



**yuva kshētra**<sup>®</sup>

Institute of Management Studies (YIMS)  
Ezhakkad, Mundur, Palakkad - 678631, Kerala.

ACCREDITED BY NAAC WITH B+ GRADE (1<sup>st</sup> CYCLE)

Affiliated to the University of Calicut & Managed by the Diocese of Palghat

## REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT

PERIOD- 2023-24

DATE OF AUDIT – FEB 28, 2024

### EXTERNAL AUDIT MEMBER:

**1. Dr. SANDHYA K.**

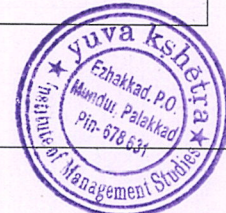
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### General Observations

Total departments	10
Total Permanent staff members	91
Total staff with PhD's	23
Total programmes offered	18          UG: 14    PG:4
Total Addon/ certificate courses offered	50
Total students	2452
College working hours	9.30AM – 3.30PM
Do the institution has a strategic plan	YES





### **Observations and Recommendations of Academic Audit (In General)**

- Include practical learning opportunities, such as internships, case studies, and industry partnerships, to bridge the gap between theory and practice.
- Ensure the department's Vision, Mission, and Core Values are aligned with the college's, as per NEP guidelines.
- Departments are expected to establish and maintain best practices that are aligned with the institution's established best practices.
- Create an environment that encourages the formation of start-up companies on campus and supports the process of patent publication.
- Ensure that dedicated lab hours/Add On Hours/ including Language Lab sessions where applicable, are included in the timetable.
- The department needs to formulate and implement effective strategies to attract and enroll students.
- Build and maintain strong research infrastructure, including access to academic journals, research databases, and lab equipment.
- Ensure equitable access to online learning platforms and resources for both faculty and students, especially in remote or hybrid learning environments.
- Establish mentorship programs where senior faculty support junior staff in their professional development and integration into the academic community.
- Create regular forums for faculty, students, and alumni to provide feedback on academic programs and teaching practices.
- The core values as written should be demonstrably reflected in the department's activities.
- Faculty should explore and implement essential pedagogical skills to significantly increase classroom interactivity.

### **Observations and Recommendations of Administrative Audit (In General)**

- Conduct regular resource assessments to ensure optimal use of human and financial resources.
- Align resource allocation with department goals and performance metrics.





- Implement clear and structured communication channels across departments, including regular check-ins and updates.
- Use collaboration platforms (e.g., Slack, Microsoft Teams) to enhance communication and ensure all team members are informed.
- Implement a centralized document management system for storing and retrieving files.
- Set up a formal internal audit system to ensure compliance with internal policies, industry standards, and regulations.
- Invest in up-to-date software and tools that can automate routine tasks and enhance productivity.
- Integrate digital solutions for project management, reporting, and communication to streamline processes.
- Schedule periodic reviews to identify gaps or areas for improvement in compliance efforts.
- Implement clear financial oversight practices, such as regular budget reviews and tracking mechanisms to prevent overspending.
- Ensure transparency in financial reporting to promote accountability at all levels.
- Offer wellness programs, flexible working hours, and mental health support to improve employee well-being and reduce burnout.
- Institution must have a scholarship policy that defines the terms of financial aid or support for students. Scholarship policy be made available on the college website.
- Should give targets to teachers for articles in UGC care list/ Scopus indexed/ Web of Science journals and book chapters
- Feedback report should be collected separately for each programme, and it should be discussed in the department meeting. A record of this should be seen in department minutes. Action taken for it should be recorded
- Display the roles and responsibilities of administrative staff along with their contact numbers/maid Ids for transparency
- The department should have a mentoring policy and a welfare coordinator.





## NAAC Criterion-Specific Observations

### Criterion-I: Curricular Aspects

- The institution follows a Choice-Based Credit Semester System, with a structured Academic Calendar and Annual Action Plans. Faculty workload is managed efficiently, and courses are monitored for timely completion.
- A diverse range of teaching methodologies, including Power Point presentations and blended learning methods are employed. Faculty development programs enhance teaching skills, and regular feedback mechanisms facilitates continuous improvement.
- A comprehensive internal assessment system ensures both formative and summative assessments. External examinations were conducted as per University guidelines, and grievance redressal mechanisms are available for student concerns.
- Various programmes offer Project Works, Field Visits and Internships for Hands-on application of knowledge, career exploration and development, and to learn new skills.
- To stay ahead of the curve, the institute offers 39 add-on and certificate courses, including 22 newly introduced ones, to equip graduates with cutting-edge skills and knowledge. Additionally, the institute provides access to MOOC and SWAYAM courses, further enhancing learning opportunities and career readiness..

