

**NEHRU MEMORIAL COLLEGE  
SULLIA, DAKSHINA KANNADA**



**ACADEMIC AND ADMINISTRATIVE AUDIT  
REPORT 2018-19**

# ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2018-19

## **Vision:**

As our Institution is affiliated to Mangalore University, it follows the University designed curriculum. The University prepares an Academic Calendar which specifies the duration of Semester, the date of commencement and the end of the semester, external theory & laboratory examinations, and the vacation at the end of the term.

Every department in the Institution prepares its departmental action plans at the beginning of the semester, specifying the academic & co-academic activities to be taken up during the semester period.

The syllabus in each subject is prescribed by the University. Few of the senior teachers have been on the BOS of various Departments of the University. They in turn contribute to the formulation of syllabus in a constructive manner. University level subject associations are formed and our faculties are the life members/annual members of these associations. The University appoints the qualified teachers to involve in the university level evaluation work of the answer scripts. The senior teachers have also been appointed as the BOE/Chairman of the respective subject for the academic year. Faculty members are also deputed to the subject workshops/ orientation, to update their knowledge. Workshops on the restructuring of the syllabus have been arranged through the subject associations. The faculty members are documenting these, in their work dairies.

The Institution ensures the objectives effectively through the Vision and Mission.

## **Vision of the college**

The vision of our Institution is to develop a centre of excellence in higher education for the economically backward people of this "Malnad" region.

The vision leads to strive for the enrichment of culture, to develop research-oriented activities, to promote scientific outlook, to honor secularism, to uphold democratic values.

Further, the aim is to promote youth of this region to find opportunities of career advancement that brings about a sustained and all round development for the growth of a healthy, humane and enlightened society.

## **Mission of the college**

The Institution envisages realizing the vision by:

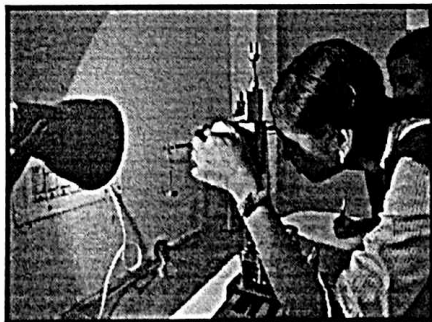
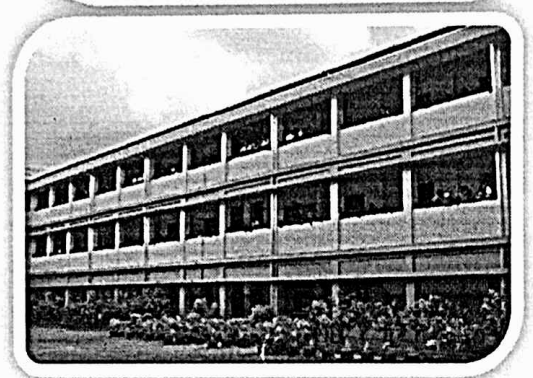
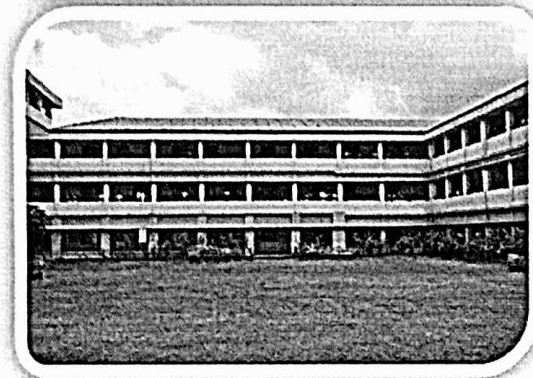
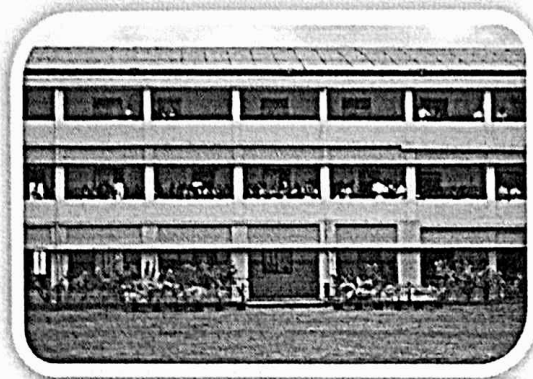
- Providing admission to all eligible candidates without cut off marks, to acquire higher education.
- Providing training to the students in the drama, folk and performing arts.
- Connecting the curricular activities with the local socio-economic, cultural and educational conditions.
- To take extracurricular programmes to the level of local social structure, environment and literature.
- Bringing about awareness of one's rights and duties.
- Establishing College - Community connections.

