

Noorul Islam Centre for Higher Education

(Deemed to be University u/s 3 of the UGC Act 1956)

Kumaracoil, Thuckalay, Kanyakumari District - 629 180

Accredited by NAAC with 'A' Grade

Administrative Audit Report (2020-2021)



2. INTERNAL ADMINISTRATIVE AUDIT – RESEARCH

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good- 3, Satisfactory- 2, Poor-1)				
			5	4	3	2	1
1.	Research objectives	Y		√			
2.	Research Policy	Y		√			
3.	Formation of Research Committee to facilitate and monitor research activity	Y	√				
4.	Provision in the institutional budget for research and development.	Y			√		
5.	Participation of the students in research activities	Y	√				
6.	Major research facilities	Y				√	
7.	Initiatives taken by the institution for collaborative research	Y			√		
8.	Budget allocation for research	Y		√			
9.	Research fellowship for students / providing infrastructure facilities	Y	√				
10.	Institution facilities faculty to undertake research by providing research funds (seed money)	Y			√		
11.	Encourage and promote research culture (eg. Teaching work load remission, opportunities for attending conference etc.)	Y			√		
12.	Initiate research by collaborating with other research organizations / industry	Y		√			
13.	Faculty recognition for guiding research	Y	√				
14.	Research guides and research students	Y	√				
15.	Programmes to obtain Research / Consultancy Projects	N					√
16.	Ongoing Faculty Research Projects	Y		√			
17.	Ongoing Student Research Projects	Y		√			
18.	Research scholars JRF/ Ph.D. awards per year	Y	√				
19.	Total outlay for research & development, patents and Research Journals	Y	√				
20.	Departments getting UGC/SAP/FIST and Action Research/ student projects	Y			√		
21.	Research papers published in National referred journals/ Research papers published in International referred journals/ Books published by faculty (specify per faculty)	Y	√				
22.	Research papers published in referred journals by the faculty – citation index and impact factor	Y	√				
23.	Publications of the faculty – Books/Articles/Conference/Seminar	Y	√				
24.	Action Plan for the current year	Y			√		
25.	Institution receives significant quantum of research grants from external agencies	Y		√			
26.	Render consultancy services to industries / Government / Non-government organizations / community / public	Y	√				

27.	Resources (financial and material) generated through consultancy services	N					√
28.	Partnership with University / Research institutions / Industries / NGOs etc. for extension activities.	Y	√				
29.	Local community benefit from the institution.	Y	√				

Observations

- The Board of Research, Development and Consultancy (BRDC) is the statutory and apex body to provide activities by encouraging and regulating the research activities.
- Policies and Objectives strengthen the Research activities of NICHE.
- Projects sponsored by the university or external agencies are multi-disciplinary and are carried out by teams from different disciplines.
- Funds provided to a faculty by the institution to get the research initiated to facilitate the preparation of a formal research proposal for funding is maintained.
- Institution encourages patentable invention are recorded.
- MoUs with various institution, Universities of National and International repute and industries are maintained.
- Providing Infra structure facilities for research fellowship is maintained.
- Research incentives are given to the faculty members every year.
- Research papers published in National referred journals/ International referred journals/ Books are well documented.
- Research programmes
- Every year, Action plan is identified and the corresponding Action was taken.
- More efforts have been taken to improve consultancy by the institution.
- Linkage and collaboration needs to be extended.
- The performance score is

$$5 \times 13 + 4 \times 7 + 3 \times 6 + 2 \times 1 + 1 \times 2 = \frac{112}{145} = 77 \% \text{ of the maximum score. Hence is}$$

very good.

