

Academic and Administrative Audit

21-22 APRIL 2022



Central University of Kerala

Academic and Administrative Audit

APRIL 21,22 - 2022

The AAA team conducted the audit as per the approved schedule and based on the visits as well as observation of facilities, had the following remarks to make:

Please find the following general observations with regard to the presentations made by the Deans/Heads of Centers/Facilities pertaining to the visit of NAAC PEER Team.

The slides may be of uniform in nature with the templates designed by the IQAC/IT.

The first slide should be the title of the Department/Centre/Facility with year of establishment.

Purpose of establishment(in brief, particularly if it is a Centre/Facility)

Programmes being offered.

Total strength of faculty/Total Strength of the students. F/S ratio and demand ratio

Any special features of the Department/Centre-Distinctive/unique features in terms of achievements alumni etc.

Above slides should be common to all

Teaching departments may follow criteria wise presentations, giving emphasis to the qualitative metrics.

Centers may follow their own pattern highlighting the role in improving the quality of education.

If a Centre is attached to a Department, then, it may be presented under the Department to avoid duplication of information.

It is better to include only the existing Programmes, avoid proposed ones.

Try to avoid hyperlink as it takes time to open during presentations

The facts/statistics presented by the Vice-Chancellor in his introductory session need not be repeated again by the Department/Centre's

A print version of the presentations may be kept during presentations.

Meetings with the Alumni and parents, a brief presentation may be planned.

The presentation of department may be to a maximum of 15 minutes while the centers may be confined to 10 minutes only.

Proliferation of new courses in a Department where the existing programmes suffer from faculty/facility inadequacy be avoided. Consolidation of ongoing programmes be given the top priority, before venturing into new programmes.

There is a serious shortage of regular faculty at present, with more than 50% being the guest faculty. The situation needs to be remedied at the earliest. A prior, the University has to take care of its teaching responsibility.

The mid-level Offices downwards be given professional training in IT applications, administrative practices and decision making processes.

The costly and sophisticated equipment's available in the University deserve to be fully utilized. Efforts be made to disseminate the information to the prospective users.

The online feedback on curriculum and faculty performance (with high coverage of over 90%) is commendable. But the results of the feedback must be logically followed up, including sharing the information with the stake holders, sensitizing them for corrective actions strategies. Appropriate incentives for better performers among faculty/staff are considered.

The student support services to be strengthened, especially in the acquisition of soft skills, leadership qualities, communicative skills, career guidance and campus placements. Arrangements for deploying exclusive officer for this portfolio could be considered.

As the University is endowed with rich flora and fauna, a comprehensive Inventory of flora and fauna be prepared

A Green Audit of the University be systematically conducted every three to five years to sustain a lush green campus.

Employment Information and Guidance Bureau could be fully revamped as a skill centre to enrich and train the students in career skills.

Add slides indicating the following qualitative metrics.

1. A well thought out statement on how curriculum addresses local, national , global development needs in tune with SSR.
2. A description of innovative student centric teaching methods and continuous assessment practices.
3. Describe in a few points how attainment of learning outcomes are measured and how slow learners and advances learners are addressed.
4. Bring out unique student initiative in the PPT.
5. List the best practices 2 to 4, in the department slides. Ensure that such practices are unique, distivitive and with finite outcomes.

6. For the extensions activities indicate indicate total number of interventions and total number of beneficiaries.
7. Each department may have a slide of Future Plans indicating where they would position themselves five years from now.

General PPT points

1. Use appropriate diagram and pictorial representations wherever possible.
2. Give footer and slider numbers
3. Avoid overcrowding in a single slide.
4. Ensure readability and clarity
5. Classify achievements under specific heads like research project, publications, recognitions, student mobility and progression, innovative teaching methods and so on.
6. Distinctive achievements, national/global at the department level may be included in the VC's presentation.

Action taken on the last peer team visit has to be given in the VC's presentation.

List out the achievements during the last five years with regard to

1. Plinth area of the buildings constructed.
2. Increase in the number of permanent faculties and facilities added to various departments
3. Number of programmes added
4. Future plans
 - a. To construct international hostels for admitting international students.
 - b. To link programmes with industries near the University.
 - c. To commence industry linked programmes in various disciplines.
 - d. COVID testing has to be highlighted as it is a big service to the nation.
 - e. Student exchange programs with foreign universities
 - f. Commencement of Dr. S Radhakrishnan Chair under School of Education.
 - g. Full time coaching for civil service coaching under School of Public Administration.

Spacious room for IQAC has to be prepared preferably near the vice chancellor cabin make sure the provision for presentation before the NAAC peer team. The IQAC committee has been constituted as per NAAC regulation in cooperative NAAC regulations regular meeting have to be conducted. Since the IQAC coordinator has taken charge very recently the service of the previous IQAC coordinator has to be utilized for preparing slides and other documents. With regard to various cells . The structure has to be formed following NAAC regulations.

It is better to have a spacious hall for presentation of posters apart from slides in terms of cells and committees colorful posters would go a long way and also save time.

Student's interaction:

Prepare as many as 40 students along with student council leads who have good idea about right and services reentered by the university

Include an incubation center under the AEGS of management/ commerce department exhibit a list of prominent element in the IQAC room provides ample number of dust bins inside the campus where ever necessary attach ramps in all the building toilets also must be provided to physically challenged students. The service of the medical facility make round clock on rotation basis. The nomenclature of guest lectures must be avoided either adhoc / contract professors.

The total built-in area of the university must be included in the vc's presentation and then the new additions must be highlighted the increase in the number of permanent faculty after the last visit must be added in the vc's presentation along with the number of programmes after the last visit in the vc's presentation

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22/04/2022

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22/4/22

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