P K M COLLEGE OF EDUCATION

MADAMPAM, KAITHAPRAM P O, KANNUR – 670631
(Govt. Aided Teacher Education Institution affiliated to Kannur University)
Recognized by NCTE, Included under UGC 2(f) & 12B category
Accredited by NAAC with 'A' Grade, (Second cycle -4 point scale)
RUSA 2.0 beneficiary institution

INTERNAL QUALITY ASSURANCE CELL

ACADEMIC AND ADMINISTRATIVE AUDIT

2019-20

PROFILE OF THE COLLEGE

Crowning a rustic hillock in a majestic splendour and set against the lush green undulant, sylvan ambiance, Prof. Kandoth Memorial College has already marked a noble legacy in the educational scenario of North Malabar. The college with its unique semi-circular edifice has a picturesque site near Thumpeny Shrine, Madampam on the eastern side of the Taliparamba-Iritty State Highway and it comes under the jurisdiction of Sreekandapuram Muncipality, Irikkur Block, Kannur District, Kerala.

The college was established in 1995 as a self-financing institution and was converted into an aided college in 1997. It is affiliated to Kannur University and recognised by NCTE. This temple of learning is dedicated to the Sacred Heart of Jesus and named after Prof. Joseph Kandoth, who was an educational visionary, social reformer and a zeolous missionary. He initiated the historical migration of Knanaya Catholic Community which in its turn changed the social and economic history of Malabar.

At present, Archbishop of Kottayam Arch eparchy, Mar Mathew Moolakkat is the patron and Mar Joseph Pandarasseril, the Auxiliary Bishop is the manager. The college is accredited by NAAC with 'A' grade in 2006, and 2016 (4 point scale). The college is a RUSA 2.0 Beneficiary.

VISION

Excellence and committed service in every realm of teaching endeavour.

MISSION

To nurture the holistic development of prospective teachers for a just and humane society.

OBJECTIVES

- To equip the teachers to develop and practice innovative methods and strategies in teaching learning process
- To develop into a centre of excellence in teacher education for preparing quality teachers.
- To promote learning, research, extension activities and development.
- To develop intellectually competent, morally upright, psychologically integrated and socially committed teachers for service in the emerging global scenario of education.
- To acquire effective communication skills and leadership qualities

Committee of Academic and Administrative Audit

Convenor: Dr. Rekha K.R.
                   Associate Professor, Dept. of English

Members: Dr. Jessy N.C
                   Principal

                   Dr. Prasanth Mathew,
                   Assistant Professor, Dept. of Physical Science

                   Dr. Veena Appukuttan
                   Assistant Professor, Dept. of Social Science

                   Dr. Sinoj Joseph
                   Assitant Professor, Dept. of Mathematics

                   John P. T.
                   College Librarian

                   Minimol Simon
                   Junior Superintendent

                   Ms. Sivakeerthana Dinesh
                   Student Representative

Composition of the Academic and Administrative Audit
which undertook the on-site visit

External Expert: **Dr. Reena Sebastian,**
                   IQAC-Co-Ordinator,
                   SES College, Sreekandapuram

Members: **Dr. Jessy N C**
                   Principal,
                   PKM College of Education, Madampam

                   Dr. Rekha K R
                   IQAC, Co-Ordinator
                   PKM College of Education, Madampam

REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT

GENERAL INFORMATION

1. Name & Address of the institution:	PKM College of Education, Madampam
2. Year of Establishment:	17-06-1995
3. Programmes:	B.Ed.
4. Optional Subjects:	1. English 2. Malayalam 3. Mathematics 4. Natural Science 5. Physical Science 6. Social Science
5.No.of Courses Offered:	Core: 8 Pedagogic: 24 Elective: 2 EPC: 4 Value Added: 3
6. No. of Teaching Staff:	Associate Professor: 3 Assistant Professor: 5 Guest-Lecture: 1
7. No of Administrative Staff:	14
8. Total No. of Students:	Female: 92 Male: 8
9. Major Institutional features: (As perceived by Audited Team)	1. Implementing UN-SDGs in curriculum transactions. 2. Professional Development opportunities. 3. Institutional financial assistance for staff and students 4. Conducted Environmental, Green, and Gender Audits 5. Collected and analysed feedback from stakeholders. 6. Extension and outreach activities are properly documented. 7. Students research initiatives 8. Jubilee years Initiatives 9. Institution twinning programme
9. Date of the Academic and Administrative Audit:	03-03-2020

CURRICULUM ENRICHMENT:

1. Is the college operationalize the curriculum in its own way satisfying national and state educational standards and requirements for teacher preparation?	The college implements its curriculum by ensuring a clear progression of courses, integrating theoretical knowledge with practical applications, and aligning it with national educational standards.
2. Are course objectives and outcomes are aligned with graduate attributes	The course objectives and outcomes are designed to align with modern trends in education, including the integration of technology, inclusive education practices, and global perspectives.
3. Flexibility in curricular transactions	The college ensures flexibility by employing various teaching strategies, such as case studies, experiential learning activities, and technology-enhanced learning tools. Additionally, faculty receive adequate training to effectively utilize innovative pedagogical approaches.
4. The way of providing dynamic and updated curricular inputs and opportunities for internship and placement	Enhancing collaborations with schools, educational organizations, and communities to offer valuable practical experiences for pre-service teachers. Expanding experiential learning opportunities, like internships, community service projects, and field research, to enrich students' perspectives and skills.
5. The way of honouring student diversity	Recognizing student diversity through the identification of learning needs and the regular review and updating of the curriculum to integrate emerging trends and best practices in education.
6. How the assessment methods aligned with program objectives and appropriate in catering the students' needs	Diverse assessment methods, such as written assignments, presentations, and practicum evaluations, are tailored to meet student needs and aligned with program objectives.

