

**NAIPUNNYA INSTITUTE OF MANAGEMENT AND TECHNOLOGY
KORATTY**

REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT

AUDIT PERIOD- 2018 to 2021

DATE OF AUDIT: Jan 27 2021

AUDIT TEAM:

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General Observations

1. Total departments = 4
2. Total Permanent staff members Male = 26 Female = 44
3. Total staff with PhD's = 9
4. Total programmes offered = UG = 10 PG = 3
5. Total certificate courses offered = 13
6. Total students Male = 936 Female = 405
7. Whether college has 2f or 12b = No
8. College working hours = 8.30 am to 3.30 pm
9. Do the institution has a strategic plan = yes
10. How many teachers are trained mentors = 70
11. Welfare schemes to staff = 21

1. The Institution is ISO certified following a QMS
2. It is evident a decentralized administration exists in the campus
3. All the departments follow a common pattern of Documentation based on NAAC criteria



4. Departmental activities are recorded and serious efforts are made to document these activities
5. A good learning ambience is created in the campus
6. An active IQAC exists in the College. Pro active approach of IQAC is commendable
7. An orientation programme is organized every year for staff and new students
8. Both the classical lecture system and a limited experiential mode is applied for teaching and learning process
9. All infrastructure are maintained in a proper way
10. Good facilities exists for Physical education and sports
11. Provisions for the Differently abled support are provided
12. A strategic plan is followed
13. An elaborate system of result analysis is carried out in some of the departments
14. Satisfactory annual results are shown by all departments
15. Canteen and transport facilities are provided to staff and students
16. The institution uses solar energy

NAAC CRITERIA WISE RECCOMENDATIONS

Criterion 1

1. Curriculum delivery process has to be diversified
2. More number of supportive certificate courses may be started in selected areas like Tourism, International languages etc. directly or online
3. Teachers can be given training in curriculum development
4. The Internal evaluation is conducted as per the academic calendar.
5. The Academic calendar is followed strictly.
6. Innovative methods of teaching can be introduced
7. Feedback on curriculum need records of focused analysis and corrective measures

Criterion 2

1. Student Enrollment for reserved category should be calculated correctly keeping in mind the minority status of the institution.
2. Student centered learning should be encouraged and staff members are to be given periodic training to keep updated with the latest systems.



3. Use of ICT by teachers should be promoted. Interactive online boards may be introduced.
4. FDP's especially for Mentoring, ICT and OBE must be added in the coming years
5. Outcome analysis may be implemented as a routine process. An outcome evaluation committee may be formed.
6. Teachers are to be directed for PhD registration
7. The total number of teachers are in accordance with the requirement.
8. A dedicated Examination centre with COE can be set up
9. The annual pass percentage is satisfactory
10. Result analysis can be simplified
11. Outcome analysis are to be performed for corrective measures
12. Feed back process should follow NAAC requirements

Criterion 3

1. The Institution can look into mobilizing supportive funds from NGO's and other sources
2. More seminars and workshops on selected topics could be conducted
3. Teachers should be encouraged for publications in notified journals
4. The college may initiate social activities according to NAAC requirements
5. Teachers are to be trained for directing students into extension activities
6. Documents pertaining to student participation in extension activities are to be kept in the departments
7. Departments like Hotel Management can look into taking up consultancy
8. Collaborations or MOU's with other institutions for quality enhancement although exists, may be extended further for staff and student exchange, placement training, etc.
9. It is suggested to have a designated person for coordinating outreach activities

Criterion 4

1. The existing facilities are maintained in an acceptable manner.
2. More class rooms may be upgraded with ICT facilities.
3. The overall layout of the Library is not in tune with the existing academic system of the campus.
4. Total books and digitalization has to be addressed further.
5. The daily usage data of library can be improved.



6. ICT facilities in the library need improvement.
7. Teachers may be guided for content generation in the digital space and to promote remote access.

