

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Dates of Audit: August 9 - 14, 2024

Audit report submitted: August 20, 2024

A five member internal team was constituted to audit the functioning of the college. The audit report was submitted to the principal. The audit team consisted of four senior faculty members and the technical officer, namely, Prof. Raghavendra - Principal, Dr. Ashok Mammen V, Prof. Shekar M, Prof. Kavita Mahar, and Mr. Joseph Manukumar.

AN INTRODUCTION

Nitte Group of Institutions has its roots in a consortium of establishments established by the Nitte Education Trust. The trust was founded in 1979 by the esteemed Late Justice KS Hegde, a prominent figure in Indian governance serving as a Supreme Court Judge and the Speaker of the Lok Sabha. The trust's core mission is to empower rural youth by delivering high-quality education and healthcare. With 36 institutions across three campuses in Nitte, Mangalore, and Bangalore, the Nitte Group of Institutions spans diverse areas of learning, including health professions education, engineering, management, humanities, general education, vocational training, and school/pre-university education.

Mission and Vision statements

Mission: To develop the institution as a centre of excellence, imparting quality education that generates competent and skilled human resources who can contribute to the economic progress of the nation with a social conscience and high ethical standards.

Vision: To establish excellence in academic standards and to make learners employable and responsible citizens who could contribute to the progress of the nation and the world.

AUDIT OBSERVATIONS

The audit report is structured into four distinct categories.

1. Learning and Assessment, Teaching staff qualification, Admission, capacity building, Feedback and Appraisal
2. Overall facilitative infrastructure, Examinations, Evaluation, Examination Policy, Question paper patterns and Models, Sports
3. MoUs, Student support, scholarship merits, Research financial aspects.
4. IQAC. and Committees - Statutory and Non-Statutory, Department targets, Review meetings and Extracurricular activities.

The following observations are made by the audit team

IQAC

- a) Faculty Development Programmes (FDPs): Eight FDPs / seminars / conferences, and workshops were conducted during the year 2023 – 2024.

- b) Non-Teaching Staff Development: Two programmes for non-teaching staff were conducted.
- c) Student Induction Programmes: Three days orientation programme for students is conducted.
- d) Feedback Mechanism: Feedback is collected from participants of programmes like FDP, Conferences; on syllabus; on student satisfaction.
- e) AQAR report are being prepared. The activities are recorded.
- f) Four IQAC meetings were held. The IQAC annual review meeting was held on 22/07/2023
- g) Class representatives frequently interact with the class teachers & the department heads and addresses issues related to academics and cocurricular aspects.
- h) Faculty Appraisal was done in the month of February 2024. The appraisal takes into consideration the academic results, additional roles and responsibilities taken, research work.
- i) Majority of the faculty members attended conferences, seminars, and training programs organized by other institutions.
- j) Department meetings are held periodically. Department audits are conducted
- k) Review meetings are organised by Principal and IQAC Coordinator to monitor progress and ensure the fulfilment of set objectives. The emphasis is on maintaining accountability and securing successful outcomes in each department.
- l) Commemorative days were celebrated in the institution
- m) Extra-Curricular Activities - students actively participate in a variety of programs organized by numerous clubs, including NSS, NCC, Yoga, Eco club, Human Rights Cell, Udyan Women Empowerment Cell, YRCS, and POSH. The reports for these activities are made available.
- n) Bengaluru City University intercollegiate programmes were hosted at the college for the cross country race on 15/12/2023

Academics

- a) The curriculum focuses on outcome-based Education (O.B.E.), and the university implements programs through the Choice-based Credit system (CBCS.).
- b) The college follows the Bengaluru City University syllabus for its programmes, namely, Bachelor of Commerce (General), Bachelor of Commerce (Logistics and Supply Chain Management), Bachelor of Commerce (Business Data Analytics), Bachelor of Business Administration (General), Bachelor of Business Administration (Aviation), Bachelor of Computer Applications, Bachelor of Arts (Journalism, Psychology, Sociology).
- c) The question papers are structured as per university guidelines. The programme outcomes are specified and communicated to the students
- d) Students enjoy flexibility in selecting elective and allied courses, including online offerings through platforms like Swayam, encompassing NPTEL and MOOC.
- e) The teachers prepare a course plan for the subjects and communicate the course outcomes to the students before commencement of the sessions.