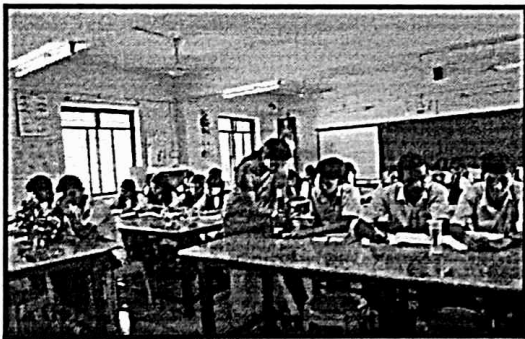
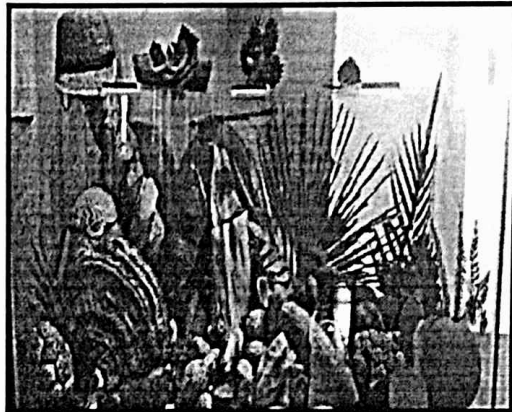
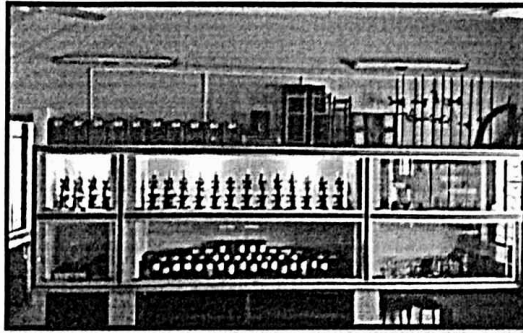
The vision and mission statement of Institution is communicated to the students, teachers, staff and other stake holders through:

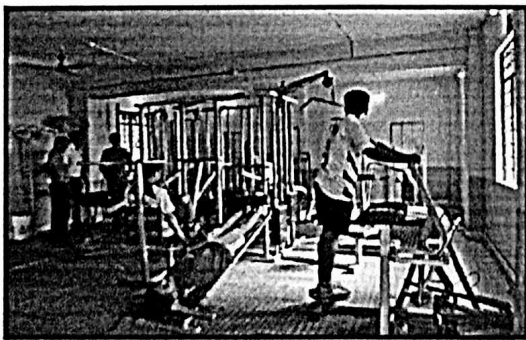
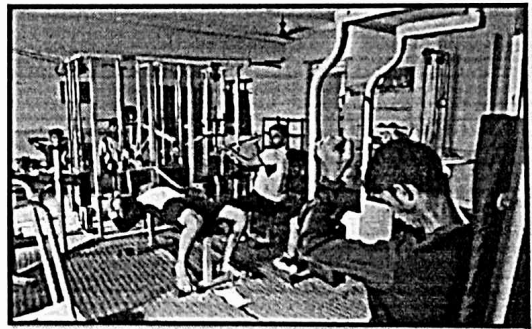
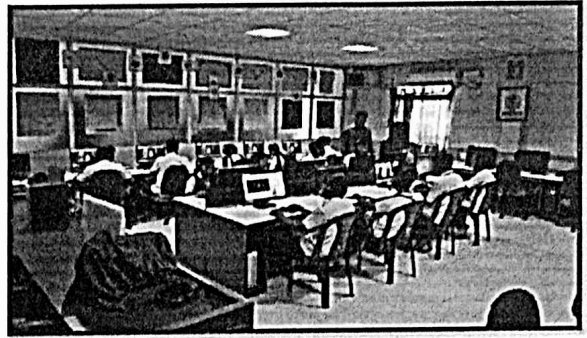
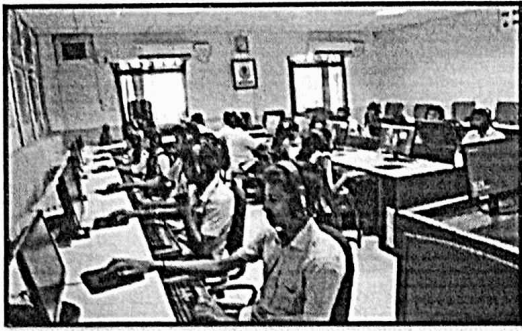
- College website
- Prospectus and College annual magazine.
- Display boards in the College premises.
- Orientation programmes to the fresher's at the beginning of the semester.
- Parent Teacher Association
- Alumni Association
- Feedback mechanism.

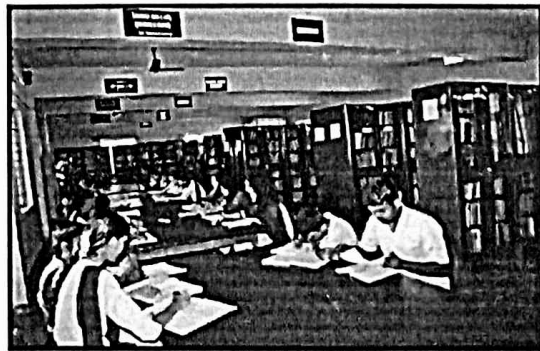
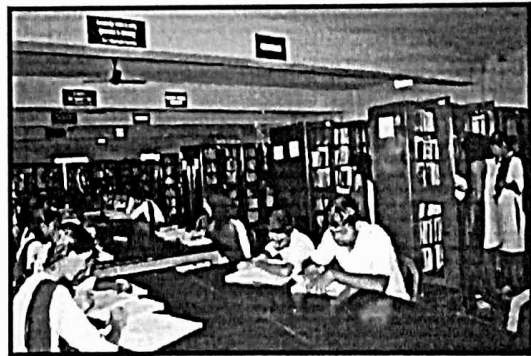
## INFRASTRUCTURE