Criterion 5

1. College should look into more opportunities for student scholarships and free ships from external agencies.
2. A grievance redressal mechanism functions in the campus.
3. Placement support mechanism is good. More Life skills especially in communication may be provided.
4. Students are to be Mentored for premium placements.
5. Student progression details should be kept by the placement officer
6. A centre for competitive exams can function more efficiently and special coaching may be arranged for more competitive exams.
7. Awards and medals received in sports are exceptional. The college may look into international exposure to the students.
8. More opportunities could be initiated in Art's
9. The institution may support the formation of a registered Alumni association

Criterion 6

1. A SWOC analysis should be performed and a long term Development plan has to be formed
2. College may come out with a policy document.
3. More FDP's in specific areas like OBE are to be arranged for teachers
4. The Institution has to enter into more industrial / institutional tie-ups for quality enhancement, exchange programmes, internship and trainings
5. Financial support may be provided by the Management for staff members for professional development
6. The definitive outlay of the College office may be restructured
7. Administrative staff can be trained for supportive activities
8. IQAC may look into more quality collaborative linkages with other institutions.
9. IQAC can be restructured to monitor teaching, learning, feed back and other activities



Criterion 7

1. Cr.7 intends to educate the students on social needs, Human values and obligations. Sign boards are placed in many installations. Teachers may be provided specific guidance on these metrics for proper demonstrations
2. Green/Energy/Waste audits are to be conducted annually
3. Facilities for differently abled are in place, tactile pathways may also be provided.
4. Students should be informed on the significance of the commemorative days observed

General suggestions

1. Working hours of the college may be rescheduled providing more time for support activities.
2. Student associateship may be introduced in the campus
3. Although a quality culture exists , more initiatives are expected from IQAC such as addressing the requirements of SAAC
4. IQAC may standardize various formats required
5. A fund mobilization cell can be formed
6. College should look into the provisions of NEP 2020
7. Focus should be given to the holistic development of the students
8. Support activities has to be strengthened
9. Geo tagged photo documentation system has to be improved
10. Website should contain all mandatory disclosures
11. New teachers should be given proper Induction and training for all administrative assignments. Certificates may be issued to all those engaged in extra academic activities
12. ICT facilities need further improvement
13. The overall lay out of the library may be reconsidered with extended hours of functioning
14. Student council should be given an intensive training on Institutional needs.
15. Students have to be involved in decision making process
16. Student support assistance from college office can be made more user friendly
17. Motivational awards can be instituted for the best performing department and the best performing teacher



- 18.College should comply with the NEP and all national and state directives
- 19.College should look forward for an autonomous status

Suggested for future

1. To target 3.5+ in the next Assessment & Accreditation
2. Diversifying faculties and to start programmes of national importance
3. International Accreditation
4. Collaborations with International agencies
5. Admitting International students (with providing facilities)

COVID - 19 Lockdown period

Observations

- a. Covid – 19 protocol is strictly followed in the campus
- b. Online teaching and evaluation using various platforms are carried out following a revised time table
- c. Competitions and extension activities are also held online
- d. A few webinars were organized during the period

Suggested

1. Virtual classes
2. Virtual evaluation
3. Pandemic time table – (Web site)
4. Lockdown teaching plan – Deptl.
5. Feed back – Deptl. Feed back form
6. Digital infrastructure
7. Online mentoring / Staff counselling
8. IQAC lockdown collaborative initiatives
9. IQAC initiated quality webinars
- 10.Staff training – Use of tech during lockdown
- 11.FDP's
- 12.Online extracurricular activities for students
- 13.Provision for online library resources
- 14.Show number of digital step-in's
- 15.Student freship for online learning



16. Pandemic period grievance redressal
- 17.6.2.3 e-governance during lockdown
18. Decentralization during lockdown

The above report was prepared in accordance with the documented evidence. All observations are suggestive for further improvements.

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