### 2. Integration of Cross-Cutting Issues

- The institution integrates contemporary social issues like gender equality, human values, environmental sustainability, and professional ethics into its curriculum.
- Specialized courses and co-curricular activities, such as seminars and workshops, promote awareness and critical thinking. Classroom discussions and assignments foster ethical reasoning and awareness.
- Campus initiatives, including environmental audits, waste management, and community service, contribute to a sustainable and inclusive campus environment.





### ***Recommendations***

- Departments should organize awareness sessions to encourage student participation in MOOCs and SWAYAM credit courses, with the goal of increasing the number of courses taken.
- Department should encourage students to pursue Internships for enhancing the employability and for developing the research aptitude.
- Departments should ensure library resource utilization by students.

### **Criterion-II: Teaching-Learning and Evaluation**

- YIMS conducts a bridge course followed by an entry-level assessment test to categorize students as slow and advanced learners. Specific initiatives are then implemented accordingly.
  - a. **For Slow Learners:**
    - i. Remedial support, peer learning, mentoring, counselling, and library access.
    - ii. Tutorials, confidence-building sessions, alumni guidance, and psychometric testing.
  - b. **For Advanced Learners:**
    - i. Enrichment through discussions, quizzes, projects, seminars, and workshops.
    - ii. Global exposure, competitions, specialized courses, and employability training.
    - iii. Opportunities for publications, internships, and exchange programs.
- The institution enhances learning experiences through student-centric methods, focusing on experiential, participative, and problem-solving approaches.
  - a. **Experiential Learning:**
    - i. Hands-on activities in clubs, entrepreneurial training, internships, and educational tours.
    - ii. Nature camps, project-based learning, and showcasing creative outputs.
    - iii. Leadership development through event organization.
  - b. **Participative Learning:**
    - i. Brainstorming, peer learning, flipped classrooms, and team-based projects.
    - ii. Green campus initiatives, extension lectures, and expert talks.
    - iii. Paper presentations and collaborative learning opportunities.





c. **Problem-Solving Methodologies:**

- i. Research projects, debates, quizzes, and the Think-Pair-Share technique.
  - ii. Empowerment programs by the Women Development Cell and government-assisted projects.
- **ICT Tools:** YIMS uses Google Classroom, Meet, Zoom, YouTube, and a 250 Mbps Wi-Fi network for teaching and communication. These tools support lectures, webinars, and training for international placements. The library offers digital resources, and activities like movies, documentaries, and virtual parent-teacher meetings enhance learning.
  - **Internal Assessment:** A transparent system, aligned with the University of Calicut, includes tests, seminars, internships, and projects. Two tests per semester are conducted, marks are displayed, and parents attend meetings to discuss student progress.
  - **Grievance Handling:** Exam-related issues are addressed through the Grievance Redressal Cell and departments. External grievances are escalated to the Controller of Examinations. Records are maintained to ensure fairness.
  - **Learning Outcomes:** Programme and Course Outcomes are aligned with university and industry needs. These are shared with students at the semester's start via the website, handbooks, social media, and orientations.
  - **Outcome Achievement:** Learning outcomes are measured through tests, projects, internships, and continuous evaluations. Progress is tracked using exams, feedback, and result analysis, ensuring holistic growth and ethical values.

**Recommendations**

- The institution should aim to expand the number of internships available to students, ensuring that every student has the opportunity to gain practical, industry-relevant experience.
- The institution should prioritize increasing the number of faculty members with Ph.D. qualifications to improve the academic rigor and research output.





