



**JAMIA NADWIYYA ARTS AND SCIENCE COLLEGE,
EDAVANNA**
(AFFILIATED TO UNIVERSITY OF CALICUT)

**ACADEMIC AND ADMINISTRATIVE
REPORT
2022-2023**

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Prepared by IQAC

JAMIA NADWIYYA ART AND SCIENCE COLLEGE



Established in 2003 under the auspices of the Jamia Nadwiyya Trust Board, Edavanna, Jamia Nadwiyya Arts and Science College stands as a beacon of quality education in the self-financing sector. Affiliated with the University of Calicut, the college is dedicated to nurturing graduates proficient in modern sciences and equipped with professional competence. With undergraduate programs including BA (English), B.Com, B.Sc Physics, BCA, and BBA, and postgraduate offerings in M.Com and M.Sc Physics, the institution consistently achieves outstanding results in university examinations. Committed to academic excellence, the college strives to uplift educationally disadvantaged communities, fostering socially responsible and ethically grounded citizens across all backgrounds.



VISION

Providing quality education and uplifting the educationally backward Muslims and other backward communities in particular and all other communities in general, molding them professionally competent, socially responsible and morally sound citizen

MISSION

To execute academic, co-curricular and other skill enhancing program to ensure quality of life nurturing constitutional morality secular ethos and environmental protection.

INTRODUCTION

Academic and Administrative Audits (AAA) are essential for ensuring that educational institutions are efficient, effective, and maintain their integrity. A well-structured administrative system that includes regular audits prioritizes the quality of academic systems.



ACCOUNTABILITY

Auditing helps hold educational institutions accountable for their actions, ensuring they use resources responsibly and achieve their objectives.



TRANSPARENCY

Auditing fosters transparency by giving stakeholders a clear view of the institution's finances, operations, and academic achievements. Additionally, it helps manage risks by identifying potential problems like financial mismanagement, non-compliance, and academic shortcomings, allowing institutions to address these issues proactively.



CONTINUOUS IMPROVEMENT

By examining processes and procedures, audits can pinpoint areas where enhancements can be made, resulting in heightened efficiency and effectiveness in both academic and administrative functions.



COMPLIANCE AND MANAGEMENT

Audits ensure that educational institutions adhere to relevant laws, regulations, and industry standards, minimizing the risk of legal repercussions and penalties.

OBJECTIVES OF ACADEMIC AUDIT



EVALUATE

Evaluate the curriculum to ensure it is relevant, current, and meets educational standards.



ASSESS

Assess teaching methods, learning outcomes, and assessment practices to improve the quality of education.



REVIEW

Review faculty qualifications, teaching effectiveness, research productivity, and professional development to maintain high academic standards.



COMPLIANCE

Ensure compliance with accreditation standards to maintain institutional accreditation and academic quality.



BENCHMARKING

Comparing the institution's performance against similar institutions to identify areas for improvement and best practices.



MONITORING

Monitor student retention, graduation rates, and academic achievement to identify and address factors influencing student success.



ACADEMIC AUDIT

An academic audit is a systematic review and evaluation of the educational programs, processes, and outcomes within an academic institution.

COMPONENTS OF ACADEMIC AUDIT

SL.N O	Components	Explanation
1	Curriculum Review	Examining the content, structure, and sequencing of courses and programs to ensure alignment with educational objectives, industry standards, and best practices.
2	Teaching and Learning Assessment	Evaluating teaching methodologies, pedagogical approaches, and learning outcomes to determine the effectiveness of instruction and identify areas for improvement
3	Faculty Performance Review	Assessing the qualifications, expertise, and teaching effectiveness of faculty members to ensure they meet the standards for academic excellence and contribute to student success
4	Student Success	Reviewing assessment practices, grading criteria, academic support services to monitor student progress, identify at-risk students, and promote retention and graduation.
5	Accreditation Compliance	Ensuring compliance with accreditation standards and requirements set forth by accrediting bodies to maintain institutional accreditation and uphold academic quality

OBJECTIVES OF ADMINISTRATIVE AUDIT



EVALUATE

Evaluate the adequacy, safety, and maintenance of facilities and infrastructure to provide a good learning environment.