3. INTERNAL ADMINISTRATIVE AUDIT – LIBRARY

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Library policy	Y		√			
2.	Organization chart	Y	√				
3.	Library objectives	Y			√		
4.	Library advisory committee and its functioning	Y		√			
5.	Duties, Responsibilities of each staff member	Y	√				
6.	Use and security of library materials	Y		√			
7.	Interlibrary borrowing facility communication register	Y			√		
8.	Visitor register	Y	√				
9.	Access of the on-line and Internet services in the library to the students and faculty	Y	√				
10.	Action plan for the year	N					√
11.	User Entry Register	Y		√			
12.	Files / DOC maintained – related to the procedures (with file opening / close dates)	Y		√			
13.	Computerization of library Use of INFLIBNET / DELNET / IUC facilities? If yes, give Details	Y	√				
14.	Storage to Research works	Y	√				
15.	Number of journals (National + International) and other library resources	Y			√		
16.	Book Issue Register	Y		√			
17.	Data Back up	Y	√				
18.	Book Catalogue	Y	√				
19.	Book arrangements	Y	√				
20.	Suggestions / Feedback Registers	Y			√		
21.	Compliance / Progress monitoring mechanisms	Y				√	
22.	Library stock / Library operation and facilities	Y	√				
23.	Library services and automation and internet services	Y	√				
24.	Library resources are augmented every year with newer editions and titles	Y			√		
25.	Reading room facility for faculty and students	Y	√				
26.	Internet facility for information retrieval	Y		√			
27.	Reprographic facilities	Y	√				
28.	Networking with other Libraries	N					√

	Availability as per UGC Norms – Books						
29.	Percentage of Recent books	Y			√		
30.	Hard copy journals	Y			√		
31.	E – Journals	Y		√			
32.	Other E – Resources / Databases	Y	√				
33.	OPAC	Y	√				
34.	Digital Library	Y			√		
35.	NPTEL	Y		√			
36.	SWAYAM Facilities	Y		√			
37.	CCTV	Y	√				
38.	Reference Sections	Y	√				
39.	Racks, furniture	Y	√				
40.	Bills	Y		√			
41.	Invoices	Y		√			
42.	News Paper	Y	√				
43.	Special facilities offered by the library to the visually and physically Challenged persons	Y			√		
44.	Seminar/ Conferences/ Workshops organized	N					√
45.	University News Letter Publication Initiatives	N					√
46.	Additional Library Services	Y		√			
47.	Percent of budget and amount spent on new books and journals for the current year	N					√

Observations

- Library policy is strengthened by providing the framework for library operations and services which helps to ensure high-quality library service for community needs, wise use of library resources, and fair treatment of library staff and library users.
- Library automation effectively manages all the in-house functions of a library.
- Online public access catalogue (OPAC) is an interface which assists to access resources of library.
- Books are arranged in the form of Dewey Decimal Classification (DDC).
- Compliance / Progress monitoring mechanisms are maintained.
- Good number of visitors to Library and number of books Circulated and consultation is higher.

- Various library sections usage is good by enhancing the information literacy skill among students
- Participation in resource sharing consortia / network fulfils the user needs.
- DELNET, Wi-Fi facility, CCTV surveillance, Reprography, Printing and Document Delivery services are exceptional.
- Facility to the visually challenged, Reprographic Service, Newspaper clipping services are excellent.
- Suggestion Box & Feedback registers is maintained.
- Creating library Brochure and library manual is excellent.
- Through shodhganga uploading higher number of theses contribution is Excellent.
- National Digital library India is very good interactive with open access the rare & unique books available in digital format.
- Special facilities offered by the library to the visually and physically challenged persons are carried out.
- The library has 82,760 books with 24x7 campus security.
- Needs financial support for more books and journals in the library.
- Need to network the library.
- Should take steps to digitalize the library.
- Remote access is permitted.
- The performance score is

$$5 \times 19 + 4 \times 13 + 3 \times 9 + 2 \times 1 + 1 \times 5 = \frac{181}{235} = 77 \% \text{ of the maximum score. Hence is very good.}$$
- Improvements need to be done in action plan, networking, newsletter initiatives and budget.
- Progress monitoring need to be improved.