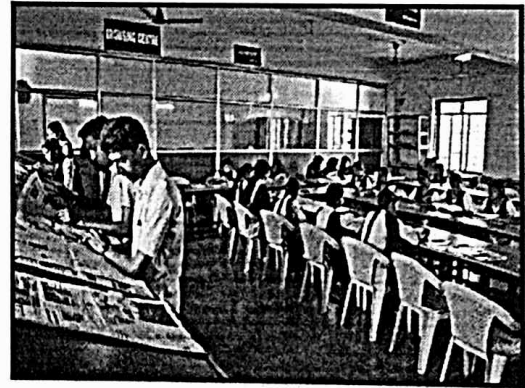
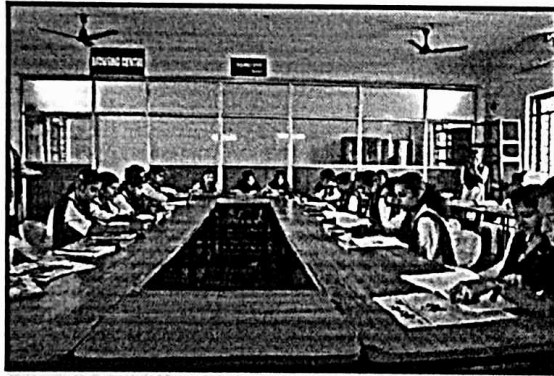
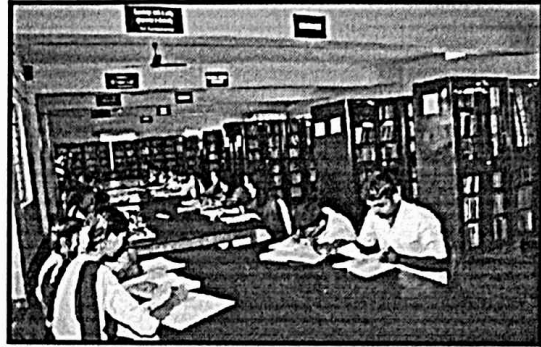
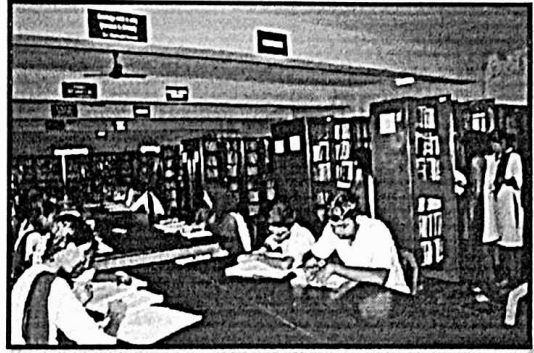
The activities of the institution and responding to the academic requirements of teachers, students and other staff members is remarkable.



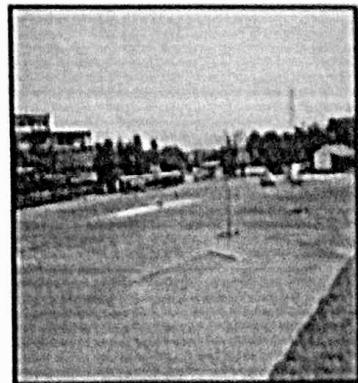
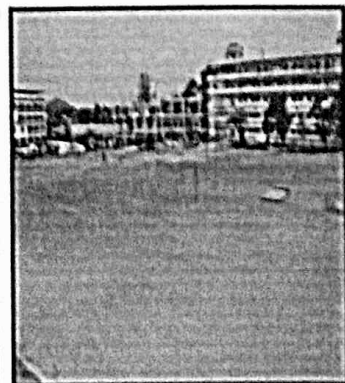
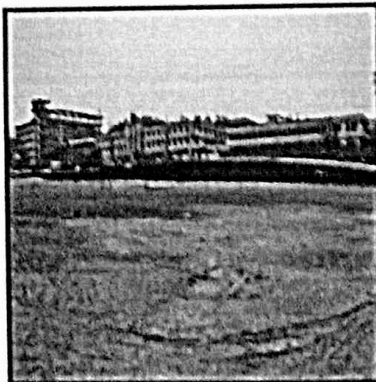
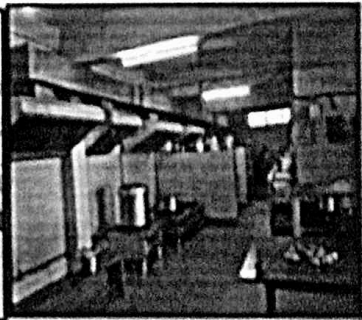
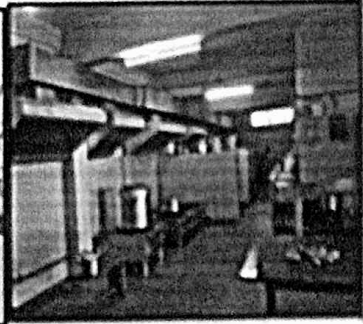
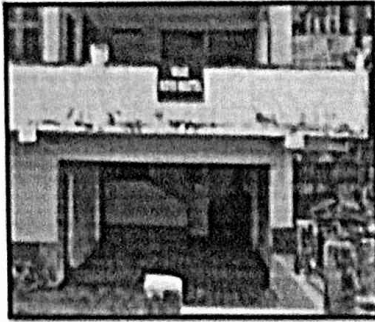