ASSESS

Assess recruitment, training, performance evaluation, and employee relations to maximize workforce productivity and satisfaction.



REVIEW

Review financial processes, budgeting, and spending to ensure financial responsibility and prevent fraud.



IT

Audit IT infrastructure, data management, and cybersecurity to protect sensitive information and ensure reliable data access.



COMPLIANCE

Ensure compliance with legal and regulatory requirements related to governance, reporting, and operations to avoid penalties and damage to the institution's reputation.



MONITORING

Monitor administrative efficiency and effectiveness.



ADMINISTRATIVE AUDIT

An academic audit is a systematic review and evaluation of the educational programs, processes, and outcomes within an academic institution.

COMPONENTS OF ADMINISTRATIVE AUDIT

SL.NO	Components	Explanation
1	Financial Management	Reviewing budgeting processes, expenditure controls, and financial reporting to ensure fiscal responsibility and transparency
2	Human Resources	Evaluating recruitment, selection, and onboarding processes to attract and retain qualified employees. Reviewing training and professional development programs to enhance employee skills and competencies.
3	Procurement and Contract Management	Examining procurement procedures, vendor selection criteria, and contract negotiation processes to ensure competitiveness, fairness, and compliance with regulations.
4	Information Systems and Technology	Reviewing IT infrastructure, data management practices, and cyber security measures to safeguard sensitive information and ensure reliable data access
5	Facilities and Infrastructure	Valuating the adequacy, safety, and maintenance of physical facilities and infrastructure to support organizational activities and ensure a conducive work environment

METHODOLOGY OF AUDITING

The committee has collected data base in the format Prepared by the IQAC. The committee after the verification of the data collected visited the departments on April 7th 2023. The visits are for the physical verification of each department, library, administrative office and finance. The report is duly submitted after the consolidation of the data received.

ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

NAME	DESIGNATION
Dr. Abdulla Najeeb M	Assistant Professor PG & Research Department of Arabic Sullamussalam Arabic College, Areekode
Dr. Sajith C	Assistant Professor Department of Economics Sullamussalam Science College, Areekode
Dr. Seedikkoya M	PRINCIPAL Jamia Nadwiyya Arts and Science College, Edavanna





SCHEDULE OF THE AUDIT

DATE: 07 APRIL 2023

AUDITORS: Dr. Abdulla Najeeb M

Dr. Sajith C

Dr. Seedikkoya M

TIME	VISIT SCHEDULE
9:00 AM	IQAC AND DEPARTMENTAL PRESENTATION
10:30 AM	DEPARTMENT OF COMMERCE AND MANAGEMENT SCIENCE
11:30 AM	DEPARTMENT OF PHYSICS
12:05 PM	LIBRARY
12:20 PM	DEPARTMENT OF COMPUTER APPLICATION
01:00PM	DEPARTMENT OF ENGLISH
LUNCH	
02:00 PM	INFRASTRUCTURE TOUR
02:30 PM	OFFICE
04:00 PM	EXIT MEET

The AAA committee visited all relevant facilities, including departments, the library, laboratories, administrative offices, recreational areas, dining facilities, hostels, and the mosque. The IQAC, departments, and office staff prepared files and presentations for the AAA team's review and interacted with them to provide a comprehensive understanding of the institution's operations.

SUGGESTIONS GIVEN IN ACADEMIC AND ADMINISTRATIVE AUDIT

CURRICULAR ASPECTS

The college has a well-organized and documented system for implementing the curriculum provided by the university.

A centralized internal system ensures transparency and efficiency in managing internal examinations.

All departments offer certificate and bridge courses to enhance students' subject knowledge beyond the curriculum.

The college prioritizes social competency and moral development by offering courses on gender, social responsibility, and scientific outlook.

Regular feedback is collected from various stakeholders, and the institution promptly addresses grievances.

Mentorship and remedial classes are provided to support students.

The curriculum covers important cross-cutting issues like professional ethics, gender, human values, environment, and sustainability.

TEACHING- LEARNING AND EVALUATION

The institution uses effective and inclusive methods to identify and address the diverse needs of its students.

The institution regularly holds PTA meetings and mentoring sessions to create awareness among parents about their pupil's academic achievements and competencies.