### **Criterion-III: Research, Innovations & Extension**

- The NSS unit of the institution has been actively engaged in extension activities aimed at fostering social awareness and providing support to underprivileged segments of society. The unit has recently secured government funding, which will provide valuable resources to guide and enhance future initiatives. Additionally, the institution has received approval to establish an additional NSS unit, further expanding its capacity for community engagement and social impact.
- A series of seminars and workshops were conducted by various departments to explore research methodologies and intellectual property rights, thereby fostering a stronger research culture and ethical understanding among students.
- To cultivate entrepreneurial skills among students, the institution has implemented boot camps and F&B production and sales initiatives. These practical experiences aim to equip students with the necessary knowledge and skills to succeed in the entrepreneurial landscape.
- While the number of faculty publications in esteemed national and international journals is relatively low, a significant number of books have been published through Yuvakshetra Publication, all of which are registered with ISBN.
- The faculty exchange program in National/International level has facilitated valuable knowledge transfer and international collaboration. This exchange has enriched the academic environment and broadened the global perspective of both faculty and students.
- Through the establishment of MoUs, collaborations, and partnerships with various industries and organizations, the institution aims to bridge the gap between academia and industry, ensuring the practical relevance of its academic programs.

#### ***Recommendations***

- Faculty members should be encouraged to publish research articles in high-impact, peer-reviewed journals indexed by UGC CARE or Scopus.





#### **Criterion-IV: Infrastructure & Learning Resources**

- The institution boasts a well-designed infrastructure promoting academic excellence and holistic growth. It features 60 eco-friendly, ventilated classrooms equipped with LED panels, smart boards, projectors, CCTV, and a public announcement system for a tech-enabled environment. 8 seminar halls, 3 conference halls with ICT facilities, advanced computer, GIS, language, and hotel management labs, along with fire safety systems, enhance learning and event support.
- The YIMS Central Library is fully automated using the KOHA Integrated Library Management System, providing seamless access to its extensive resources. Facilities like Web-OPAC, automated circulation, and training on INFLIBNET and DELNET enhance user experience. It provides access to 1,99,500+ e-books, 6,500+ e-journals, and 18111 physical volumes, alongside modern facilities such as barcode scanners and reprography. Spacious seating and dedicated zones further ensure an engaging academic atmosphere.
- Cultural activities are supported by 8 auditoriums, an open-air theatre, and 2 seminar halls. Under the guidance of the Arts and Sports Committee, students are encouraged to participate in diverse activities such as music, dance, drama, and folklore, with professional trainers available for skill enhancement. The Yuvakshetra Folklore Club, in collaboration with the Kerala Folklore Academy, plays a pivotal role in preserving and celebrating traditional art forms.
- YIMS promotes fitness and sportsmanship with extensive facilities, including basketball and volleyball courts, a multipurpose ground for cricket, football, and athletics, and indoor options like badminton, table tennis, chess, carrom, and a gym. The Physical Education Department manages these facilities, encouraging student participation in intramural and intercollegiate events to build teamwork and a competitive spirit.
- The institution's IT infrastructure is consistently upgraded, featuring 263 computers, dual broadband Wi-Fi, 49 smart classrooms, and a biometric attendance system. Enhanced security is maintained through 176 CCTV cameras and SOPHOS firewall systems.
- YIMS ensures well-maintained infrastructure through regular checks on generators, RO plants, solar panels, water coolers, and IT equipment. Dedicated staff manage laboratories, classrooms, sports facilities, and hostels, ensuring smooth operations and a high-quality academic and administrative environment.





### ***Recommendations***

- Upgrade all classrooms to incorporate ICT facilities, including interactive smart boards, high-speed internet, projectors, and audio systems. This ensures a modern, engaging learning environment for every student.

### **Criterion-V: Student Support & Progression**

- The institute benefits from a significant number of students receiving Government of India scholarships for OBC, SC, ST, and minority communities. Additionally, the institute offers financial assistance through freships and scholarships to deserving students.
- The institute's departments actively organize a variety of programs aimed at capacity building, skill enhancement, and career guidance.
- A substantial number of students successfully pursue higher education upon graduation.
- Alumni generously contribute non-financially to the institute, supporting capacity building programs, webinars, resourceful talks, and placement training. Experienced alumni share their knowledge and skills with current students through speeches, seminars, and workshops.
- The institute ensures transparency by maintaining an easily accessible grievance redressal mechanism, enabling prompt and effective resolution of student concerns.
- Placement activities, recruitment drives, and job fairs are organized to facilitate career opportunities. A select number of students secure placements in reputed companies.
- The institute's vigilant anti-ragging and internal complaint cells actively contribute to maintaining a safe campus environment.
- The College Union, elected by class leaders and representatives, serves as a bridge between students and the administration, fostering effective communication and collaboration. The Students' Union comprises of Chairperson, Vice-Chairperson, General Secretary, Joint Secretary, Magazine Editor, two University Union Councilors, Fine Arts Secretary, and Sports Secretary. The College union of YIMS 2023-24 had a 45% participation of female members.





