



AN ISO 9001-2015 CERTIFIED
SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)
POOKKATTIRI, EDAYUR (PO), VALANCHERY
PHONE : 0494 2988810, 9995748103, 9846823215




**ACADEMIC AND
ADMINISTRATIVE
AUDIT REPORT
2022-2023**



PERIOD OF ASSESSMENT: 2022-23

DATE OF AUDIT

PHASE I: 04th February 2022
PHASE II: 09th September 2023


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Safa College of Arts And Science
Pookkattiri, Edayur-676552



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AUDIT ASSESMENT TEAM MEMBERS PRESENT

Phase I: 04th February 2023

Phase II: 09th September 2023

Sl No	Name And Designation	In Charge	Signature
01	Mr. Rajesh.C (Principal - MES KVM College)	External Assesment Member - Phase 1	
02	Dr. Mohammedali (Principal - Majilis Arts and Secience College)	External Assesment Member - Phase 2	
03	Mr. Nishab (IQAC Coordianator - MES KVM College)	External Assesment Member - 2	




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INTRODUCTION

Academic and Administrative Audit (AAA) play a crucial roles in ensuring the efficiency, effectiveness, and integrity of educational institutions. A well-built administrative setup with periodical auditing prioritizes the quality of academic systems

IMPORTANCE

Sl No	Importance of Academic and Administrative Auditing
1	Accountability: Auditing helps hold educational institutions accountable for their actions, ensuring they use resources responsibly and achieve their objectives.
2	Transparency: Auditing promotes transparency by providing stakeholders with insights into the financial, operational, and academic performance of the institution
3	Risk Management: Audits identify areas of risk, including financial mismanagement, regulatory non-compliance, and academic quality issues, allowing institutions to mitigate these risks effectively
4	Continuous Improvement: By evaluating processes and procedures, audits help identify areas for improvement, leading to enhanced efficiency and effectiveness in academic and administrative operations
5	Compliance: Audits ensure that educational institutions comply with relevant laws, regulations, and industry standards, reducing the likelihood of legal and regulatory penalties




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OBJECTIVES:

Objectives of Academic and Administrative Auditing

Academic Auditing	Administrative Auditing
<p>1. Curriculum Evaluation: Assess the relevance, currency, and quality of the curriculum to ensure it meets educational standards and addresses the needs of students and employers.</p>	<p>Financial Management: Review financial processes, budgeting practices, and expenditure controls to ensure fiscal responsibility and prevent fraud or mismanagement</p>
<p>2. Teaching and Learning Assessment: Evaluate teaching methodologies, learning outcomes, and assessment practices to enhance the quality of education delivery</p>	<p>Human Resources: Assess recruitment, training, performance evaluation, and employee relations practices to optimize workforce productivity and satisfaction</p>
<p>3. Faculty Performance Review: Assess faculty qualifications, teaching effectiveness, research productivity, and professional development to maintain academic standards</p>	<p>Infrastructure and Facilities: Evaluate the adequacy, safety, and maintenance of facilities and infrastructure to provide a conducive learning environment</p>
<p>4. Student Success: Monitor student retention, graduation rates, and academic achievement to identify factors influencing student success and implement interventions as needed</p>	<p>Information Systems: Audit IT infrastructure, data management practices, and cybersecurity measures to safeguard sensitive information and ensure reliable data access.</p>
<p>5. Accreditation Compliance: Ensure compliance with accreditation standards and requirements to maintain institutional accreditation and uphold academic quality.</p>	<p>Regulatory Compliance: Ensure compliance with legal and regulatory requirements related to governance, reporting, and operational practices to avoid penalties and reputational damage.</p>

By addressing these objectives, academic and administrative auditing contribute to the overall effectiveness, efficiency, and reputation of educational institutions




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ACADEMIC AUDIT:

An academic audit is a systematic review and evaluation of the educational programs, processes, and outcomes within an academic institution. It focuses on assessing the quality, effectiveness, and integrity of the academic offerings and ensuring compliance with institutional, regional, and national standards. Here are the key components and objectives of an academic audit:

COMPONENTS OF ACADEMIC AUDIT

Sl No	Components	Explanation
01	Curriculum Review	Examining the content, structure, and sequencing of courses and programs to ensure alignment with educational objectives, industry standards, and best practices.
02	Teaching and Learning Assessment	Evaluating teaching methodologies, pedagogical approaches, and learning outcomes to determine the effectiveness of instruction and identify areas for improvement
03	Faculty Qualifications and Performance	Assessing the qualifications, expertise, and teaching effectiveness of faculty members to ensure they meet the standards for academic excellence and contribute to student success
04	Student Assessment and Progress	Reviewing assessment practices, grading criteria, and academic support services to monitor student progress, identify at-risk students, and promote retention and graduation.
05	Accreditation Compliance	Ensuring compliance with accreditation standards and requirements set forth by accrediting bodies to maintain institutional accreditation and uphold academic quality



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IMPLEMENTATION

Academic audits are typically conducted by internal or external review teams comprised of faculty members, administrators, subject matter experts, and external evaluators. The audit process may involve document reviews, interviews, surveys, classroom observations, and data analysis to gather evidence and assess compliance with established standards and criteria.

CONCLUSION

Overall, academic audits play a vital role in ensuring the quality, relevance, and integrity of academic programs and services, thereby contributing to the overall success and reputation of the institution. By conducting regular audits and implementing recommendations for improvement, academic institutions can enhance student learning experiences, foster faculty excellence, and maintain a culture of continuous improvement and excellence.