Student-centered methods like bridge courses, peer learning, and remedial classes are implemented to enhance the learning experience and improve learning outcomes

ICT facilities and learning resources play a significant role in ensuring the effectiveness of the teaching-learning process

Communication of Course Outcomes (COs) and Program Outcomes (POs) through college website and orientation programs

The institution ensures an inclusive nature in admission without any discrimination

Advanced facilities including ICT-enabled classrooms, laboratories, language lab, and resource centre to create an environment conducive to effective teaching and learning process

RESEARCH INNOVATION AND EXTENSION

The institution has a well-established Entrepreneurship Development (ED) Club that actively fosters an entrepreneurial spirit and innovative thinking among students through workshops, seminars, and mentorship programs. It provides resources and support to help students develop their business ideas and ventures.

The institution organises programmes on IPR, and which promotes Indian Knowledge System

The institution and its students actively participates in extension activities. The Best Practice of the college "Jeevanam" actively supports local communities.

The institution has signed various MoU's with various local bodies and organisations to contribute towards the society.

Lack of research departments, research funding is a serious concern .

Institution should try to bring in faculty with research experience.

Well established NSS and Nature club promotes student participation in extension activities

INFRASTRUCTURE AND LEARNING RESOURCES

ICT enabled spacious classrooms, laboratories, library, playground seminar halls, smart room and auditorium. Well furnished Gymnasium/fitness centre/ yoga centre.

Well furnished computer and science labs

The college has transparent and efficient mechanism for infrastructural and technological augmentation

The institution should try to improve indoor game facilities.

Institution should try to improve library facilities, providing more access to E-Content for research.

STUDENT SUPPORT AND PROGRESSION

Career Guidance, Coaching and Motivation sessions are regularly provided across all levels.

College has a registered Alumni association which meets regularly and holds annual alumni meets fostering connections and friendships.

The institution promotes student involvement in cultural and sports events both within and outside the campus.

The institution has a transparent system for addressing grievances, providing both online and offline submission options. It also maintains an anti-ragging committee, an internal complaints committee, and a grievance redressal committee to effectively manage college discipline and student behaviour

The talents and skills of students were showcased through capacity building and skill enhancement programmes organized by different departments, committees, and clubs

Students are encouraged to take advantage of various scholarships and freeships offered by both the government and the college management.

GOVERNANCE, LEADERSHIP AND MANAGEMENT

By implementing the National Education Policy (NEP), adopting decentralized governance, and actively involving stakeholders in institutional planning, the institution demonstrates its dedication to fulfilling its vision and mission.

The institute's administration and governance involve collaboration among various stakeholders, including the managing committee, college council, administrative office, parent-teacher association, alumni association, and local representatives.

College designs perspective plans as a roadmap to guide its developmental goals.

The college has adopted various E-governance measures and has adopted an ERP software for effective administrative practices.

The Institution has a well established and functioning IQAC, which regularly conducts value addition programmes and initiatives. IQAC actively reviews curricular and co-curricular activities of the institution.

The institution has a well laid out HR POLICY. Faculty are provided financial and other support to actively participate in faculty development and upskilling programmes.

INSTITUTIONAL VALUES AND BEST PRACTICES

College actively promotes cultural diversity and national unity by inculcating such programmes and activities to the curriculum.

College has a well established and functioning WDC, which regularly conducts programmes on gender sensitivity and awareness.

College has clear- cut policy for minority, female, OBC, and divyangjan students.

The college prioritize's it;s female student;s safety. CCTV has been setup through out the campus and designated and exclusive gates and pathways have been created for the safety and comfort of female students.

The college has adopted Eco- friendly pravitces and conducts energy and environmental audits. The green campus is maintained by various clubs and bodies. Environmental awareness campaigns and activities are conducted regularly.

Best practices such as “ Roots of Heritage” and “ Jeevanam” are actively promoted. “Roots of Heritage” creates awareness about local indigenous tuber crops while Jeevanam is a community upliftment project.

The institution distinguishes itself by offering support to old age homes in the community and providing them with continuous support.