FACULTY AND STAFF:

1. Quality of the teachers in terms of their qualifications and professional developments	Provision of professional development opportunities for faculty to enhance their pedagogical skills and incorporate innovative teaching methods.
2. ICT skills and competency acquired by teachers	Structured training programs focusing on the effective utilization of educational technology and methods for promoting inclusive learning environments.
3. Staff empowerment strategies	Adequate incorporation of interdisciplinary viewpoints and exposure to real-world educational issues, along with ample opportunities for professional growth in emerging areas of education.

4. Innovative evaluation process implemented by the institution	Implementing a well-rounded assessment strategy that includes both ongoing and final assessments, offering timely and constructive feedback. Promoting authentic assessment techniques that evaluate practical teaching skills and reflective methods.

RESOURCES:

1. The facilities in classrooms and other technology resources for effective teaching learning?	Adequate seating capacity, furnitures, Presence of sufficient technology infrastructure including interactive boards, projectors, screens, and sound systems in classrooms and conference halls and sufficient space for academic and other interactions. Diversification of instructional materials and teaching aids to cater to different learning styles and enhance engagement in the classroom.
2. The Library infrastructure and learning resources	Fully automated library, adequate number of books and journals, availability of textbooks, reference materials, and educational resources to support curriculum delivery. Rare books are make available on loan from other colleges. Infrastructural maintenance committee is monitoring the developments.
3. Available resources for promoting research culture	The college is dedicated to promoting research activities by providing support for both faculty and student research initiatives and striving for the integration of research into teaching and learning methods. Financial aid is available for staff and students to encourage research endeavors. The College Research Development Cell is responsible for promoting research.
4. The opportunities provided for students to access scholarships and endowments	The college provides specific scholarships and endowments aimed at supporting underrepresented groups, economically disadvantaged students, and those with special needs. The college welfare committee is responsible for the well-being of both staff and students.

STUDENT OUTCOMES:

1. Institutional efforts for student progression	The college offers professional development opportunities for students to improve their pedagogical skills, integrate innovative teaching methods, and stay updated on current educational research and trends. These opportunities also support their progression into higher education.

2. The pass percentage of students in competitive examinations like TET/ SET/ NET etc.	Provides comprehensive student support services, including academic advising, career counselling, academic - personal counselling and coaching to promote student well-being and success in competitive examinations. Thus, pass percentage of competitive examinations is very high.
3. How successful are program graduates in securing placement in teaching position	College keeps efficiency in processing applications, admissions decisions, and enrolment procedures. Also keeps transparency in admission criteria, eligibility requirements, and documentation verification processes.
4. Alumni contributions for institutional development	The alumni provide strong support for all activities of the college especially as human resources, support in academic mentoring, career counselling, financial support and to facilitate knowledge sharing, collaboration, and ongoing support for practicing student teachers.

ADMINISTRATIVE PROCEDURES:

1. The transparency and efficiency in student enrolment processes?	College keeps efficiency in processing applications, admissions decisions, and enrolment procedures. Also keeps transparency in admission criteria, eligibility requirements, and documentation verification processes.
2. The institutional level decentralisation of academic and administrative policies and regulations.	The college embraces decentralization in both academic and administrative processes, maintaining clear communication channels and promptly responding to inquiries and requests. A monthly staff coordinator oversees student learning and activities. Administrative duties are shared with the college superintendent.
3. The status of student support services available, such as mentoring, academic counselling, career guidance etc.	Comprehensive student support services, including skill enhancement, academic advising, counselling, infrastructural facilities including ICT and career guidance services are available in the college.
4. How the institutional E-governance facilities are managed ?	E – goverence in academic and administrative areas, transparent budgeting processes, regular financial audits, and adherence to regulatory requirements.

QUALITY ASSURANCE:	
1. What processes are in place for continuous program improvement and quality assurance?	Establish dedicated quality assurance cells or committees responsible for supervising quality enhancement efforts, performing audits, and facilitating continuous improvement processes in both academic and administrative domains.
2. How does the institution ensure compliance with accreditation standards and requirements	Engaging with external stakeholders, peer institutions to compare performance, exchange best practices, and gather feedback for enhancement.
3. Are there mechanisms for monitoring and addressing issues related to diversity, equity, and inclusion to track new educational trends and policies	Performing regular program reviews and self-assessment activities to assess program effectiveness, pinpoint strengths and weaknesses, and create action plans for improvement.
4. The quality of outreach and extension activities	Providing professional development opportunities for faculty and staff members to enhance their skills, knowledge, and competencies in quality assurance, assessment, and educational leadership.
5. Best Practices of the institution	By implementing efficient quality assurance processes as best practices , college can ensure the delivery of high-quality education and skills, and contribute to the development of the society. Yoga in the campus and Share your Spare are the two best practices of the college during the academic year.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION:

> Seek input from stakeholders, including students, alumni, employers, and industry experts.
> Encourage and support faculty research and scholarly activities through grants, funding, and institutional resources.
> Provide comprehensive support services to enhance the academic, personal, and professional development of students.
> Strengthen connections with the local community, industry partners, and other stakeholders through collaborative initiatives, service-learning projects, and outreach programs.
> Enhance the institution's relevance and impact while providing valuable experiential learning opportunities for students.
> Diversify revenue streams through fundraising campaigns, alumni engagement initiatives, and strategic partnerships with industry and philanthropic organizations.

Name and Signature
External Expert
Dr. Sujeesh. T. G

Name and Signature
IQAC, Co-Ordinator
Dr Veena Appulantha

Name and Signature
Principal

PRINCIPAL
P.K.M. COLLEGE OF EDUCATION
KAITHAPRAM P.O, MADAMPAM
SREEKANDAPURAM, KANNUR DT.,-670631