ADMINISTRATIVE AUDIT:

Administrative auditing is a comprehensive review and assessment of the administrative functions, processes, and systems within an organization. It focuses on evaluating the efficiency, effectiveness, and compliance of administrative operations and practices with internal policies, external regulations, and industry standards. Here's an overview of administrative auditing, including its components, objectives, and implementation:




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COMPONENTS ADMINISTRATIVE AUDIT

Sl No	Components	Explanation
01	Financial Management	<ul style="list-style-type: none"> ● Reviewing budgeting processes, expenditure controls, and financial reporting to ensure fiscal responsibility and transparency. ● Assessing revenue generation, resource allocation, and cost management practices to optimize financial performance.
02	Human Resources	<ul style="list-style-type: none"> ● Evaluating recruitment, selection, and onboarding processes to attract and retain qualified employees. ● Reviewing training and professional development programs to enhance employee skills and competencies. ● Assessing performance management, compensation, and benefits administration to promote workforce productivity and satisfaction
03	Procurement and Contract Management	<ul style="list-style-type: none"> ● Examining procurement procedures, vendor selection criteria, and contract negotiation processes to ensure competitiveness, fairness, and compliance with regulations. ● Assessing contract administration, monitoring, and compliance to mitigate risks and prevent fraud or abuse
04	Information Systems and Technology	<ul style="list-style-type: none"> ● Reviewing IT infrastructure, data management practices, and cyber security measures to safeguard sensitive information and ensure reliable data access. ● Assessing the effectiveness of IT governance, system controls, and disaster recovery plans to mitigate IT-related risks and disruptions
05	Facilities and Infrastructure	<ul style="list-style-type: none"> ● Evaluating the adequacy, safety, and maintenance of physical facilities and infrastructure to support organizational activities and ensure a conducive work environment. ● Reviewing facilities management practices, space utilization, and maintenance schedules to optimize resource allocation and minimize downtime




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IMPLEMENTATION

Administrative audits are typically conducted by internal audit teams, external auditors, or a combination of both. The audit process may involve risk assessment, data analysis, document review, interviews, and site visits to gather evidence and assess compliance with established standards and criteria. Audit findings and recommendations are communicated to management for corrective action and improvement.

CONCLUSION

Administrative auditing plays a critical role in ensuring the efficiency, effectiveness, and integrity of administrative functions within an organization. By conducting regular audits and implementing recommendations for improvement, organizations can enhance governance, mitigate risks, optimize resource allocation, and foster transparency and accountability in their administrative operations.

ABOUT THE COLLEGE

Safa College of Arts & Science, towering over a group of Safa institutions, was established in 2009 and is affiliated to the University of Calicut. Safa Group of institutions was implanted under Orphans' Educational and Charitable Trust by honourable Sir VP Kunhimoideen Kutty two decades ago with a great vision of upliftment of socio-economic feeble communities of the society. The college is located at Pookattiri on a lovely hillside overlooking a vast panorama of lush greenery around in the midst of a spacious campus, 5 km away from Valanchery towards Perinthalmanna in Malappuram District. On its way towards quality enrichment, the college is steadfast to achieve NAAC accreditation. At present, the college offers 9 UG and 3 PG programmes

VISION

Our vision is to become a centre of excellence in higher education, to produce innovative and socially responsible citizens from all sections of society. These graduates will contribute to the progressive and sustainable development of our nation.




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MISSION

We are devoted to facilitate transformative and experiential learning and to increase equitable opportunities. We will also encourage scientific inquiry and strive to transform our students into socially responsible and conscientious citizens.

OBJECTIVES

- I. Embracing innovative learning through scholastic and co-scholastic activities.
- II. Empowering and equipping students with skills and knowledge for their future needs.
- III. Facilitating experiential learning and social responsibility through collaborative programmes
- IV. Uplifting socio-economically challenged communities by providing opportunities and educational assistance.
- V. Promotion of human values, service to others and inclusiveness.

ACADEMIC AND ADMINISTRATIVE AUDIT

The academic administrative audit done in the month of 04th February 2023 for Phase I and 09th September 2023 for Phase II was extensive and carried out for individual departments. The team also had interactions with the Head of the Departments and the representatives of various clubs and activities. There was also a formal interaction with Controller of Examinations. The college has become very successful in converting many of its locational disadvantages into opportunities for extension, innovative practices, and integration of social service into teaching learning process after auditing. This exhaustive audit report of each department has been consolidated into all criteria's with the following strengths identified by the team:

AUDIT TEAM:

The Academic and Administrative Audit Committee for the year 2022-2023 consisting of the following members were constituted:

1. Principal
2. NAAC Coordinator
3. NIRF Coordinator
4. IQAC Coordinator
5. All the Heads of the Department




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SCHEDULE OF THE AUDIT:

Date - 09th September 2023

Name of the External Auditor: Narasimhan Hebbale

Following departments were visited by the external members as per the timings mentioned in the schedule:

SCHEDULE 1: THE ACADEMIC AUDIT	
Time	Visit to the Department
09.30 AM – 10.00 AM	PG DEPARTMENT OF COMMERCE
10.05 AM - 11.35 AM	DEPARTMENT OF COMPUTER APPLICATION
11.40 AM – 12.10 PM	DEPARTMENT OF MANAGEMENT STUDIES
12.15 PM – 12.30 PM	LIBRARY
12.35 PM – 01.40 PM	OFFICE AND COMPUTER LAB
01.45 PM - 02.15 PM	RECREATION ZONE.SPORTS ARENA ,RESOURCE CENTER AND SKILL CENTER
02.20 PM - 03.20 PM	DEPARTMENT PRESENTATION
03.40 PM – 04.30 PM	EXIT MEET




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Date - 09th September 2023

Name of the External Auditor: Narasimhan Hebbale

Following departments were visited by the external members as per the timings mentioned in the schedule:

SCHEDULE 2: THE ACADEMIC AUDIT	
Time	Visit to the Department
09.30 AM – 10.30 AM	PG DEPARTMENT OF ENGLISH
10.35 AM - 11.35 PM	PG DEPARTMENT OF ECONMICS
11.40 PM – 12.10 PM	DEPARTMENT OF PHYSICS
12.15 PM – 12.50 PM	DEPARTMENT OF SOCIAL WORK
12.55 PM – 01.20 PM	DEPARTMENT OF JOURNALISM
01.25 PM - 02.45 PM	DEPARTMENT OF PSYCHOLOGY
02.50 PM - 03.35 PM	DEPARTMENT PRESENTATION
03.40 PM – 04.30 PM	EXIT MEET

The AAA committee visited all departments, Library, Resource center, Skill Center, Sports arena, Computer Laboratories, Administrative office of the college and all other facilities. The faculty members in each department and all staff at office prepare all the files in advance and made PPT presentation about the performance about their respective departments office and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college criteria wise.




