

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Thunchath Ezhuthachan Malayalam University,
Aksharam Campus, Tirur

The Report of the Academic and Administrative Audit, June- 2022

Period of Assessment -April 2021- March 2022

Audit Committee-

1. Dr Rajeev Mohan (Convenor)
2. Dr Anoop Das (Secretary)
3. Dr Jainy Varghese
4. Srii Subrahmanian

Audit Schedule

28, March Tuesday , 2022 -----Administrative Offices.

29 March, Wednesday,2022—Schools of the University

Malayalam university aspires to perpetual growth as part of its vision, mission and commitment to the field of education, and has picked up on the requirements of the quality journey and mandated an internal cum external audit for the academic year. Accordingly, a team comprising of the following members: The Academic and Audit Committee of 2022 met on 28th and 29th of March to evaluate the functioning of the administrative departments and various schools of the University.

The IQAC unit of the University prepared a format to gather appropriate data from the various departments and administrative units.

Courses have been revised, and new ones have been devised and approved for the year. Initiatives to include and focus and reflect Gender issues, Human values, Ethics, SDG's have also been integrated into the courses in the various departments

The sections like Admissions, and Exam management needs to be managed by dedicated permanent staff as they need more meticulous responsibilities. Immediate attention need to be put in for the said responses.

Recommendations

The examination committee needs to be activated and regular meetings should be organized to receive feedback about the examination pattern and system. Following this, corrective action could follow.

Question Bank repositories may be set in place for the benefit of students and staff for exam performance enhancement.

Developing and communicating the institution's strategic plan with identifiable short term and long-term goals and objectives.

Developing an organisational structure which reduces bureaucracy and improves communication, efficiency and effectiveness

Proper budgeting and rationalisation of funds with justification, taking into account short term and long-term goals

Adequate specialist facilities must be initiated - including practical and experimental learning facilities for the curricula of the science course given by the University.

Feedback must be regularly obtained from students, employers, parents and Alumni and analysed and acted upon as appropriate.

Students' needs for guidance and support are recognised and provision must be made for advice and assistance in the curricular, vocational and personal domains. Also a dedicated Student counsellor must be appointed in a regular manner to manage and better student's mental issues.

Green protocol initiatives must be strengthened on all affairs including public meetings that are held in the campus. Talks must be made with the Haritha karma Sena to regularly collect accumulated wastes from the campus.

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28, March Tuesday , 2023 -----Administrative Offices.

29 March, Wednesday,2023—Schools of the University

The external Academic and administrative auditing committee visited respective schools of the Thunchath Ezhuthachan Malayalam University on the 28th and 29th .of march 2023, to decipher how well the school system of the University , which has hardly a history of two years, is performing on various fronts. This audit was informed to us as a follow-up of an unofficial internal auditing of the IQAC, that supervised three weeks earlier. Here are the major excerpts of the conclusions that we have extracted on various aspects of the functioning of various schools, some of which that need to be refined and improved.

The University housing 11 schools, were appraised on various aspects, from file management systems to initiation of extension activities. The form provided for the same by the University had five broad divisions that evaluated aspects relating to academic, administrative , research, extension, student support, placement and student progression.

Almost all the schools except Ezhuthachan Study School were found to have adequate infrastructure facilities with smart, projector laden classrooms. Every school had the seating facility for twenty students which incidentally was found to be the utmost number of students allotted to a batch of post -graduation students in the University. The School of development studies also had a special personalised seating for a PWD student, since they featured one such student in their list. The library featured special facilities to support blind students, allocating a few of their computers for them to learn via voice reading facilities. The director of the Ezhuthachan school maintained that since they are for the first time offering a post graduate course with only a batch of students at their disposal, they are assured of and is expecting to get more and better facilities in terms of classes in the upcoming months of 2023.

Out of the 11 schools, 09 schools were found to have clear academic action plans and annual reports. Ezhuthachan Study school and School of literature studies were advised to better its present file management systems, profile updating and to devise clear action plans. Student attendance reports and stock registers were well managed in all the schools in the University. But the visitors diary and list of visitors was still found incomplete for most of the schools, with still a few names who visited the schools to be updated. None of the schools maintained any registry for their disciplinary actions made, if any, and hence were advised to start one from this academic year.

In the matters related to Academic domain, all the schools satisfactorily presented their syllabus of the program and their courses. Complete students list, admission details, and timetables of all the semesters were well documented. The feedback of the students on various courses, All the internal exam mark lists, and details about the student projects were also properly listed. But the drawbacks that the committee found was mostly about the lack of full student biodata on the tutorial register, which were mostly listed with little or no social and demographic factors. The biodata presented stuck to the basic information and hence advice was given to elaborate this data. In the same manner analysis of the student results in written form were found lacking in most the school archives. The Question Papers of internal exams was found lacking in most of the schools, which but had all the copies of the external or final semester exams. Similarly, some schools also failed to present with a proper lesson plan for each modules, in the manner prescribed by the University.

