

Academic and Administrative Audit Report

Submitted To

Internal Quality Assurance Cell

**Naipunnya Institute of Management and Information Technology (NIMIT)
Pongam, Koratty East
Thrissur 680 308**

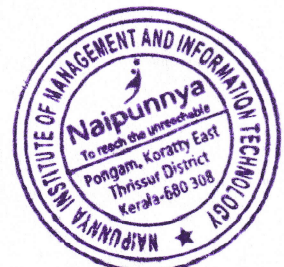
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Preface

We take great pleasure in presenting the Academic and Administrative Audit Report for NIMIT. This comprehensive report is the result of an in-depth and rigorous assessment conducted to evaluate the institution's academic practices, administrative processes, and overall performance.

As an independent auditing team, our primary objective was to provide an impartial evaluation of the institution's strengths and areas for improvement. The audit was guided by a commitment to promote excellence, efficiency, and accountability in all aspects of the institution's operations.

Throughout this audit process, we engaged with various stakeholders, including faculty members, administrative staff, students, and governing bodies. We are grateful for their valuable contributions, insights, and cooperation, which have enriched the depth and credibility of this report.

The Academic and Administrative Audit Report is designed to offer a holistic view of the institution's functioning, encompassing aspects such as academic programs, curriculum development, teaching methodologies, research initiatives, administrative efficiency, financial management, infrastructure, and student support services.

Our team of experienced auditors meticulously examined documentation, conducted interviews, and observed various activities to ensure a thorough and impartial assessment. We also benchmarked the institution against best practices and industry standards to provide meaningful recommendations for its continuous growth and development.

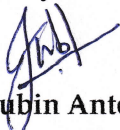
We acknowledge that every institution is unique, and the challenges they face are context-specific. Therefore, this report is tailored to reflect the specific dynamics and culture of NIMIT. Our intention is to empower the institution's leadership and stakeholders with valuable insights to build upon existing strengths and address areas that require attention.

It is important to highlight that this audit report is not meant to be a judgment but rather a constructive guide for improvement. We firmly believe that embracing the recommendations outlined in this report will contribute to the institution's progress and help it realize its vision of providing quality education and fostering an environment of excellence.

We extend our heartfelt appreciation to the leadership, faculty, staff, and students of NIMIT for their wholehearted participation and support during the audit process. Their dedication to the pursuit of knowledge and commitment to academic and administrative excellence has been commendable.

We trust that the findings and recommendations presented in this report will serve as a valuable resource in the institution's journey toward academic excellence and holistic development. We remain committed to assisting NIMIT in its pursuit of continuous improvement and commendable academic standards.

Sincerely,



Dr. Jubin Antony
Chairman, AAA



Observations and Recommendations of Academic Audit (In General)

1. Revisit and aligning the Department's Vision, Mission, and Core values to that of the college as per NEP guidelines.
2. Each department should have its own best practices in line with the institution's best practices.
3. Encourage start-ups on campus and patent publications.
4. Check the possibility of having a twinning program for HM with a foreign university.
5. Circular signed by the principal and HOD should be given before conducting any program in addition to other things such as brochures, geo-tagged pictures, etc.
6. Notice should be circulated detailing the commencement add-on/value-added
7. Include lab hours/Language Lab in the timetable.
8. Department needs to formulate strategies for admission.
9. Try to place sign boards with names, designations, and academic credentials.
10. Core values which are written should reflect with activities
11. Faculty should discover essential pedagogical skills for boosting classroom interactivity

Observations and Recommendations of Administrative Audit (In General)

1. Separate account has to be maintained for scholarship purposes.
2. Institution must have a scholarship policy that defines the terms of financial aid or support for students. Scholarship policy be made available on the college website.
3. Ledger heads need to be reorganized.
4. Display the roles and responsibilities of administrative staff along with their contact numbers/maid Ids for transparency.
5. Exit feedback should include questions specific to the administrative staff support survey that may be used as an indirect tool for assessment.
6. Welfare boards could not be figured at common access points, such as contact number and mail id of welfare officer.
7. The demand data including CAP and management applications for each of the programs must be tabulated and maintained.

Extension and Allied Activities

1. Extension programs to be SDG Linked.
2. Session on SDGs to be given to faculty to align activities under the correct SDG initiative.



Student Welfare

1. Mentoring mechanism can be revisited, with proper maintenance of mentoring dairy on which students would sign.
2. The department should have a mentoring policy and a welfare coordinator.
3. Could find close to 40% of students answering negatively to some questions in student satisfaction survey. This needs to be addressed

Consultancy and Corporate Training

1. Check the possibility of developing a systematic module incorporating grooming and fine dining etiquette for corporate professionals. It could be offered to other professional institutions as a certificate course.

Research and Development

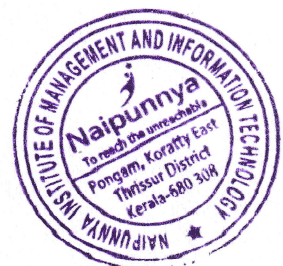
1. Should give targets to teachers for articles in UGC care list/ Scopus indexed/ Web of Science journals and book chapters

Collaboration and Allied Activities

1. MOUs should be functional. An activity report signed by the head of the two institutions should be kept.
2. Creating MOU for Add-ons with well-established corporate houses and academic institutions with good NAAC Grades.

Placement and Allied Activities

1. Copy of the ID Card and Offer letters should be kept as proof of Internship/Placement.



Observations of Academic Audit –Department Specific

Department of English

1. Cultural visit report should include letter from the institution visited/ letter from the college signed and sealed by the institution. In extension and outreach keep the original certificates/ letters.
2. Feedback report (1.4.1) must have a proper description, and it should be discussed in the department meeting. A record of this should be seen in department minutes. Action taken for it should be recorded and there should be proof.
3. Faculty Exchange program - Letter of Proposal from both institutions should include the MOU signed date.
4. Should Tap Funded Project opportunities -Government Translation works, funded project for Kerala police, Impact Assessment Studies of Governments /NGOs.

Department of Computer Science

1. Start Add-ons on big data/Hadoop/Data Analytics
2. 3 to 4 startup companies can operate from the incubation Centre
3. Alumni can also start Incubation center /startups in campus.
4. Startup funded by the institution with the faculty member as director of those center.
5. For Patent publications (Kerala start up mission will support) if you have startup.
6. More certificate programs focusing on data analytics can be offered for Computer Science and BBM students



Department of Hotel Management

1. Add Live Operations of practical sessions in Students centric programs.
2. Industry-relevant curriculum: Mention that the industry experts are involved in Board of Studies.
3. Formulate and standardize the input-output analysis methodology.
4. Flipped classrooms, industry-related case studies etc, can be claimed in teaching methodology
5. Suggested to prepare a case study to showcase the financial transformation of the students' family after they work in the hospitality industry for few years
6. Document the achievements as well as participation of students in sports and cultural activities
7. Suggested to offer certificate course on etiquettes to students of other departments as well as to the neighboring institutions

Department of Commerce

1. Feedback report should be collected separately for each programme, and it should be discussed in the department meeting. A record of this should be seen in department minutes. Action taken for it should be recorded and there should be proof.
2. Faculty Exchange program - Letter of Proposal from both institutions should include the MOU signed date.
3. Should Tap Funded Project opportunities -Government Translation works, funded project for Kerala police, Impact Assessment Studies of Governments /NGOs.
4. Include lab hours in timetable for final year B. Com Computer application.