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Suggestions Given in Academic and Administrative Audit (both phase)are as follow;

SL NO	CRITERION	FINDINGS/OBSERVATION
01	Curricular Aspects	The College has a well-planned, structured and documented mechanism for effective implementation Of curriculum offered by University of Calicut.
		Every department has internal systems for the management of the internal examinations and for the evaluation of the students' performance under the guidance of Internal Examination Cell
		A well-structured strategy is in place at the College to ensure strict adherence to the academic calendar, including the conduct of CIA
		Add-on and certificate courses are offered by all the departments over the five years to enhance the subject knowledge of students adjoining to the curriculum.
		The College, true to its vision, ensures that students are given training in crosscutting areas like Environment and Sustenance, Gender, Human Values, etc., to make them morally upright and socially committed citizens
		Field work, internship, project work, seminar presentation, lab experiment and other adequate learning methodologies equip the students to fulfil the academic requirements.
		Modules on Gender, Human Values, Environment, Professional Ethics and Sustainability integrated into the syllabus of the affiliating university delivered to students by teachers, are supplemented with sessions by external experts and activities
		The College collects feedback regularly from its stakeholders, including students, teachers, employers and alumni.




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02	Teaching- Learning and Evaluation	<p>The institution adopts efficient, inclusive methods to identify and cater to student diversity</p> <p>The institution fills maximum reserved category seats ensuring student diversity and holistic development..</p> <p>Student centric methods like bridge course, peer learning and remedial classes are implemented to enhance learning experiences and increase learning levels</p> <p>ICT facilities and learning resources of the institution play a major role in ensuring the effectiveness of teaching learning process</p> <p>The institution has adopted outcome-based education (OBE), where its vision for education is clearly defined through programme educational objectives, programme outcomes, program-specific outcomes, and course outcomes</p> <p>The institution has faculties with in between 1- 12 years of teaching experience and currently 3 of teaching faculties are Ph.D holders ,2 of them pursuing and about 07 Teachers are MPhil holders</p> <p>The attainment of POs and COs are measured through appropriate mechanisms.</p>
03	Research, Innovations and Extension	<p>The institution initiated the Innovation eco system and conducted various activities including to promot Indian knowledge System through IPR Cell, Entrepreneurship Development Club, College Research Council, etc</p> <p>Institution organized national and international seminars, conferences and workshops on IPR and Research methodologies.</p> <p>The publication division has published 2 ISBN proceedings/ books from the works submitted in the conferences and seminars organized by the institution and the faculty of the college has published Several research articles in UGC listed/care list journals</p> <p>The extension and outreach activities of the institute have been designed in a comprehensive manner byNSS, clubs & departments under the scheme Village adoption in which majority of students participated and has been recognized with several awards and appreciations</p> <p>Signed Institutional and Industrial MoUs for conducting collaborative activities</p>




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04	Infrastructure and Learning Resources	<p>ICT enabled spacious classrooms, laboratories, library, audio-visual room and seminar halls are the academic facilities and facilities for cultural and sports activities include central auditorium, , multipurpose ground, yoga room and fitness centre.</p> <p>The institution possesses an excellent Library and Resource Centre</p> <p>A well-facilitated computer lab and language lab are operational.</p> <p>Spent desirable amount of on infrastructure augmentation during the assessment period and the institutional expenditure for augmentation and maintenance of physical and academic facilities is well documented.</p> <p>The College has well-structured procedure & mechanism to upgrade its ICT devices/tools/services as part of its ICT integration policy & practices</p>
05	Student Support and Progression	<p>Career guidance and competitive exam coaching sessions lead them to the correct path in their respective course of study.</p> <p>During the assessment period about 40% of the outgoing students entered into various career fields (placements, entrepreneurship, self-employments, etc.)</p> <p>During the assessment period, the college has received national, state, university and district level participations/awards/recognitions in sports & cultural events.</p> <p>Most of the Students were benefitted by the guidance of competitive examination coaching</p> <p>The College has a registered alumni association 'SAFALAM' that contributed an amount of more than 5 Lakhs during the assessment period,</p>




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06	Governance, Leadership and Management	The Managing Committee, College council, Statutory Bodies, Administrative office, PTA, and the Alumni Association ensure that the governing is in tune with the mission, vision a
		The College designed perspective plan as a roadmap to guide its developmental activities related to academic excellence and infrastructure augmentation
		The functioning of the institution is made seamless and paperless through the implementation of ERP in the key areas of operation.
		Professional development programmes were organised and financial support and facilities were provided to attend FDPs/Refresher Courses/Conference/Workshops etc.
		The College ensure the self appraisal system of evaluation for the performance appraisal of Teaching & Non-Teaching.
		IQAC frames and implements quality initiatives along with reviewing the teaching learning process as well as students perspectives.
		The Quality Assurance initiatives include regular IQAC meetings, Collaborative Quality Initiatives, participation in NIRF, NAAC Accreditation, AAA ,2(f) recognition & ISO Certification
07	Institutional Values and Best Practices	Gender sensitization and awareness programmes are conducted to create awareness of gender equality
		The College uses solar power (50 KW) and biogas as alternate sources of energy
		The College uses environmental friendly approaches for the management of solid, liquid, bio-medical, hazardous and e-wastes and follows water conservation activities like rainwater harvesting, well recharge, maintenance of water bodies.
		To assess its green, environmental friendly and sustainable activities & functioning, the College conducts green, energy & environmental audits
		Two of the best practices institutionalized by the College are 'Share Ur Smile' – a scheme for upholding the values of society especially the marginalized people and 'Haritham' a scheme for Green and environment Conservation.