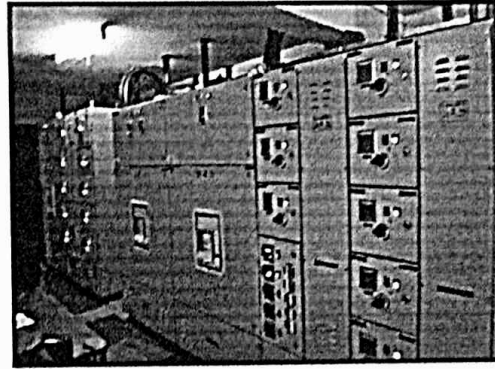












### AAA Committee

UGC X five year plan document has emphasized the importance of Academic and Administrative Audit and directed all the higher education institutions to subject themselves to this process every year. It is indeed a good gesture on the part of the college to undergo this exercise. Accordingly, the Principal constituted the following experts committee and requested to conduct the Academic and Administrative Audit for the academic year 2018-19.

1. Dr.Poovappa Gowda .K . Student Welfare Officer of the college
2. Mrs. Rathnavathi . D , IQAC co-ordinator of the college,
3. Mr. Rudra Kumar M.M. Asst. Professor Department of Commerce

Further the principal of the college has nominated the following members for AAA

Sl.No.	Name	Designation
1.	Mr. Thippeswamy D.H.	Asst. Professor Department of History
2.	Mr. Sathyaprakash D.	Course Co-ordinator, Science
3.	Mr. Shridhara V.	Lecturer, Department of Commerce
4.	Mr. Abdul Rasheed K.M.	HOD, Department of Social Work (P.G.)
5.	Mrs. Bhavya P M	HOD, Department of English
6.	Mr. Umesha	Librarian
7.	Mrs. Niveditha M.	Office Superintendent

The Committee visited all the teaching departments, support services, administrative sections and other infrastructural facilities and interacted with the teaching staff, students, officers, coordinators to know the academic and administrative performance. Apart from this, concerned Heads of all departments, sections and services made the

presentation of the activities. This has given scope of thorough interaction and also for several clarifications.

The Committee after completing all stages of inspection and interactions prepared the AAA Report covering the summarized observations and recommendations.

## **Executive Summary**

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards.

During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies. The analysis was based upon an examination of the policies, manuals and standards on data analysis, and on the results of preliminary interviews with personnel considered key in the Administrative management in the campus. The criteria and methods used in the audit were based on the identified risks.

The methodology used included physical inspection of the campus, review of the relevant documentation, and interviews.

The AAA committee visited all departments, Library, sports section, Computer Laboratories, NCC office, NSS office, Rangers and Rovers, Youth Red cross, office of the college. The faculty members made PPT presentation about the performance about their respective departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college. The AAA Committee interacted with all the faculty members of the departments to assess the academic and administrative performance of the college. Other general facilities like drinking water, wash rooms, class rooms, ventilation and lighting, We verified the facilities provided for the students of SC, ST, OBC, Minorities and female students.

### **Teaching-Learning:**

The College has planned programmes to provide exposure to enhance the students' learning experience by way of field trips, study tours, industrial visits, internship training and arranging departmental trips. In addition, guest lectures, invited talks,. In order to encourage the students to shape their future and avail suitable jobs, the college has made ample provisions for students' support services. Due importance is given for the faculty enrichment and several need-based awareness programmes, trainings and workshops have been the integral part of the college academic activity. It is a matter of pride that this college is encouraging the faculty and students to publish their creative output through the college magazine "KARANJI" and students wall-paper "PRATHIBHA DARPANA". College released the quarterly News Bulletin "VIDYA CHETHANA"

