



**JAMIA NADWIYYA WOMEN'S
ARABIC COLLEGE, EDAVANNA**

(Affiliated to the University of Calicut)

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2022-23

Prepared by IQAC

DR. ABDULLA NAJEEB. M

ASST. PROFESSOR,
PG & RESEARCH DEPARTMENT
OF ARABIC, SULLAMUSSALAM
ARABIC COLLEGE, AREEKODE

DR. SAJITH. C

ASST. PROFESSOR,
DEPT OF ECONOMICS,
SULLAMUSSALAM SCIENCE
COLLEGE, AREEKODE

ABDURAHIMAN. P

PRINCIPAL,
JAMIA NADWIYYA
WOMEN'S ARABIC COLLEGE,
EDAVANNA

Principal,
JNW Arabic College
Edavanna - 676541

VISION, MISSION AND CORE VALUES

Vision:

To become an internationally renowned center of excellence for nurturing and cultivating world class female leaders and high quality human resources, dedicated to empowering women with Islamic values to serve humankind and our nation with distinction and compassion.

Mission:

Empowering women through the pursuit of knowledge in Arabic language and culture, the college is committed to fostering intellectual growth, cultural understanding, and social responsibility. Guided by Islamic principles and values, the college aim to provide a nurturing and inclusive environment that promotes academic excellence, critical thinking, and leadership skills. Mission of the college is to prepare students to become confident, compassionate, and globally aware individuals who contribute positively to their communities and society at large.

Core Values:

- **Integrity:** Upholding Islamic principles in every aspect of life, fostering honesty, transparency, and accountability in all actions.
- **Excellence:** Striving for academic, personal, and professional excellence through continuous learning, innovation, and improvement. Empowerment: Encouraging students to realize their full potential by fostering self-confidence, independence, and leadership skills.
- **Compassion:** Promoting empathy, kindness, and respect for others, aligning with the teachings of Islam to serve humanity with care.
- **Inclusivity:** Providing a welcoming and supportive environment where diversity is respected and everyone is given equal opportunities to thrive.
- **Social Responsibility:** Instilling a sense of responsibility towards the community and the world, encouraging students to contribute positively and make a difference.
- **Global Awareness:** Cultivating an understanding of global cultures, challenges, and opportunities, preparing students to be proactive and informed global citizens.




Principal
JNW Arabic College
Edavanna - 676541



INTRODUCTION

Jamia Nadwiyya Women's Arabic College stands as a beacon of women's empowerment, committed to academic excellence and community engagement. To maintain its high standards, the college conducted a detailed **Academic and Administrative Audit (AAA)**. This audit is designed to provide an internal review of both academic practices and administrative procedures. The aim is to identify strengths, challenges, and opportunities for improvement, ensuring that the college meets both the NAAC's stringent standards and the expectations of its stakeholders.

The audit provides valuable insights into the functioning of the institution, examining its academic quality, administrative efficiency, research capabilities, and student support systems. By assessing these aspects, the audit offers a roadmap for continuous quality improvement, aligned with the college's vision and mission.


Principal
JNW Arabic College
Edavanna - 676541



OBJECTIVES OF THE ACADEMIC AUDIT

The **Academic Audit** serves as a comprehensive review of all academic activities in the institution. It is intended to:

1. **Evaluate Curriculum Quality and Relevance:** To assess whether the curriculum is aligned with the demands of the modern workforce, industry trends, and global standards, ensuring that it equips students with the necessary knowledge and skills.
2. **Enhance Teaching and Learning Methods:** To analyze the effectiveness of teaching methodologies, identifying areas where more innovative, student-centric approaches can be adopted.
3. **Assess Student Performance and Progression:** To review student outcomes in terms of pass rates, progression to higher education, and employment, ensuring that the institution meets its academic objectives.
4. **Promote Faculty Development and Research:** To evaluate the qualifications, research output, and professional growth opportunities available to faculty members, ensuring that they remain engaged and up-to-date with the latest developments in their fields.
5. **Review Student Support Services:** To examine the quality and range of support services available to students, including counseling, mentoring, and extracurricular activities, ensuring a holistic education experience.
6. **Foster Research, Innovation, and Collaboration:** To encourage a culture of research among faculty and students, while promoting collaborations with other academic institutions, industries, and international bodies for knowledge exchange and innovation.