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Based on the findings related to curricular aspects at Safa College of Arts and Science, the following recommendations can be made to further enhance the effectiveness and inclusivity of the **CURRICULUM IMPLEMENTATION:**

Enhance Integration of Crosscutting Areas:

- Strengthen the integration of crosscutting areas such as Environment and Sustainability, Gender Studies, and Human Values into the curriculum. Develop specialized courses or modules dedicated to these topics to provide students with a comprehensive understanding of pressing societal issues.

Expand Offerings of Add-on and Certificate Courses:

- Increase the variety and availability of add-on and certificate courses offered by departments to provide students with opportunities for interdisciplinary learning and skill development. Explore emerging fields and industry-relevant certifications to enhance students' subject knowledge and employability.

Ensure Active Engagement in Practical Learning:

- Encourage active engagement in practical learning experiences such as fieldwork, internships, project work, seminar presentations, and laboratory experiments. Provide ample opportunities for hands-on learning to complement theoretical knowledge and enhance academic fulfillment.

Foster Collaboration with External Experts:

- Strengthen collaboration with external experts and professionals in relevant fields to supplement classroom teachings with real-world insights and experiences. Invite guest speakers, organize workshops, and facilitate industry visits to expose students to diverse perspectives and practical applications.

Promote Student Feedback and Participation:

- Continuously collect feedback from stakeholders, including students, teachers, employers, and alumni, to assess the effectiveness of the curriculum and identify areas for improvement. Actively involve students in the curriculum development process by soliciting their input and incorporating their perspectives into decision-making.

Ensure Adherence to Academic Calendar:

- Maintain strict adherence to the academic calendar, including the timely conduct of Continuous Internal Assessment (CIA) and other academic activities. Provide adequate support and resources to faculty members and administrative staff to facilitate seamless implementation of the academic schedule.




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Encourage Innovation in Teaching Methods:

- Encourage faculty members to adopt innovative teaching methods and pedagogical approaches to enhance student engagement and learning outcomes. Embrace technology-enhanced learning tools and active learning strategies to create dynamic and interactive classroom environments.

Promote Interdisciplinary Learning Opportunities:

- Facilitate interdisciplinary learning opportunities by encouraging collaboration between departments and offering interdisciplinary courses or projects. Foster a culture of academic exploration and interdisciplinary exchange to broaden students' perspectives and enhance their critical thinking skills.

Based on the findings related to **RESEARCH AND INNOVATION** initiatives at Safa College of Arts and Science, the following recommendations can be made to further strengthen the institution's efforts in this area:

Expand and Diversify Innovation Ecosystem:

- Continuously nurture and expand the innovation ecosystem within the institution by providing support and resources to existing initiatives such as the IPR Cell, Entrepreneurship Development Club, and College Research Council. Additionally, explore opportunities to introduce new innovation-focused programs and activities that encourage creativity, problem-solving, and entrepreneurship among students and faculty.

Promote Indigenous Knowledge Systems:

- Further promote and integrate Indian knowledge systems into research and innovation activities by organizing specialized seminars, workshops, and events focused on indigenous knowledge and practices. Encourage interdisciplinary collaboration and dialogue to explore the rich heritage of Indian wisdom and its relevance to contemporary issues and challenges.

Enhance Research Publication Opportunities:

- Strengthen the publication division to facilitate the dissemination of research findings through the publication of conference proceedings, books, and research articles. Provide support and incentives for faculty members and students to publish their work in reputable journals and other scholarly publications, thereby increasing the visibility and impact of the institution's research outputs.

Foster Collaboration through Seminars and Conferences:

- Continue organizing national and international seminars, conferences, and workshops on intellectual property rights (IPR) and research methodologies. These events not only provide valuable opportunities for knowledge sharing and networking but also enhance the institution's reputation as a hub for research excellence and innovation.



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Optimize Extension and Outreach Activities:

- Further optimize extension and outreach activities, particularly through initiatives such as NSS, clubs, and village adoption schemes. Ensure that these activities are aligned with the institution's research and innovation goals and have a tangible impact on the communities served. Encourage active student participation and recognize their contributions through awards and appreciations.

Strengthen Collaborative Partnerships:

- Build upon existing institutional and industrial Memorandums of Understanding (MoUs) to foster collaborative activities that promote research, innovation, and knowledge exchange. Explore opportunities to engage with industry partners, government agencies, and other institutions to co-create solutions to societal challenges and drive economic development.

Promote Interdisciplinary Research:

- Encourage interdisciplinary research collaborations among faculty members and students to address complex, multifaceted problems from diverse perspectives. Provide support and incentives for interdisciplinary research projects that leverage the expertise of different departments and disciplines to generate innovative solutions.

Facilitate Capacity Building and Training:

- Provide training and capacity-building programs for faculty members and students to enhance their research skills, scientific writing abilities, and project management competencies. Empower them with the necessary tools and resources to excel in their research endeavors and contribute meaningfully to the advancement of knowledge and innovation.

