ANNUAL ADMINISTRATIVE AUDIT REPORT 2024–2025

Date of Visit: 23-05-2025

Schedule:

FN: Department Visits

AN: Interaction with librarian, office superintendent, IQAC coordinator & Exit meeting

1. Members:

- Dr. Anju T.R – IQAC Coordinator, Newman College

- Dr. Simi N.J – IQAC Member, Newman College

- Dr. Neetha Thomas – IQAC Coordinator, Santhigiri College

2. Profile of the College:

The spirit of inspiration emanated from the public and the CMI Fathers of Carmel Province, Muvattupuzha, Kerala to stand for the cause of the differently abled population enabled the foundation of Santhigiri Vocational Training Institute in the year 1993. Santhigiri is a registered, voluntary, charitable organization formed to focus on the imparting quality education. Santhigiri College of Computer Sciences was started in 2002. This institution for higher education is affiliated to MG University, Kottayam and approved by AICTE, Delhi. Santhigiri College has a luminous profile having enchanting success stories without interlude.

3. Courses Offered: BCA, BBA, B.Com (Tax & Finance), BA Animation & Graphic Design and B.Sc Psychology.

4. Observations:

The external academic audit 2024-25 conducted at Santhigiri College of Computer Sciences on 23-05-2025 by the team of two external members—Dr. Anju T. R., IQAC Coordinator, Newman College; Dr. Simi N.J., IQAC Member, Newman College and Dr. Neetha Thomas, IQAC Coordinator, Santhigiri College—made the following observations:

1. All six departments of the college have made reasonable efforts in documenting the activities and following the quality initiatives of the college.

2. Among the six departments, the Department of Computer Science and the Department of Commerce were more systematic in their data documentation process.

3. The members specially noted the initiative taken by the Dept. of Commerce to follow up the internships carried out by their students. The members also noted the Department of Computer Science for their quality publications in Scopus-indexed journals.

4. The documentation process was found to be satisfactory in the Department of Psychology and the Department of Social Work, whereas the Department of Management Studies and the Department of Animation and Graphic Design need more systematic documentation.

5. All departments were observed to have high potential, and proper internalization of IQAC initiatives is found to be imperative for a more systematic internal process.

6. Library and office staff made reasonable efforts towards the implementation of quality initiatives. The initiatives of the library to attract more reading and its review were specially noted.

5. SWOC

Strengths:

- Strong social commitment & outreach

- Relevant programmes are offered like BSc Psychology, Animation & Graphics

- Strong infrastructure & ample resources

- Well connected by bus & own transport facilities

- Completely disable-friendly campus

- Very good progression of students

Weaknesses:

- Less number of faculty publications & faculty with NET/SET/PhD

- Integration of quality initiatives to department annual plans needs more inputs from action

- Value added courses should be included in curriculum

Activities/Initiatives to address:

- Indian knowledge systems are not evident

Opportunities:

- Highly relevant programs with high outreach/extension possibilities can be explored intensively

- Student participation in co-curricular events can be more streamlined

- Inclusive ecosystem of the college can be utilized in multiple dimensions

Challenges:

- Difficulty in finding more scholarship opportunities to SE students in SF programs

6. Recommendations

The following recommendations were suggested by the external team:

1. Add-on course implementation process can be documented from the beginning, i.e., from the notification till the award of certificates. The summary report may include the whole summary, especially course objectives, outcomes, assessment, evaluation, list of students, certificates, etc.

2. All documents related to students, especially attendance, are expected to show proper date, time, and signature of concerned students. All documents should be counter-signed by the HoD and sealed.

3. Student-centric methods adopted by departments need to be documented with proof. Integration of course plan, teaching-learning process, and notifications to the college LMS is suggested.

4. All departments are suggested to maintain the documents pertaining to grievances and redressal. The grievances forwarded to the next tier can be supported by documents of its redressal. Grievances related to internal examinations and other matters can be documented separately.

5. All departments are suggested to conduct at least one program on research methodology, IPR, entrepreneurship, National/International day celebration, capacity building, and cross-cutting issues.

6. All departments are suggested to conduct at least one interdepartmental competition, either on their own or in collaboration with other departments/cells every year, to promote student participation in programs.

7. Student involvement in internal programs needs to be supported by geotagged photos.

8. All online programs/events need to be supported by screenshots with dates and times, and video files.

9. All outreach programs need to be supported by geotagged photos and, at the venue, preferably with a banner displayed in the background.

10. Student progression and placements need to be supported by proper proof, and career guidance and competitive exam guidance can be provided by all departments.

11. Outcome mapping is suggested to be implemented for the continuous internal assessment process, in addition to the end-semester evaluation.

12. Student representatives in administrative, academic, and statutory cells and committees need to be documented by all departments.

Overall, the audit team observed that the College, with ample infrastructure and resources, can make more impact through the integration of the Institutional Development Plan and decentralized implementation and internalization of quality initiatives.