoting digital documentation.

- Organize workshops on sustainability and eco-friendly practices for students and staff.

16. **Encourage Sports and Extracurricular Activities**

- Provide additional resources for sports and arts to improve student participation and achievements.

- Recognize and reward outstanding performers in extracurricular activities.

17. **Strengthen Administrative Processes**

- Install sectional information boards and digital inquiry systems for better navigation and communication.

- Regularly train administrative staff to enhance productivity and service quality.

18. **Enhance Communication and Visibility**

- Install electronic information display boards at prominent locations on campus.

- Increase the institution's online presence through social media and digital marketing.

19. **Promote Inclusivity**

- Conduct programs to address the needs of underrepresented groups, ensuring an inclusive campus environment.

- Offer courses and workshops on diversity and inclusion.

20. **Expand Outreach Programs**

- Organize community development and social responsibility initiatives across departments.

- Conduct skill development programs for marginalized communities.

21. **Improve Academic Results**

- Analyze examination performance data to identify and address areas of improvement.

- Conduct preparatory sessions and mock exams for university assessments.

22. **Introduce Personality Development Programs**

- Launch soft skills and communication workshops to prepare students for professional environments.

- Conduct regular personality development sessions to build confidence.

23. **Facilitate Entrepreneurship Development**

- Expand entrepreneurship programs and competitions to encourage innovation.

- Collaborate with startup incubators to support student ventures.

24. **Expand Infrastructure**

- Upgrade existing infrastructure to accommodate growing student and faculty numbers.

- Establish dedicated spaces for co-curricular activities and skill training.

25. **Monitor and Evaluate Progress**

- Develop a system to track the implementation of audit recommendations.

- Conduct periodic reviews to assess the effectiveness of improvements and make necessary adjustments.

AUDIT COMMITTEE MEMBERS

1. Dr. Midhun John,
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2. Nice Jose,
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3. Suparna Raju.
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