Based on the findings related to **TEACHING, LEARNING, AND EVALUATION** at Safa College of Arts and Science, the following recommendations can be made to further enhance the effectiveness of educational practices:

Continuous Improvement in Student Diversity Support:

- Continue adopting efficient and inclusive methods to identify and cater to student diversity. Regularly assess the needs of diverse student populations and tailor teaching and support services accordingly. Explore additional strategies for supporting marginalized or underrepresented student groups.

Optimization of Reserved Category Seats:

- Ensure that maximum reserved category seats are filled to promote student diversity and holistic development. Develop targeted recruitment and retention strategies to attract and support students from diverse backgrounds, ensuring equitable access to educational opportunities.




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Enhancement of Student-Centric Methods:

- Strengthen the implementation of student-centric methods such as bridge courses, peer learning, and remedial classes to enhance learning experiences and increase learning levels. Provide additional resources and support for faculty members to effectively implement these methods and monitor their impact on student outcomes.

Utilization of ICT Facilities and Learning Resources:

- Continue leveraging ICT facilities and learning resources to enhance the effectiveness of the teaching-learning process. Provide ongoing training and support for faculty members to integrate technology into their instructional practices, ensuring that ICT tools are used purposefully to engage students and facilitate learning.

Adoption of Outcome-Based Education (OBE):

- Further embed the principles of outcome-based education (OBE) into curriculum design and instructional practices. Ensure that program educational objectives (PEOs), program outcomes (POs), program-specific outcomes (PSOs), and course outcomes (COs) are clearly defined and aligned with institutional goals and student learning needs.

Investment in Faculty Development:

- Prioritize faculty development initiatives to enhance teaching effectiveness and pedagogical skills. Provide opportunities for professional development, training workshops, and mentorship programs to support faculty members in their roles as educators. Encourage continuous learning and innovation in teaching methodologies.

Promotion of Advanced Degrees and Qualifications:

- Encourage faculty members to pursue advanced degrees and qualifications to further enhance their expertise and credibility as educators. Provide support and incentives for faculty members to engage in doctoral and postgraduate studies, ensuring a strong academic foundation for teaching and research activities.

Evaluation of POs and COs:

- Ensure that the attainment of program outcomes (POs) and course outcomes (COs) is systematically measured through appropriate mechanisms. Implement regular assessment and evaluation processes to monitor student progress and achievement of learning objectives. Use assessment data to inform instructional improvements and curriculum enhancements.

Based on the findings related to **INFRASTRUCTURE AND LEARNING RESOURCES**, the following recommendations are proposed:




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Continuous Improvement of Facilities:

- Ensure that ICT-enabled classrooms, laboratories, library, audio-visual rooms, seminar halls, and cultural/sports facilities remain well-maintained and upgraded regularly to meet evolving educational needs.

Enhancement of Library and Resource Center:

- Continuously update the library and resource center to provide access to a diverse range of academic materials, digital resources, and research databases. Consider expanding resources to support various disciplines and research interests.

Optimization of Computer and Language Labs:

- Regularly assess and update computer and language labs to ensure they are equipped with the latest technology and software relevant to academic and professional needs.

Transparent Expenditure Documentation:

- Maintain thorough documentation of institutional expenditure for infrastructure augmentation and maintenance to ensure transparency and accountability in financial management.

Investment in ICT Integration:

- Allocate resources and support the implementation of ICT integration policies and practices to upgrade and enhance ICT devices, tools, and services across the institution. This includes providing training and support for faculty and staff to effectively utilize ICT resources in teaching and learning.

Feedback Mechanism:

- Establish a feedback mechanism to gather input from students, faculty, and staff regarding infrastructure needs and improvements. Use this feedback to prioritize investments and address any deficiencies in infrastructure and learning resources.

Long-term Planning:

- Develop a comprehensive long-term plan for infrastructure development and maintenance, taking into account future growth projections and technological advancements. This plan should align with the institution's strategic goals and educational objectives.

Based on the findings related to **STUDENT SUPPORT AND PROGRESSION**, the following recommendations are suggested:




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Enhanced Awareness of Scholarship Opportunities:

- Continue providing comprehensive awareness sessions on government and non-government scholarship and freship schemes to ensure that all eligible students have access to financial support for their education.

Expand Capacity Building Programs:

- Increase the frequency and variety of capacity-building and skill enhancement programs in soft skills, language proficiency, life skills, and ICT competencies to better prepare students for the demands of the job market and future career opportunities.

Strengthen Career Guidance Services:

- Offer personalized career guidance counseling sessions to help students navigate their career paths effectively. Provide resources and information on various career options, job market trends, and skill requirements to assist students in making informed decisions about their academic and professional pursuits.

Facilitate Placement and Entrepreneurship Opportunities:

- Establish robust placement support services to connect graduating students with job opportunities in their respective fields. Additionally, encourage and support students interested in entrepreneurship by providing mentorship, networking opportunities, and access to entrepreneurial resources.

Recognize Student Achievements:

- Continue to recognize and celebrate student achievements at national, state, university, and district levels in sports and cultural events. Create platforms to showcase student talents and accomplishments, fostering a culture of excellence and pride within the college community.

Offer Comprehensive Competitive Exam Coaching:

- Further enhance the guidance and support provided for competitive exam preparation to ensure that students are well-prepared to excel in various competitive exams. Tailor coaching sessions to address the specific needs and goals of students pursuing further education or government job opportunities.

Engage Alumni for Support and Mentorship:

- Strengthen engagement with the alumni association, SAFALAM, to harness their expertise, networks, and resources for the benefit of current students. Facilitate mentorship programs, alumni guest lectures, and networking events to foster meaningful connections between alumni and students.




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Based on the findings related to **GOVERNANCE, LEADERSHIP, AND MANAGEMENT** at Safa College, the following recommendations are proposed:

Alignment with Mission and Vision:

- Ensure that all governing bodies, including the Managing Committee, College Council, Statutory Bodies, Administrative Office, PTA, and Alumni Association, consistently align their decisions and actions with the institution's mission and vision. Encourage regular communication and collaboration among these entities to foster unity and coherence in governance.

