ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2017-18

ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA
REACCREDITED BY NAAC WITH A GRADE

Introduction

The Internal Quality Assurance Cell conducted an Academic and Administrative Audit for the academic year 2017-18 on July 14-15, 2018. The audit is carried out using data and information provided by the departments and the office. The Audit team's observations and remarks are listed below.
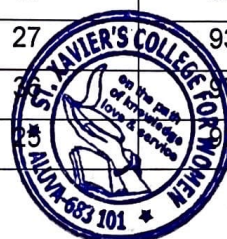
Curricular Aspects

- Mahatma Gandhi University curriculum is followed in the Institution
- Faculty members contributed to curriculum development as members/chairpersons of University Boards of Studies
- Curriculum developed by the Institution for some add-on courses
- 14 UG programmes, Six PG programmes, and Two Research Programmes are available.
- CBCSS for UG and CSS for PG programmes implemented
- Additional skill-based programmes are being offered.
- All stakeholders provided feedback. Feedback from stakeholders on the curriculum was communicated to the university, and the syllabus was modified accordingly.

Teaching-Learning & Evaluation

- Academic calendar prepared and followed by the Institution
- Class rooms and labs equipped with ICT facilities.
- Advanced learners provided with mentoring program - Walk with scholar; Scholar support program supports slow learners and Additional Skill Acquisition Programs provides skills for employability
- 28 permanent faculty members have Ph.D.s, 12 have M.Phil.s, and the majority of the faculty members are NET qualified.
- Study material/e-content prepared by several faculty members
- Active participation of teachers in orientation programs/ refresher courses / workshops / seminars / training programmes
- A high pass rate is visible in all programs

Programme Name	Number of students appeared in the final year examination	Number of students passed in final year examination	Percentage
BSc Mathematics Model I	46	31	67.39
BSc Physics Model I	40	38	95.00
BSc Chemistry Model I	29	27	93.10
BSc Zoology Model I	37		7.30
BSc Zoology Model II	27		.59

BSc Botany Model I	38	32	84.21
Bcom Finance & Taxation Model I	51	48	94.12
BA Economics Model I	61	39	63.93
BA English Language & Literature Model I	48	34	70.83
BA Malayalam Language & Literature Model I	43	23	53.49
BA English Literature & Communication Studies Model III (SF)	33	24	72.73
BCom Finance & Taxation Model I (SF)	40	35	87.50
BCom Computer Applications Model I (SF)	42	39	92.86
BCom Travel &Tourism Model I (SF)	31	27	87.10
MSc Physics	14	11	78.57
MCom Finance & Taxation	18	17	94.44
MA English	18	15	83.33
MA Malayalam	10	9	90.00
MCom Management (SF)	19	14	73.68
MSc Microbiology (SF)	13	12	92.31

Research, Consultancy & Extension

- A research centre has been approved for the Department of Commerce; the Research Promotion Council coordinates research activities; and research projects funded by the UGC, KSCSTE, ICSSR, and KSHEC are being run alongside student projects funded by the KSCSTE.
- Collaborative research work visible in some departments
- Seminars/workshops/extension lectures organized to inculcate scientific temper
- Research labs equipped with facilities to carry out research
- Institutional research facilities extended to other colleges
- Computational as well as e-learning facilities available
- Library with INFLIBNET/NLIST facility
- Collaborations made with a few organizations
- MOUs are being operated with collaborating institutes.

Infrastructure and Learning Resources:

- 7.46-acre campus with 64 classrooms, 9 seminar halls, 10 technology-enabled spaces, UG and PG laboratories, auditorium, gymnasium, and canteen
- Good infrastructure for teaching, learning, and research
- Indoor and outdoor sports facilities
- Hostel facility for students, faculty, and research scholars; sports hostel facility for 30 students

- Mini media lab for campus radio available
- Library with 581.67 Sq.Mts area and 230 seating capacity
- Library advisory committee is functioning in the Institution
- Automated Library with OPAC, INFLIBNET and Reprographic facilities
- 154 desktops and 21 laptops are available
- The campus is Wi-Fi enabled
- Some classrooms have ICT facilities
- CCTV coverage and public addressing system exist

Student Support and Progression:

- Financial aid provided through institutional scholarships
- The provision of freeships to weaker sections
- ED club, Career Development and Placement cell, Grievance Redressal Mechanism, Anti-Sex Harassment Cell, and Anti-Ragging Cell are all in place.
- Student progression from UG to PG courses ranged from 36-53%.
- Active participation of students in co-curricular, extracurricular, sports, and cultural activities and winning many prizes at Inter-University and National level
- There are elected college students' council and student representation in numerous academic and administrative bodies.
- The alumni association actively participates in educational initiatives.

Governance, Leadership and Management:

- Teachers are encouraged to participate in orientation, refresher training, conferences, seminars, and FDP opportunities.
- Quality improvement initiatives run by IQAC
- The primary sources of funding include funds from the UGC, the government, and students' fees. Financial resources from funding agencies are overseen by the finance committee.
- Internal and external academic audits are currently being done on a regular basis.
- Monitoring the teaching-learning process on a regular basis
- Suggestions are made by IQAC for quality improvement and the same is approved by management

Innovations and Best Practices:

- A green campus that regularly conducts green audits and takes action to conserve water and energy
- MOOCS and NPTEL are encouraged.
- MOODLE platform is available and activities are carried out
- Plastic-free campuses and a focus on renewable energy sources
- Virtual laboratory.
- The Solace for Society campaign encourages blood, organ, and hair donation
- Support for research

Suggestions for Improvement

- Placement cell needs to be strengthened
- Need more Institution-Industry linkage/Collaboration/MoU
- Need to have spacious laboratories and equipment for M.Sc. Microbiology course
- Faculty needs motivation to publish research articles in journals with good impact factor
- Initiate Resource mobilization for major research projects

College Office

- Evaluated the efficiency of the administrative process in the office and gave suggestions for quality improvements
- Organize training programs for the Non-Teaching Staff in various areas such as soft skills, Excel etc.

NAME	DESIGNATION	SIGNATURE
Dr. Sheena Xavier	IQAC Co-ordinator	
Dr. Sujatha N V	IQAC Member	
Dr. Baby Divya	IQAC Member	

Signature of the Head of the Institution

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