### ***Recommendation***

- The institution should consider increasing the number of institutional freeships to support a larger number of deserving students, particularly those from economically disadvantaged backgrounds. This would enhance accessibility to quality education and reduce financial barriers.
- The institute should organize more frequent and intensive placement training sessions, covering essential skills such as resume writing, interview techniques, and soft skills. These sessions should be conducted by experienced professionals and alumni to provide practical guidance and industry insights.
- The institute can actively encourage alumni to contribute more generously, either financially or through volunteer work

### **Criterion-VI: Governance, Leadership & Management**

- The institution is committed to providing holistic education to develop versatile professionals and cosmopolitan individuals. Its governance follows a democratic structure, led by the Principal, with active participation from teachers, students, and various committees to ensure inclusive decision-making and policy implementation. Quality enhancement is prioritized through an active IQAC, frequent training programs, and initiatives like financial aid, performance appraisals, and grievance redressal mechanisms, fostering collaboration across stakeholders.
- The institution demonstrates effective leadership through decentralization and participative management, exemplified by the adoption of Linways AMS in 2023-24. This cloud-based system centralizes academic processes, enhancing outcome-based education, choice-based learning, and student-centered approaches while addressing the limitations of earlier software. Its implementation, driven by IQAC evaluation, approval by the Apex and Trustee bodies, and strategic budget allocation, reflects a commitment to academic excellence and modern educational practices.
- The institution ensures staff welfare through comprehensive professional development programs, including enrichment sessions, quality improvement initiatives, and training for new hires. Financial assistance, such as priority admission for staff children, gratuity, ESI





& PF, and subsidized accommodation, complements material benefits like free uniforms, refreshments, and access to Wi-Fi and medical services. Emotional well-being is supported through leave entitlements, counseling, recognition of milestones, and celebrations, fostering a supportive and inclusive work environment.

- The institution employs a robust performance appraisal system for both teaching and non-teaching staff. This system utilizes a combination of self-assessments, peer reviews, and administrative evaluations to provide valuable feedback, identify areas for improvement, and recognize outstanding performance.
- The IQAC has successfully implemented quality assurance strategies, promoting academic excellence and innovation. One such initiative, Cultural Kaleidoscope, an inter-collegiate cultural festival, fostered knowledge exchange, skill development, and networking opportunities. Another significant initiative, the ISRO Space Expo, showcased cutting-edge space technology, inspiring students and the community and promoting scientific literacy.
- The IQAC has significantly contributed to institutionalizing quality assurance by implementing initiatives such as the LaTeX Faculty Development Program, enhancing academic documentation, and hosting successful International Conferences on Artificial Intelligence, fostering international collaboration and promoting AI innovation.

#### ***Recommendations***

- Faculties should actively participate in subject-specific Faculty Development Programs to enhance their domain knowledge, stay updated with the latest advancements, and strengthen their teaching methodologies for improved academic outcomes.

#### **Criterion-VII: Institutional Values & Best Practices**

YIMS actively promotes gender equality through an annual gender sensitization action plan aimed at combating discrimination and fostering inclusivity. Key initiatives include:

- **Collaborations:** Partnering with Snehitha, a Kerala government initiative, to provide gender help desks and support services.
- **Audits and Inclusion:** Regular gender audits, gender-sensitive curriculum, equal leadership representation, and gender-related project topics.