Strategic Planning:

- Continuously review and update the perspective plan as a roadmap to guide the college's developmental activities related to academic excellence and infrastructure augmentation. Incorporate feedback from stakeholders to ensure that strategic priorities remain relevant and responsive to changing needs and challenges.

Digital Transformation:

- Further leverage technology to streamline administrative processes and operations. Expand the implementation of the Enterprise Resource Planning (ERP) system to additional key areas of operation, making the institution more seamless, efficient, and paperless.

Professional Development:

- Continue organizing professional development programs and providing financial support and facilities for faculty and staff to attend Faculty Development Programs (FDPs), refresher courses, conferences, and workshops. Invest in the continuous learning and growth of personnel to enhance their expertise and effectiveness in their roles.

Performance Appraisal:

- Strengthen the self-appraisal system for the performance evaluation of both teaching and non-teaching staff. Ensure that appraisal criteria are clear, fair, and aligned with institutional goals and standards of excellence. Provide constructive feedback and support for professional development based on appraisal outcomes.

Quality Assurance Initiatives:

- Enhance the role of the Internal Quality Assurance Cell (IQAC) in framing and implementing quality initiatives across the institution. Regularly review the teaching-learning process and incorporate student perspectives to inform quality enhancement efforts. Maintain active participation in quality assurance frameworks such as NIRF, NAAC Accreditation, AAA, 2(f) recognition, and ISO Certification to benchmark and improve institutional performance.

Based on the findings related to **INSTITUTIONAL VALUES AND BEST PRACTICES** at Safa College, the following recommendations are proposed:




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Continued Gender Sensitization Efforts:

- Expand and enhance gender sensitization and awareness programs to promote a culture of gender equality and inclusivity within the college community. Incorporate interactive workshops, seminars, and training sessions to address gender biases and stereotypes, fostering a more respectful and supportive environment for all individuals.

Sustainable Energy Practices:

- Continue and expand the use of renewable energy sources such as solar power and biogas to reduce the institution's carbon footprint and promote environmental sustainability. Invest in additional renewable energy infrastructure and explore opportunities for energy efficiency improvements throughout campus facilities.

Environmental Management and Conservation:

- Strengthen environmental management practices by implementing eco-friendly approaches for waste management, water conservation, and biodiversity protection. Enhance efforts in solid waste segregation, recycling, and composting to minimize environmental impact and promote sustainable resource utilization.


Regular Environmental Audits:

- Conduct regular green, energy, and environmental audits to assess the effectiveness of sustainability initiatives and identify areas for improvement. Utilize audit findings to develop targeted action plans and strategies for enhancing environmental performance and compliance with sustainability standards.

Promotion of Best Practices:

- Encourage the adoption of best practices such as 'Share Ur Smile' and 'Haritham' throughout the college community. Recognize and celebrate initiatives that uphold social values, support marginalized populations, and contribute to environmental conservation. Encourage student and staff involvement in community outreach programs and initiatives that promote social justice and environmental stewardship




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DOCUMENTARY PROOF: SAMPLE PHOTOGRAPHS



PHASE I: DEPARTMENTAL AUDITING P G DEPARTMENTENET OF ENGLISH



PHASE I: DEPARTMENTAL AUDITING: P G DEPARTMENTENET OF COMMERCE

External Member :Mr.Rajesh C (Principal-MES KVM College)

Internal Member :Mr.Abdul Shukoor P K (IQAC Coordinator)




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PHASE 2 : DEPARTMENTAL AUDITING: DEPARTMENTENET OF JOURNALISM

External Members : Dr.Muhammedali
(Principi- Majlis Arts and Science College)
Mr.Nisab (IQAC Coordinators-KVM College)

Internal Member : Mr.Abdul Shukoor P K (IQAC Coordinator)




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PHASE 2 : DEPARTMENTAL AUDITING: DEPARTMENTEN OF JOURNALISM

External Members : Dr.Muhammedali
 (Principi- Majlis Arts and Science College)
 Mr.Nisab (IQAC Coordinator-KVM College)

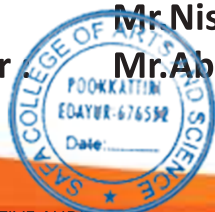
Internal Member : Mr.Abdul Shukoor P K (IQAC Coordinator)