Principal
JNW Arabic College
Edavanna – 676541



COMPONENTS OF THE ACADEMIC AUDIT

1. Curriculum Design and Development

- The relevance and scope of the curriculum are regularly updated to reflect emerging trends in education, technology, and societal needs.
- Courses are designed to promote interdisciplinary learning, fostering creativity and critical thinking.
- Inputs from alumni, employers, and industry experts are incorporated to make the curriculum more job-oriented and globally relevant.

2. Teaching-Learning Process


- Faculties are encouraged to use a blend of traditional and modern teaching techniques, including digital tools like smart classrooms, online modules, and virtual simulations.
- Interactive learning practices, such as group discussions, case studies, role plays, and experiential learning, are promoted to make learning more engaging and effective.
- Continuous internal assessments and feedback mechanisms help monitor student progress and provide timely interventions.

3. Research and Consultancy

- Faculty members are provided with platforms and resources to engage in meaningful research, with a focus on publishing papers in reputed journals and presenting at national and international conferences.
- Collaborative research initiatives with industries and government bodies are encouraged to address real-world challenges.
- A research promotion cell is set up to secure grants and facilitates research-oriented activities within the college.

4. Student Progression and Development

- The institution monitors student progression through continuous internal assessments, and graduates are tracked to evaluate the effectiveness of programs.
- Placements, higher education enrollments, and student achievements are analyzed to determine success and identify areas for improvement.
- Alumni engagement is strengthened to offer students mentorship, internships, and job opportunities.


Principal
JNW Arabic College
Edlavanna - 676541



5. Extension and Outreach Programs

- The institution is actively involved in community service and social outreach programs that help students develop a sense of responsibility and ethical awareness.
- Initiatives such as environmental awareness campaigns, health camps, and literacy drives are part of the academic ethos, contributing to the holistic development of students.



Principal
JNW Arabic College
Edavanna - 676541



OBJECTIVES OF THE ADMINISTRATIVE AUDIT

The **Administrative Audit** evaluates the efficiency, transparency, and accountability of the college's administrative processes. The key objectives include:

1. **Ensuring Effective Institutional Governance:** To assess the governance structure, focusing on transparency, accountability, and participative decision-making.
2. **Enhancing Resource Management:** To evaluate the allocation and utilization of physical, financial, and human resources, ensuring optimal use for institutional growth.
3. **Improving Human Resource Policies:** To review recruitment, performance management, and professional development strategies for teaching and non-teaching staff, ensuring their welfare and continued development.
4. **Infrastructure and Facility Management:** To ensure that the physical and digital infrastructure of the institution is adequate, well-maintained, and accessible, supporting the learning process and overall student development.
5. **Regulatory Compliance:** To verify that the institution adheres to statutory requirements, including those set by NAAC, university regulations, and government authorities, ensuring smooth operation and compliance.



Principal
JNW Arabic College
Edavanna - 676541



COMPONENTS OF THE ADMINISTRATIVE AUDIT

1. Governance and Leadership

- The institutional leadership's effectiveness in managing and guiding the college is assessed.
- The governance structure, including committees like the governing body, IQAC, and academic council, is evaluated for its transparency, responsiveness, and decision-making capabilities.

2. Financial Management

- Budgeting, fund allocation, and financial controls are assessed to ensure that resources are used efficiently and in alignment with institutional goals.
- Internal and external audits are reviewed to ensure accountability and transparency in financial transactions.

3. Human Resource Management

- The recruitment, appraisal, and promotion policies for both teaching and non-teaching staff are evaluated for fairness and alignment with institutional objectives.
- Professional development opportunities, including training programs and workshops, are assessed to ensure continuous learning and skill enhancement.

4. Infrastructure and Learning Resources

- Adequacy and accessibility of facilities such as classrooms, laboratories, libraries, and IT infrastructure are examined.
- Proper maintenance of the campus and adherence to safety norms, including fire safety, energy management, and waste disposal, are ensured.

5. Student Admissions and Welfare

- The admissions process is evaluated for transparency and inclusiveness, particularly in ensuring opportunities for students from marginalized communities.
- Student welfare initiatives, such as scholarships, healthcare, and counseling services, are reviewed to ensure their effectiveness in supporting students.



Principal
JNW Arabic College
Edavanna - 676541

METHODOLOGY OF AUDITING

The **Academic and Administrative Audit (AAA)** followed a structured and systematic approach to evaluate various aspects of the institution:

1. Data Collection

- Data was collected through structured questionnaires distributed among faculty, staff, students, and other stakeholders.
- Institutional records, such as annual reports, financial statements, and academic results, were thoroughly reviewed.
- Feedback from students, alumni, and employers was analyzed to understand the effectiveness of the academic programs.