- f) The day-to-day class activities are recorded in the work diary
- g) In some of the courses, cross cutting issues are being addressed in the class or programmes with the theme are arranged.
- h) Add-on and job-oriented courses are provided. In collaboration with external agencies, certificate programmes for CA, CMA, CS, Aviation and skill development programmes are provided.
- i) The college has implemented a feedback system to collect input from faculty, students, alumni, and employers on the syllabus.

Examination and Evaluation System

- a) Internal examinations were conducted during the odd and even semester. The dates for conducting the examination
- b) Teachers prepare a result sheet for their subjects and the marks are recorded in the software, 'collegophins'
- c) The Result analysis is prepared and submitted to principal within 10 days of completing the internal exams. The results are displayed on the notice board
- d) Result Analysis: for each subject, the gap between the Internal Marks and the University Marks are being evaluated to find major discrepancies.
- e) There is a mechanism for addressing the grievances of the students
- f) It is mandatory for students of BCom & BBA programmes to complete 30 hours of corporate Internship during the third year and marks are awarded.

Student engagements

- a) Ritu Rang, NPL - Cricket tournament, Technotsav were the major events conducted during the academic year. The students actively participated in the interclass competitions organised within the campus
- b) A few of the students participated in intercollegiate competitions
- c) The event, 'Advitya 2.0' encompassed of cultural and sports activities was organised by the student council. The students were placed in five different houses teams and competitions were held.

Faculty engagements

- a) The sanctioned strength for faculty was 51. All the positions are currently filled. Among the 51 faculty members, twelve hold PhD qualifications, and twenty-six have earned eligibility through NET/SET.
- b) The college employs a total of 51 faculty members in the various stream. Two of the faculty members and two non – teaching staff are alumni of the institution.
- c) Faculty members attended Orientation Programmes, Faculty Development Programmes, workshops, and other short-term training programs conducted by universities and colleges to enhance their knowledge. The details for the Academic Year are as follows:

Programs	No. of Participants
Orientation Programs	11

Faculty Development Programs	8
Short-Term Training	1
Workshops	3

Research Promotion and Development

- The college has signed around 4 MoUs with national and corporate houses.
- Each department organized a significant number of seminars, workshops, and guest lectures to update the knowledge of both students and faculty members.

Events	No. of Participants
Seminars/Workshops conducted	13
Guest Lectures conducted	6
FDP/Seminars/Workshops attended by faculty	79

- The college management actively supports research by financially rewarding faculty members for their published papers.
- Ten conferences / seminars / workshops were organized in the academic year.
- The community-oriented club carries out extension activities under the Memorandum of Understanding (M.O.U.) with five panchayats.
- Sanchari Library is a notable contribution of the college to the rural villagers.
- Publication Metrics:

Items	No. of Research Papers
Scopus/ web of science	1
U.G.C. Listed Journal	17
ISSN/ ISBN Publication	6

Library & Infrastructure

- The library has a collection of 12,689 textbooks, 5227 titles, e-books 500 and 1200 reference books. Books earmarked for SC / ST are 1003.
- In a semester, faculty members can borrow ten books, and students are allowed to borrow three books which they should renew every 14 days.
- Around rupees 3.95 lakhs were spend on library books and journals
- There are 13 print journals. E -resources are (1) NLIST and (2) Proquest
- The library provides printing and photocopying facilities.
- Faculty members and students are permitted to access national libraries like NDLI. The library facilitates e-resources
- Koha software has been introduced in the library system for better management of library resources.