4. INTERNAL ADMINISTRATIVE AUDIT – EXAMINATION

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Examination Manual	Y	√				
2.	Examination Reforms	Y		√			
3.	Digitalization of Examination Process	Y		√			
4.	Peer evaluation / Moderation/ Revaluation	Y		√			
5.	Transparency in evaluation measures	Y	√				
6.	Grievance Redressal	Y		√			
7.	Student grievances regarding evaluation results are Addressed	Y	√				
8.	Declares results within two months of the examinations	Y	√				
9.	Security of the evaluation system is ensured	Y	√				
10.	List of Programmes, Syllabi	Y				√	
11.	Notifications File	Y	√				
12.	Files regarding Registration of students and issue of hall tickets	Y		√			
13.	Membership	Y			√		
14.	Inward/ Outward Registers	Y	√				

Observations

- Policies and Objectives strengthen the Examination activities of NICHE.
- The functioning of the Examination Cell (Invigilation duty, Hall and Seating arrangements, Absentee statement, Malpractices, Packing of Answer scripts) is good.
- Transparency in evaluation measures is maintained.
- Confidentiality is maintained in dealing with question papers.
- All cases of malpractice are dealt with as per the university regulation was envisaged.
- Previously our institution is membership with National Academic Depository (NAD). At present E-Sanad membership is in process.
- Conducting examinations strictly as per the schedule fixed for the year and declaring the results timely.
- Confidentiality for the evaluation system is maintained.
- Digitization in examination process is recorded.
- The performance score is

$$5 \times 7 + 4 \times 5 + 3 \times 1 + 2 \times 1 + 1 \times 0 = \frac{60}{70} = 85.7 \% \text{ of the maximum score. Hence is Excellent.}$$
- List of programmes and membership need to be improved.

5. INTERNAL ADMINISTRATIVE AUDIT – COMPUTING CENTRE

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good- 3,Satisfactory- 2,Poor-1)				
			5	4	3	2	1
1.	IT policy and Strategies	Y			√		
2.	Security Control Room	Y	√				
3.	Security Measures: Information Security, Network Security and Surveillance	Y			√		
4.	Stock register	Y			√		
5.	Total computers in the campus	Y			√		
6.	Computer Fault / Rectification Report	Y			√		
7.	Software for academic and administrative purpose	Y				√	
8.	In-house development of softwares	N					√
9.	Discarding obsolete computers / Replacing computers - policy	Y			√		
10.	Internet facility	Y		√			
11.	Overall Maintenance	Y				√	
12.	Bills	Y			√		
13.	Invoices	Y			√		
14.	Quotations	Y			√		
15.	Programmes organized	N					√
16.	Action plan for the current year	N					√

Observations

- Computer Centre provides ICT infrastructure for education, research and e-Governance.
- A Unified Threat Management Elucidation has been applied to protect the network from hackers, for filtering excessive traffic, streamlining traffic by identifying priorities, and blocking unwanted sites.
- IT policies and strategies strengthen the activities of computing centre.
- Intellectual property right policy, IT policy and Privacy policy have been outlined and executed to prevent unauthorized admittance of information.
- University has a security control room.
- 1 Gbps Internet connectivity is being provided through NKN.
- Service call registers to be maintained duly signed by the respective HODs.
- Network utilization should be checked regularly

- Licensed software should be renewed as per the recent needs.
- More care should be given to UPS throughout the campus.
- Discarding obsolete computers / replacing computers can be done based on policy decision.
- Cloud Computing has added 7 more servers making the total capacity to 10 TB.
- The performance score is

$$5 \times 1 + 4 \times 1 + 3 \times 9 + 2 \times 2 + 1 \times 3 = \frac{43}{80} = 53.8 \% \text{ of the maximum score. Hence is}$$

Average.

- Lots of improvements need to be required in software for academic purpose, in-house development of softwares, action plan for the current year and programmes organized.