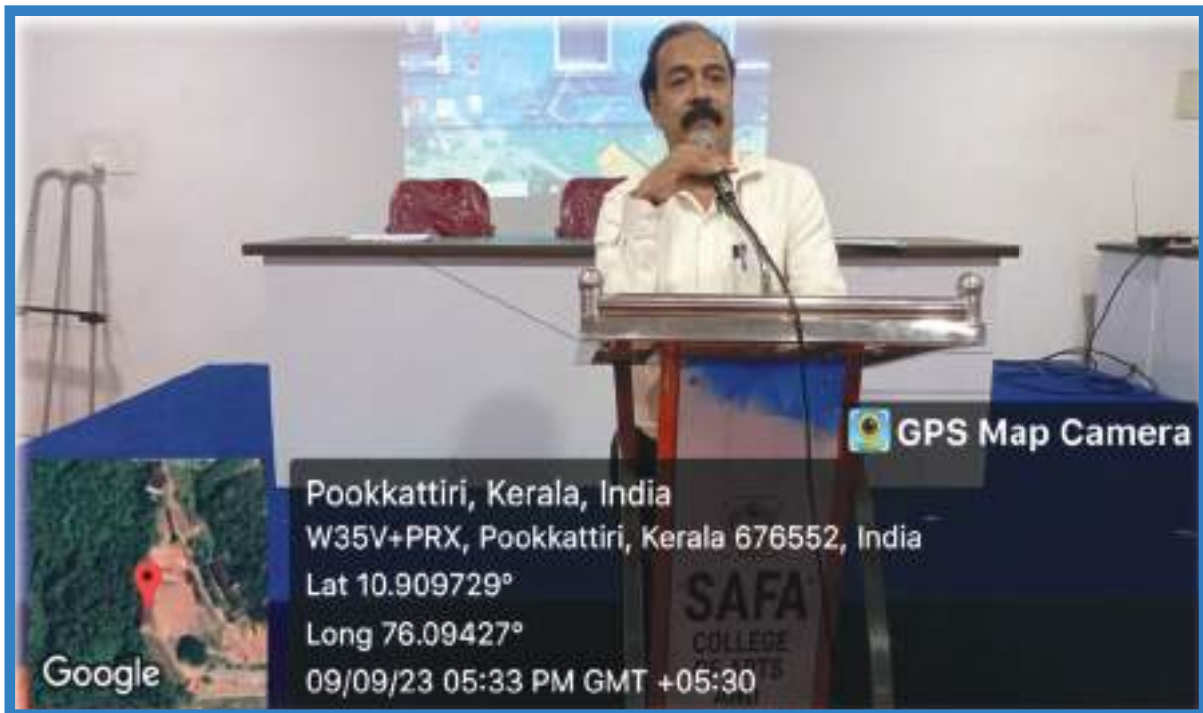
PHASE 2 : DEPARTMENTAL AUDITING: PG DEPARTMENTEN OF ECONOMICS

External Members : Dr.Muhammedali
 (Principi- Majlis Arts and Science College)
 Mr.Nisab (IQAC Coordinator-KVM College)

Internal Member : Mr.Abdul Shukoor P K (IQAC Coordinator)



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INTER-ACTIVE SESSION WITH RESOURCE PERSONS FOR TEACHING ANDNON-TEACHING STAFF



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EXIT MEET: ACADEMIC AND ADMINISTRATIVE AIDITING



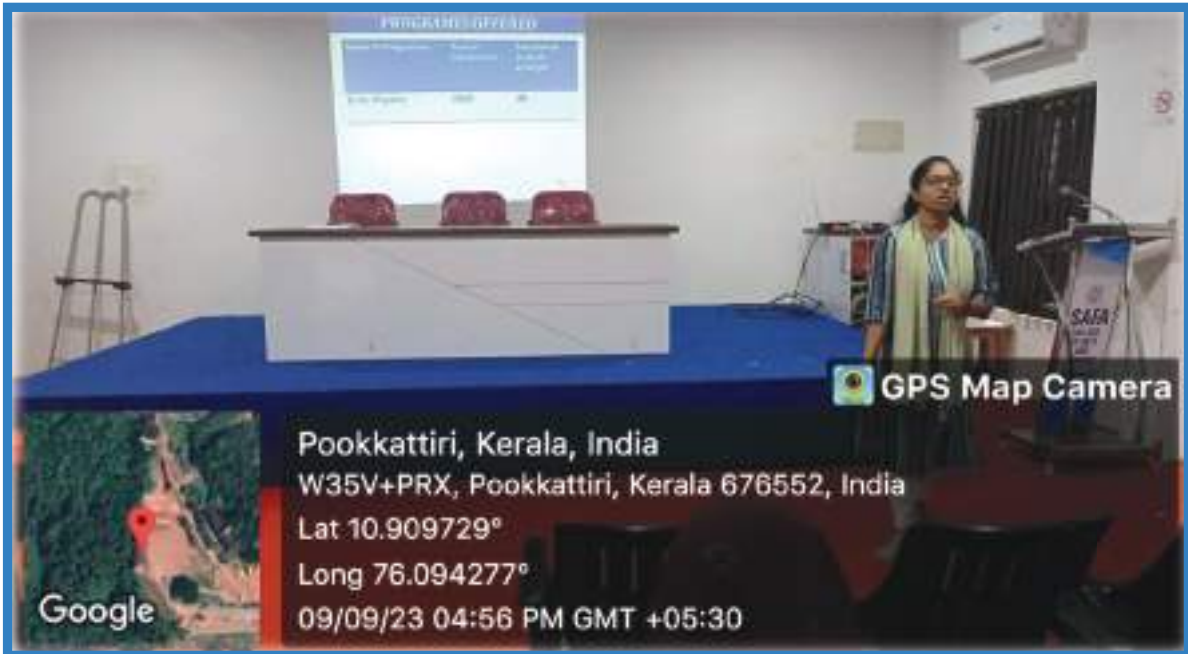
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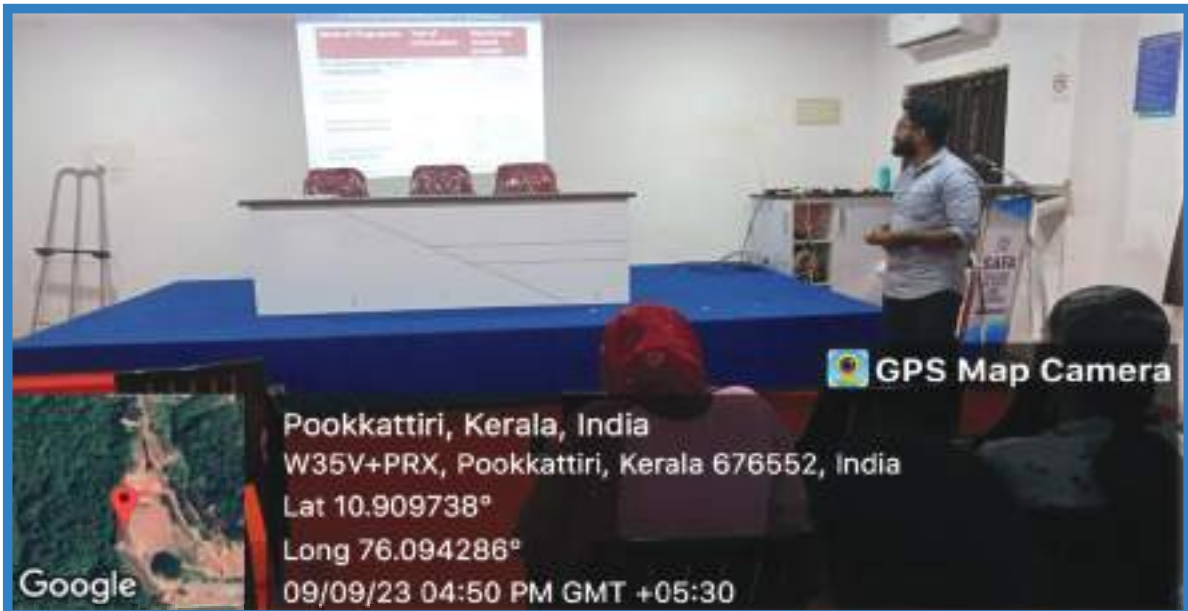
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DEPARTMENTAL PRESENTATION: DEPARTMENT OF PHYSICS (SAMPLE)