- h) Plagiarism software – Turnitin services are provided to free of cost to the faculty members and students
- i) The college canteen is under renovation. A temporary canteen is set up in the campus.
- j) Nine students were admitted under sports quota.
- k) College actively encourages students to participate in international, national, and state-level cultural and sports events.
- l) The entire college campus is covered with surveillance cameras thereby ensuring the safety of the students.
- m) Of the 33 class rooms 30 is ICT enabled.
- n) 140 MBPS leased line is provided in the campus to enable students and faculty to access e-resources.

SWOT Analysis

Strengths

- Supportive and proactive management
- Adequate infrastructure with qualified and motivated faculty.
- De-centralized administration.
- ICT enabled campus.
- Thirty hours of community services integrated in curriculum.

Weakness

- Research output of the college to be improved.
- Corporate exposure needs to be provided for faculty and students.
- The employee turnover is slightly high
- Institution lacks incubation centre

Opportunities

- Institution can add more programmes.
- With the availability of a good number of research faculty, there is a scope for mobilizing grants and increasing research output.

Threats

- Programmes like BA – Journalism, Psychology are not promoted well. Need to study the current student choices and alter programmes
- Limited space available for expansion
- Stiff competition from other Institution

HR CONCLAVE

The college conducted an HR Conclave on December 9, 2023. Six HR experts from different industries visited the campus. A Panel discussion was held, which was moderated by Atul Sharma, Founding Director, Solutions Wilcom. The panelist members were -

1. Mr. Saravanan Muralidharan, HR Director, Janes Defense India LLP,
2. Mr. Gulshan, VP Strategic HR,
3. Ms. Rosina Jose, AD HR, Rakutan India,
4. Ms. Zarna Trivedi. Head HR, Versa Network, and
5. Dr. S. Naga Siddharth, CHRO, Urbenpiper.

There was other eminent guest to the campus during the academic year. Another noteworthy guest was Mr. M. Sundaram and Mr. Syam Kumar S.

The Aviation Club was inaugurated by Mr. M. Sundaram, Retired Senior Officer from Indian Airlines. The speaker also gave a talk on safety and security in the Aviation industry.

Mr. Syam Kumar S, Deputy Commandant, Border Security Force, Head of Intelligence (Karnataka & Kerala) interacted with the students of Management and NCC. He spoke about the leadership skills required in the armed forces and about the challenges in the sector.

SUGGESTIONS

Curriculum

- i. Internship exposure should be provided to students
- ii. Placement training should be strengthened
- iii. MOOC/NPTEL course can be introduced for first year students of all departments
- iv. Increase the student participation in different activities conducted in the college
- v. The mentoring system need to be documented better
- vi.

Examinations

- vii. Bar Code system can be implemented for all the internal exams to maintain transparency
- viii. Provide ongoing training for faculty members to keep them updated on any changes in university policies related to examinations

Research & Publications:

- ix. The quality of the research papers needs to be ensured

- x. A committee to promote research is necessary. The committee should scrutinise the papers published and facilitate research activities
- xi. Should establish a system for providing research grants for faculty and student research projects
- xii. Should work on collaborations with industries and research institutions
- xiii. Host research conferences at the college to provide a platform for researchers to present their work, share ideas, and network with peers


Library

- xiv. Book Depository can be introduced.
- xv. Adequate reading room facility with furniture is required.
- xvi. Additional systems can be provided with printing facility.

General

- xvii. The feedback mechanism needs to be strengthened.
- xviii. There is a plan to bifurcating BCOM and BBA programme. Implementation of the same is suggested for better focus.
- xix. Update the website of the college periodically. Information in the Website may be scrutinized so that it is error free.
- xx. Need to do environment / energy audits by external agencies
- xxi. Strengthen the activities / do more programmes under the MoU
- xxii. Apply for NIRF / ISO Certifications


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