6. INTERNAL ADMINISTRATIVE AUDIT – FINANCE

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good-3, Satisfactory-2, Poor-1)				
			5	4	3	2	1
1.	Finance policy and manual	Y		√			
2.	Budget allocations through income expenditure statements, future planning, resources allocated during the current year, and excess/deficit	Y		√			
3.	Regularity of audited – internal and external audit	Y			√		
4.	Computerization of finance management systems	Y			√		
5.	Resource mobilization by Tuition fees, other fees/Donations and Endowments/ Letting out premises	Y		√			
6.	Budgeting/ Current fee structure/Allocation of finance	Y		√			
7.	Internal monitoring/ Financial audit/ Utilization of grants	Y	√				
8.	Budgetary provisions for academic and administrative activities (including maintenance)	Y	√				
9.	Institutional initiatives for mobilization of funds and the optimal utilization of resources	Y		√			
10.	Financial support to attend conferences/workshops and towards membership fee of professional bodies	Y		√			
11.	Funds / Grants received from government, non-government bodies, individuals, philanthropies	Y			√		
12.	Bills	Y		√			
13.	Invoices	Y		√			
14.	Action plan for the current year	Y		√			

Observations

The goals for a finance department include strategic budgeting, cost containment, cash flow management, debt servicing, tax planning and accurate record keeping.

- Policies and Objectives strengthen the Finance activities of NICHE.
- Budgetary provisions for academic and administrative activities (including maintenance) were carried out.
- Financial support to attend conferences/workshops and towards membership fee of professional bodies are maintained.
- The attached income, academic fee collection, other fee collection and grant-in- aids with their relevant primary documents like cash receipt counterfoils, pay in slip etc and other evidences are maintained.

- Internal and External audits and controls, tax and reporting functions are effectively managed.
- Resource mobilization by Tuition fees, other fees/Donations and Endowments/ Letting out premises were managed effectively
- Regularity of internal and external audit was recorded.
- The performance score is

$5 \times 2 + 4 \times 9 + 3 \times 3 + 2 \times 0 + 1 \times 0 = \frac{55}{70} = 78.6 \% \text{ of the maximum score. Hence is very good.}$

7. INTERNAL ADMINISTRATIVE AUDIT – PLACEMENT

Sl.No	Name of the Document	Availability (Y/N)	Rating (Excellent-5, Very Good-4, Good- 3,Satisfactory- 2,Poor-1)				
			5	4	3	2	1
1.	Policy	Y				√	
2.	Organisation of placement activity	Y		√			
3.	Commitment to student employability at the university are managed, supported and the embedding of employability skills in the curriculum	Y		√			
4.	Preparation and pre-placement support of students	Y		√			
5.	High-quality careers service provided for students	Y		√			
6.	Support provided for a wide variety of internships offering professional experience to students	Y	√				
7.	Collaboration with other Industry Bodies	Y	√				
8.	Students to participate in collaborative events, which have improved the student experience and employment prospects	N					√
9.	Grievance Redressal	N					√
10.	Notifications File	Y	√				
11.	Inward/ Outward Registers	Y	√				
12.	Well-planned, resourced and supported placement system, which adds significantly to the student experience within the institution	Y		√			
13.	Action plan for the current year	Y		√			

Observations

1. Placement policies have to be strengthened.
2. Enhancing the employability skills among the students to meet out the corporate expectations were carried out.
3. Providing programme support to link academic study and theory to real industrial practice to assess a possible company for future employment is maintained.
4. Placement training programs to help students in for developing specific skills related to their preferred subject or domain to stay ahead in the competition is maintained.
5. Real world exposure to the latest technology, work behaviour and carrier guidance programmes were carried out.
6. Students participate in the various internships to gain corporate exposure was maintained effectively.

7. Students to participate in collaborative events to gain experience and employment prospects have to be improved with special care.
8. Managing Recruiters correspondence and feedback's and organizing pre- placement Training's were documented.
9. Action plan is identified and the corresponding action was taken.
10. The performance score is

$$5 \times 4 + 4 \times 6 + 3 \times 0 + 2 \times 1 + 1 \times 2 = \frac{48}{65} = 73.8 \% \text{ of the maximum score. Hence is good.}$$

11. Collaborative events and grievance redressal measures need to be improved.



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