



NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

(Deemed to-be-University under section 3 of the UGC Act 1956)

Accredited by NAAC (Second Cycle)

Approved by AICTE, RCI, DGS and DGCA, Government of India.

Member - Association of Indian Universities, International Association of Universities.

Kumaracoil - 629 180, Thuckalay, Kanyakumari District, Tamil Nadu, India.

Date: 13.01.2023

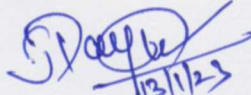
Administrative Audit Report (2021-2022)

Academic Audit is a process to encourage departments to evaluate their “Education quality processes”. The vital faculty activities required to produce, assure, and regularly improve the quality of teaching and learning.

Administrative Audit is a process of evaluating the efficiency and effectiveness of the administrative policies and procedures. It includes assessment of policies, strategies and functions of the various administrative departments, control of the overall administrative system etc.

The following departments were audited for the Academic and Administrative Audit for the Academic year (2021 – 2022) from 15.12.2022 – 05.01.2023 and the following observations are made:

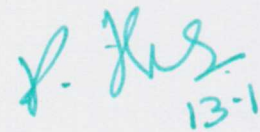
1. All Departments
2. Research
3. Library
4. Examination
5. Admission
6. Placement
7. Finance


13/1/23

Dr. J.P. Jayan
Director IQAC

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Declared as Deemed University by Ministry of Human Resource and Development, Government of India vide order Number F.G-51/2004-U.3 dated 8th December 2008.

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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	N				√	
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.	Provision for Research facilities in terms of Laboratory equipment, Research journals and research incentives	N				√	
12.	Encourage and promote research culture (eg. Teaching work load remission, opportunities for attending conference etc.)	Y		√			
13.	Initiate research by collaborating with other research organizations / industry	Y		√			
14.	Faculty recognition for guiding research	Y	√				
15.	Establishment of specific research units / centres	Y		√			
16.	Research guides and research students	Y	√				
17.	Programmes to obtain Research / Consultancy Projects	N					√
18.	Ongoing Faculty Research Projects	Y				√	
19.	Ongoing Student Research Projects	Y				√	
20.	Research scholars JRF/ Ph.D. awards per year	Y	√				
21.	Total outlay for research & development, patents and Research Journals	Y			√		
22.	Departments getting UGC/SAP/FIST and Action Research/ student projects	Y				√	
23.	Research papers published in National referred journals/ Research papers published in International referred journals/ Books published by faculty (specify per faculty)	Y	√				
24.	Research papers published in referred journals by the faculty – citation index and impact factor	Y	√				
25.	Publications of the faculty –Books / Articles / Conference / Seminar	Y		√			
26.	Institution utilization of the revenue generated through consultancy services	Y				√	
27.	Local community benefit from the institution.	Y				√	
28.	Action Plan for the current year	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 Infrastructure 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.
- 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

$$5 \times 8 + 4 \times 7 + 3 \times 3 + 2 \times 9 + 1 \times 1 = \frac{96}{140} = 68 \% \text{ of the maximum score.}$$

Hence it is Average.

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	N					√
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	Y		√			
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	N					√
26.	Internet facility for information retrieval	N					√
27.	Reprographic facilities	Y	√				
28.	Networking with other Libraries	Y	√				

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	N					√
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	N					√
47.	Remote access details	N					√
48.	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 the resources of the library and its to be improved.
- Compliance / Progress monitoring mechanisms are maintained.
- Good number of visitors to the Library and number of books Circulated and consultation is higher.
- 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.
- 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.
- Latest books, journals, e-books to be purchased.
- Should take steps to digitalize the library.
- Remote access is permitted.
- The performance score is

$$5 \times 17 + 4 \times 11 + 3 \times 8 + 2 \times 3 + 1 \times 9 = \frac{168}{240} = 70 \% \text{ of the maximum score. Hence it is}$$

Good.

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 e-SANAD	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.
- 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 and dealing with question papers is maintained.
- Digitization in examination process is recorded.
- The performance score is

$$5 \times 8 + 4 \times 5 + 3 \times 0 + 2 \times 1 + 1 \times 0 = \frac{62}{70} = 88.5 \% \text{ of the maximum score.}$$

Hence it is Very Good.

5. INTERNAL ADMINISTRATIVE AUDIT – Admission

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.	Admission Policy	Y	√				
2.	Admission Meeting	Y	√				
3.	Wide publicity of the admission process through Prospectus/ Website/ Advertisement in Regional / National Newspapers	Y	√				
4.	Students selection for admission	N					√
5.	AICTE Approval	Y		√			
6.	Transparency in the Admission process – Admissions are made as per the predetermined Criteria	N					√
7.	Strategies deployed for ensuring equity and access to students specifically: Students from disadvantaged community / Women / Physically Challenged / Economically weaker sections / Sports personnel	Y			√		
8.	Selection criteria (Merit, Interview score, Entrance test)/ Reservation rules / Access to economically weaker section/ Provision for sports quota / Physically handicapped/ Women students	Y			√		
9.	Action plan for the current Year	N					√

Observations

- Policies and Objectives strengthen the Admission activities of NICHE
- Admission through Prospectus/ Website/ Advertisement in Regional / National Newspapers was properly maintained.
- Student Selection for admission as per the schedule fixed for the year needs to be maintained.
- Transparency in the Admission process needs to be maintained.
- The performance score is

$$5 \times 3 + 4 \times 1 + 3 \times 2 + 2 \times 0 + 1 \times 3 = \frac{28}{45} = 62.2 \% \text{ of the maximum score.}$$

Hence it is Average.

6. 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. Collaborative events and grievance redressal measures need to be improved
11. The performance score is

$$5 \times 8 + 4 \times 4 + 3 \times 0 + 2 \times 0 + 1 \times 1 = \frac{57}{65} = 87.6 \% \text{ of the maximum score.}$$

Hence it is Very Good.

7. 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.	Institutional initiatives for mobilization of funds and the optimal utilization of resources	Y			√		
9.	Financial support to attend conferences/workshops and towards membership fee of professional bodies	Y	√				
10.	Funds / Grants received from government, non-government bodies, individuals, philanthropies	Y					√
11.	Bills	Y		√			
12.	Invoices	Y	√				
13.	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 need to 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 fees 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.
- Mobilization of head not enough to sustain the regular operation of the intuition.

- As per the budget every year we are facing a deficit. To overcome this problem expenditure may be reduced or income is to be increased as per the current trend of the expending the minimal requirements are met.
- Fund is not enough to allocate as per the regulatory body requirements for salary, infrastructure research and learning resources.
- Regularity of internal and external audits was recorded.
- The performance score is

$$5 \times 4 + 4 \times 3 + 3 \times 1 + 2 \times 0 + 1 \times 5 = \frac{40}{65} = 61.6 \% \text{ of the maximum score.}$$

Hence it is Average.

J.P. Jayan
13/01/23

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