SUMMARY OF SUGGESTIONS

- **Fostering Cross-Disciplinary Learning:** The institution should actively promote interdisciplinary learning across all fields of study, encouraging students to explore connections between diverse disciplines and develop a broader understanding of complex issues.
- **Embracing Innovative Pedagogy:** Faculty should be encouraged and supported to adopt novel teaching methods, incorporating the latest pedagogical research and technology to enhance student engagement and learning outcomes.
- **Building Partnerships:** The institution should forge stronger collaborations with industry experts and external institutions, creating opportunities for students to gain real-world experience, participate in internships, and network with potential employers.
- **Prioritizing Experiential Learning:** Hands-on learning experiences, such as laboratory work, field trips, and simulations, should be integrated into the curriculum to enable students to apply theoretical knowledge and develop practical skills.
- **Strengthening Research Capacity:** The institution should invest in expanding research infrastructure, providing more resources and support for faculty and student research projects, and promoting the publication and dissemination of research findings.
- **Encouraging Scholarly Exchange:** National and international seminars, conferences, and workshops should be regularly organized to facilitate the exchange of knowledge and ideas, fostering a vibrant intellectual community within the institution.
- **Promoting Skill Development:** Capacity building programs and workshops should be implemented to equip students with the practical skills and competencies necessary for success in their chosen fields and future careers.



SUMMARY OF SUGGESTIONS

- **Improving Student Success:** Efforts should be made to improve retention and enrollment rates, including targeted outreach and support services for students at risk of dropping out.
- **Ensuring Inclusivity:** The institution should actively improve accessibility for students with disabilities, ensuring that all facilities and resources are designed and adapted to meet their needs.
- **Attracting Diverse Talent:** The institution should strive to attract a more diverse student body, including students from underrepresented groups and students with disabilities, creating a more inclusive and enriching learning environment.
- **Investing in Faculty Development:** Faculty development programs and resources should be prioritized to enhance teaching effectiveness, promote research productivity, and support professional growth.
- **Evaluating Educational Outcomes:** Rigorous assessment methods should be employed to ensure that program and course objectives are being met, and to identify areas for improvement in the curriculum and instructional delivery.
- **Upgrading Technological Infrastructure:** The institution should invest in improving internet connectivity, upgrading computer hardware and software, and adopting the latest ICT tools to enhance the learning environment and support digital literacy.
- **Modernizing Library Resources:** Library facilities and e-library resources should be continuously updated and expanded to provide students and faculty with access to the latest research materials and information resources.



SUMMARY OF SUGGESTIONS

- **Transitioning to Digital Systems:** The institution should accelerate its transition to e-governance and strive to create a completely paperless administrative system to improve efficiency, reduce costs, and minimize environmental impact.
- **Expanding Financial Aid:** The institution should increase the availability of scholarships, grants, and other forms of financial aid to ensure that financial constraints do not prevent qualified students from pursuing higher education.
- **Strengthening Alumni Engagement:** The institution should actively engage with alumni, encouraging their participation in academic and extracurricular activities, mentorship programs, and fundraising initiatives.
- **Supporting Career Development:** The institution should provide comprehensive career services, including job placement assistance, entrepreneurship training, and networking opportunities, to prepare students for successful transition into the workforce.
- **Recognizing Student Achievement:** The institution should celebrate and recognize student achievements in academics, research, sports, cultural activities, and community service, fostering a sense of pride and accomplishment within the student body.
- **Implementing ERP Enhancements:** The institution should fully implement and expand the ERP module, making attendance records and academic performance data readily accessible to students and faculty.
- **Enhancing Performance Management:** The performance appraisal process for faculty and staff should be regularized and refined to ensure that it is fair, transparent, and aligned with institutional goals.



SUMMARY OF SUGGESTIONS

- **Pursuing Accreditation:** The Internal Quality Assurance Cell should actively work towards obtaining accreditation from national and international bodies, such as NAAC, NIRF, and KIRF, to validate the quality of the institution's programs and processes.
- **Seeking UGC Recognition:** The institution should actively pursue 2(f) recognition from the University Grants Commission (UGC) to enhance its eligibility for funding and other benefits.
- **Promoting Gender Equality:** The institution should continue its efforts to promote gender sensitization and to increase female participation in sports, cultural activities, and leadership roles within the campus community.
- **Embracing Sustainable Practices:** The institution should continue to implement and expand its sustainable energy practices, reducing its environmental footprint and serving as a model for other institutions.