- **Outreach Programs:** Training programs for Kudumbashree women and sessions on personality development, grooming, hygiene, and premarital counseling.
- **Faculty Contributions:** Participation in global forums like the International Women's Forum.
- **Support Services:** Full-time counseling (Yuvajeevani), ICC, Anti-Ragging Cell, Women Development Cell, grievance mechanisms, NSS, and medical services.
- **Safety and Facilities:** Self-defense training, gender-neutral gyms, Pink Toilets, napkin vending machines, common rooms, surveillance cameras, safe transportation via college buses, and hostel facilities.
- **Awareness:** Celebrations of Gender Egalitarianism Days and other gender-inclusion initiatives.

The institution has adopted a comprehensive sustainability plan to address critical areas such as waste management, water conservation, and energy efficiency. These efforts demonstrate a strong commitment to environmental stewardship and resource conservation.

#### **Waste Management:**

1. **Solid Waste:** Biodegradable waste generated on campus is recycled and composted to produce nutrient-rich compost for gardening and landscaping, while organic waste is converted into biogas, providing a renewable energy source for campus operations. Non-biodegradable solid waste is safely incinerated at high temperatures, ensuring minimal environmental pollution.
2. **Liquid Waste:** A state-of-the-art **sewage treatment plant (STP)** processes wastewater, ensuring its safe treatment before reuse or disposal.
3. **Biomedical Waste:** To manage biomedical waste effectively, the institution has installed sanitary pad dispensers and napkin vending machines, promoting hygiene and proper disposal methods.
4. **E-Waste:** The institution has partnered with KOTTA, a leading e-waste collection and recycling agency, to ensure the responsible management of electronic waste. In addition, awareness campaigns are held to educate students and staff on the significance of e-waste disposal, promoting sustainable practices across the campus.





## **Water Conservation:**

**Water Recycling:** Treated water from the **STP** is reused for irrigation and gardening, reducing freshwater consumption and promoting efficient water use.

**Inclusive environment** - various initiatives that ensure equal opportunity for all, including gender-balanced student and faculty ratios, seat reservations, scholarships, and accessible infrastructure. Cultural, regional, and linguistic diversity are fostered through celebrations, intercollegiate festivals, cultural exchange programs, and global collaborations, as well as digital literacy initiatives for tribal communities. Socio-economic inclusivity is supported by social extension activities like blood donation camps, financial support for the mentally challenged, free tuition for underprivileged students, and community service projects, alongside a compulsory social service requirement and NSS involvement.

**Constitutional obligations** - honoring national figures, promoting democratic participation through student union elections, and organizing awareness campaigns on human rights and social issues. It fosters the right to freedom by celebrating national symbols, conducting IPR and fire safety sessions, and offering programs like energy conservation walkathons and social extension activities. Additionally, cultural and educational rights are emphasized through the display of the Constitution's Preamble, courses on the Indian Constitution, and commemorative events, ensuring a deep understanding of constitutional values and responsibilities.

### **Best Practice 1: Folklore Club – Reviving Heritage, Inspiring Generations.**

The Folklore Club aims to preserve and popularize ethnic art forms and traditions, fostering intercultural appreciation. It collaborates with the Kerala Folklore Academy to engage students and the community through workshops, documentaries, and performances. The club's initiatives, such as the U-censored film "Kettiyattam Thirayozhukum Vazhi," promote cultural immersion and heritage preservation, though balancing academic commitments with club activities remains a challenge.





### **Best Practice 2: Bamboo Farming for Environmental Sustainability**

The Bamboo Farming initiative focuses on promoting biocentric egalitarianism and environmental sustainability by raising awareness of bamboo's ecological value. Students are educated on bamboo conservation and its role in soil preservation and disaster prevention. Despite challenges such as the need for consistent care and limited exposure to bamboo, the initiative has successfully cultivated and donated bamboo saplings, contributing to environmental protection.


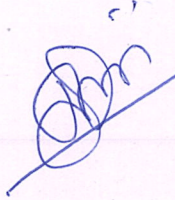
### **Best Practice 3: Yuvashparsham – Social Commitment Programs**

Yuvashparsham offers service-learning programs like Santhwanam, Snehothsavam, and Snehaveedu, promoting inclusivity, leadership, and social responsibility among students. These programs provide support to the HIV-positive community, showcase talents of marginalized groups, and assist economically disadvantaged individuals in homeownership. They enhance students' empathy, leadership skills, and civic responsibility, though limited funds and time constraints present challenges.





The above report was prepared in accordance with the documented evidence. All observations are suggestive for further improvements.

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