2. Interviews and Interactions


- Faculty, administrative staff, students, and alumni were interviewed to gather qualitative insights into the strengths and challenges faced by the institution.
- Focus group discussions were conducted with students to understand their learning experiences and suggestions for improvement.

3. On-Site Visits

- Auditors conducted on-site visits to assess the physical infrastructure, including classrooms, labs, libraries, hostels, and other facilities.
- The condition, accessibility, and usability of these resources were evaluated, ensuring they meet the required standards.

4. Peer Review and External Feedback

- A peer review team consisting of external experts was involved in the auditing process, providing an objective perspective on the institution's functioning.
- External feedback from collaborating institutions, industry partners, and community leaders was also sought to gauge the institution's impact beyond the campus.


Principal
JNW Arabic College
Edavanna - 676541



SUGGESTIONS FROM THE ACADEMIC AND ADMINISTRATIVE AUDIT

1. Curricular Aspects:

- Curriculum needs periodic updates to reflect changing industry requirements and global trends.
- More interdisciplinary courses should be introduced, offering students a broader knowledge base.
- Incorporate practical, hands-on experiences and skill-based learning in the curriculum.

2. Teaching-Learning and Evaluation:

- Adopt more ICT tools and online resources to enhance teaching effectiveness and student engagement.
- Provide regular training for faculty in the use of digital teaching platforms.
- Ensure continuous student feedback is incorporated into the teaching-learning process for ongoing improvements.

3. Research, Innovations, and Extensions:

- Encourage faculty and students to undertake more research projects, providing adequate funding and resources.
- Collaborate with industries and other academic institutions for research partnerships and consultancy projects.
- Strengthen extension activities that benefit the local community and promote social responsibility.

4. Infrastructure and Learning Resources:

- Upgrade IT infrastructure to facilitate e-learning and ensure access to digital resources like e-libraries and databases.
- Develop more student-centric spaces such as innovation labs, research centers, and skill development centers.
- Enhance campus safety measures and energy-efficient infrastructure.

5. Student Support and Progression:

- Strengthen career counseling services to guide students in their educational and professional journeys.



Principal
JNW Arabic College
Edavanna - 676541



- Increase the frequency of workshops, internships, and field visits for practical exposure.
- Ensure that support systems like scholarships, financial aid, and mentoring programs are more inclusive and accessible.

6. Governance, Leadership, and Management:

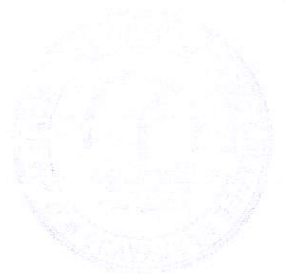
- Streamline decision-making processes, ensuring participative leadership that involves all stakeholders.
- Enhance transparency in governance, especially in financial and resource management.
- Offer more professional development opportunities for faculty and staff to foster growth.

7. Institutional Values and Best Practices:

- Focus on sustainability initiatives like waste management, renewable energy, and eco-friendly practices.
- Promote diversity and inclusion within the campus by offering special programs for marginalized communities.
- Establish a culture of continuous improvement, where feedback and assessment are part of the institutional ethos.