DEPARTMENTAL PRESENTATION: DEPARTMENT OF JOURNALISM (SAMPLE)



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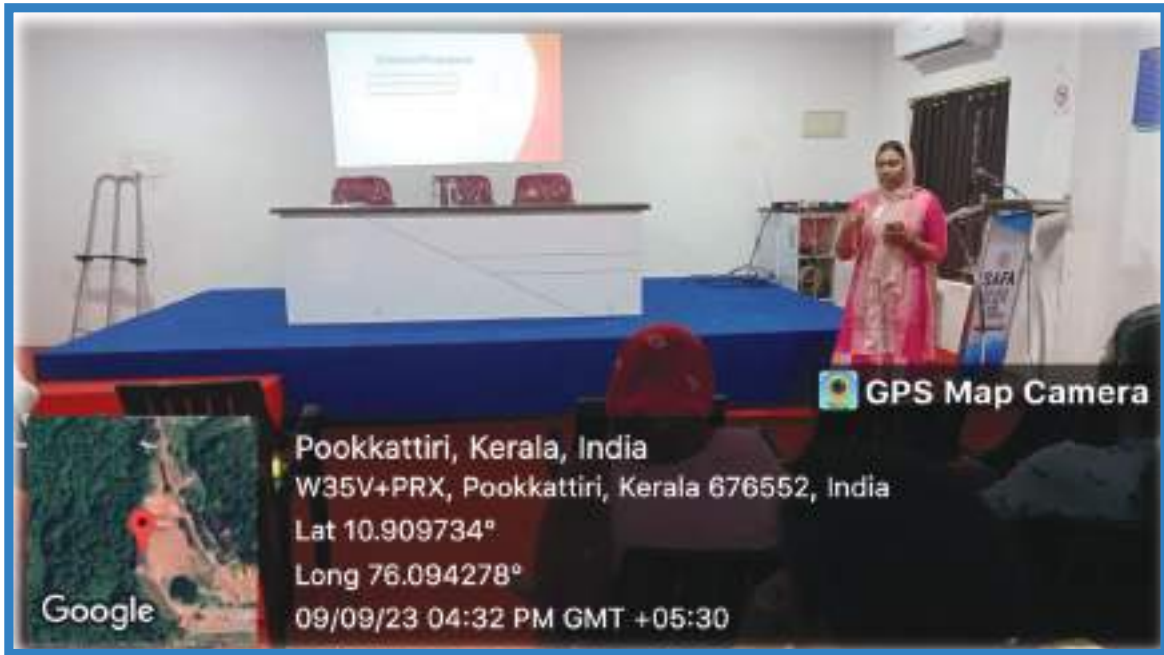
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DEPARTMENTAL PRESENTATION: DEPARTMENT OF ECONOMICS (SAMPLE)




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DEPARTMENTAL PRESENTATION: DEPARTMENT ENGLISH (SAMPLE)



DEPARTMENTAL PRESENTATION: DEPARTMENT COMPUTER APPLICATION



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AN ISO 9001:2015 CERTIFIED
SAFA COLLEGE OF ARTS AND SCIENCE

(Affiliated to University of Calicut)
POOKKATTIRI, EDAYUR (PO), VALANCHERY
PHONE : 0494 2988810, 9995748103, 9846823215




**ACADEMIC AND
ADMINISTRATIVE
AUDIT REPORT
2022-2023**



PERIOD OF ASSESSMENT: 2022-23

DATE OF AUDIT

PHASE I: 04th February 2022
PHASE II: 09th September 2023


PRINCIPAL
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CERTIFICATE

Safa College of Arts and Science has successfully completed **Academic and Administrative Auditing**, ensuring compliance with educational standards and best practices. The auditing process encompassed a thorough examination and evaluation of the college's academic programs, administrative procedures, and overall institutional performance. Recognized for academic excellence, relevant curriculum, and efficient administrative processes, the college prioritizes student support, modern infrastructure, and effective governance. This certificate attests to Safa College's commitment to quality education and administrative efficiency

Malappuram

10.02.2022


External Auditor

Dr. Rajesh
Principal

MES KVM College



Internal Auditor


Dr. PV Nidhin
Principal

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Malappuram

18.09.23


External Auditor

Dr. Muhammed Ali
Principal
Majlis Arts and
Science College




External Auditor

Mr. Nisab
IQAC Coordinator
MES KVM College




Internal Auditor
Dr. PV Nidhin



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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2022-2023

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A handwritten signature in green ink, appearing to be the name of the principal.

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