### **Special Features:**

More than anything a significant number of college students are able to pursue different useful certificate courses. The College has demonstrated the credible social responsibility by organizing community oriented programmes to impart practical knowledge of economic conditions of village people college entered MOUs with Grama Panchayath

Teaching faculty of the College forms a strong backbone of teaching, learning, research, publication and over all academic development. Some of the faculty have been associated with literary, cultural and social organizations and contributed in their own way to make their identity felt by others. All of them are committed and working as a

team to achieve the academic excellence. At the same, the Management of the college is overwhelmingly supportive to the progress of the college.

### INFRASTRUCTURAL FACILITY

SI No.	Particulars	Options	Answers
1.	Campus Area:	Exemplary Good Inadequate	Exemplary
2.	Campus Ownership	Owned by: Management On rent	Management
3.	Office Space	Exemplary Good Inadequate	Good
4.	Laboratories	Exemplary Good Inadequate	Good
5.	Security	Inadequate adequate	Adequate
6.	Potable Water facility	Exemplary Good Inadequate	Adequate
7.	Power Backup facility	Inadequate adequate	adequate
8.	Washroom facility	Exemplary Good Inadequate	Good
9.	Parking	Exemplary Adequate Inadequate	Adequate
10.	Class rooms (as per requirement)	Exemplary Adequate Inadequate	Adequate
11.	Seminar Room	Exemplary Adequate Inadequate	Adequate
12.	Health Centre facility	Yes/No	Yes
13.	Seminar Room	Exemplary Adequate Inadequate	Adequate
14.	Hostel (Boys)	Exemplary Adequate Inadequate	Adequate

15.	Hostel (Girls)	Exemplary Adequate Inadequate	Adequate
16.	Support services (**Bank/PO/**Xerox)	Yes/No	Yes
17.	Canteen	Yes/No	Yes
18.	Approach Road	Yes/No	Yes
19.	Garden	Yes/No	Yes
20.	Auditorium/ Assembly hall	Yes/No	Yes
21.	Overall Maintenance	Exemplary Adequate Inadequate	Adequate
22.	How many Faculty members/ Administrative can operate MS-Word /Microsoft Excel?	-	Teaching <80% > 60 Non-teaching >80% > 90
23.	Did your College arrange Training for Faculty	Yes/No	Yes
24.	Does the college have a functional Alumni Associations	Yes/No	Yes

#### Library facilities:

Sl No.	Particulars	Options	Answers
1.	Area of Library	-	5100 Sq ft
2.	Do you have separate reading area for Student and Staff?	Yes/No	Yes
3.	Do You display the new arrivals?	Yes/No	Yes
4.	Do you maintain Book Volumes?	Yes/No	Yes
5.	No. of Book per student	-	32
6.	No. of Issue/Return books per day		Issue -50 Return - 40
7.	No. of Research Journals/Periodicals		45

### Placement Facility

Sl No.	Particulars	Options	Answers
1.	Does the Placement cell been formed in your college	Yes/No	Yes
2.	Is any campus placement arranged ?	Yes/No	Yes
3.	Have you conducted any pre placement training	Yes/No	Yes
4.	Have you organized any company visits or guidance camp for students?	Yes/No	Yes
5.	Are the students provided computers and Internet to search job, to down load application forms etc?	Yes/No	Yes
6.	Does the college subscribe the magazines for job recruitment	Yes/No	Yes

### Recommendations:

- The placement cell of the institution may be strengthened
- There is not enough facility for the students for indoor sports
- Permanent ICT facilities to be provided to each class
- Steps to be taken for the registration of Alumni association

### Conclusion

This internal Audit was conducted for various department to assess the performance and requirements. In order to meet its objective its Audit combined physical inspection with a review of relevant documentation and interviews with various departments.

1. Dr.Poovappa Gowda .K . Student Welfare Officer of the college
2. Mrs. Rathnavathi . D , IQAC co-ordinator of the college
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