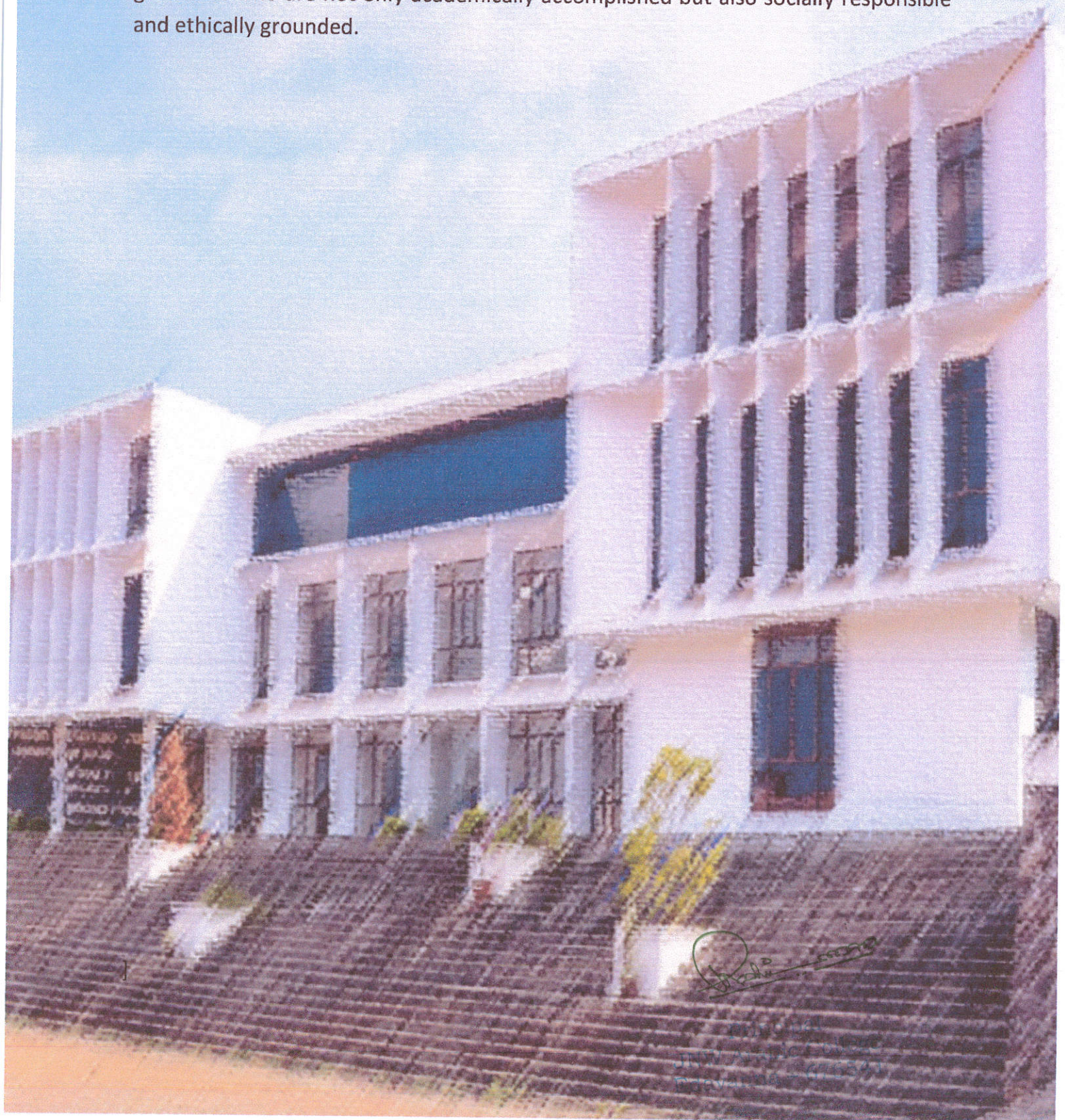


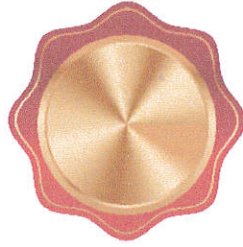
Principal
JNW Arabic College
Edavanna – 676541



CONCLUSION

The **Academic and Administrative Audit (AAA)** is an essential step in ensuring that **Jamia Nadwiyya Women's Arabic College** remains committed to its vision of empowering women through quality education. By evaluating both academic and administrative practices, the audit identifies areas of strength and opportunities for growth, helping the institution maintain excellence in its operations while aligning with NAAC standards. The audit's recommendations provide a strategic framework for the college to enhance its offerings, ensuring that it continues to produce graduates who are not only academically accomplished but also socially responsible and ethically grounded.





CERTIFICATE

OF ACHIEVEMENT

This is to certify that Jamia Nadwiyya Women's Arabic College, Edavanna, has successfully undergone a detailed Academic and Administrative Audit, confirming adherence to established educational standards and best practices. The audit thoroughly assessed the college's academic offerings, administrative operations, and overall institutional effectiveness. The college stands out for its academic distinction, relevant curriculum, and streamlined administrative systems. It places a strong emphasis on student support, modern infrastructure, and sound governance. This certification serves as a testament to Jamia Nadwiyya Women's Arabic College's dedication to providing quality education and ensuring administrative excellence.



**DR. ABDULLA
NAJEEB. M**
External Auditor



DR. SAITH. C
External Auditor



ABDURAHIMAN. P
Internal Auditor



Principal
JNW Arabic College
Edavanna - 676541