In the student support, progression, and placement domain, the details about the student welfare and scholarships were found to be more accurate in the University data. The same has to be made available with the respective schools. Similar was the case with attendance details of extra-curricular activities. The rest of the titles in this section including career guidance, details about Alumni, Grievance redressal committees and about bridge courses were kept intact in the schools. Some of the schools who were not into regular remedial teaching or didn't kept satisfactory account of remedial teaching methods were advised to fill the register with vibrant inputs of what they have done in this academic year.

The research domain was also well catalogued, with most details aptly tabled for easy reference and assessment. Only a couple of schools- Sociology and Cultural heritage studies, hosted journals which found a place among the UGC care list. The other schools were advised to initiate steps to create journals with quality content. The only drawback that we found here was in the proper filing of invited lectures given by faculty members of most of the schools.

The extension activities by School of Environmental Studies School of Sociology , local development studies, Historical studies and Film Studies did some initiatives worth mentioning but most of the other schools were found to be have minimum of activities aimed at the community around. Only the schools coming under the. Though most of the schools have done some domain related programmes, workshops, invited lectures, and seminars, special events were few for a definite mention. A week long 'Samskruthi' hosted by School of Cultural Heritage Studies, was applauded for its diversity of persona and artists attending the well thought out sessions. .

The committee advised the office bearers of the schools to focus more on soft skill development and devising innovative programmes that might fetch more name and approval for the University, in the coming future.

General Recommendations:

The Academic and Administrative Audit recommended a Institutional Developmental plan aimed for the next five years integrating all the important suggestions for the holistic improvement in every affairs of the University.

General seminars must be organised by the IQAC to give inputs to all the teaching staff for the effective functioning of the NAAC mechanism.

Bridge courses and Induction programmes must be made mandatory for every programs starting from 2023 July.

A dedicated NAAC co-ordinator must be appointed coordinating the activities of the NAAC.

Specialised committees must be instituted to handle subjects like MOOC, Consultancy Community radio, Add on courses and short term-long term projects.

LMS like Moodle platform must be made mandatory for blending learning initiatives in the University.

Examinations for listing Student scholarships including Nakshatra scholarship must be held and scholarships must be dispersed as early as possible.

Measures and Promotions must be Initiated to increase gross enrolment ratio Gross Enrolment Ratio.

The registration process to the NAD ABC must be completed within a strict time frame.

Signed by

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28 March, Tuesday, 2024— Schools of the University

General Observations:

The Committee for AAA visited the campus on 27th and 28th of March, 2024. The primary objective of the committee was to decipher how far the University has equipped itself for the impending NAAC accreditation process. The other objectives included a look into the outcome of practices followed in the teaching schools and various administrative departments of the University.

The teaching schools were found to be better organised with their iota of data well organised and presented. But that was not the case with the administrative departments. The regular new additions to the administrative work force and the regularity in dropouts is affecting the continuum in file management of the University. With a lot of files managed by a fewer staff that too contractual, the immediate need is to fill the administrative posts with permanent staff.

The committee also found out that updating of school files need to be streamlined. Some of the schools need to update the files including their 2024 status, as per instructed by the NAAC committee of the University.

Even after ten years of functioning, the committee observed that the schools remained scattered with its various faculties, research wing and classrooms located at different places in the campus. The researchers of various teaching schools were found to be housed in a single building in various rooms allocated for them. Its high time that classrooms, research

wing and faculty rooms be placed in a continuous space, so that the internal communications of the teaching schools and functioning will be streamlined for better outcomes.

The committee also observed that many general functions that may appeal to singular domains are organised in the big auditorium of the campus -Rangasala. The University need to create smaller seminar halls that can cater to around 50 persons, for holding seminars that demands lesser audience.

Recommendations for Immediate Action:

The committee recommends to align the syllabus of various schools satisfying the feedback reports from various stakeholders that were tabulated by the NAAC team. This must be integrated in the syllabus revision that is due in the coming academic year.

Question Bank repositories may be set in place for the benefit of students and staff for exam performance enhancement.

Realigning the schools in the University so as to find spaces for mini seminar halls

Beautification of the campus and installing newer outdoor facilities that suits NAAC and UGC demands.

Strengthening of the Wi-Fi facilities in the campus and extension of the same to the new building constructed for class and laboratories.

File system updating of all the necessary student and administrative files in various schools.

Reorganising of all the committees so as to speedup proceedings.